



**Cemetery Preservation Commission
Meeting Agenda
November 9, 2023 4:00 PM
City Hall Training Room**

1. Call to Order / Roll Call

2. Approval of the Meeting Minutes

- A. Approval of the October 12, 2023 regular meeting minutes.

3. Financial Report

- A. Receipt of the October 2023 financials.

4. Cemetery Preservation Foundation Update

5. Old Business

- A. REMINDER: Wreaths Across America event on December 16, 2023 at 10:00 a.m. in the Kennesaw City Cemetery.

6. New Business

- A. Election of Chair and Vice Chair for 2024.
- B. Recap of Mayor and City Council presentation on November 6, 2023
- C. Discuss and create signage for "No Dogs Allowed" after entering the cemetery through the gates.
- D. Discussion of the 2024 schedule of events:
 - 1) March 2024: Meet with the Daughters of the American Revolution to discuss the 2024 schedule of requested events.
 - 2) March 2024: Begin planning for 2024-2025 FY budget requests.
 - 3) April 12 - 13 2024: "Symbols of the Cemetery" tours by Andrew Bramlett
 - 4) May 4, 2024: Gravestone Cleaning (Decoration Day)
 - 5) October 5, 2024: Gravestone Cleaning (Clean Up Day)

6) October 18 -20, 2024: "Life in the Cemetery" by the Kennesaw Cemetery Preservation Foundation

7) November 4, 2024: Cemetery Preservation Commission Annual Update to the Mayor and City Council (@ 6:30 p.m. in the Council Chambers)

E. Discuss and create maintenance plan for existing structures within the Kennesaw City Cemetery, including but not limited to the gazebo, pergola, bridge, and gate posts.

F. Authorization to cancel the December 2023 regular meeting.

7. Staff Comment

8. Adjourn

MINUTES OF CEMETERY PRESERVATION COMMISSION MEETING
CITY OF KENNESAW
City Hall Training Room
October 12, 2023
4:00 PM

1. Call to Order / Roll Call

The meeting was called to order at 4:00 p.m. by Chair Lewis Bramlett.

- Roll Call: Lewis Bramlett, Lizz Gray, Judi Burrell
- Staff present: Lea Alvarez (City Clerk), Lily Smith (Deputy City Clerk), Tim Cox (Assistant Public Works Director), Pat Ferris (Council Liaison)

[Foundation President Stephen King and Honorary Member Andrew Bramlett were absent from this meeting].

2. Approval of the Meeting Minutes

- A. Approval of the September 14, 2023 regular meeting minutes.

Motion by Vice Chair Gray to approve the September 14, 2023 regular meeting minutes. Seconded by Commissioner Burrell.

Vote taken, motion unanimously approved 2-0. Motion carried.

- B. Approval of the October 4, 2023 special called meeting minutes.

Motion by Vice Chair Gray to approve the October 4, 2023 special called meeting minutes. Seconded by Commissioner Burrell.

Vote taken, motion unanimously approved 2-0. Motion carried.

3. Financial Report

- A. Receipt of the September 2023 financials.

City Clerk Alvarez presented the financials for September 2023. Her presentation included the cost of the injections and cabling for the Red Oak tree. She noted that the tree removal cost will be reflected in the financials for November and that the recent price changes for cemetery lots resulted in around \$8,000 in sales.

Motion by Vice Chair Gray to approve the September 2023 financials, as presented. Seconded by Commissioner Burrell.

Vote taken, motion unanimously approved 2-0. Motion carried.

4. Cemetery Preservation Foundation Update

Chair Bramlett gave updates on this item in Foundation President King's absence. 133

of 135 tickets were sold for the Life in the Cemetery Event and it will sell out shortly.

Vice Chair Gray inquired where the extra interest for the event this year was coming from. Councilmember Ferris answered that it was the continuation of the momentum last year as well as increased marketing. He congratulated the Commission's and Foundation's efforts. Chair Bramlett added that the actors from last year's event were back by popular demand. The Commission continued to talk about dress rehearsal logistics and made sure to extend a welcome to any commissioners who wanted to come.

5. Old Business

A. Approval of the Kennesaw Code of Ordinances Chapter 30 text amendments.

City Clerk Alvarez presented this item. She noted that she made the changes suggested by Vice Chair Gray and that she wanted to get this before the Mayor and Council for approval as soon as possible.

