

 **Metro** | *Agenda*

Meeting: Cemetery Advisory Committee Quarterly Meeting
Date: Monday, September 19, 2016
Time: 1:00 p.m. to 2:00 p.m.
Location: Metro Regional Center, 600 NE Grand Ave, Room 370A/B

12:45 p.m.	Coffee and Snacks	
1:00 p.m.	Welcome <ul style="list-style-type: none">▪ Adoption of Meeting Summary▪ Approval of Agenda	Verne Duncan
1:10 p.m.	Staffing Changes	Brian Kennedy
1:20 p.m.	Program Updates <ul style="list-style-type: none">▪ Status of Cemetery Sales▪ Staffing Update▪ Lone Fir Projects▪ Upcoming Events/Work	Brian Kennedy
1:45 p.m.	Comments/Discussion <ul style="list-style-type: none">▪ Committee Work Plan	Verne Duncan
2:00 p.m.	Adjourn	

2016 WORK PLAN

March 2016

No Meeting

June 2016

September 2016

Staffing/Program Updates

December 2016

TBD



Meeting minutes

Meeting: Cemetery Advisory Committee
Date/time: Monday September 19, 2016, 1 – 2:30 p.m.
Place: Room 370A/B
Purpose: Quarterly Meeting

Attendees

Committee members in attendance: Verne Duncan (Committee Chair), Councilor Shirley Craddick, Brian Kennedy, Terry McCall, Meg McCauley, Bo Nevue, Laurel Smith

Committee members excused: Marie Henry, David Noble, Hannah Allan

Metro: Emma Williams, Monty Woods, Linda Lechler, Ernest Hayes, Rosie McGown

Topics:

WELCOME

Committee Chair Verne Duncan convened the meeting at 1:05 p.m. and welcomed the Committee. Self-introductions were made. Noted email from David Noble regarding staffing changes was received and read by committee members. Nothing was added or changed on the agenda.

PROGRAM OVERVIEW

Staffing Update

Melisa McDonald no longer works for Metro. Brian extended thanks to Melisa for her help straightening up procedures and practices in the program, this work will continue in her absence. The Historic Cemeteries Manager position description is being crafted now and will be posted soon, with no date determined at this time. When searching for a candidate to fill the position, compliance with rules, regulations and laws is critical, while continuing to provide excellent service to families. Other important considerations in filling this position include previous cemetery operations experience, historic cemetery experience and public sector experience. The position may be challenging to fill as there are not many public cemetery systems but Metro does offer competitive compensation. Brian is working with HR on a recruitment strategy and Metro will be recruiting locally and nationally to fill the position. Input from the Cemetery Advisory Committee for the recruitment process is welcome. Brian will circulate the job description after it has been crafted, committee members interested in participating in the search committee are requested to reach out to Brian. The position description will be out in the next 2-4 weeks but the position will probably remain unfilled until early next year.

Kimberly Palmero resigned in August. Her position was a limited duration position ending as of June 30, 2017. Brian is evaluating what to do with the remaining funding for the position; options include hiring a consultant to continue Kim's work or moving in a completely different direction.

Rosie McGown has taken the pace of Phyllis Cole as Cemeteries Program Assistant. This position is shared 50/50 with the whole Parks and Nature department. Historically the position has been full time cemeteries support and this position may be adjusted if the level of support is inaccurate.

Program Updates

Status of Cemetery Sales

Brian asked what the committee would like to see when talking about sales. Terry McCall emphasized the role of the advisory committee as a support group, priority of committee is not to worry about sales, rather help solve problems as they arise. The committee is interested in anything that may be sales inhibitors rather than day to day operations.

Lone Fir Projects

Entrance Columns

In July the Friends of Lone Fir Cemetery dedicated new columns at the entrance of Lone Fir Cemetery. Metro is happy to see the friends are invested and active at Lone Fir Cemetery.

Block 14

Block 14 is trying to be reenergized. A meeting with stakeholders will be held on Wednesday September 20th. The goal is to revisit the original design to be sure the project is something that can be supported by metro and the Lone Fir Cemetery Foundation. Metro has funds available this year for both staffing and contracted professional services funds to help keep project moving. Metro currently has an in-house landscape architect working on the project. Metro is looking forward to supporting the Lone Fir Cemetery Foundation with a clear direction on fundraising needs by adjusting for 2016 pricing, factoring in lowered maintenance costs, and discussing possibility of a phased approach. Currently the project is estimated at \$2.5 – 3 million. The September 20th meeting is an early conversation to get the project rolling again.

Bottler mausoleum

The Bottler mausoleum has been falling apart for many years but is a small project that should be able to be completed in a relatively short amount of time. The restoration is a high priority because it will help with block 14 fundraising to show what restoration projects Metro and the Lone Fir Cemetery Foundation are capable of doing together. Metro has a landscape architect working to understand the extent of the project; is it a restoration or rebuild and how do we apply historical preservation standards. Metro hopes to work with a consultant and the advisory committee to develop policies and procedures for how to restore or rebuild cemetery locations of historical significance to insure they are meeting historical guidelines. Discussion on how to approach historical items may be found in minutes from 2014 or early 2015. Metro aims to complete restoration by the end of the next fiscal year and will continue to work with the Friends of Lone Fir Cemetery and the Lone Fir Cemetery Foundation on this project.

Upcoming Events/Work

Tour of Untimely Departures

The Tour of Untimely Departures is returning as a Metro event this year. Linda Lechler is the project manager from Metro coordinating the event. Metro has hired event planner April Severson to assist with event coordination as Metro does not have the staff resources at this time and assistance from the Friends is limited. Other than Metro taking ownership of the event, the most significant change is that the tour will no longer be help on Halloween. This year the tour will be on the Saturday before Halloween, October 29th. This will help with the recruitment of volunteers. In the future Metro hopes to utilize Portland 4 resources to co-promote or host the event. With the late start on coordination this year there wasn't time to create that partnership. Ticket sales from the Tour of Untimely Departures will raise funds for the restoration of the Bottler mausoleum.

Marker Repair

Metro did an inventory and addressed safety hazards at lone fir. Staff is planning to do the same for the larger cemeteries, Douglass, Multnomah Park and Gresham are next. Hazards are currently addressed on a case by case basis, but a full inventory is planned for fall. Question was raised as to what standards should there be for restoration and repair of markers. There are differences in how Metro and the Friends of Lone Fir Cemetery address marker restoration. This is an ongoing conversation with the Friends and Metro values and appreciates their work in Lone Fir Cemetery.

Lone Fir Day of Service

On September 10th Metro hosted the largest volunteer event in cemetery history with 212 volunteers at Lone Fir Cemetery. Volunteers removed over 100 cubic yards of woody debris and removed a considerable amount of ivy. The Metro team spent weeks preparing for the event and is very pleased with the success.

COMMENTS/DISCUSSION

Brian Kennedy wanted to follow up on the business plan that was prepared back around 2011-2013. There are areas of the business plan that need updating. Brian proposed working with the committee to update the business plan, check assumptions and move forward more realistically. Terry emphasized the role of the committee as more reactionary.

Councilor Shirley Craddick asked if the committee is fully staffed. Discussion came to the conclusion that there are potentially vacancies. Discussion regarding additional committee members as well as

Next meeting

Date/time: Next meeting is currently scheduled on Monday December 19th. Based on committee member availability, the meeting may be moved to Monday December 5th or 12th.

Location: TBD

Agenda items: TBD

Adjournment

The meeting adjourned at 1:56 p.m.

Minutes recorded by Rosie McGown