

Fairfield Cemetery Association – Annual Meeting

Friday, May 20, 2016; Fairfield Community Center, Fairfield, WA; 12:00 pm

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

Welcome:

Guy Williams, President, welcomed everyone in attendance to the Fairfield Cemetery Association’s 2016 Annual Meeting at 12:05 pm. Those in attendance included: Guy Williams, President; Cheryl Loeffler, Treasurer; Cheryl Fischer; Secretary; Gary Ostheller, Sexton Emeritus; and Cemetery Association Members; Corlee Johnson; John Johnson; Allen Weyen; Cindy Williams and Herb Fischer

Approval of Minutes:

Guy Williams indicated that the minutes from the last Annual Meeting, held on May 25, 2015, had been previously read, corrected, and approved by a committee of Guy Williams, Cindy Williams, and Corlee Johnson following the meeting when the proceedings were current in everyone’s mind. Copies of the minutes were on the table for review. Cheryl Fischer also made available copies of the Annual Cemetery Newsletter that were mailed to 225 Association Members and Friends of the Fairfield Cemetery in April 2016.

Old Business

1. Report on Grounds Contracts for 2015 and 2016. Cheryl Loeffler, Treasurer

Several members at the meeting commented on how nice the Cemetery grounds had been mowed and the stones edged and that the Cemetery looked the best it had in years. Cheryl Fischer will send a thank you note to John Thomas on behalf of the Association. Cheryl Loeffler reported that John Thomas had been issued a contract to mow the Cemetery grounds for 2016. She indicated the contract specified the amount not to be exceeded that had been requested by the Cemetery Board, \$2,500. However, she noted that the state now considers grounds maintenance a business and not a service so the town added 8.1% tax to the \$2,500 cost of mowing the grounds. Therefore, the total for the taxes on ground maintenance is \$202.50, bringing the actual total cost of mowing to \$2,702.50, exceeding the maximum amount set by the board for the past several years. Cheryl Loeffler assured the board and those in attendance that the town would cover the amount over \$2500.

2. Review progress on new Goals approved for 2015-2020. Guy Williams

Goal A: *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 of Cemetery. Goal Coordinators: Cheryl Fischer and Kerry Schanzenbach*

Cheryl Fischer reported that she had met with Kerry Schanzenbach and they had generated several ideas that they will implement in 2016 to raise funds for the Inland Northwest Community Foundation Cemetery Fund. Two ideas will be implemented in the newsletter: a field of flags where families can highlight one of their family members on 2 sides of a 8 x 12 laminated page that is hung from a 6’ flag from Memorial Day through Flag Day for \$25 a year – or for 5 years for \$100 donation. The flags will highlight the families and veterans interred there, make a beautiful display at the Cemetery, and raise monies for the INWCF Cemetery Endowed Fund. To highlight the fascinating history of those interred at the Cemetery, Association members can have a 1/2-page overview of their family members interred there printed in the annual newsletter for \$20. The form will request that these funds be mailed directly to INWCF Cemetery Fund. Cheryl and Kerry noted that there are a good number of Fairfield Cemetery Association Members that live in Spokane Valley and they will plan a gathering of them this summer and ask them to help plan a fundraiser – possible in Spokane – to raise funds for INWCF Cemetery Fund.

Goal B: *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 and Regulations, Association Membership, and the History of the Fairfield 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*

Cheryl Fischer distributed sample folders that included a welcome letter to new members of the Association from the President, Guy Williams; a copy of the most recent Cemetery Newsletter; a copy of the Cemetery Rules and Regulations; an Historical Overview of the Cemetery; a form for listing the addresses of “family” members to be sent home with those purchasing the plot to be mailed to the secretary so the names can be added to the mailing list. Cheryl Loeffler is working on the final draft of the “Certificate of Gravesite Purchase” but her computer was not working and she was unable to get it copied for the meeting. Cindy Williams suggested that the certificate include a place for the mailing address of the person making the purchase along with their mobile phone and e-mail address and that information be shared with the secretary in the event the other address form is never returned. Gary Ostheller noted that not everyone purchasing a lot is intending to inter someone right away and therefore we may want to wait to collect the sexton fee at the time the sexton’s services are needed to place a stone or urn. Cheryl Loeffler will complete her form incorporating the above suggestions and it will be reviewed by Guy and Cheryl Fischer next week before inclusion in the folder. The folder was approved for use with all those interested in purchasing a plot at the Fairfield Cemetery and this goal is considered completed.

Goal C: *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*

Guy Williams indicated some corrections have been done but a walk through verification still needs to be completed in the coming year. Cheryl Loeffler asked if she could participate in the walk through to verify and coordinate her records when a date has been set for the walk through.