Motion by Vice Chair Gray to approve the Kennesaw Code of Ordinances Chapter 30 amendments, as presented. Seconded by Commissioner Burrell.

Vote taken, motion unanimously approved 2-0. Motion carried.

B. Approval of the storyboard being installed to the right of the Tribute Wall with an alternate location being to the right of the kiosk at the entrance to the cemetery, if needed.

Chair Bramlett led the conversation about the placement of the storyboard and recapped the Commission's special called meeting to members who were not able to be present. The Commission agreed that the storyboard should be installed to the right of the Tribute Wall with an alternate location being to the right of the kiosk at the entrance to the cemetery, if needed. Councilmember Ferris congratulated the Commission on its hard work on this project.

Motion by Vice Chair Gray to approve the installation location of the storyboard to the right of the Tribute Wall with the alternate location being to the right of the kiosk at the entrance to the cemetery. Seconded by Commissioner Burrell.

Vote taken, motion unanimously approved 2-0. Motion carried.

C. 2024 Cemetery Preservation Commission events.

Chair Bramlett noted that the Commission should start to focus on maintenance projects and would like some ideas. He expressed interest in more tours. Commissioner Burrell reminded him that Vice Chair Gray was supposed to do a workshop on gravestone cleaning. Chair Bramlett agreed and added that these events should have educational elements and a sign-up roster. Vice Chair Gray added that researching other classes and other organizations would be a great example of how to conduct classes like this in the future.

Councilmember Ferris asked about the accessibility of the D2 grave cleaning solution.

According to Vice Chair Gray, it is widely available from large retailers such as Home Depot as well as online. Assistant Public Work Director Cox noted that it is ill-advised to keep too much at once and let it sit for months on end.

Chair Bramlett and Commissioner Burrell spoke about the possibility of a tour event during the Big Shanty Festival in the spring or a workshop on "Symbolism in the Cemetery." The Commission covered current funds, the effectiveness of past clean-up events, and how to cut down on expenditures for future events.

Chair Bramlett suggested looking at the City's event calendar for 2024 before deciding on definitive dates for next year's events. The Commission decided on adding headstone workshops and tours to Decoration Day and the usual Clean Up Day. Councilmember Ferris inquired about adding events for the Veterans and Memorial Day holidays. The Commission discussed and decided to leave those holidays to the DAR and American Legion for now but work more collaboratively. Councilmember Ferris notified the Commission about the Life in the Cemetery Event's dress rehearsal being at 6:45 p.m. on Thursday, October 19, 2023.

6. New Business

- A. Approval to pay FixMyHeadstone \$350 to repair the damage to the infant grave of Harry B. Williams in Historic B.

City Clerk Alvarez informed the Commission about the meeting that she had with Assistant City Manager Marty Hughes regarding the condition of the sunken grave of Harry B. Williams. She detailed what the City was doing to prevent accidents, which led the Commission to talk about the possibility of other graves being a safety hazard. Assistant Public Works Director Cox answered questions about the general process of repairing the sunken grave and the parts that Public Works and FixMyHeadstone would play in the process.

Motion by Vice Chair Gray to approve paying FixMyHeadstone \$350 to repair the damage to the infant grave of Harry B. Williams in Historic B. Seconded by Commissioner Burrell.

Vote taken, motion unanimously approved 2-0. Motion carried.

7. Staff Comment

Chair Bramlett informed the Commission of the reason for the absence of Honorary Member Andrew Bramlett. City Clerk Alvarez announced that she had finished the data that Vice Chair Gray had given her for the Section III audit. She and Assistant Public Works Director Cox spoke about doing an audit of coping, benches, etc. The Commission discussed sending letters to lot owners with trees and shrubbery planted within them. Councilmember Ferris urged the Commission to increase its membership and the Commission discussed ways to make that a reality.

8. Adjourn

Chair Bramlett adjourned the meeting at 4:56 p.m. The next regularly scheduled

meeting will be held on Thursday, November 9, 2023 at 4:00 P.M. in the City Hall Training Room.



