

Fairfield Cemetery Association – Annual Meeting

Friday, May 22, 2015; Fairfield Community Center, Fairfield, WA; 12:00 pm

Read, approved, and corrected by a committee of Guy Williams, Cindy Williams, and Corlee Johnson

Welcome:

Guy Williams, President, welcomed everyone in attendance to the Fairfield Cemetery Association's 2015 Annual Meeting at 12:05 pm and asked each person to introduce themselves and indicate their office if they were on the board. Those in attendance included: Guy Williams, President; Barb Ostheller, Vice President; Cheryl Loeffler, Treasurer; Gary Ostheller, Sexton; Cheryl Fischer, Secretary; KayDee Gilkey, Mayor; and the following Cemetery Association Members: Herb Fischer; Corlee Johnson; John Johnson; Cindy Williams; Mary Hart and Stan Hart.

***Approval of Minutes:**

Cheryl Fulton Fischer indicated that the minutes from the last Annual Meeting, held on May 23, 2014, had been previously read, corrected, and approved by a committee of Guy Williams, Cheryl Loeffler and Cindy Williams following the meeting when the proceedings were current in everyone's mind. Copies of the minutes were on the table for review. Cindy Williams made a motion that we approve the minutes and Corlee Clark seconded the motion and it was passed. Cheryl Fischer also made available copies of the Annual Cemetery Newsletter that were mailed to 200 Association Members and Friends of the Fairfield Cemetery in April 2015.

Old Business

1. Progress report: updating plot maps, replacing cemetery markers, and defining boundaries:

Guy Williams, President shared that he is continuing to update and rectify the Cemetery records on an excel spreadsheet with maps, records, and boundaries with the sexton, Gary Ostheller, and the Town Clerk at the Town of Fairfield. Guy plans to replace markers on the corners of plots where they are missing. The Cemetery boundary between the trees and the field on the east end of the cemetery has been reclaimed. Using a private donation, the area was graded and seeded to grass in the spring of 2014 and we are now able to mow the area and it has a good stand of grass. It is hoped this action will protect the trees on the east boundary from further damage by farm equipment coming to close to the roots and/or limbs of the trees.

***2. Report on Grounds Contracts for 2014 and 2015:** Mayor KayDee Gilkey reported that Harry Hughes who was hired on May 5 to maintain the grounds in 2014 was paid a total of \$2,425. Mayor Gilkey distributed copies of the contract for summer 2015 and indicated the Town contracted with John Thomas to mow the grounds @ \$250 per mow. It was noted by the board that again, the contract did not include a limit to the total number of mows or cap on the total cost. Mayor Gilkey assured the board that it was a verbal understanding and the limit was \$2,500. As stated in the minutes in past years, the Cemetery Board has repeatedly requested that all persons hired by the town to do maintenance at the Cemetery sign a written contract that clearly states the terms of service prior to the beginning of service so there is no confusion on specifically what they are expected to do, how much and what they are being paid for, and any caps, restrictions, or expectations that are in place. In addition to being sound business practice, this is especially important when the Cemetery funds are being used as they are so restricted. Mayor Gilkey assured the board that complete terms of hire would be included in all future contracts.

***3. Status report on reclaiming unclaimed Lot:** Guy Williams and Cheryl Fischer shared that at our 2013 Annual Meeting the board voted to move forward on steps 1 and 2 of the legal process to reclaim unoccupied lots at the cemetery after the Cemetery Board had contacted an attorney and received an outline of legal steps we were required to follow to reclaim lots. Another copy of the legal steps was distributed. As part of his work on the cemetery records, Guy completed a report on vacant lots that have been purchased in the Cemetery. Using this information along with other Cemetery records, Cheryl Fischer reported that we have 39 owners with 180 vacant lots where no family members were interred during the last 40 years although the legal process to reclaim these lots requires the board identify plots where 20 or more years have elapsed since the last internment of any immediate family member of the owner of record. 154 of these plots were purchased prior to 1930 and there have been no internments of family members since that time (84 years). These appear to be plots where the families have moved from the area and may not even be aware their family owns plots. Because the board voted to move forward with steps 1 and 2 of the legal process, the second step would be to place a “notice” on the unoccupied space. The attorney we consulted indicated it needed to be on each lot and provided a rather lengthy statement that had to be on each marker on every lot we were seeking to claim for 3 years. He shared that the Cemetery must also mail a letter to the last known address of each owner and if we didn’t have a valid address we would need to do research to find one to show the required “due diligence”. All of our addresses are so old they don’t have zip codes and most don’t include box numbers or even street numbers as was done in that time. Cheryl Fischer indicated she would like put the abandoned lot process on hold and try another approach. This would include doing research on each of the owners to find an immediate family member and send them a letter to determine their interest in using the lots for family internments and becoming active members in our association or donating the lots back to the Cemetery. Discussion followed, the board agreed that in light of the information from the attorney this was a more positive approach. Cheryl will work with a committee of Association Members and complete the research and report back on progress.

