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2009

## **Agendas, Minutes, and Attachments, 2009**

Woodland Cemetery Stewardship Committee

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**AGENDA**

**Woodland Cemetery Stewardship Committee  
May 18th, 2009 Meeting  
Gentry Hall Conference Room  
2:00pm**

- I. Welcome and Call to Order**
- II. Committee Composition Update**
- III. Review of Cemetery Policies and Procedures**
- IV. Physical Assessment of Burials vs. Assignments**
- V. Financial Update**
- VI. Grounds Updates**
  - i. Surveying and Corner Markings**
  - ii. Landscaping**
- VII. Other Business**
  - i. Edwards Family Plot**
  - ii. Nominations for Committee Chair**
- VIII. Adjourn**

Attending: Matt Dunbar, Jim Hendrix, Wil Brasington, Gerald Vander Mey, Jeannette Braine Sperry, Angie Leiding, Ben Sill, Milt Lowder, Barry Anderson

1. Meeting called to order
  - a. Introduction of new members: Dr. Milt Lowder; Professor Emeriti Ben Sill.
2. Approval of minutes
  - a. Amend to accurately reflect the title of the "Names Committee".
  - b. 9.b.i.3 to be amended to strike "Faculty".
  - c. Minutes approved as amended (see attached).
3. Review of policies and procedures
  - a. Issue of corner markers: they have been recently installed on top of pins, not inside of pins.
  - b. Issue of allowing others to be interred in assigned plot.
  - c. Ground cover list: see historic resources plan.
  - d. The Chair asks that each member give the Policy and Procedures document a critical read & provide the Chair with comments.
4. Physical Assessment of burials vs assignments
  - a. Review of Plot Assignment Database.
  - b. It is suggested that a physical inventory be done. It has been 5 years since the last on-site review. Students will be working this summer.
  - c. Help is needed to identify plots assigned but left unused permanently.
  - d. Handout provided to the committee listing all available plots.
5. Financial update
  - a. There are two accounts:
    - i. Maintenance account now closed
    - ii. Enhancement account balance \$43,500
  - b. Outstanding balance due to the University in the amount of \$80,000.
6. Grounds Update
  - a. There are a few areas that need improvement
    - i. Concerning the northwest corner, a proposal for a survey is in hand. The approximate cost is \$7,000.
    - ii. Students are to identify marked vs unmarked plots
    - iii. Discussion is to be continued next meeting
  - b. Landscape
    - i. Tiger Brotherhood is interested in cleaning the site
7. Adjourn

AGENDA

Woodland Cemetery Stewardship Committee  
~~April 27th, 2009 Meeting.~~  
Gentry Hall Conference Room  
2:00pm

- I. Welcome and Call to Order
- II. Committee Composition Update
- III. Review of Cemetery Policies and Procedures
- IV. Physical Assessment of Burials vs. Assignments
- V. Financial Update
- VI. Grounds Updates
  - i. Surveying and Corner Markings
  - ii. Landscaping
- VII. Other Business
  - i. Nominations for Committee Chair
- VIII. Adjourn

Woodland Stewardship Committee

5/17/09 - 2:00 pm

Wil called meeting to order @ 2:00pm

(24) New Member - Mr. Milt Louder - Psychologist  
Greenville Office - 12 hrs / wk. W. Athletic Dept.  
Clemson Grad.

In existence for 9 years

- Mr. Ben Dill - Heads Naming Comm. <sup>Retired</sup> last yr.  
Works W. Experimental  
Forest 17,000 acres

Known one on the Committee Probst working on this.

Minutes Appd w. Amendments in 9 to i. 1.

Review of Cemetery Policies & Procedures  
Review during summer

- 1. Corner markers
- 2. Spruce / perstau
- 3. Ground Cover
- 4. Plot Control / Erosion
- 5. Timeliness on site improvements

Read document - Bring policies to be considered fwd.

Meet in 90 days

Database

Fill in the whabs

Students spearhead Research - Tiger Bealherhood

Jobs Information - Database - Photos of every tomb -  
 Stone (- Taken 2000 - Nothing forward)  
 Daily statement from Matt Dunbar

### Financial Update

1. Main/Ops - Closed & rolled into Foundation acct.
2. Fundraising/Foundation acct. \$ 43,500.00  
 Small - three hundred - Yes  
 ?? - Can use funds for something else?

Received fund agreement:

Will  
 need get  
 for me.

- 1.
- 2.
- 3.
4. For any purpose to further the needs of the Comm.

FinH. - We do have a liability back to the university? - Yes we do  
 Bridge Loan from U. - \$80,000.00 w. 5 yrs to repay.  
 from AC

### VI Grounds Updates

1. Barry A. - Surveying & Corner Markings  
 Facilities John Long. & Assoc.

Gene Callaghan did not provide estimate to BOT  
 Remaining would be \$7000.00

2. Ben Leader - Tiger Brotherhood - Clean Up  
 Mulch up to \$1500.00 - Comm. Apprd.  
 Contact Merrick family for mulch.

