



P.O. Box 21
Clarkesville, GA 30523

***Work Session minutes APPROVED BY HCCP, INC. BOARD OF DIRECTORS VIA
ELECTRONIC TRANSMISSION***

Historic Clarkesville Cemetery Preservation, Inc.
9 a.m. • Saturday, Jan. 18, 2020 • St. Julian Hall

Old business

- Approved minutes from Oct. 9, 2019 and Nov. 13, 2019 meetings.
- Annual Financial Report – Per Kathy, two donations of \$100 and \$50 to be reflected in the January report.
 - \$7,543.04 ending balance
 - Discussed putting a value on time for volunteer hours for in-kind donation tracking + grant applications.

Administrative/Legal

- Appointed E. Lane Gresham to board of directors.
- Elected officers for chairman for 2020
 - Barrie Aycock – chair
 - Lane – secretary
 - Kathy – treasurer
 - Voted to add Kathy to the signature card for HCCP, Inc. bank account at Southern Bank & Trust after minutes are approved via email.
- Establish leadership roles
 - Barrie – Chair
 - Doug – Volunteer Director [workdays]
 - Brooks – Landscaping Director
 - Polly – Restoration Director
 - Lane – Board Secretary – PR/database/storyteller
 - Diane – Fundraising Director
 - Kathy – Board Treasurer/events
 - Virginia – Research Director
- Job descriptions – ELG to write for consideration
 - Discussed the need to cultivate additional non-board volunteers.
 - Cemetery event items, other supplies to be taken to city hall.

Mission statement adopted on Nov. 14, 2018

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Cemetery improvements

- Brooks is identifying unmarked graves w/ Cindy Boulware.
- Discussed selling botanical items for memorials.
- Set date for work day[s]
 - Winter – Jan. 20 [[TFS Day of Service]]
 - Spring – April 25 9-noon
 - Summer – June 20 9-noon
 - Fall – October 17 9-noon
 -
- Discussed restoration projects
 - Fencing is to be a priority for the fundraising committee
 - Box tombs
 - Alley wall restoration
 - Durbec
 - Marty Sisk update
 - Two invoices pending
 - \$3,005 and \$4,089.79
 - Approved \$3,005 payment for 2018 restoration work
 - Fundraising pending for remainder
- Flag – Woodman of the World – Polly coordinated w/ Ricky Pruitt
 - Photo set for Jan. 20 - Polly to confirm. Polly to contact Boy Scouts to schedule retirement of previous flag.

Fundraising

- Diane to chair the committee
- Discussed \$50,000 as goal
- Lane to provide information from previous meetings to Diane
- Fundraising events
 - Gloaming Picnic – May 16
 - Music – Jeanie and Walter Daves
 - Storytime w/ Brooks
- History among the Hemlocks – Oct. 22, 23, 24, 25 [[Three or four dates?]]
 - Handicapped access
 - Disclaimer added to ticketing, PR
 - Lighting

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- Check-in relocation
- 5-7 p.m.
- 30-minute tours
- Four stories
- Identify stories – Lane and Virginia
- Tents available via city
- Patron dinner at Villa de Sole – First quarter of 2021
- Volunteer dinner –first Saturday in December
- Grants
 - Cindy Boulware available to help w/ grant writing
 - Brooks to extend an invitation
 - Applied for a \$10,000 Tourism Development Grant for Durbec restoration
 - Denied, encouraged to apply again
 - Barrie to provide comments on grant application
- Good Cemetaryian follow up – Barrie w/ contact
- Donor acknowledgment protocol – Kathy and Lane w/ coordinate.
- Interpretative signage – tabled pending fundraising. Discussed the need to include African-Americans, donors, etc.
- Discussed the need to engage other groups [DAR, SAR, UDC, etc.] for cemetery work.

Public Relations

- Newsletter/database – January + June
 - Add MailChimp account
 - Share on social
 - Links to YouTube
- Lane will draft letter to go w/ stickers
- Add events to Facebook
- Board photographs
- Social media – Instagram, Facebook, add LinkTree to Instagram
- Per Polly Society of War of 1812 has asked to schedule a rededication
 - Polly to request in writing
- Brooks Garcia – DAR award
- Speaking engagements
 - Commerce Garden Club @ Jan. 28, 2020 – Brooks and Barrie – Polly?

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Historical research

- Virginia to continue research including History among the Hemlocks stories.
- Field trip to Oakland – October 18 – Brooks w/ get tickets.
- Field trip to Old Salem Cemetery pending per Kathy.

New business

Next meeting date: February 12, 2020 @ 5 p.m.

RESPECTFULLY SUBMITTED,

E. Lane Gresham
HCCP, Inc. Secretary

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