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Location: Gentry Hall Conference Room

Attendees: Wil Brasington, presiding, Gerald Vander Mey, Tom Wooten, Bobby McCormick, Matt Dunbar by conference call, Don McKale

Absent: Jim Hendrix

Guests: Sonya Goodman & Barry Anderson

I. Meeting called to order at 3:00 p.m.

II. Minutes approved from November 7, 2003, as amended.

III. Committee Reports

a. Fundraising & Finance

Cash on hand	39,000k
Gifts & pledges	187,000k

Fundraising Subcommittee has been formed consisting of Terry Long, Brandt Gilbert, and one other person yet to be named. Also, a fundraising brochure is being designed.

b. Grounds – Tom Wooten

Sonya Goodman, Adrienne Gerus, and Tom Wooten met on site. The chain link fence can be removed for less than \$1,000 but will leave the cemetery unsecured. Removal of the chain link fence should be coordinated with the installation of some other physical barrier. The pines on the west side closest to the parking areas are dying due to root rot.

c. Public Relations – Matt Dunbar

Winter – John Lane
Spring – A. F. Lever
Summer – Hunter
Fall – Fund Raising

IV. Old Business

a. Williamson Road/Woodland Cemetery Parking Analysis – Bobby McCormick & Matt Dunbar

The committee discussed football parking on Williamson Road. There is a plan to make changes when physical modifications are imminent. Van Hilderbrandt,

Bobby Skelton, Helen Adams, and Neill Cameron were consulted. A motion was made to maintain existing conditions. The motion passed unanimously. A document entitled "Woodland Cemetery Parking Analysis" was presented

b. Status of Coping Policy – Sonya Goodman

This issue is under consideration for inclusion at Board of Trustees meeting. The issue may be taken up by the Administrative Council and may then be referred to the Board of Trustees.

c. Other Issues

- i. Length of service and eligibility
- ii. Survey of site to NW, Survey to be investigated in terms of scope and construction.

d. Review of Capital Improvement Phases and Costs

A motion was made to endorse the January 16, 2004 phasing plan. See attached handout dated January 16, 2004. The motion was unanimously approved. Discussion ensued regarding the gates and the intersection of Williamson and S. Palmetto. The potential for a traffic light or the introduction of a traffic circle was discussed. One of these measures will be necessary when a parking structure is built on west campus, the traffic light is less intrusive to the Cemetery. The committee asked to be kept up-to-date on the issue.

V. New Business

a. Discussion of Cemetery Maintenance Account – Sonya Goodman

Discussion of maintenance vs. private money uses. It was generally agreed that the committee would ask the President for \$10 k annual operating expenses. Campus Sweep is to be approached for the establishment of the hedgerow.

b. Preparation of Annual Report

The Chair requested that the sub-committee chairs submit significant events over the past year in preparation of the annual report due date which is just a few months away.

VI. Adjournment

Minutes submitted by G. Vander Mey

02-13-04

amended 03-08-04

January 16, 2004

1) Phase 1: Williamson Road Gates Construction, chain-link fence removal, installation of hedgerow to replace fence, landscaping (\$75k)

-Cost would be \$50K in gifts and a \$25K match from the university

-Estimates on materials /labor of Main Gates (50K), hedgerow (15K), landscaping/irrigation (10K)

-Phase 1 could begin as early as July '04, Hedgerow planting as part of Campus Sweep activities in April '04.

2) Phase 2: Forecourt (\$200K) and Garden Wall Construction (\$200K)

-Need to consider Williamson Road intersection improvements as we establish start date for Phase 2

-Cost would be \$132,000 in gifts and \$68K for university match for ONLY forecourt component

-Cost of garden wall replacing retaining wall would be additional \$200K (combination of gifts and university match)

3) Phase 3: Corner markers and Misc. landscaping to define Williamson Road Perimeter (\$50-75K)

-Cost would be \$50K in gifts and a \$25K match from the university

-Cost for landscaping only would be \$50K.