III. Edwards Family Plat

1. Barry observed. - Edwards Family given all information on policies & procedures.

\* Pull name of Edwards family member I spoke with on Edwards grave.

2. Comm. Chair & Sec. - Nominations - Open Term August - Revisit every 2 years.

Send mem to Wil & Gerald for offices.

Woodland Cemetery*Full Burial Plots**Available (187):*

	355
1	358 – 363
30	369 – 374
93	379 – 384
94A – B	386 – 389
108	391
109A – D	407
110D	413 – 415
125	423 – 424
126B – D	434 – 435
139A – D	446 – 448
153	452 – 454
154C	460 – 469
173	471 – 472
174B	475 – 482
175	484 – 494
189	496 – 503
190A – B	506
203	509 – 516
211 – 213	518 – 519
215 – 216	521 – 527
230 – 231	529
234	532 – 540
238 – 244	
256	
263 – 269	
281 – 282	
288 – 294	
309 – 315	
324	
327 – 333	
340	
344 – 349	

*Cremation Plots Available**(18):*


390
392
397
408
427
470
473
483
495
504 – 505
507 – 508
517
520
528
530 – 531



Attending:

Matt Dunbar  
Jim Hendrix  
Wil Brasington  
Ben Sill  
Milt Lowder  
Barry Anderson

1. Meeting Call to Order
  - a. Convened at 2:15pm
2. Approval of Minutes
  - a. September 15, 2008 Minutes distributed and approved
  - b. May 18, 2009 minutes distributed and approved
3. Review of Policies and Procedures
  - a. Wil requested recommendations to policies from the committee.
    - i. Eligibility 2. – Extract the following wording and make a stand-alone statement: “Assigned plots may not be reassigned by the employee or the employee’s spouse. Assigned plots will revert back to the University if not used for burial of the employee or the employee’s spouse.”
    - ii. Eligibility 4. Second sentence– Strike the words “two terms”. Also, remove parenthesis from “eight years”.
    - iii. Eligibility 5. Second sentence– Strike the words “and his/her spouse only”.
    - iv. Eligibility 5.– Add the following sentences at the end: “Only this person may reserve a plot; a person’s spouse is eligible only if the person reserves space for the spouse. Assigned plots will revert back to the University if not used for burial of the person or the person’s spouse.”
    - v. Duties 2. – Strike the words “over any proposed action”.
    - vi. Aesthetics – It was noted that this section should be rearranged to group permitted acts and prohibited acts. This is an effort to ease legibility only.
    - vii. Aesthetics 6. – Add the following statement to the end of the sentence: “and must be contained within the plot boundaries”.
    - viii. Aesthetics 7. – Strike the following word: “improvements” and replace with “alteration”.
    - ix. Aesthetics 7. – Strike the following words: “of the cemetery environs” and replace with “and the long-term master plan and should reserve approval by the Woodland Cemetery Stewardship Committee”.
  - b. There was a general discussion of the following topics. These items were left open-ended for additional follow-up:
    - i. cemetery policy inquiries
    - ii. physical installation review processes
    - iii. retroactive action for failures to comply with guidelines

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- c. Barry Anderson provided a recommended list of groundcovers that the committee approved. See attached document.

4. Reviewed Inventory


5. Finance

- a. Foundation Account - \$49,700.00
- b. Wil stated that he was aware of approx. \$47,000.00 in Facilities account left over from enhancement project.
- c. Ben Sill made the motion to approve \$8000.00 for planting the main entrance area with a not to exceed amount of \$9000.00. Motion passed unanimously.
- d. There was discussion regarding what was the appropriate level of funds needed for a reserve account.

6. Grounds Update

- a. Mulch Mart provided 50% materials needed to mulch the entrance.
- b. Contact information will be sent to committee to write thank you letters.
- c. Committee to offer tax credit information to vendor.

7. Chair & Secretary Nominations

- a. Matt Dunbar was nominated and confirmed to serve as secretary to the committee.
  - b. Wil Brasington graciously accepted a nomination to serve as chair to the committee.
  - c. These terms will expire in two years.
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Meeting adjourned @ 4:23 pm.



