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## **Agendas, Minutes, and Attachments, 2013**

Woodland Cemetery Stewardship Committee

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Location: Alumni Center Conference Room

Attendees: Matt Dunbar, *Chairman, presiding*; Wil Brasington, Jim Hendrix (via phone), Gerald VanderMey

Guests: Barry Anderson, *Campus Master Planning Office*

- I. Welcome and Call to Order  
Chairman Dunbar called the meeting to order at 3:04 p.m.
- II. Approval of Minutes of May 11, 2012 and August 13, 2012  
The minutes were approved without amendment.
- III. Financial Report  
Wil Brasington reported a cash balance of ~\$44,000.
- IV. Discussion on Columbarium Proposal  
Chairman Dunbar reported that the Committee had recently been approached by an alumni group exploring a potential columbarium site adjacent to the northeast section of the Cemetery near Memorial Stadium. After lengthy discussion, the Committee determined not to support the proposed site, consistent with the Committee's long standing position not to support commercial burial sites in the immediate proximity of the historical Cemetery. The Committee indicated it would welcome additional suggestions and discussions related to alternative sites for an alumni columbarium.
- V. Update on Tree Survey/Plot Review  
Since Rose Ellen Davis-Gross and Sally Mauldin were unable to attend the meeting, the discussion regarding plot reviews was tabled.
- VI. Update on Virtual Cemetery Tour  
Chairman Dunbar reported that the Virtual Cemetery Tour had been completed by Spinatour. Mr. Brasington agreed to assist the Committee in working with Alumni staff to market the tour through alumni communication channels.
- VII. Discussion on Parking Issues Near Cemetery  
The Committee discussed concerns about football game parking near grave sites in the newly expanded northeast portion of the Cemetery. Mr. Dunbar agreed to contact IPTAY to discuss potential short-term and long term solutions to those concerns.
- VI. Adjourn  
Chairman Dunbar adjourned the meeting at 4:04 p.m.

Location: President's Conference Room, 201 Sikes Hall

Attendees: Matt Dunbar, *Chairman, presiding*; Wil Brasington, Bob Green, Jim Hendrix, Gerald VanderMey

**I. Welcome and Call to Order**

Chairman Dunbar called the meeting to order at 3:15 p.m. Mr. Dunbar welcomed Dr. Green to the Committee in his capacity as Chairman of the Naming Committee (and in his dual duty as Chairman of the Alumni Distinguished Professors).

**II. Approval of Minutes of February 25, 2013**

The minutes were approved without amendment.

**III. Financial Report**

Wil Brasington reported a current cash balance of \$44,740.

Action Item: Mr. Brasington agreed to provide a report on pledges outstanding prior to our next meeting.

**VII. Discussion on Parking Issues Near Cemetery**

Mr. Dunbar reported that he has spoken with IPTAY and they have agreed to prevent parking immediately adjacent to the grave sites in the newly expanded northeastern section of the Cemetery. For the 2013 season, they will cordon off the protected areas, but the Committee will need to meet with IPTAY in January of 2014 to determine a longer term strategy to protect the area. The Committee suggested that natural barriers such as trees and shrubs would be an appropriate boundary between the Cemetery and Memorial Stadium in that area.

Action Item: Mr. Dunbar will arrange a meeting with IPTAY during the 2013 football season to begin making plans for a long term solution to football parking near the Cemetery.

**VI. Update on Virtual Cemetery Tour**

Mr. Dunbar reported Alumni staff will be working to market the virtual Cemetery tour through alumni communication channels including the Echo newsletter, Clemson World, and the University website.

**IV. Update on Tree Survey/Plot Review**

Since Rose Ellen Davis-Gross and Sally Mauldin were unable to attend the meeting, the discussion regarding plot reviews was tabled. Mr. Brasington requested a plot inventory update for our next meeting.

Action Item: Mr. Dunbar will submit a plot inventory request to Sally Mauldin.

## **VI. Preliminary Schedule for 2014 Policy Review**

Mr. Dunbar reminded the Committee that the five year review period for Cemetery Policies and Procedures is scheduled for 2014. He requested that Committee members submit Policy items for review through the course of 2013. Mr. Brasington suggested that the Committee should seek an audience with the appropriate Committee of the Board of Trustees to solicit their input.

Action Item: Mr. Dunbar will submit a request to Rose Ellen Davis-Gross to include a Committee update on an upcoming agenda for the appropriate Board of Trustees Committee.

## **VII. Old Business**

As a follow up to the Committee's discussion at the February 25 meeting regarding a proposed Columbarium for alumni, Mr. Brasington informed the Committee that the university administration has indicated that no Columbarium will be permitted to be located in the central part of the campus (within Perimeter Road).

## **VII. New Business**

Mr. Dunbar reported that a large tree near the entrance to the Cemetery had recently been removed. He requested that the Committee be notified anytime a tree is removed in the Cemetery. Mr. Hendrix also suggested that the Committee should develop a plan to renew and replenish tree inventory on a regular basis to provide for the long term preservation of the Woodlands in the Cemetery. Mr. Dunbar also reported that the ivy covering the new Cemetery gates near Williamson Road is nearly covering the Woodland Cemetery signage on the gates.

Action Item: Mr. Dunbar requested that Mr. VanderMey establish a process for the Committee to be notified anytime a tree is removed from the Cemetery.

Action Item: Mr. Dunbar will contact Barry Anderson to work with the Committee to establish a tree renewal plan for the Cemetery.

Action Item: Mr. Dunbar requested that Mr. VanderMey contact Adrian Gerrus to trim the ivy over the Woodland Cemetery sign on the Cemetery gates.

## **VII. Adjourn**

Chairman Dunbar adjourned the meeting at 4:04 p.m.