Goal D: *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*

Cheryl Fischer briefly reviewed the status on reclaiming Unclaimed Lots. 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. Cheryl Fischer reviewed that in the research she and Guy completed, 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 just 20 or more years have elapsed since the last interment of any immediate family member of the owner of record. Further, 154 of these plots were purchased prior to 1930 and there have been no internments of family members since that time (86 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 was to place a “notice” on the unoccupied space. However, when the attorney clarified that a rather lengthy statement had to be included on each marker on every plot we were seeking to claim for 3 years and replace them as needed. In addition, because we didn’t have a valid addresses for each owner because the last addresses are so old we would need to research to find a valid one to demonstrate the court required “due diligence”. Cheryl Fischer indicated she would prefer

to put the legal abandoned lot process on hold and use the research to find a valid address for the heirs of each of the owners and attempt to find an immediate family member for option 1 above. Once we had an address of an heir, send them a letter to determine their interest in using the lots for family internments and asking that they pay \$50 a plot for past maintenance and upkeep with the understanding that they would become active members in our Cemetery Association or give them the option to donate 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 begin the research starting with those that own the most plots and report back at next year's meeting on the committees' progress. Cindy Williams moved that all funds raised from the Abandoned Lots recovery project be directed to and deposited in the INWCF Cemetery Endowment Fund because they pay more interest and the funds are endowed. Corlee Clark seconded the motion. It was carried.

Goal E: *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

Cheryl Loeffler reported that she is working on updating the information. She also indicated that although she has given Brian Kauffman some updates and needed changes to Cemetery website updated the work has not been completed.

New Business

8. Treasurers Report Final Budget 2015; Draft Budget for 2016; proposed budget 2017 Cheryl Loeffler
Cheryl Loeffler indicated her computer has not been working since yesterday and she was unable to finish the budgets. She said the INWCF paid \$1,855 in 2015 and the CD at the Bank of Fairfield paid \$77 on a total deposit of \$56,509, and the Cemetery Newsletter raised \$1,590 in 2015. Because there were no printed copies to preview, President Guy Williams and Cheryl Fischer will meet with Cheryl Loeffler next week after she is able to get her computer fixed and the budgets completed to review and approve them by committee and Guy will report back to the board.

9. Grounds Maintenance Report and Proposed Projects Guy Williams
Guy Williams reported that the Cemetery storage shed doors that were seriously damaged in an attempted robbery and have been replaced, installed, and base coated and that we were fortunate enough to be able to use the Town of Fairfield's insurance coverage to pay for the cost of completing this work. The doors will be given a second coat of paint next week and the repair will be completed. Earlier this spring, Guy had picked up branches and hauled them away. Last fall Cheryl Fischer hired "Out on a Limb Tree Service" to chip the pile of limbs on the north side of the Cemetery. Guy had sprayed the weeds on the road this spring. After our discussion last year on the flooding by the entrance to the Cemetery, Cheryl Loeffler had followed up to have the county clean out the culver under the main entrance road. This stopped the flooding by the gates this spring and we had no damage to the roads. Cheryl Fischer noted we have one more Ponderosa Pine to dead wood and there are some dead branches in a few trees. She offered to meet with the owner of "Out on a Limb Tree Service" and ask him to prepare a recommendation and scope of work for the Cemetery trees over the next couple years. Guy asked her to meet with him and report back.

10. Sexton Report (# burials and lots sold in 2015-16) Kerry Schanzenbach
As Kerry Schanzenbach, Sexton, was unable to attend the meeting, Cheryl Fischer distributed copies of his report. During the review Cheryl Loeffler added that per last year's minutes related to the burial of Roger Moore in 2015, the Certificate is now on file at the City office. It was asked if David Ostheller had given the sexton book to Kerry. Guy will follow up and make sure that has happened. In addition, Cheryl Loeffler indicated that it has been determined that Carolyn Catherine Welk should no longer be listed as a memorial

stone as she was buried without sexton assistance by a family member. Cindy Williams moved that the sexton report be approved as amended. Gary Ostheller seconded the motion and it was approved as follows:

**List of those Interred at Fairfield Cemetery
2010 through 6/2016**

2010

Tiffani Lewis, (1992) 9- 20-2010, Lot 19 site 23 * (lot sold with funeral home payment)
Levi Garratt Larrison, (1992) Sept 18, 2010, Lot 19 site 23

1 Lot sold to Ed and Jennifer Huber for B. J. Schindler, Lot 4 site 4.
1 Lot sold to MayLynn Curtis for Tiffani Lewis and Levi Larrison, Lot 19 site 23

2011

Derald Denny Bozarth, (1930), Feb. 11, 2011, Lot 83 site 14 – Veteran
Carolyn Catherine Welk, (1939) April 7, 2011, Lot 112 site 10
Brant Ames Thieren, (1974) August 4, 2010, Lot 3 site 6 – Veteran
Marc Richard Roecks, (1953) Nov. 14, 2011, Lot 68 site 7

1 Lot sold to Thieren Family for Brant Thieren, Lot 3 site 6

2012

Claire “Marty” Boleck, (6-21-1942) Jan. 13, 2012, Lot 2 site 3
George Boleck, (1940) March 2000, (Interred 2012) Lot 2 site 4 - Veteran
Frances Lorraine Montange, (1923) 2012, Lot 40 site 1
Jackie Huber Fuller, (1945) 1994 (interred 2012), Lot 2 site 9.