City of Kennesaw

Balance Sheet

Account Summary

As Of 10/31/2023

Account	Name	Balance
Fund: 285 - CEMETERY TRUST FUND		
Assets		
285-0000-11-112100-00000	OPERATING ACCOUNT	23,405.97
285-0000-11-311100-00000	DUE FROM/TO GENERAL FUND	-67.99
	Total Assets:	23,337.98
		23,337.98
Liability		
285-0000-12-110000-00000	ACCOUNTS PAYABLE	241.00
	Total Liability:	241.00
Equity		
285-0000-13-120000-00000	ENCUMBRANCE	-743.60
285-0000-13-411500-00000	F/B RES FOR ENCUMBRANCES	743.60
285-0000-13-422000-00000	F/B UNRES - UNDESIGNATED	51,825.35
	Total Beginning Equity:	51,825.35
Total Revenue		6,462.63
Total Expense		35,191.00
Revenues Over/Under Expenses		-28,728.37
	Total Equity and Current Surplus (Deficit):	23,096.98
	Total Liabilities, Equity and Current Surplus (Deficit):	23,337.98

Cemetery Fund
Operating Cash Activity
For the Month Ended October 31, 2023

Beginning Cash	\$ 52,252.34
Cash Receipts:	
Cemetery Fees	<u>6,462.63</u>
Total Cash Receipts	<u>6,462.63</u>
Cash Disbursements:	
Atlanta Arbor Tree Care Specialist, LLC	34,815.00
Pay Back General Fund for Signs & More Invoice paid by Gen Fund	359.00
Pit Stop Sanitation Services	<u>135.00</u>
Total Cash Disbursements	<u>35,309.00</u>
Ending Cash	<u><u>\$ 23,405.97</u></u>



City of Kennesaw

Income Statement Account Summary

For Fiscal: 2023-2024 Period Ending: 10/31/2023

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 285 - CEMETERY TRUST FUND						
Revenue						
285-0000-34-910000-00000	CEMETERY FEES	8,000.00	8,000.00	6,462.63	6,462.63	1,537.37
285-0000-34-911500-00000	CEMETERY TREES REVENUE	500.00	500.00	0.00	0.00	500.00
285-0000-36-100000-00000	INTEREST REVENUES	1,030.00	1,030.00	0.00	0.00	1,030.00
285-0000-37-000000-00000	CONTRIBUTION/DONATIONS	500.00	500.00	0.00	0.00	500.00
285-0000-37-100000-00000	DONATION - CEM. PRESERVATION FOUNDA...	3,000.00	3,000.00	0.00	0.00	3,000.00
285-0000-39-400000-00000	USE OF PY RESERVE	44,835.00	44,835.00	0.00	0.00	44,835.00
	Revenue Total:	57,865.00	57,865.00	6,462.63	6,462.63	51,402.37
Expense						
285-4950-52-325000-00000	POSTAGE	250.00	250.00	0.00	0.00	250.00
285-4950-52-350000-00000	TRAVEL	300.00	300.00	0.00	0.00	300.00
285-4950-52-361000-00000	ORGANIZATIONAL MEMBERSHIP	350.00	350.00	0.00	0.00	350.00
285-4950-52-460000-00000	CEMETERY REPAIR AND MAINTENANCE	44,293.00	44,293.00	34,815.00	34,815.00	9,478.00
285-4950-53-118000-00000	OPERATING MATERIALS/SUPP	12,258.00	12,258.00	376.00	376.00	11,882.00
285-4950-53-118500-00000	CEMETERY TREES	414.00	414.00	0.00	0.00	414.00
	Expense Total:	57,865.00	57,865.00	35,191.00	35,191.00	22,674.00
Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):		0.00	0.00	-28,728.37	-28,728.37	
Total Surplus (Deficit):		0.00	0.00	-28,728.37	-28,728.37	

