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Woodland Cemetery Stewardship Committee, "Agendas, Minutes, and Attachments, 2008" (2008).
Woodland Cemetery Stewardship Committee. 25.
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AGENDA

Woodland Cemetery Stewardship Committee
February 15th, 2008 Meeting
Gentry Hall Conference Room
2:00pm

- I. Welcome and Call to Order
- II. Update on Enhancement Project
- III. Woodland Cemetery Policy Issues
 - i. Enclosures and Walls
 - ii. Assignment of Family Plots
- IV. Committee Reports
- V. Old Business
- VI. New Business
 - i. Request for Additional Survey Work
 - ii. Informational Update on Gettys Preservation Report
 - iii. Election of Committee Chair
- VII. Adjourn

Attending: Bobby McCormick, Matt Dunbar, Jim Hendrix, Wil Brasington, Gerald Vander Mey.
Guest: Barry Anderson

1. Meeting called to order, minutes were approved as amended.
2. Reports
 - a. Finance
 - i. No report.
 - b. Grounds
 - i. No report.
 - c. Public Relations
 - i. The next submission to Clemson World will be on Dr. Godley. The committee also discussed a promotional project involving the development of a portfolio of Chronicle articles.
3. Old Business
 - a. Update on enhancement project & funding
 - i. Barry Anderson provided a status report regarding project expenditures. A discussion of accounts and balances ensued:
 1. \$73,000 has been expended and the payment source is to be discovered.
 2. The Committee will exhaust the bridge loan before any foundation monies are expended or returned to cover the bridge loan.
 3. Privately raised monies will be retained and invested to cover future cemetery expenses.
4. New Business
 - a. Request for additional survey work – the Chair is to request \$12,000 from the Administration to stakeout and mark the new plots that are needed.
 - b. Bobby requested additional information about the Getty Grant that is surveying historic resources.
 - c. Enclosures and Walls: it is the sense of the committee that the policy regarding enclosures and walls in the cemetery is clear and confirmed, but Barry Anderson will provide additional information to the committee for review and recommendation prior to April 1.
 - d. Family assignments: the policy is clear and confirmed.
 - e. Election of Committee Chair
 - i. A motion was made to name Wil Brasington as the next chair of the Woodland Cemetery Stewardship Committee. The motion was seconded. There being no questions or comments, the motion was put to a vote. The Committee approved the motion unanimously.
5. Meeting Adjourned.

AGENDA

Woodland Cemetery Stewardship Committee
September 15th, 2008 Meeting
Gentry Hall Conference Room
2:30pm

- I. Welcome and Call to Order
- II. Update on Enhancement Project
- III. Operational Needs and Funding Sources
- IV. Surveys & Plot Markers
 - i. NW Expansion Area
 - ii. Calhoun Plot
- V. Prince Plot
- VI. Dissemination of Policies to Plot Holders *Table*
- VII. Review of FY'08 Plot Assignments
- VIII. Review of Plot Inventory
- IX. Old Business/New Business
- X. Adjourn

Jeannette Braine-Sperry

From: Jeannette Braine-Sperry
Sent: Thursday, September 11, 2008 10:19 AM
To: 'Angela Leidinger'
Subject: Woodland Cemetery Update

Angie,

Thursday, August 21st, Sally and I met with Gene Callaghan, the facilities person who flags gravesites when a plot is ready for a burial. This came about because an individual who has had a plot for around ten years decided to check out the site and found the small oak tree on the site had grown into a large tree, which did not permit full burial. It can now only be used for a cremation site.

Because of this, I requested through Mike Smith, in Clemson facilities, to check 4 sites to make sure we did not run into the same problem. With this request being handled, it was discovered that there is a section of the cemetery, where our office has been issuing plots, that has no corner pins for proper plot delineation.

