

Fairfield Cemetery Association – Annual Meeting

Friday, May 26, 2017; Fairfield Community Center, Fairfield, WA; 12:00 pm

Read, approved, and corrected by a committee of: Kerry Schanzenbach, Coralee Johnson, Guy Williams, and Cindy Williams

Welcome:

Guy Williams, President, welcomed everyone in attendance to the Fairfield Cemetery Association’s 2017 Annual Meeting at 12:16 pm. Those in attendance included: Guy Williams, President; Kerry Schanzenbach, Sexton; Cheryl Loeffler, Treasurer; Cheryl Fischer; Secretary; and Cemetery Association Members; Corlee and John Johnson, Cindy Williams, and Herb Fischer.

Approval of Minutes:

Guy Williams indicated that the minutes from the last Annual Meeting, held on May 20, 2016, 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 2017.

Old Business

1. Report on Grounds Contracts for 2016 and 2017..... Cheryl Loeffler, Treasurer

Cheryl Loeffler reported that again this year John Thomas had been issued a contract to mow the Cemetery grounds. She indicated the contract specified the amount was *not to exceed* the \$2,500 contract that had been requested by the Cemetery Board. She reminded us that again this year, because the state considers grounds maintenance a business and not a service, an 8.1% tax will be added to the \$2,500 cost of mowing the grounds. Therefore the total for the taxes (\$202.50) and ground maintenance is \$2,702.50, exceeding the maximum amount set by the board for the past several years. Some in attendance who had been putting out flags and flowers at the Cemetery that morning commented that, although the Cemetery had been mowed and the stones edged sometime in the past week, it already looked overgrown. They would prefer that next year to have it mowed closer to or on the Thursday before Memorial Day weekend but prior to our cleaning the graves and putting out the flags and flowers so the cemetery looks its best for the Memorial Day visitors.

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 and Kerry Schanzenbach had implemented several ideas to complete this goal to raise \$5,000 for the INWCF Cemetery Fund by 2020. Corlee Clark Johnson and her daughter, Brenda Timpany donated all the materials and made two beautiful afghans to auction at the Fairfield Christmas event. After all their expense, work and time and Cheryl Loeffler and Kerry Schanzenbach’s time selling tickets at the event, only \$95 was raised from ticket sales. It was decided this fundraiser was not a good return for our effort and will not be repeated. Guy Williams and the others in attendance thanked Corlee for donating all the materials and the hours of work they had put in to completing the beautiful afghans. Cheryl Fischer explained that since she started re-distributing the annual newsletter in 2011 after a 20 year break, the newsletter has generated over \$20,000 in donations for the Cemetery during these 6 years. The funds made it possible for us to restore the gates, trim the trees, and repair the roads. A private donor restored the storage shed. This year, several Association Members agreed to match donations that were mailed to the INWCF up to \$3,000. It was hoped this would encourage new donors and have them get in the habit of mailing their donations to Inland Northwest Community Foundation

Cemetery Fund since this was the first year we began sending Cemetery funds there. To date, \$2,600 has been donated and when matched, this year's fundraising totals \$5,200, meaning *we have achieved the 5 year target for Goal A!!* All donations to the Fairfield Cemetery receive a typed letter of appreciation on Cemetery letterhead from the Secretary. All donation made to INWCF receive an additional thank you letter from that agency.

Another successful fund raiser that we have had for the past 5 years is cleaning and decorating the graves of loved ones for those that live out of town for a fee of \$35. Through the newsletter, Association members can request that the graves of their loved ones be cleaned and flowers placed on them by Association Members who come and help on clean-up day. This year we had 9 requests producing \$415 for the Cemetery and these funds were mailed directly to INWCF Cemetery Fund. A new fundraiser to begin in 2018 will be to sell bouquets of artificial flowers for about \$10 - \$15 through the newsletter so those in attendance at the Cemetery on clean-up day can purchase them to decorate the grave of their loved ones. Each year Cindy Williams is able to get bags of artificial flowers at no charge that have been removed from the Moscow Cemetery and we have used them to decorate the 39 Veterans Graves with red, white, and blue flowers as well as for those that have paid to have their loved ones graves decorated. In this way we might get more people to come and help on clean-up day and have the Cemetery look even more beautiful with the addition of more flowers. For an additional fund raiser next year it was agreed that Cheryl Fischer will "sell" the planting of one tree for \$300 and one lilac bush in next year's newsletter, to replace the two that died and were removed from the Cemetery on clean-up day.