4. Update, Fundraising Projects: Barb Ostheller, Vice President of Fundraising, indicated she was working on having the Cemetery Association co-sponsor a quilt show with the Rock Creek Quilters that would feature antique and family quilts. The show would be held upstairs in the Community Center during the 2016 Flag Day Celebration. She indicated they had planned to charge \$1 for entry and was not sure what level of revenue we might expect from the show since we had to split the profits with the Quilters. Many ideas were shared as ways we might increase earnings including raffling off a quilt or an afghan, having a pie sale, including a fiber show, having quilting vendors buy booth space downstairs, charging for ads in a program book. It was suggested that Barb Ostheller, Cheryl Loeffler, and Mayor Gilkey form a committee to plan a show that would bring in revenue to match the effort.

***5. Update: Memorial Observance, Saturday, May 23, 2015:** Cheryl Fischer distributed copies of the 2015 Memorial Day Observance Program and briefly reviewed it with those in attendance. She indicated she very pleased that the Mayor, Boy Scouts, Veterans of Foreign Wars, Daughters of the American Revolution, and a number of Association Members volunteered to participate. Again this year, Pastor Paul has agreed to play his guitar and lead the group sing. The event was advertised in the Fairfield Newsletter, the Cemetery Annual Newsletter, and by distributing news bulletins to Fairfield Care, and posters around town.

6. Cemetery Web site is “live” at <http://www.cemetery.fairfieldwa.com/>; Cheryl Fischer shared that Association members and those doing genealogy can go directly to the Cemetery website by clicking on

the address above. She has given Cheryl Loeffler some updates and suggested changes to keep the content current. Cheryl Loeffler shared that she is working with Brian to get these changes made.

7. \$250 Victory in “You Pick for Apples” Contest; Cheryl Fischer reported that the Fairfield Cemetery and the Arc of Spokane were drawn to compete in an “apple picking” computer based contest on the Inland Northwest Community Foundation website during the month of March to win \$250 to be deposited in the winners account at INWCF. When notified of our selection to compete, the Fairfield Cemetery Association Members alerted friends and relatives to help pick apples and in one month we put 13,620 apples in the basket to the Arc’s 5,045. The winnings have been deposited in the Fairfield Cemetery Account at the Inland Northwest Community Foundation. The annual interest from this account is used to fund the grounds maintenance at the Fairfield Cemetery.

8. Review Goals – 2015 -2200; Guy Williams indicated the Association has completed many major goals and most of its long-term goals since 2010 and shared a list of those accomplishments with those in attendance.

Completed Goals 2010-2015

2010: Completed the renovation of the cemetery storage building including a new roof & siding and remodeled interior.

2010-2011-2012: Removed three huge piles of dead branches each year.

2010-2011: Restoration, re-dedication, and re-setting of the antique gate originally built in 1895.

2011: Graded and re-graveled the cemetery roads.

2011: Reinstated the past practice of sending out an Annual Newsletter as a way of keeping Association Members and friends informed of work at the Cemetery, maintaining an up-to-date address list, and raising needed funds.

2011: Reinstated the past practice of a spring Cemetery clean up and holding a pot luck at the annual meeting.

2011: Three volunteers researched and verified the list of veterans at the Fairfield Cemetery and provided additional details and interesting facts related to their service and their lives.

2011: Began offering Association Members who do not live in the area the opportunity to have their loved ones grave cleaned and decorated with flowers for a donation to the Cemetery.

2012: Created a “Procedures Book” for each Association officer that include an updated description of duties of each office and updated cemetery procedures.

2011-2012: Removed dead trees and re-planting 7 new trees.

2012: Worked together with the town to develop a grounds maintenance and tree pruning contract so personnel are hired with a written contract with the Town of Fairfield and the contracts outline the specific services expected and fees agreed upon prior to employment.

