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AGENDA

**Woodland Cemetery Stewardship Committee
April 27, 2010 Meeting
Gentry Hall Conference Room
1:00pm**

- I. Welcome and Call to Order**
- II. Special Presentations**
 - i. Nick Crossland – Idea for Cemetery**
 - ii. Helen Adams of Visitor’s Center – Virtual Tours**
- III. Update from Secretary to BOT Office**
- IV. Financial Review**
 - i. Account Balances**
 - ii. Bridge Loan Repayment**
- V. Old Business**
 - i. Recommendations and Action on Recent Plot Research**
 - 1. December 14th, 2009 Minutes – Item IV.c.**
 - ii. Capacity Study of Overall Cemetery Footprint**
 - iii. Correspondence with Plot Holders**
- VI. New Business**
- VII. Next Meeting – Tuesday, August 24, 2010**
- VIII. Adjourn**

Woodland Cemetery Stewardship Committee
Meeting Minutes – April 27, 2010

I. Welcome and Call to Order

- A. Chairman Brasington called the meeting to order at 1:06PM
- B. Members attending included Wil Brasington, Matt Dunbar, Jim Hendrix, and Milt Lowder. Guests included Helen Adams, Barry Anderson and Nick Crossland.

II. Review and Approval of Minutes

- A. Minutes from the December 19, 2009 meeting were approved without amendment.

III. Special Presentations,

A. Cemetery Visitor Log

Nick Crossland, a graduating senior, reported to the committee that an unofficial visitors log has been established on the grounds of the Cemetery, dating back at least as far as April of 2008. The log is a series of small notebooks contained in a red file box sometimes found in the Calhoun plot, and other times in other parts of the Cemetery.

Action Item: Wil agreed to inquire with Elaine Richardson of the CU101 classes as to the potential origins of the log as a class project.

Action Item: The Committee agreed to monitor the use of the log for future consideration of making a permanent structure to house the notebooks.

B. Campus Virtual Tours

Helen Adams gave the Committee a status report on the newly developed Campus Virtual Tour. The Tour was developed as an application for the iPhone as a Creative Inquiry class under professor Roy Pargas at a total development cost was \$3700. The Committee commended Helen on the outstanding application and agreed to explore the possibilities for creating a similar application dedicated to the Cemetery.

Action Item: Wil agreed to follow up with Helen and Dr. Pargas regarding a potential Creative Inquiry project to develop a Virtual Tour for the Cemetery.

IV. Update from Secretary to the Board of Trustees

Tabled until the next meeting

V. Financial Update

- A. The current account balance in the Foundation account is ~\$34,900.
- B. The facilities account balance is \$0 after \$47,400 was absorbed by the university in mid-2009. Wil confirmed that this transaction was credited against the 2007 Administrative Council bridge loan of \$80K, leaving a current balance of ~\$32,600.
- C. The Committee agreed to repay the outstanding balance over three years beginning in summer 2010, with 2 payments of \$10,000 and the final payment covering the balance.
Action Item: Wil to draft memo to initiate and document the 2010 payment

VI. Old Business

Recommendations and Action on Recent Plot Research

A. December 14, 2009 Minutes – Item IV.c

The Committee agreed to the following action items related to the recommendations made by the Secretary to Board of Trustees:

Action Item: Jim will research industry standards for the ratio of full burial plots to cremation plots.

Action Item: Milt will contact Jeannette to discuss contacting owners of unutilized plots and the inventory of Cemetery policy violations.

Action Item: Matt and Wil will explore options for having students conduct an updated tree inventory in the Cemetery.

B. Capacity Study of Overall Cemetery Footprint

Tabled until 2011, pending completion of other action items.

C. Correspondence with Plot Holders

The Committee discussed several potential means to contact plot owners and friends of the Cemetery on a regular basis, including an electronic mailing list.

VII. Next Meeting

The committee agreed to hold its next meeting on August 24, 2010.

VIII. Adjournment

Chairman Brasington adjourned the meeting at 2:55PM

**Woodland Cemetery Stewardship Committee
Meeting Minutes – August 25, 2010**

I. Welcome and Call to Order

- A. Chairman Brasington called the meeting to order at 1:40PM
- B. Members attending included Wil Brasington, Matt Dunbar, Jim Hendrix, and Milt Lowder. Guests included Jeanette Braine-Sperry and Barry Anderson.

II. Review and Approval of Minutes

- A. Minutes from the April 27, 2010 meeting were approved without amendment.

III. Review of Action Items from April 27 Meeting

A. Cemetery Tour App

Wil reported that Dr. Pargas in the Computer Science department expressed interest in developing a Cemetery Tour Application similar to the Campus Tour App presented by Helen Adams at the April 27 meeting. The project would cost \$5,000 and require 6-9 months to complete, provided that the Committee gathered the required content. After discussion, the Committee decided not to pursue this option immediately, but rather to explore the possibility of a recorded video tour of the Cemetery that could be posted to a Cemetery Website.

Action Item - Wil: Identify video production partner

Action Item - Matt: Approach Dr. Reel about participating/delivering the Tour.

Jeanette shared an updated Cemetery database that her office is compiling to catalog all the available information on Cemetery plots, assignments, and contact information for next of kin. Jeanette's office will continue to maintain and update the database.

