

**Greenwood Cemetery Advisory Board
Meeting Minutes
Friday, May 6, 2022, 8:30 a.m.
151 Martin St. - Room 205**

I. Call To Order

Linda Buchanan, Chair, called the meeting to order at 8:30 a.m.

II. Roll Call

Present: Chair Linda Buchanan
Pam DeWeese
Linda Peterson (left at 9:38 a.m.)
Laura Schreiner (left at 9:30 a.m.)
Margaret Suter

Absent: George Stern, Joseph Vercellone

Administration: City Clerk Bingham, Museum Director Pielack, Deputy Clerk Woods

III. Approval Of The Minutes

A. Review of the Minutes of April 1, 2022

Chair Buchanan asked that "gate replacement process" on page three of the minutes be replaced with "Section F access drive polls and chain replacements."

MOTION: by Suter, seconded by Peterson:
To approve the minutes of April 1, 2022 as amended.

VOTE: Yeas, 5
Nays, 0

IV. Unfinished Business

A. Greenwood Cemetery Operational Procedures, Conditions and Regulations

CC Bingham noted the Board's recommended revisions, and said those would be integrated.

MOTION: by Suter, seconded by Peterson:
To adopt the draft of Greenwood Cemetery Operational Procedures, Conditions and Regulations as corrected.

VOTE: Yeas, 5
Nays, 0

Staff recommended GCAB conduct an annual read-through of the Greenwood Cemetery Operational Procedures, Conditions and Regulations to make any needed changes.

B. Policy for Approving and Installing Markers for Persons of Historical Significance

There was discussion among GCAB members and Staff regarding how best to publicize markers for persons of historical significance.

In reply to GCAB, CC Bingham said she would check with CM Markus to see how these occasional installations might be publicized at the City Commission level in order to make the public more aware. CC Bingham said the installations would likely either end up in the City Manager’s Report or on the Commission agenda, both at the City Manager’s discretion.

There was Board consensus that the application form looked good.

It was decided that the item would be approved at the June 2022 meeting after receiving input from the City Manager about the process.

V. New Business

A. Preparation for 2021-2022 Annual Report, Goal Reflection & Setting

CC Bingham noted the Board’s recommended revisions, and said those would be integrated.

It was decided that reviewing the Cemetery Management Agreement and possibly conducting RFP preparations as a 2022-2023 goal would be discussed at the June 2022 meeting.

GCAB asked CC Bingham to report back on options from DPS for replacing the pole and chain in Section F at their June 2022 meeting.

B. Future Business for June

- a. Continued Preparation for 2021-2022 Annual Report, Goal Reflection & Setting
- b. Planning for Grave Stone Inventory
- c. Potter’s Field

Chair Buchanan summarized the topic.

d. Other Items for Consideration

VI. Reports

A. Update from Museum Director Leslie Pielack

MD Pielack stated that the Underground Railroad Commemorative Event that the Museum Board has been working on would be held on September 17, 2022 at 11 a.m. She provided details on the event.

She also recommended that GCAB and the Museum Board follow the Policy for Approving and Installing Markers for Persons of Historical Significance, once the policy is completed, for both George and Eliza Taylor and for Mary Chase Perry Stratton.

GCAB commended MD Pielack on her work.

MD Pielack thanked Ms. DeWeese and stated that the work is a team effort.

B. Update on GIS

DC Woods summarized the item.

It was noted that it would be useful to have a resource where someone could look up a decedent's burial location within Greenwood.

In reply to Board comment, DC Woods confirmed it would likely be possible to crosslink between the City's lookup and the Museum's information when available, but that it would require manual linking of every record which would take some time.

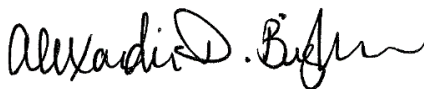
- C. Update from Clerk's Office
- D. Financial Reports
- E. Cemetery Sales & Activity
- F. City Managers Report

VII. Open To The Public For Matters Not On The Agenda

VIII. Board Comments

IX. Adjourn

Chair Buchanan adjourned the meeting at 9:38 a.m.



Alexandria Bingham
City Clerk



Laura Eichenhorn
City Transcriptionist