2013: Create a Cemetery website on the Town of Fairfield website.

2013: Coordinated a program so families could replace missing flower vases.

2014: Reclaimed our property on the east end of the Cemetery between the trees and the boundary between the Cemetery and the field at that end and graded it and reseeded it to grass.

2014: Researched prices of lots at the 9 surrounding local cemeteries and 3 large cemeteries in the region and increased our price so it averaged the local cemeteries and discontinued discounted block sales of lots.

2011-2015: Trimmed all of the trees in the Cemetery including the 75 Norway Maple trees that surround the cemetery and the large Ponderosa Pines and other trees in the interior.

Guy distributed a list of proposed goals for 2015 -2020. Discussion followed. The wording of some goals was modified and a person to “coordinate” the progress on each goal was designated. The coordinator will be asked to report back on progress toward achieving the goal at the next board meeting.

Proposed Goals 2015-2020

- Conduct a 5 year fund-raising efforts to increase the corpus in the INWCF Endowment Fund by \$1,000 each year over the next 5 years with the goal of ultimately having the interest generated from this account increase to the point it covers anticipated expenses of ongoing maintenance. Goal Coordinator: Cheryl Fischer
- Prepare a marketing packet to share with those interested in purchasing a burial site at the Fairfield Cemetery for local use. The packet should include a form requiring all the information we need for purchasing a lot along with a copy of the Cemetery rules, Association Membership, and the history of the cemetery. After a sample packet has been approved by the board, it will be used for all plot sales and they will be handled through the town office. After a lot is sold, the Town Clerk will scan the form the new member has completed and exchange it electronically with the Association Sexton and Secretary who need the information. Goal Coordinators: Cheryl Loeffler and Cheryl Fischer
- Review, coordinate, and update all plot maps and put them into a computer program that is easy to maintain and update so it can be used by Guy Williams, Cheryl Loeffler, the Sexton and other board members as needed. Goal Coordinator: Guy Williams
- Toward a goal of getting all Association Members (lot owners) actively and financially involved in the operation and maintenance of the cemetery the board should take one or both of the following actions: 1) Assign a committee with the purpose of identifying and locating immediate family members of those on the “abandoned lots list” by doing research on-line and contacting them to

determine their interest in their lots and the active membership in the Fairfield Cemetery Association or donating the lots back to the Association. 2) Continue through the legal procedure (RCW 68.36), which governs the process of reclaiming abandoned lots through the courts. Goal Coordinator: Cheryl Fischer

- Update and correct the on-line information for the Fairfield Cemetery on Ancestry.com and “Find a Grave” using the instructions provided on those sites to enable those who are doing genealogy and/or want information to easily obtain it on-line and possible add a link from our Cemetery website. Goal Coordinator: Cheryl Loeffler

Guy Williams introduced a list of proposed ongoing goals that the board will keep working on to maintain the level of maintenance and operation we have achieved to date. They include:

Ongoing goals:

- Continue replacing cemetery survey markers as needed and maintaining the defined Cemetery boundaries, a project started in 2011 by then Mayor, Ed Huber, and Guy Williams, President with assistance from the Board.
- Every other year, beginning in 2015, budget funds to trim all dead branches and shape as needed the 75 Norway Maple trees that surround the cemetery and the interior trees so the trees don't become overgrown as it can damage the trees, the cemetery and personal property, and possible result in people being injured as well as huge piles of dead branches.
- Gravel the roads every 5 years. It was last done in 2011 and should be done in the early spring when the road bed is soft and can accept the gravel.
- Continue to require signed contracts outlining specific duties and total costs that can be expended for all vendors before any vendor begins providing any service that is scheduled to be paid from cemetery funds.
- Continue to gather e-mail address and explore ways of moving toward more communication through diverse forms of electronic communication to facilitate prompt and free communication with Association members or others interested in the Fairfield Cemetery

After discussion a motion to approve the Goals and ongoing goals as modified was made by Cindy Williams and seconded by Cheryl Fischer and it was approved.

9. Resolution of site issues with Moore and Gerhauser: Guy Williams indicated the there are two association members that are requesting to exchange lots they purchased for other lots. **Gerhauser:** Emmy Gerhauser is requesting that the board consider her request to exchange 20 of the 24 lots she currently owns in Plot 130; specifically to exchange lots 1-6; 9-14; and 17-24 because they are unusable due to the location of trees on some lots and others being outside the tree next to the road, a section that was subsequently designated as “not to be sold” due to the location of the gates by the board. She was unaware of the trees and proximity to the road when they were initially purchased as she was looking at a Cemetery map where the location of trees was not indicated. She is requesting these 20 lots be

exchanged those for lots 7,8,15,16,23, and 24 in blocks 131,132,133, and lots 23 and 24 in block 134. Gerhauser will be keeping and does not want to exchange lots 7, 8, 15 and 16 in block 130.