1 Lots sold to Al Fuller for Jackie Huber Fuller, Lot 2 site 9.

2013

Alfred Weyen, (4-8-23) March 20, 2013, Lot 43, site 3 - Veteran
Barbara Browning (1929) 2013 Lot 40 site 22 (Memorial)
Dorothy Ostheller, (1925) 2013, Lot 109 site 15
Lester Gerhauser, (1924) 2012 (interred 2013), Lot 130, site 16 - Veteran

8 gravesites sold to Joseph Ostheller, Lot 110 sites 17-24

2014

Carol Ann Ostheller, (1942) 2014 Lot 108 site 4
Gerald Holt (1930) 2014 Lot 69 site 12 (Memorial) Veteran

0 Lots sold

2015

Roger Moore (1937) April, 2015, Lot 83, site 8.
Mario Rosetti, (1940) 2015, Lot 19, site 15 - Veteran
Bonnie Roecks Duncan (9-21-1940) July, 2015, Lot 107 site 9

1 lot sold to Deborah Hipple, Lot 56, site 1, for herself

2016 – No internments and no purchases to date

6/2016

11. Arrange place and time of Annual Meeting and Cemetery Clean-up* for 2017.Guy Williams
Guy Williams indicated that Memorial Day falls on Monday, May 29 in 2017. Guy suggested that we have cemetery clean- up on Friday, May 26, 2017 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.

12. Other items Guy Williams
Cheryl Fischer moved that we update the Cemetery Rules and Regulations items # 10 and #11 which would reflect last year’s increase of the Sexton fee to \$100 and clarifying rule # 15 about not using wire or glass by adding the word “decorations”. Corlee seconded. In discussion related to the rule #9 about upkeep to markers that are in disrepair, Guy and Kerry are to note markers that are damaged or missing pieces and Cheryl Fischer will write a letter to the owner notifying them of problems with their markers. In discussion about steel posts and wooden crosses that have been used as markers, Cheryl Fischer and Cindy Williams are to research what other Cemeteries accept/specify as markers and report back next year. The motion was approved.

Corlee Clark Johnson showed those in attendance the two gorgeous afghans she and her daughter Brenda had made for raffle at the quilt show that had been discussed as a possible fundraiser at last year’s meeting for the Cemetery Association. As discussions continued in the summer and fall, the Cemetery determined it didn’t have the manpower to be involved in the quilt show. Cheryl Loeffler had called Corlee to see if she would give the afghans to the Museum as a fundraiser for the Historical Society for Flag Day – which Corlee agreed to do. Corlee and Brenda will make two additional afghans for a raffle at a fundraiser Kerry Schanzenbach and Cheryl Fischer are planning for the Cemetery Association later in the year. The association is very grateful for the beautiful afghans and Guy and the others in attendance thanked Corlee for the hours of work she and Brenda had put into completing them.

13. Election of Officers Guy Williams
Guy Williams called for nominations for the Fairfield Cemetery Board 1916-1917. Cindy Williams nominated Guy Williams for President, Ed Huber for Vice President, Kerry Schanzenbach for Sexton, Cheryl Fischer for Secretary, and Cheryl Loeffler as Treasurer, Corlee seconded the motion. During the discussion on the motion it was determined that we should add an Asst. Treasurer from the Association to help support Cheryl in preparing the budgets prior to the annual meetings or have a finance committee, formed from the board members, meet with her at the end of each fiscal year to review the final budget for that year, (since the fiscal year is no longer at the time we have our annual meetings), and to meet several weeks prior to the annual meetings to help her prepare the ongoing year and proposed year budgets prior to the Annual Meeting. The Association members recognize her work load is extensive and varied and especially heavy now that she is without an assistant in the office and we should be offering more support. The motion was approved.

The officers for 2015-16 are:

- Guy Williams, President;
- Ed Huber, Vice President;
- Cheryl Loeffler, Treasure assisted by a finance committee/or Asst. Treasurer
- Kerry Schanzenbach, Sexton
- Cheryl Fischer, Secretary.

Close Meeting

As there were no other items for discussion, the meeting was closed by President Guy Williams at 1:45 pm