**AGENDA**

**Woodland Cemetery Stewardship Committee  
December 14, 2009 Meeting  
Gentry Hall Conference Room  
2:00pm**

- I. Welcome and Call to Order**
- II. Review of Recently Approved Policy Revisions**
- III. Update from Secretary to BOT Office**
- IV. Alumni Association "Affinity Programs" Committee Initiative**
- V. Financial Update**
  - i. Bridge Loan**
- VI. Grounds Updates**
  - i. Capacity Study**
- VII. Other Business**
- VIII. Adjourn**

**Woodland Cemetery Stewardship Committee  
Meeting Minutes - December 14, 2009**

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**I. Welcome and Call to Order**

- a. Chairman Brasington called the meeting to order at 2:01PM
- b. Members attending included Wil Brasington, Matt Dunbar, Jim Hendrix, Milt Lowder, and Jeanette Braine-Sperry. Sally Gillespie attended as a guest of Ms. Braine-Sperry

**II. Review and Approval of Minutes**

- a. Minutes from the August 17, 2009 meeting were approved without amendment

**III. Review of Recently Approved Policy Revisions**

- a. Wil reported that the Board of Trustees approved the Committee's proposed revisions to the Cemetery Policies and Procedures at their October 16 meeting. The Board expressed its appreciation for the Committee's efforts.
- b. Jeanette reported that revised Policies and Procedures document has been posted on university's website and filed in the office of the Secretary to the Board of Trustees.

**IV. Update from Secretary to the Board of Trustees**

- a. Jeanette introduced Sally Gillespie, who works in the office of the Secretary to the Board of Trustees. Jeanette and Sally reported their findings from several months of research into the plot inventory in the Cemetery.
- b. Among the highlights of their research were the following:
  - i. No monies were spent on research
  - ii. Purpose was to determine status of 590 burial plots
  - iii. Cemetery is currently 65% capacity utilized
  - iv. 459 people buried in the Cemetery
  - v. 188 assigned plots with no burials, some in older section
  - vi. 168 full plots available, 40 cremation plots available
  - vii. Family plots are 20x20, which could hold 8-10 burials, but most only have 2
  - viii. Of 158 family sized plots, only 13 have at least 5 burials
  - ix. Efforts are underway to determine if those plots intend to be used by families
  - x. Over the past 4 years, plots have been assigned at a rate of 7.25 plots per year (3 full burial plots and 4.25 cremation plots)
- c. Based on their findings, Jeanette and Sally recommend the following:
  - i. Have Cemetery surveyed for trees that would impede use of full burial plots
  - ii. Consider converting some exiting full plots to cremation plots
  - iii. Work to contact families of unutilized plots to determine if plots should revert to university – and Committee should determine what to do with those plots
  - iv. Create an inventory of policy violations for monitoring and response

- 1
- 2011
- d. The Committee discussed the report and agreed on the following Action Items:
- i. Review and consider recommendations at next meeting
  - ii. Retrieve previous tree inventory study and provide copy to Jeanette
  - iii. Follow up with Alumni Association regarding access to obituary service
  - iv. Explore idea of Clemson Cemetery Wiki with appropriate academic departments
  - v. Explore idea of virtual tour with Visitor's Center
- e. The Committee wishes the minutes to reflect its great appreciation to Jeanette and Sally for their outstanding efforts in conducting this much-needed research and for their ongoing dedication and support of the preservation and enhancement of the Cemetery.

03. AC

**V. Alumni Association "Affinity Programs" Committee Initiative**

- a. Matt provided an information item that the Alumni Council Affinity Programs Committee is in the early stages of exploring the idea of an alumni cemetery somewhere on campus (not on the Woodland Cemetery site)

**VI. Financial Update**

- a. The Committee has an outstanding balance of \$80K on the bridge loan extended by Administrative Council in 2007
- b. The Cemetery facilities account, which had a recent balance of \$47K, has been re-absorbed into the general university facilities budget
- c. The Committee views this absorption as a payment against the balance of the \$80K bridge loan. Wil agreed to confirm this understanding with the office of the CFO
- d. The Cemetery foundation account has a current balance of \$29.5K balance after recent payments of \$19K for bills from latest enhancement project and \$1K for mulch
- e. Wil will check with the Foundation to determine balances on outstanding pledges and will review the responsible parties and costs for the Cemetery's operational budget

**VII. Grounds Updates**

- a. The Committee tabled discussion on whether there would be any value in conducting a capacity study of the overall Cemetery footprint to determine overall plot capacity

**VIII. Other Business**

- a. Dr. Sill is stepping down as Chairman of the Naming Committee, thereby vacating his seat on the Cemetery Committee. A successor is yet to be named
- b. The Committee seat for the Alumni Distinguished Professor representative is not likely to be filled in the near term
- c. The Committee agreed it should leverage the data generated by Jeanette and Sally to send an update and solicitation to plot owners and their families in 2010
- d. Jeanette noted that the Cemetery records need to be digitized, and the Committee agreed to help find student volunteers to assist with the effort

- e. Jeanette noted a need for additional contacts for continued research into history of Cemetery, and Wil agreed to ask Dr. Reel to include Cemetery related questions in his interviews with emeritus faculty in the coming year.
- f. The Committee plans to meet next in April of 2010

**IX. Adjournment**

- a. Chairman Brasington adjourned the meeting at 3:33PM