Guy Williams shared the second situation and request to exchange: **Moore:** On April 15, 2015, Nancy Moore and Assistant Sexton, David Ostheller came to a resolution of exchanging empty sites nearby for the 8 sites the Moore's held a title for dated in the early 1900's that had been used by someone else in the early 1900's. The Cemetery Board and the Town council agreed with this resolution. To finalize the agreement, Mrs. Moore is to surrender the deed she held to the Town Clerk, at the Town Office and in exchange she will issued a Certificate of Grave site Purchase with clarification for a new location that includes Plot #83 grave sites 1,2,3,4,5,6,7 and 8 to be used by the descendants of the E.L. Moore family, including the infringement of a small part of the eastern six (6) foot wide alley between Lot # 83 and Lot #84, with all head stones being located within Lot #83.

Discussion followed and Barb Ostheller moved that the Gerhauser and Moore's request to exchange lots be granted, Cheryl Loeffler seconded the motion and it was approved.

New Business

***10. Treasurers Report 2014 Final Budget, Draft of Budget for 2015, proposed budget for 2016:**

Cheryl Loeffler distributed copies of the final budget for 2014. After review and discussion Cheryl Fischer shared that if she had she known we had funds we would be carrying over in Oct. she would have asked to have it moved to tree maintenance to trim the dead branches that fall. After discussion it was agreed that it would be helpful if Cheryl Loeffler would share the budget to date electronically with the board about Oct. 1 of each year in the event there is a maintenance issue any board member wish to request the board consider before the years end. The budget was approved as presented. The 2015 proposed budget was presented. Cheryl Fischer asked that \$800 from the 2014 carryover be added to the \$1,200 budgeted for tree maintenance bringing the total for 2015 to \$2,000, the amount the tree trimmer indicated we would need to spend every two years to keep them maintained after our major tree trimming restoration project. Cindy asked that the cemetery mowing be reduced by \$100 to \$2500 the amount we have established as a cap for mowing costs. Cheryl Fischer indicated it should be "Maintenance Fundraiser" under donations for 2015 and 2016 as we did not specify it be designated for the roads. Mary Hart made a motion that the sexton fee be increased to \$100 and Cheryl seconded it. Discussion followed and the motion passed. The amount budgeted for the sexton fees was increased to \$200. It was suggested that Derek look at the drainage issue at the upper entrance to the cemetery where the rain is coming from the field west of the gates and washing away all of the gravel on the road and this part of the road remains muddy in the spring and dusty in the summer. Perhaps Derek could determine if the County can provide help or perhaps there is something the city could help us with. It was suggested Cheryl Loeffler bring information back to the board once he has looked at the situation for discussion. Cheryl Loeffler suggested we have the gravel road coated with a dust reduction application. The road repair item was reduced to \$180 and it was moved by Corlee Johnson and seconded by Barb Ostheller that the 2015 budget be approved as revised and the motion was passed. The 2016 budget was presented. During discussion it was suggested that \$500 be added to income from carryover from the 2015 budget, that the label under donations be changed to "Maintenance Fundraiser" and the total be changed to \$1,700. That "0" fund be allocated for tree pruning since it is to be done every other year. And \$2,500 be budgeted for mowing since that is our established cap. Corlee Johnson made a motion the budget be approved and Mary Hart seconded the motion and it was passed.

11. Grounds Maintenance Report and Proposed Projects: Guy Williams shared that this spring Association members had repainted the flag pole, removed the dead branches from a lilac tree and a tree near the storage shed and completely removed a small new pine tree that had died. Dead branches were picked up and moved to the pile. In addition, the road bed as well as the rock area under the gates had been sprayed with weed killer. He indicated there will be continued efforts to maintain the defined Cemetery boundaries.

12. Sexton Report (# burials and lots sold in 2014-15): Gary Ostheller, Sexton presented the names of those Interred at Fairfield Cemetery and lots sold. He also indicated those that are “memorial” burials.

