

**Minutes of the Meeting
of the
Trustees of the Waterford Union of Churches Cemetery
July 12, 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, Stephanie Thompson, and Ed Lehmann.

Minutes of the September 1, 2022, meeting were approved without changes.

TREASURER'S REPORT

Our checking account balance is \$39,053.60: \$10,891.91 Operating fund, \$14,829.96 Memorial fund, \$12,406.73 Endowment fund, and \$925 VDHR Grant fund.

A list of CD's and their rates was handed out.

The Cemetery received a gift from the estate of Mr. Forest L. Hough of \$189,371.56 (as of July 7).

NEW BUSINESS

A List of Possible Future Actions was handed out.

- Establish an endowment policy including how much should be in the endowment account and how the money can be withdrawn.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.

The Gift from Forest Hough

Linda sent a sympathy note to Mr. Hough's partner.

A discussion was made regarding how much of the gift should be put into the endowment fund. It was decided that this topic could be addressed later.

It was decided to move the funds from Reston Wealth Management to CDs in our Presidential Bank account. This will allow us to plan how the funds should be managed.

Two other major topics were covered: the need for both a landscape plan and a headstone restoration plan.

An endowment policy needs to be prepared. Such a policy would designate what funds should be in the endowment account and how the money can be withdrawn. The Foundation has a policy we can review.

Actions:

- Move the funds from Reston Wealth Management into CDs in our Presidential Bank account. *Mary will handle this action.*
- The executor of the will be contacted to see if there were any specific instructions for the gift. *Mary will contact.*
- Contact an expert on 301(c)13 rules. Can the Cemetery setup a separate 301(c)3 non-profit? Find examples of endowment policies. *Linda will contact the Community Foundation for Loudon and Northern Fauquier Counties to find recommendations.*

Planning

A great deal of discussion went into our first steps for long-range planning of the two major Cemetery activities: Landscape/tree planning and Headstone restoration planning. Another discussion turned to creating a historic cemetery report which would survey the cemetery history, plantings, and grave restorations.

Actions:

- Contact Mr. Ken Flemming of Lovettsville to see if he will help us develop a long-term plan to rank the headstones that need to be restored. *Mary will contact.*
- Find names of potential landscape architects. *Mary will research.*
- Contact Ed Spinnaus of the Lovettsville Historical Society to see if he has contacts for cemetery restoration and landscaping. *Ann will contact.*
- Contact Dominion about removal of dead tree on Fairfax Street near the Black Cemetery. *Ed will call Dominion.*

Access to the Cemetery on Fairfax Street

Because access to the cemetery is through the property of the Hastman's at 15514 Loyalty, it was decided that protecting this access was important. It was decided that the opinion of a real estate lawyer would be necessary. At the same time, if the conditions allowed, Mr. Hastman could be approached to see if he would be amenable to an access easement on his property.

Actions:

- Contact a real-estate lawyer about access rights. *Not assigned.*

Memorials for the Bentleys and Forrest Hough

It was decided to create either memorial benches or plaques for George and Ruth Bentley and Forrest Hough.

Actions:

- Further discussion is required.

Resetting the New Grave Markers in the Black Cemetery

Some of the stones identifying unknown graves were set too high and need to be lowered.

Actions:

- Find someone to do this resetting. *Ed will contact Ben Bean who must do community service for his high school.*

Miscellaneous

The installing of a Cemetery sign on Fairfax and High Streets was discussed. Stephanie said that the Foundation is limited in how many square feet of signage it can have.

Actions:

- Locate the sign . *Ed will contact Paul about the sign which is stored in his barn.*

Linda mentioned that she needs to be informed of all activities conducted at the Cemetery. This way if there are any questions, she will be aware of them.

Next Meeting

Wednesday, August 2 at 6:30 at the Old School.

Ed Lehmann

Secretary

Waterford Union of Churches Cemetery

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