

**HILLSIDE MEMORIAL CEMETERY
COMMITTEE MEETING**

March 23, 2011
10-12Noon

MEETING AGENDA

Old Business: Review of Fall Minutes

Corrections

Comments and Additions

Approval

New Business: Report on the Cemetery Activities

Bruce Meldrim: Commissioner of Cemetery

Agenda for Discussion:

Verify Cemetery Vault Procedures

Review the Cemetery Brochure

Clarify and Discuss the Cemetery Committee Purposes

Future of the Committee

Adjourn

2.

attending Graveside services. Once the cemetery is deemed closed there would be no more burials until Spring weather permitted. The discussion centered around naming exact dates for vault activity. It was the consensus of the group that Spring burials from the vault could occur when the roads could be entered without any danger to others. Depending on the weather this could be sometime in March. It would be best if burials from the vault were completed on or before the end of May so that all clean-up from the burials could be done before the Memorial Day activities. We have no air-conditioning in the vault so that summer storage could not be offered. Commissioner of the Cemetery would have flexibility in the spring to determine appropriate burial times in co-ordination with the Funeral Directors so that Families could plan accordingly.

Review of the Cemetery Brochure revealed spelling errors and corrections have been sent to Marie for change. We need to consider raising the price of cement used in monument foundations. Price now listed is \$.50 per square inch. Mike and Bruce will check prices and a new price could be sent directly to the Village Board for discussion. If any raise occurs it should be changed in the Brochure. Presently the Brochure is relevant for distribution. No changes for content.


Discussion of Committee Purposes: The original purposes developed in 2007 were reviewed and considered still relevant.

THE COMMITTEE IS AN ADVISORY GROUP ONLY AND NOT A POLICY MAKING OR ENFORCING GROUP.

Composition of the committee was noted. In order to comply with the composition we need to appoint 2 more community people. The following people were mentioned: Jean Breed and Ernie Ladd (Ernie will not be on the committee as the Watson Representative because the Funeral Home is to be sold.)

Future of the Committee...It was the consensus of the group that the Committee should continue with this Advisory role and function within the framework of the purposes.

Meeting adjourned at 12 Noon.

Respectfully submitted by 

**PROPOSAL FOR THE ESTABLISHMENT OF A
CEMETERY COMMITTEE**

PROPOSAL.....Appointment of a cemetery committee in order to ensure the consistent improvement and progress of the cemetery situation.

PURPOSE.....The purpose of the committee is to act as an advisory agent to support and benefit the present and future work in the Cemetery.

SHORT TERM GOALS

1.OUTLINE THE WORKLOAD OF THE CEMETERY BY SEASONS

2.CLARIFY THE POLICIES AND PROCEDURES RELATED TO THE CEMETERY

3.DEFINE THE FINANCES OF THE CEMETERY IN ORDER TO ESTABLISH A CLEAR DONATION LINE IN THE CEMETERY BUDGET

4.EXPLORE BEAUTIFICATION OF THE GROUNDS

5.DISCUSS THE SOFTWARE PROGRAMS AVAILABLE TO MAP THE GEOGRAPHY OF THE GRAVES AND SITES

6.INVESTIGATE BUILDING A COLUMBARIUM (A vault or other structure with recesses in the walls to receive the ashes of a dead person.)

Committee composition.....six community people appointed by the Board and unrelated to the Board or to any village employee.

Meetings.....two per year or as necessary with written reports to the Board..... Membership would include the head of the Cemetery and others as requested by the Committee.