Income Statement

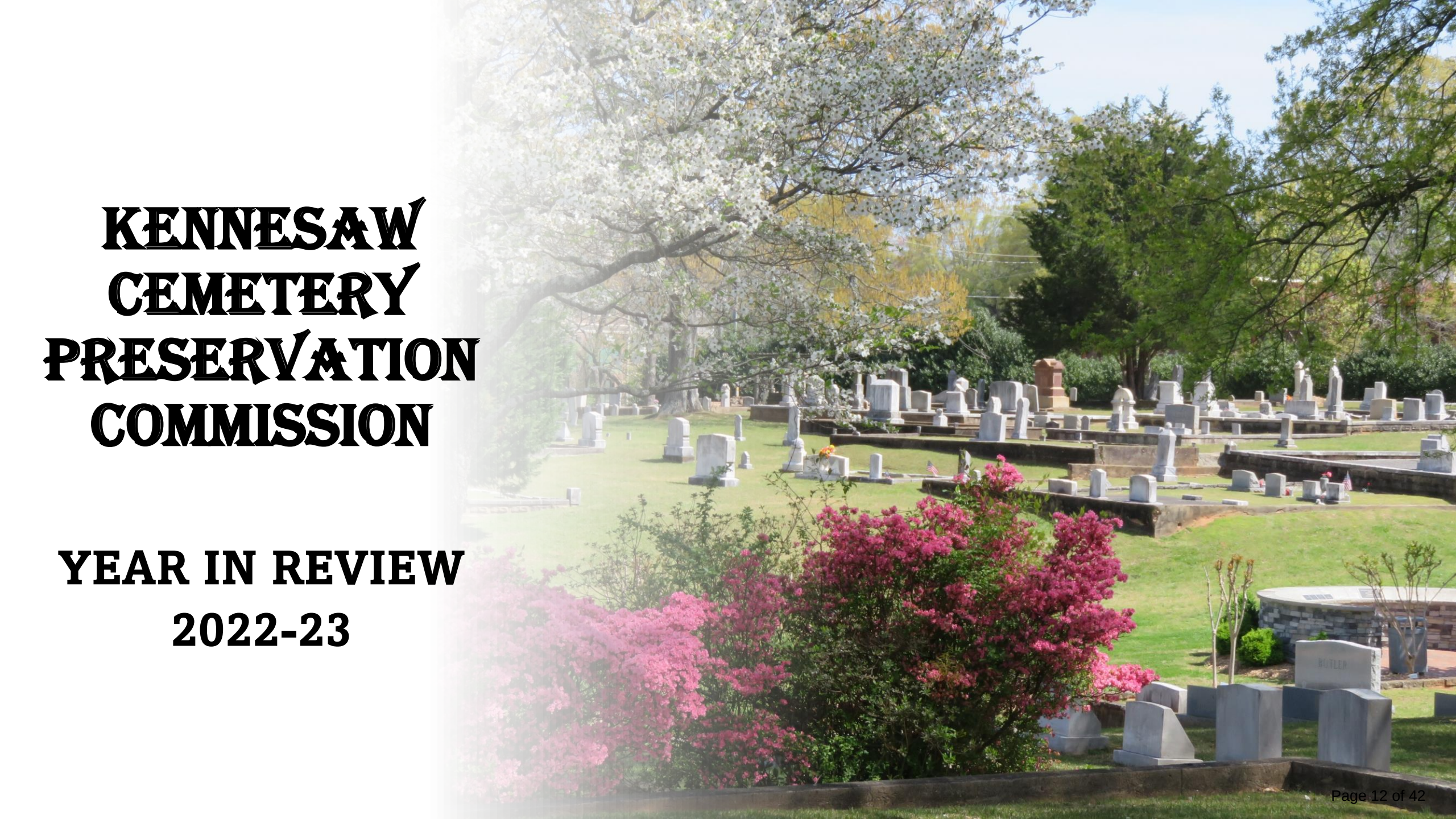
For Fiscal: 2023-2024 Period Ending: 10/31/2023

Group Summary

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 285 - CEMETERY TRUST FUND					
Revenue	57,865.00	57,865.00	6,462.63	6,462.63	51,402.37
Expense	57,865.00	57,865.00	35,191.00	35,191.00	22,674.00
Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):	0.00	0.00	-28,728.37	-28,728.37	28,728.37
Total Surplus (Deficit):	0.00	0.00	-28,728.37	-28,728.37	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
285 - CEMETERY TRUST FUND	0.00	0.00	-28,728.37	-28,728.37	28,728.37
Total Surplus (Deficit):	0.00	0.00	-28,728.37	-28,728.37	



