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Woodland Cemetery Stewardship Committee

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Woodland Cemetery Stewardship Committee, "Agendas, Minutes, and Attachments, 2003" (2003).
Woodland Cemetery Stewardship Committee. 24.
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Location: Gentry Hall

Attending: Bobby McCormick, Matt Dunbar, Don McKale, Tom Wooten, Gerald Vander Mey, Wil Brassington, Sonya Goodman, and Jim Hendrix (by telephone).

1. Meeting called to order at 2:00 PM
2. Minutes Approved for September 23 and September 13, 2002
3. Reports
 - a. Finance
 - i. Jim Hendrix reported that to date \$80,000 in gifts and pledges have been received for the Cemetery. The committee discussed the significant progress from last year.
 - ii. The "Cemetery Hill Preservation" account managed by the University Foundation currently has a balance \$11,563.12.
 - b. Grounds
 - i. Wil Brassington reported that there is an initiative to remove as much of the chain link fencing on site as possible. Wil is working with Barry Anderson, Campus Landscape Architect, to identify the correct process to use to ensure that the solution is appropriate and acceptable.
 - ii. Wil requested that ideas for new fencing/site identification elements be reviewed at the next meeting.
 - iii. It was noted that there does not seem to be a systematic site review process in place. Gerald Vander Mey is to speak with Adriene Gerus concerning this topic.
 - c. Public Relations
 - i. Matt Dunbar reported that Clemson World is still pleased with the quality of the Cemetery Chronicles, and that the feedback that they are receiving is very positive.
 - ii. The next featured Clemson Chronicles figure will be D.W. Daniel.
4. Old Business
 - a. The Board of Trustees in its October meeting approved the Boundary of Cemetery Hill as described by the diagram "Woodland Cemetery Boundaries", and more specifically described in the "Boundary Survey of Woodland Cemetery for Clemson University" dated 11/13/02 by Freeland & Associates surveyors and engineers.
 - b. Bobby McCormick noted that the follow-up of Keith Munson regarding the private status of the cemetery is currently unnecessary, and will be revisited if circumstances demand.
5. New Business
 - a. Matt Dunbar will begin to assemble the Annual Report to President Barker.
 - b. Coping and Related issues
 - i. Due to a recent installation in the Cemetery, the issue of cemetery plot coping has arisen. Sonya Goodman will research who placed the coping on the 'Graham' plot and speak with the people responsible for initiating the work. Sonya will consider alternative approaches to bring the physical and aesthetic

presence of this plot into a more compatible expression. It was suggested that Adriene Gerus and Barry Anderson review installation plans before they are approved.

6. Other Business

- a. Bobby McCormick will present the Cemetery Hill Master Plan to the President in the next few weeks with a request to present it to the Board in April.
- b. Policy Review
 - i. The latest policy and procedures document was approved in 1991. This document should be reviewed and revised as appropriate by this Cemetery Stewardship Committee for consideration by the Board of Trustees.
 - ii. Key policy issue to consider: length of service required to be eligible for assignment of a plot.
 1. Sonya is to report on the waiting list and the number of people eligible to be assigned a plot.

7. Meeting Adjourned

Location: 222 Sistine Hall

Attending: Bobby McCormick, Matt Dunbar, Don McKale, Gerald Vander Mey, Wil Brasington,
Guest: Barry Anderson

1. Meeting called to order at 3:00 PM
2. Minutes Approved for February 28, 2002
3. Reports
 - a. Finance
 - i. Bobby McCormick reported for Jim Hendrix that to date approximately \$80,000 in gifts and pledges have been received for the Cemetery. The committee discussed the significant progress from last year.
 - ii. The "Cemetery Hill Preservation" account managed by the University Foundation currently has a balance in excess of \$12,000.
 - b. Grounds
 - i. Wil Brasington reported that the campus Safety Walk occurred last night and that there should be some feedback from that event concerning the Cemetery.
 - c. Public Relations
 - i. Matt Dunbar reported that he next featured Clemson Chronicles figure will be Elvin Lorenzo Clarke after D.W. Daniel.
 - ii. There was discussion about proving some token of gratitude to the staff of Clemson World for their support.
 - d. Annual Report
 - i. Matt Dunbar reported that the Annual report is about to be finished. He asked for final comments from the committee.
4. Old Business
 - a. Barry Anderson reported that the Master Plan presented at the meeting is the pre-press version. He asked for any final comments prior to sending it to the printer. Bobby McCormick was to share it with the President for his review. A meeting with the President to respond to his feedback will be scheduled if necessary.
 - b. Barry Anderson reviewed with the committee an illustration of Concepts for Garden Wall improvements. Several comments were made and the illustrated approach was challenged, but it was concluded that the plan is reasonable and appropriate. Barry was asked to develop a conceptual phased cost estimate that can be used for fund raising.
 - c. A memo from Thornton Kirby, Sec. To the Board of Trustees was reviewed with the committee. The issue raised by TK was that the access road from the cemetery to the Stadium is not standing up to the use it receives and the question has been raised concerning the future of the drive. It was decided by the committee that the Thornton and Helen Adams will be asked to attend the next meeting to provide information and engage in a dialogue on the subject.
5. New Business
 - a. President Barker has appointed Trustee Patti McAbee to the Woodland Cemetery Stewardship Committee.
6. Meeting Adjourned 4:30