List of those Interred at Fairfield Cemetery 2010 to May 2015

2010

Tiffani Lewis, (1992) Sept. 20, 2010, Block 19 gravesite 23 * (lot sold with funeral home payment)
Levi Garratt Larrison, (1992) Sept 18, 2010, Block 19 gravesite 23

1 Lot sold-Lewis/Larrison

2011

Derald Denny Bozarth, (1930), Feb. 11, 2011, Block 83 gravesite 14 - Veteran
Brant Ames Thieren, (1974) August 4, 2010, Block 3 gravesite 6 – Veteran * (Lot sold)
Marc Richard Roecks, (1953) Nov. 14, 2011, Block 68 gravesite 7

1 Lot sold name Thieren, Brant

2012

Claire “Marty” Boleck, (1942) Jan. 13, 2012, Lot 2 gravesite 3.
George Boleck, (1940) March 4, 2000, (Interred 2012) Lot 2 gravesite 4.
Frances Lorraine Montange, (1923) 2012, Lot 40 gravesite 1
Jackie Huber Fuller, (1945) 1994 interred 2012, Lot 2 gravesite 9.

1 Lots sold: Fuller, Jackie

2013

Alfred Weyen, (12-25-23) March 20, 2013, Lot 43, gravesite 3
Barbara Browning (1929) 2013 Lot 40 gravesite 21 & 22 – (Memorial stone)
Dorothy Ostheller, (1925) 2013, Lot 109 gravesite 15
Lester Gerhauser, (1924) 2012 (interred 2013), Lot 130, space 18

8 gravesites sold to Joseph Ostheller, Lot 110 gravesites 117-124

2014

Carol Ann Ostheller, (1942) 2014 Lot 108 gravesite 4
Gerald Holt (1930) 2014 Lot 69 gravesite 12 (Memorial)
Dorothy Mae Harthold (12-8-1915) Sept. 30, 2014 Lot 25 gravesite 8/16

0 Lots sold name

2015

Deborah Hipple, Lot 56, gravesite TBD
Roger Moore (1937) April, 2015, Lot 83, gravesite 8.

1 lot sold to Ms. Deborah Hipple, Lot 56, Gravesite

13. Arrange place and time of Annual Meeting and Cemetery Clean-up 2015: Guy Williams indicated that Memorial Day falls on Monday, May 30 in 2016. Cheryl Fischer moved that we have cemetery clean-up on Friday, May 27, 2016 from 9-12 noon, that our Annual Meeting and brown bag lunch be held following that event at the Community Center at 12 noon, Gary Ostheller seconded the motion and it was passed. Barb Ostheller moved that the Annual Memorial Day Observance be moved to 11am, rather than 1pm on Saturday, May 28, 2016. The motion was seconded by Cindy Williams and was passed.

14. Election of Officers for 2015-16: Guy Williams called for nominations for the position of Sexton. Gary Ostheller shared that he would need to step down for health reasons. It was suggested that a group of people share the position and that they put the Sexton's Book in the storage shed where they could enter their notes. Because accurate and consistent records between the Town Clerk, Sexton, and Association Officers are exceedingly important, and the Association is trying to move to paperless electronic recordkeeping with electronic communication through discussion the majority felt the goal should be to select one new person to work with Guy Williams and David Ostheller, who both use the existing computer programs and know the procedures and add a third person who has an interest and the computer skills needed to share the position with David and Guy during the year. Cheryl Fischer made a motion to approve this plan and Barb Ostheller seconded it and was approved. Cindy Williams nominated Cheryl Fischer for Secretary, Barb Ostheller seconded the motion and it was approved. Cheryl Loeffler was nominated as Treasurer, Cindy Williams seconded, and it was approved. Barb Ostheller shared that she would not run again for Vice President of fundraising as she was overscheduled with her responsibilities at the Museum. Barb Ostheller nominated Kerry Schanzenbach, an association member that lives in Spokane Valley, Cindy Williams seconded and it was approved. Cheryl nominated Guy Williams for President, Barb Ostheller seconded, and it was approved.

The officers for 2015-16 are:

Guy Williams, President;
Kerry Schanzenbach, Vice President;
Cheryl Loeffler, Treasure;
David Ostheller, Guy Williams, Sexton; and a third to be appointed
Cheryl Fischer, Secretary.

As there were no other items for discussion, the meeting was closed by President Guy Williams at 2:30pm

* There are handouts distributed at the meeting that were related to this item and are appended to the minutes.