***Overall time frame of project from start to finish would be targeted for 5 years ('04 - '09)

***Overall costs would be \$525K OR \$550K, depending on direction taken in Phase 3

AGENDA

**Woodland Cemetery Stewardship Committee
March 5, 2004 Meeting
Sirrinc Hall Conference Room
3:00pm**

- I. Welcome and Call to Order**
- II. Approval of Minutes from January 16, 2004 Meeting**
- III. Committee Reports**
 - a) Fundraising – Jim Hendrix**
 - b) Grounds – Tom Wooten**
 - c) Public Relations – Matt Dunbar**
- IV. Old Business**
 - a) Update on Status of Capital Improvement Plan**
 - b) Change to Coping Policy**
 - c) Preparation of Annual Report**
- V. New Business**
 - a) Budget Request for Fundraising Sub-Committee – Jim Hendrix**
 - b) Cemetery Tour Planning – Dr. Jerry Reel**
- VI. Cemetery On-Site Visit**
 - a) Expansion Site Tree Inventory**
 - b) Logistics of Chain-Link Fence Removal**
 - c) Electrical Duct Bank Installation**
- VII. Adjournment**

Location: 222 Sistine Hall

Attendees: Wil Brasington, presiding, Jim Hendrix, Tom Wooten, Bobby McCormick, Don McKale, Gerald Vander Mey

Absent: Matt Dunbar

Guests: Jerry Reel, Thornton Kirby, Paul Minerva, Bill Carson, & Barry Anderson

- I. Meeting called to order at 3:00 p.m.
- II. Minutes approved from January 16 as amended.
- III. Committee Reports

a. Fundraising & Finance – Jim Hendrix

Cash on hand	\$44,000
Gifts & pledges	\$127,000

The subcommittee chair noted that a significant pledge has been rescinded. The fundraising subcommittee is working to identify individuals who may be able and willing to give to the cemetery. The fundraising brochure is in progress and 2000 will be printed. (See new business, item "a").

b. Grounds – Tom Wooten

Dr. Wooten distributed an aerial photograph of the Cemetery and reviewed it with the Committee.

c. Public Relations – no report

Bobby McCormick noted that the relationship with "Clemson World" magazine has solidified and should be a perpetual arrangement. He also noted that the fund raising piece is being discussed and is planned to be in the Summer or Fall issue of "Clemson World."

IV. Old Business

a. Update on status of Capital Improvement Plans - Wil Brasington

No action has been taken on this, but it is slated for action by the Administrative Council.

b. Coping Policy

The Woodland Cemetery Policy document has been updated to incorporate charges relative to coping. The policy is now approved by the Administrative Council and reflects this update.

c. Annual Report

The annual report is due in April. Committee chairs are asked to please submit information to the Chairman as soon as possible.

V. New Business

a. Budget Request

\$3,500 is being requested to print 2,000 brochures. A professional approach is being taken, and the brochures will be mailed out to people who have ties to the cemetery. The funds are being requested from the funds that have been raised. A motion was made to endorse the request, and it passed unanimously.

b. Cemetery Tour Planning – Dr. Jerry Reel

Open discussion

Dr. Reel suggested that a self-guided document is necessary – a single document that will cover the highlights.

Cemetery audiences will likely include the following groups:

- 1) Accidental Tourist (self-guided tour would be appropriate)
- 2) Scheduled tours for interested parties
- 3) Descendants of those buried in the Cemetery.

Identify a group, probably Tiger Brotherhood, to adopt the tour program.

Coordinate the program through the Visitor's center.

Dr. Reel – Consider the descendants of those interested

B. McCormick – will talk to Tiger Brotherhood about sponsoring the tour program and see how they respond.

Matt Dunbar was elected to produce the self-guided tour documents. Campus Planning will assist with map/plan support.

Don McKale suggested that Dr. Reel participate in the development of a video to introduce the cemetery. This video could also be used for training.

VI. Cemetery On-Site Visit

a. Expansion Site Tree Inventory

The committee convened on the site and reviewed the expansion area on the northwest side of the cemetery. As soon as practical a survey will be initiated to document the boundary of the expansion areas including many of the trees on site. Paul Minerva and Bill Carson addressed the group and asked that groups of trees be worked around instead of working around individual trees.

b. Chain Link Fence Removal

The committee reviewed the conditions of the existing fence surrounding the cemetery and modified the intention of removing the fence in its entirety at one time. It was decided that the section of fence to the north of the main entry where there is a retaining wall greater than 30" in height will remain until other measures can be taken to create a safety barrier in this location.

c. Electrical Duct Bank

The committee reviewed on-site the specific qualities of where the Duct Bank will run. It was clarified with the group that 2 water oaks on the southeast edge of the cemetery will be lost due to the construction, but the project will pay for their replacement.