Action Item – Matt: Set up shared access to read-only version of database file.

B. Status of Bridge Loan Repayment

Steve Crump confirmed that \$47,400 from the Cemetery account was reabsorbed by the University and has been credited against our \$80,000 loan from Administrative Council. The remaining balance of \$32,600 balance has been forgiven (with the expectation that those funds be used to further the Committee's objectives), and documentation to that effect is expected within next two weeks.

C. Industry Trends – Cremation Plots

Jim reported his findings on cremation trends in the US:

- Cremation rate has risen steadily since 1965 when Catholic Church approved practice
- Cremation currently averages about 32% of all burials
- 46% of current population plan to be cremated

- Rate expected to climb to ~60% in 20 years
- South Carolina's cremation rate is not in bottom five state, which are all below 15%

Extrapolating from Jim's findings, the Committee expects that the current inventory of cremation plots in the Cemetery will be exhausted in less than 10 years. Accordingly, the Committee agreed to the following action items:

Action Item - Wil: Prioritize cremation plot allocations as agenda item for next meeting

Action Item – Jeanette: Confirm available inventory of cremation plots

Action Item - Wil: Committee will re-evaluate long term inventory by August 2011

- D. Communications with Plot Owners re: Unassigned Plots, Violations
Discussion tabled until next meeting

- E. Tree Inventory
Discussion tabled until next meeting

IV. Cemetery Finder Software Application

Discussion tabled

V. Informational Update on Columbarium Initiative

Wil reported that new discussions have emerged regarding the possibility of an Alumni Columbarium on campus. The Woodland Cemetery is not currently a candidate location, but Wil and Barry will keep the Committee informed.

VI. Update from Secretary to BOT

- A. Jeanette reported that State Archaeologist Jonathan Leader will visit campus in September to help determine whether burials have taken place in some older plots that were assigned but remain unmarked.
- B. Jeanette and Barry resolved a plot division issue on Plot 184.
- C. Jeanette reported on an issue with a recent burial outside the boundary of Plot 495C. Several options were discussed and Jeanette will work with Barry to resolve.

VII. Financial Review

The current account balance in the Foundation account is ~\$42,700.

VIII. Next Meeting

The Committee agreed to convene via teleconference in mid-October.

IX. Adjournment

Chairman Brasington adjourned the meeting at 3:15PM

**Woodland Cemetery Stewardship Committee Conference Call
Meeting Minutes – October 14, 2010**

I. Welcome and Call to Order

- Chairman Brasington called the meeting to order at 3:35PM
- Members attending by phone included Wil Brasington, Matt Dunbar, Jim Hendrix, Milt Lowder and Gerald Vander Mey. Guests included Barry Anderson and A.J. Norris.

II. Update on Cemetery Video Initiative

Wil introduced A.J. Norris from Spinatour, who provided the following details regarding his company's high-definition virtual tour products:

- Provided examples from Springwood Cemetery and Drayton Hall
- Has worked with Clemson at AMRL and CU-ICAR
- Athletic recruiting site and Scroll of Honor tour were done by others
- Spinatour does not do production of narration/interview videos
- Pricing is based on number of scenes (relocations of the camera)
- 10-scene tour is \$325 per scene – includes embedded features and maps
- Maintenance costs are 10% per total project cost, annually
- Production for 10 scenes would take 5 business days
- Product is scalable, so can additional content can be added later

The Committee was favorable on the Spinatour product and agreed to pursue a possible engagement after evaluating Spinatour vs similar competing products.

Wil agreed to line up Clemson video production folks to arrange for narration.

Matt reported that Dr. Reel is willing and eager to participate.

III. Update on Contact with Plot Owners (unutilized plots and policy violations)

Discussion tabled

IV. Update on Tree Inventory

Matt provided the following update regarding a tree inventory:

- Dr. Wooten agreed to try to help, but he has been difficult to contact
- Paul Minerva – Arborist
 - i. Inventory is confusing task in Cemetery due to lack of landmarks
 - ii. Paul's crew is backlogged on their campus tree inventory work
 - iii. Occasional "windshield" inventories keep tabs on major issues
 - iv. Burials in the Cemetery damage roots, weakening trees

- v. Could hire outside firm to survey for size, type, health for \$4 - \$6 per tree
- Adrienne Gerrus – Facilities
 - i. Believes the Cemetery is losing some of its wooded character – many trees not healthy or located in viable places
 - ii. No trees currently scheduled to be removed
 - iii. Adrienne recommends we conduct a survey (with university crew or survey class) and identify where new plantings could occur
 - iv. The lack of irrigation is an ongoing issue on the site
- Mike Smith – Surveying
 - i. Suggests hiring John Long to add tree locations to existing plot surveys
 - ii. Survey would likely take 3-5 days and cost several thousand dollars

After discussion, Gerald and Barry suggested that a survey approach would only yield point location of trees, without yielding useful information about the interference between roots and plots. They suggested having an arborist or horticulture students conduct this type of survey as a class project, rather than simply conducting a traditional tree inventory.

Matt and Wil agreed to pursue resources to proceed with such a survey.

V. Adjournment

Chairman Brasington adjourned the meeting at 4:35PM