Gene Callaghan told me facilities would need to go to the Stewardship Committee for approval to have the "unpinned" plots surveyed. At that point I said to Gene that I believed that action would require Board approval. **(This may or may not need to be an agenda item for Fall Quarterly but we can clarify at next Monday's meeting.)**

As you and I briefly discussed, money becomes an issue for this work to be done. **(Wil mentioned there is some money available for some work.)** I also sent an email to Wil Brasington about the Stewardship Committee's official duties and responsibilities. He emailed that the committee established some working guidelines that have never been approved by anyone. I asked that he forward those to our office. **(I have not received yet, but will follow up with Wil.)**

Following is some additional information and recommendations:

1. Because coping is not allowed, families are installing corner markers that appear to be improperly set. Instead of being set inside corner pins of the gravesite, they are being set over the pins or are removing corner pins and putting in the corner markers. **- To date, I have found nothing that permits corner markers to be installed. This should probably be reviewed by the Stewardship Committee and a recommendation brought forward to the Board to be included in policy.**
2. It appears that there may be gravesites that have had coping installed after the policy was changed to not allow this. **(There is no way, at this time, to supervise what takes place unless the cemetery was "locked down" or someone from facilities would happen to see work taking place in the cemetery and could let the appropriate people know.)**
3. Even though this is considered a natural, rustic setting, there need to be some clear guidelines/information provided to facilities on what small saplings can be removed, if any.
4. With the hardwood trees that are maturing within some of the plots, there needs to be a review to determine how plots are marked....cremation or full burial. To date that has been done on a plot by plot basis.
5. In some old notes I reviewed, there is a suggestion that a certain number of plots be saved for future presidents and trustees.

I think the Stewardship Committee Meeting will be helpful to discuss and probably clarify what direction needs to be taken on some of the above.

Jeannette

Attending: Matt Dunbar, Jim Hendrix, Wil Brasington, Gerald Vander Mey, Jeannette Braine Sperry, Angie Leidinger

1. Meeting called to order.
2. Update on Enhancement Project
 - a. \$25,000 balance remaining in Enhancement Project account. Encumbered amount over and above the \$25,000 is \$12,000 for expansion area surveying.
3. Operational Needs & Funding Sources
 - a. Additional funding is needed to handle ongoing needs such as erosion control, archeology, etc.
 - b. Discussion ensued regarding plot assignments, potential plot reassignments, demand for plots, and the need to maintain proper lists. Work needs to be done to discover how many existing plots that are assigned could be reassigned due to internments of assignees as different locations.
 - c. Angie Leidinger agreed that requests for funding should come through her office.
4. Surveying & Plot Markers
 - a. Discussion ensued regarding corner markers, corner pins, coping, design guidelines, and policy review.
 - b. Calhoun Plot discussed. The area to the west of the Calhoun Plot and the past discussion to keep this area for use as cremation plots.
5. Prince Plot.
 - a. Discuss the obligation for plot improvements. It was determined that it is most appropriate for the plot holder (assignee) to pay for any costs associated with plot improvements of any kind.
6. Dissemination of cemetery policy to plot holders
 - a. Topic tabled
7. 2008 plot Assignments
 - a. Seven plots were assigned in 2008 (with two of them being cremations).
 - b. An inventory of assigned but not occupied plots will be headed up by Wil Brasington.
 - c. An assessment of yield of total plots in the Northwest area will be headed up by Wil Brasington.
8. Review of Plot inventory – see above.
9. Old Business
 - a. The \$80,000 advance from Administrative Counsel will be a subject for the fund raising subcommittee to deal with.
 - b. Membership
 - i. Several positions on the Committee are vacant, including:
 1. The Names Committee Chair
 2. Distinguished Alumni Chair
 3. Special Faculty Appointment → PRESIDENTIAL APPT.
 - ii. Wil Brasington will send a letter to President Barker regarding membership.
 - c. Cemetery Chronicles
 - i. Clemson World is going through a redesign. Regular articles are coming to a close, but will provide information to Liz Newall as it is requested. An article on history will probably remain the magazine.