Goal B: Completed 2016: *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 shared a completed sample folder that was approved at the Annual Meeting in 2016 for use by Town office staff with all those interested in purchasing a plot at the Fairfield Cemetery. The folder was approved by the board in 2016, completing this goal. The folder 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 and a "Certificate of Gravesite Purchase".

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, Kerry Schanzenbach, Sexton and other board members as needed. Goal Coordinator: Guy Williams*

Guy Williams indicated a walk through verification with Cheryl Loeffler and Kerry Schanzenbach has yet to be completed.

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*

As a way of finding help to research heirs of those that own abandoned lots in the Cemetery, Cheryl Fischer sent letters of invitation in the fall of 2016 to 25 Spokane area Cemetery Association Members asking if they would like to help do ancestry research on the names on our abandoned lots list. No one responded! However, Kerry

Schanzenbach is researching some names, and over the winter and another one of our Association Members, Mary Hart, has completed research on the 4 persons who owned the largest # of lots and she now has the names of their next of kin who are living. Cheryl will be meeting with her on Monday following the meeting and after consulting with the attorney will work on drafting the letter to mail to the heirs.

Cheryl Fischer briefly reviewed the status on reclaiming unclaimed (abandoned) Lots. At our 2013 Annual Meeting the board voted to move forward on steps 1 and 2 using the legal process to reclaim unoccupied lots at the cemetery after the Board had contacted an attorney and received an outline of legal steps we were required to follow to reclaim these lots. In the research Cheryl Fischer and Guy had gleaned from old Cemetery records, the Cemetery has 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 internment 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 (87 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 Cheryl called the attorney to get more specifics on the markers and answers to our questions, he clarified that a rather lengthy statement had to be included on *each marker* on *every plot* we were seeking to claim and remain there for 3 years and be replaced as needed. This would involve making and replacing as needed 180 markers!! In addition, he indicated that because we didn't have a valid **address** for each owner as the last addresses was so old they didn't have zip codes, we would need to research to find the valid addresses of heirs to demonstrate to the court we had exercised the required "due diligence". After hearing this at last year's board meeting, the board put the five-year legal abandoned lot process on hold in 2016 and decided we would start with the research to find a valid address for the heirs of each of the owners and proceed with option 1 of the process. This involved sending them a letter to determine their interest in using the lots for family internments and if they were, seeing if they would donate \$50 a plot for past maintenance and upkeep over the 87 years with the understanding that they would become active members in our Cemetery Association or they could donate the lots back to the Cemetery possible as a tax incentive. In 2016 the Board passed a motion that all funds raised from the Abandoned Lots Recovery Project be directed to and deposited in the INWCF Cemetery Endowment Fund.

During Board discussion, it was recommended that Cheryl contact the attorney to check what he would advise as options for our next step now that we have done some research on heirs. They also asked that he explain the laws on the determining what value the heirs of the owners could declare on their taxes if they chose to donate the lots back to the town for a tax donation.

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 indicated that although she has giving Brian Kauffman the necessary updates and changes provided by Cheryl Fischer to update the Cemetery website for the past 3 years, the work was never completed. She has recently discovered that she can actually access the Cemetery website through the City website and make these changes herself. She will begin making the updates once Cheryl Fischer sends her the needed updates. Cheryl Loeffler also reported that she still has not had time to make any updates to the Fairfield Cemetery site on "Find a Grave." It is now more than 10 years out of date and includes errors.

New Business

3. Treasurers Report: Final Budget 2016; Draft Budget for 2017; Proposed Budget 2018. . Cheryl Loeffler
Cheryl Loeffler indicated she had been really busy this spring, was currently ill and she was on a vacation day! She distributed drafts she had made of the Final 2016 budget, and Proposed 2017. She suggested we might use the 2017 actual budget for proposed 2018 budget. After discussion, President Guy Williams suggested that

because Cheryl Fischer has access to the budgets at the INWCF she prepare a draft of the three years of budgets and get any figures she needed from Cheryl Loeffler. When Cheryl Fischer is finished, she is to submit this year's budget electronically to all who were present and ask them to submit corrections or approval. Guy suggested that as an Association, we need to recognize Cheryl Loeffler has an extensive work load and that it is especially heavy now because she is without an assistant and the town is undergoing staff changes. After discussion, the board agreed that in the future, a way to help Cheryl Loffler would be to have Cheryl Fischer prepare the three budgets a month prior to the annual meeting and have them reviewed electronically by board members prior to the meeting. This will expedite discussion during the meeting and enhance the oversight of our finances.