Woodland Cemetery Stewardship Committee
Friday, September 3, 2004

Minutes of a Meeting

Location: Gentry Hall Conference Room

Attendees: Wil Brasington, Gerald Vander Mey, Matt Dunbar, Bobby McCormick, Don McKale, Tom Wooten

Absent: Jim Hendrix

Guests: Barry Anderson

I. Meeting called to order at 3:10 p.m.

II. Minutes from March 5th meeting were approved by the committee with some minor changes that have been incorporated into the March 5th minutes.

III. Old Business deferred

IV. Committee Reports

a. Fundraising Report & Finance

Cash on hand	\$63,000
Gifts & Pledges	\$192,000

Fundraising brochure is in final stages of production.

b. Grounds

New plantings: 25 shrubs still growing. 15 trees have expired from April planting. Additional mulch has been distributed around the plants. Large tree by Anderson site should be removed on the southwest side. The Red Oak by the Calhoun site is declining. Future plantings should be done in January.

c. Public Relations

Members were directed to see the *Clemson World* article that featured Barry Anderson's sketches. Little Joe Hunter article is coming out in the next issue. Mary Katherine Littlejohn issue is after that. Matt Clemmens will likely take on future cemetery tours. Matt Dunbar passed around a notebook of cemetery chronicle articles.

V. New Business

A. Site survey

1. Barry Anderson outlined scope of proposed survey of the more than 2 Northwest acres (2.3 acres to be exact).

2. Committee voted that the new area should be numbered consistent with the old, existing area.

3. Approval of action to procure survey of the northwest section was given. The survey should cost no more than \$5,000. If the cost is more, a committee vote will be required.

4. Future layout of the NW area will be addressed by Barry Anderson with the idea that the plan will be consistent with the existing area.

b. Policy

1. Bobby McCormick noted an objection to the 'purgatory' of a waiting list.

2. 20 years instead of 10 years was discussed for eligibility. Continuous service requirement was eliminated.

3. Numerous other changes as noted in the working document in progress.

4. Bobby McCormick will review factual issues involving the number of people eligible for interment based on 20 years of service.

5. See marked up copy of policy for additional notes (see Woodland Cemetery Policies and Procedures, 1991, Adopted by C. U. Board July 12, 1991).

IV. Old Business

a. Operation fund request approved (\$10,000).

b. Chain link fence is down.

c. Special thanks to Tom Wooten, Barry Anderson, Bill Carson and Tiger Brotherhood for the planting of 40 trees last April. Second planting is to take place in January of 2005.

d. Barry Anderson will contact Dr. Lander to schedule a visit from the State archaeologist.

e. A copy of the fundraising brochure was passed around the group and layout was discussed as well as gift request level.

f. Future agenda item -- chapel location.

VI. Adjournment

Minutes submitted by G. Vander Mey, 09-07-04

Woodland Cemetery Stewardship Committee
Friday, November 5, 2004

Minutes of a Meeting

Location: Gentry Hall Conference Room

Attendees: Wil Brasington, Gerald Vander Mey, Matt Dunbar (by phone), Bobby McCormick, Tom Wooten, Jim Hendrix

Absent: Don McKale,

Guests: Barry Anderson

I. Meeting called to order at 3:10 p.m.

II. Minutes from Sept 3rd meeting approved.

III. Committee Reports

a. Fundraising Report & Finance

Cash on hand	\$64,800
Gifts & Pledges	\$210,000

Fundraising brochure was reviewed by committee. Special thanks to Brandt Gilbert for working behind the scenes to get the publication completed.

b. Grounds

Plantings are being planned for January. Two trees are in poor condition are still standing.

c. Public Relations

Article on M.K. Littlejohn to be in Clemson World soon.

IV. New Business

A. Tours

1. Tours : Matt Clemmens is heading up tours of the cemetery and held a tour recently at homecoming. Dr. Reel will conduct tour on the morning of the USC football game . Starting in February there should be weekly tours.

V. Old Business

a. Policy

1. Wil reviewed changes discussed at last meeting.

2. 20 years instead of 10 years for eligibility to be assigned a plot approved by committee.

3. Assignments point #2 deleted.

4. Other changes can be seen in final edition of policy.

5. Committee unanimously approved new policy.

b. Brochures are to be mailed out soon.

c. State Archeologist visit still has not been realized.

d. Non-denominational chapel location is still an issue and should continue to be on future agendas.

e. Adriene Gerus is to be invited to discuss Tree Policy

f. Next Annual Report is due in March of 2005.

VI. Adjournment : 5:00

Minutes submitted by G. Vander Mey, 02-20-05