Location: Gentry Hall

Attending: Bobby McCormick (by phone), Matt Dunbar, Jim Hendrix, Gerald Vander Mey, Sonya Goodman, Wil Brasington presiding.

Guest: Barry Anderson

1. Meeting called to order at 3:30 PM
2. Minutes Approved for April 3, 2003
3. Reports
 - a. Finance
 - i. Jim Hendrix reported that to date approximately \$100,000 in gifts and pledges have been received for the Cemetery.
 - ii. The "Cemetery Hill Preservation" account managed by the University Foundation currently has a balance in excess of \$21,000 (up \$9,000 from April, 2003).
 - iii. New strategies are being investigated for additional fundraising.
 - iv. A match of up to \$10,000 has been made by the Chair, Bobby McCormick for any other two gifts exceeding \$5,000.
 - v. A discussion was held regarding the need to approach the leadership of the University concerning funding – the concern is that private funding will not meet the expected need for improvement or maintenance, and if the cemetery is honorific, asking individuals for support at the necessary levels may not be an appropriate thing to do.
 - b. Grounds
 - i. Wil Brasington reported that the campus Safety Walk occurred but no information has been made available.
 - ii. It was noted that the west side of the cemetery is getting overgrown with small trees, and that the maintenance group should be alerted to this condition.
 - c. Public Relations
 - i. Matt Dunbar reported that perhaps in January, the master plan for the cemetery will be featured in Clemson World, along with sketches and funding needs.
 - ii. It was noted that the April minutes needed to be corrected to show that Elvin L. Clarke is properly spelled Elwin.
4. Old Business
 - a. Review of Cost Estimates for Fencing: the committee requested of the planning office variations on the fencing layouts to potentially reduce costs.
 - b. The committee requested of the planning office entry feature options (gate and corner markers) for review at the next meeting.
5. New Business
 - a. None
6. Meeting Adjourned 5:00

Location: Gentry Hall

Attending: Bobby McCormick, Matt Dunbar, Tom Wooten, Don McKale, Jim Hendrix ,
Wil Brassington (Presiding)
Guest in attendance; Barry Anderson.

1. Meeting called to order at 3:30 pm

2. Minutes Approved for July 10, 2003

3. Reports

a. Finance

- i. Jim Hendrix reported that to date approximately \$110-120k in gifts and pledges have been received for the Cemetery.
- ii. Current holdings are in the amount of \$30,031.00
- iii. Avg. Gift is \$200 per person
- iv. Levels of recognition/Thank-you's should relate to gift amounts. Specifics not yet determined.

b. Grounds

- i. Wil Brassington reported that the campus Safety Walk occurred but offered little response to the existing lighting condition within the cemetery.
- ii. Bobby McCormick stated that the existing condition of the area within the main cemetery has a intended appearance based on discussions with Adrienne Gerus, Director of Landscape Services. Bobby also stated that Adrienne has expressed a desire to reassess the desired "look" of the place and determine in more detail "what is weed and what is not."

c. Public Relations

- i. Matt Dunbar reported that perhaps in January, the master plan for the cemetery will be featured in Clemson World, along with sketches and funding needs.
- ii. Matt stated that it is desirable to continue "Cemetery Chronicles" as a way to promote public awareness. Group concurred.

4. The Preliminary Master Plan was discussed. Four topics were covered:

- Most recent developments in response to meeting with President Barker on May 14.
 - Parking – Removed from Campus Parking Inventory and depicted as informal open space to support cemetery functions and special event parking. This is a departure from the previous meeting minutes that stated *"The committee generally agreed that the parking at the entry to the cemetery should be a part of the campus inventory to encourage foot traffic."*
 - Entry Court concept was presented for discussion and received a favorable response from the committee.
 - Williamson Road gates and corner markers were also reviewed and discussed. Jim Hendricks stated that his desired material for the gates and markers should be of granite so that they would be directly associated with the cemetery in appearance.
 - Bobby suggested seeking additional funding from the University. A noted suggestion was for the Stewardship committee could raise funds for new main gates, corner markers, entry court and perimeter landscaping (scope of work outside the main cemetery), and the University could address the maintenance needs associated with existing cemetery gates, fencing, and retaining walls.
- Presentation boards are to be completed to depict current design direction.
- Barry Anderson will work with Will B. to prepare documents for presentation to President Barker and Board.