4. Grounds Maintenance Report and Proposed Projects Guy Williams

Guy Williams indicated that Ed Huber had arranged to have the Cemetery fertilized by plane this spring. He also shared that they had picked up far fewer branches and metal grave decorations this year. Guy has sprayed the roads and he will contact one of the Association members that lives in Fairfield to see if he will spray the dandelions in the grass. Cheryl Fischer reported that there are truck ruts in the road to the upper entrance to the Cemetery prompted by the flooding in that area and possible exasperated by the parking of County trucks in that area. In addition, the culvert at the upper entrance is plugged again and the flooding has washed the gravel from the road in that area. It appears there needs to be a much larger culvert installed. Cheryl Loeffler had followed up in past years to have the county clean out the culvert under the main entrance road and grade and gravel that piece in front of the gates. She offered to call them again. Cheryl Fischer will call Gary Tellison to get a quote on grading and graveling the entire road and ask him if he could cut a drainage ditch on the east end to encourage runoff flow into the county ditch. She will also ascertain when the best time is to do this work. Cheryl Fischer indicated that she and Herb had removed all the rocks under the gates last fall and replaced the rotting liner with new heavier 30-year liner and then replaced the rocks as a way to stop the growth of weeds through the rocks. They also cut back all the wild flowers at each end of the gates in preparation for winter. This spring there were no weeds growing in the rocks! During the Cemetery clean-up Guy Williams and Herb Fischer removed one old lilac tree that had died and one new replacement tree that died because it had been planted to low. Cheryl Fischer will try to raise money for replacement trees through the newsletter next year

5. Sexton Report (# burials and lots sold in 2015-16) Kerry Schanzenbach

In discussion related to rule #9 (owners are responsible for the upkeep to markers that are in disrepair) Guy Williams agreed to contact Sally Holt about the deteriorating wood cross on Dan's grave. Guy and Kerry are to note markers that are damaged or missing pieces and give the specific information on what the problem is to Cheryl Fischer who will write a letter to the owner notifying them of problems with their markers and remind them that it is their responsibility to make repairs/replacements.

Kerry Schanzenbach, Sexton distributed copies of his report. In summary, he indicated we had one burial last year and one so far this year and had not sold any lots in the past two years. Cindy Williams moved that the sexton report be approved. Coralee Johnson seconded and the motion was passed. The report was as follows:

**List of those Interred at Fairfield Cemetery
2010 through 5/2017**

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

Barbara White Davis (6-28-1938) August, 8 2016, Lot 40 site 18

0 Lots sold

2017

Gary Ostheller (2-7-1937) December 18, 1916, Lot 108, site 2 - Veteran

5/2017

6. Arrange place and time of Annual Meeting and Cemetery Clean-up* for 2017.Guy Williams
Guy Williams indicated that a number of people who wished to attend the clean-up and annual meeting this year had other plans due to the Memorial Day Holiday or work obligations. After discussion he suggested we check with those that were not able to attend to see if Wednesday, Oct. 25, 2017 was a more suitable day for the Annual Meeting and possibly, the Saturday the week before Memorial Day was a better day for Cemetery clean-up and then set the final cleaning and meeting day by polling board members electronically.

7. Other items Guy Williams

Cheryl Fischer asked if the sextons would research the ownership for the list of “Fulton” lots her Father left as they had never located a certificate of ownership. Guy Williams offered to do some preliminary research and get back to her.

8. Election of Officers Guy Williams

Guy Williams called for nominations for the Fairfield Cemetery Board 1917-1918. Cindy Williams nominated all members of the existing board for reelection: Guy Williams for President, Ed Huber for Vice President, Kerry Schanzenbach for Sexton, Cheryl Loeffler as Treasurer, and Cheryl Fischer for Secretary. Corlee seconded the motion. The motion was approved.

The officers for 2017-18 are:

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

Close Meeting

There were no other items for discussion, the meeting was closed by President Guy Williams at 2:45 pm