

**Minutes of the Meeting
of the
Trustees of the Waterford Union of Churches Cemetery
August 2, 2023**

The meeting was called to order by President Linda Landreth. In attendance were Trustees Paul Rose, Linda Landreth, Mary Hutton, Bronwen Souders, Ann Belland, and Ed Lehmann.

Minutes of the July 12, 2022, meeting were approved without changes.

TREASURER'S REPORT

Mr. Hough's bequeathed funds of \$196,197 were moved from Reston Wealth Management to our Presidential Bank account. A nine-month \$200,000 CD was established using both Mr. Hough's funds and money from our other accounts.

Mary discussed ending up with only two CD accounts, one for operating expenses and one for our endowment. If these were yearly, we could take out money for our annual needs and then put the rest into the next annual CD. After discussion, it was felt that a four-year cycle of CD's (or some range like this) may be preferred. The checking account could have enough funds in it to cover our annual expenses plus money for unexpected events. Every year we could evaluate how much should be taken from the CD that is retiring and add that to the checking account.

Mary next brought up tracking the Memorial funds. She has two ledgers, one for those who have died and one for those who haven't. The question is, does she have to keep tracking the money for those who have died or can she just stop tracking these funds and simply add the money to our operating fund ledger. It was agreed that she could just move the tracking to the operating funds.

Next, a discussion focused on the possibility of having a separate 501(c)3 account where newly donated money could be added so it could be used for funding approved activities other than the cemetery itself.

Mary submitted the request to the state for distribution of their annual African American Cemetery funds.

The law firm handling Mr. Hough's will as well as Reston Wealth Management were contacted to see if there were any instructions for use of his bequeathment.

NEW BUSINESS

Contacting 301(c)13 expert: Linda had no success in locating an expert on 301c13. The Community Foundation of Loudoun has not responded to her. Hopefully they will get back to her when their president returns from a lengthy leave.

Gravestone maintenance and landscaping: Mary called Mr. Fleming of Lovettsville who fixes downed stones. She and Ann identifies 15 gravestones that need immediate work as they are laying on the ground. Mr. Fleming got back to her and said he has been extremely busy. He never gave an answer when he might be able to help us. We can go with Howard Wellman but he is very expensive.

The second effort is the development of a landscaping and gravestone restoration plan, both short and long term. There are two potential landscape architecture firms, Columbia and the Chronical Group. VDHR recommended Howard Wellman and the Chicora Foundation. The Trustees need to spell out what the results they are looking for.

There was a discussion of what type of memorial item could be used to honor George Bentley. A bench was discussed

Dead Tree: Ed Lehmann will contact Dominion Power about cutting down the dead tree on Fairfax Street.

Resetting cobblestone grave markers: Ed will be contacting Ben Bean to lower the stones that are too high for the lawnmower to go over. He will do the work as part of his community service hours.

Putting a cemetery sign on Fairfax Street: There used to be a sign pointing to the cemetery at the High Street Fairfax Street entrance. A discussion was undertaken to see if it would be a good idea to put a sign back up. Some felt that if a sign was too near High Street, cruising youth might drive to the cemetery and cause destruction. An answer to this was to put the sign further up Fairfax Street on Stephanie and Bob Thompson's land. The sign can't be put on Foundation property because of sign easements.

Tours of the Cemetery: Concern was raised about the Foundation's tours of the cemetery. Are they historically correct and should the Foundation have contacted us before they did any tours? There was also concern about a new student education

program where 7th graders will be having lessons around the village including the cemetery.

ACTION: Invite Sue Manch and Sharon Franck to discuss this new education endeavor.

The Fair Activities: The Foundation will have several signs pointing to the cemetery and the fact that Jeff Ball will be there to answer any questions and go over the cemetery's history. There will be two signs advertising the Sunday activities. Ann has arranged for a bugler.

Endowment Fund: Paul brought up the fact the Mr. Hough wanted the endowment fund named for the Loudoun Rangers.

MOTION: A motion was made and passed to call our endowment fund the Loudoun Rangers Memorial Endowment.

Access to Fairfax Street: Once again the access to the cemetery via Fairfax Street was discussed. Phil Paschall left a document with Ann addressing public access on private property. Additional information will be gathered after we talk to a real estate lawyer.

Ed Lehmann

Secretary

Waterford Union of Churches Cemetery

Future Actions (As of August 2, 2023)

- Establish an endowment policy including how much should be in the endowment account and how the money can be withdrawn.
- Discuss our needs with an expert on 501(c)13. Can work in areas leading into the cemetery be paid for by us?
- Seek legal advice about access rights to the cemetery using Fairfax Street.
- Create a landscape plan including tree maintenance
- Create a plan for the restoration of fallen head stones.
- Cut the grass more often and cleanup grass clippings.
- Memorial Plaque Service: Can monies be paid into a separate 301(c)3 account to assist other Loudoun cemeteries.
- Create steps on Fairfax Street to the Black Cemetery.
- Create memorial benches or plaques for George and Ruth Bentley and Forrest Hough.