5. Meeting Adjourned at 4:45 pm.

Location: Gentry Hall

Attending: Bobby McCormick, Gerald Vander Mey, Don McHale, Wil Brasington presiding.

Guest: Barry Anderson

1. Meeting called to order at 3:15 PM
2. Minutes Approved for August 29, 2003
3. Reports
 - a. Finance
 - i. The "Cemetery Hill Preservation" account managed by the University Foundation currently has a balance in excess of \$31,000. Pledges have been received totaling \$115,000.
 - ii. Two additional potential donors are being pursued that have the ability to provide \$15,000 - \$50,000 each.
 - iii. MRR funds of the University are being pursued for matching money.
 - b. Grounds
 - i. Wil Brasington reported a great deal of work has been accomplished to clean up the cemetery.
 - c. Public Relations
 - i. No report
4. Old Business
 - a. It was suggested that Jerry Reel be approached about making a training video to capture the essential characteristics of the history embodied in the cemetery.
 - b. The meeting with President Barker has been moved to October 7, 2003.
5. New Business
 - a. Norris Monument acquisition and placement considered. Gerald Vander Mey described the opportunity to acquire a monument dedicated to D.K. Norris, one of the original University Trustees. It is currently located in Catechee, SC. One of the descendants of D.K. Norris would like the University to acquire the monument and place it somewhere on campus. The Trustees approved the acquisition in April of 1984, but the approval has never been acted upon. The monument is not a head-stone, it is a rather large (appx. 6'h x 6'l x 4'w) gray granite homage to Norris. It was noted that the monument is privately held at this time and that there are currently no funds available to relocate it. There was some discussion on the subject concerning the precedent that this acquisition may set. There was also a positive statement made about the role of Norris in the history of Clemson University, and that it would be appropriate to honor him in some way. The issue was tabled and may be discussed at a later time.
6. Meeting Adjourned 4:15.

Location: Gentry Hall Conference Room

Attendees: Wil Brasington, presiding, Sonya Goodman, Matt Dunbar by conference call, Bobby McCormick, Jim Hendrix, Tom Wooten, and Gerald Vander Mey.

Guests: Mendal Boughknight, Barry Anderson

1. Meeting called to order at 3:00 p.m.
2. Minutes approved from October 3, 2003 meeting.

3. Committee Reports

- a. Finance, Jim Hendrix
 - Cash on hand \$ 31,000
 - Pledges \$137,000

A subcommittee for fundraising is to be formed. Four (4) additional people will be asked to participate. Existing stewardship committee members are welcome, but others from outside will be contacted as well.

b. Public Relations, Matt Dunbar: Article on cemetery will be published in Winter 2003 issue of Clemson World

c. Grounds, Wil Brasington:

- i. New grounds subcommittee chair will be Dr. Tom Wooten.
- ii. Coping – the latest information is that the wall with the very tall profile is to be removed in the next 2 weeks. People who are speaking to the university about coping or other markers are being directed to use only corner markers.
- iii. Sonya Goodman is to follow up on getting the Board of Trustees to delete the ability to install coping in the cemetery.

4. Old Business

5. New Business

- a. Major Project Discussion: Wil Brasington and Barry Anderson met with Board of Trustees on Oct 24th and presented Master Plan and Gates proposal. Good feedback and very positive comments from Board. Timing and funding issues should be finalized and presented to Administrative Council. Jim Hendrix indicates that it is really difficult to project the amount of cash. A reasonable projection is that we will have approx. \$50k for a project.
- b. Will Brasington, Gerald Vander Mey, and Barry Anderson met with President Barker on October 7th and presented the gates and master plan. The President

gave some good feedback on the layout and images of the stonework. Character is an outstanding issue. Discussion on funding – the University will contribute matching funds on 1:2 ratio (200,000 university, 400,000 private). A 4-5 year time frame is reasonable.

- c. Discussion ensued concerning project emphasis and funding strategies. What can and should Phase 1 be?
- d. A motion was made by Gerald Vander Mey to adopt the phasing plan outlined by Barry Anderson in the distributed e-mail. The motion was seconded by Bobby McCormick but then unanimously defeated by the committee following discussion.
- e. A motion was then made to implement the following phasing plan:
 - 1. Main Gates
 - 2. Forecourt
 - 3. Corner Markers

The committee unanimously endorsed this second motion.

- 6. The meeting adjourned at 4:30 p.m.