KENNESAW CEMETERY PRESERVATION COMMISSION

YEAR IN REVIEW 2022-23

Commission Members 2023

Chairman: Lewis Bramlett

Vice Chair: Lizz Gray

Members: Judi Burrell

Honorary Member: Andrew Bramlett

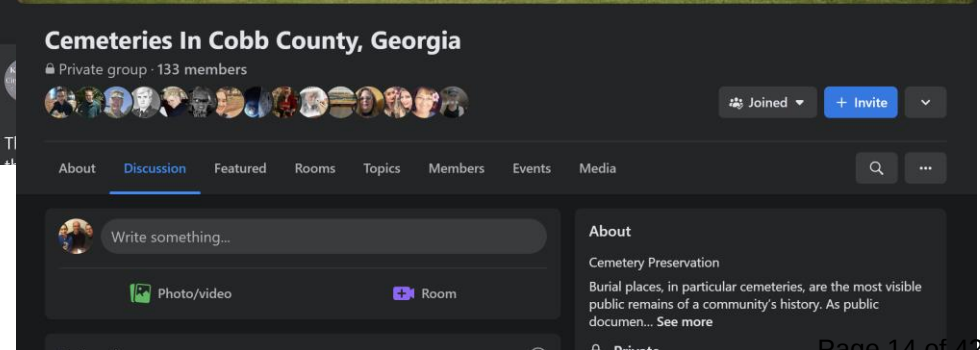
City Liaisons: City Clerk's office - Lea Alvarez

Public Works - Tim Cox City Council – Pat Ferris

Cemetery Foundation Liaison – Stephen King

Social Media - Ongoing

Andrew Bramlett videos, events and other information shared on Cemetery Foundation, Kennesaw Historical Society, Cemeteries of Cobb County and other relevant Facebook pages



TWO INFORMATION KIOSKS

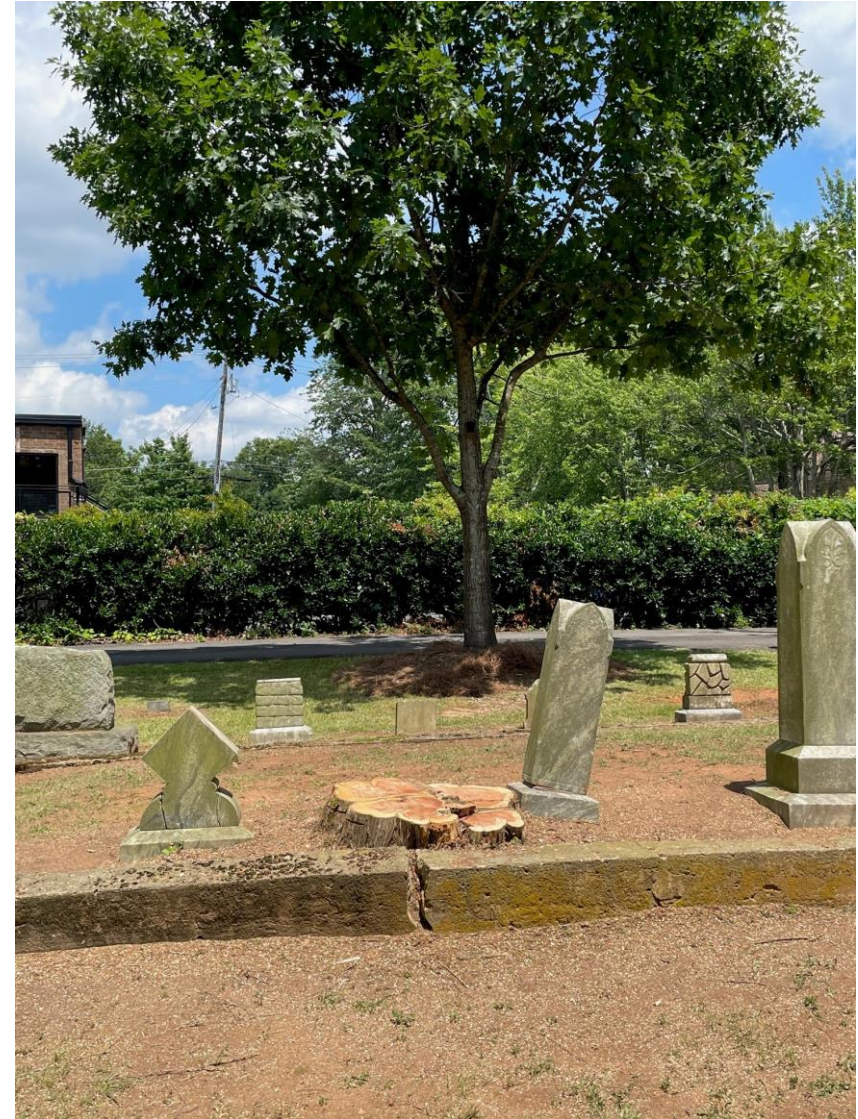
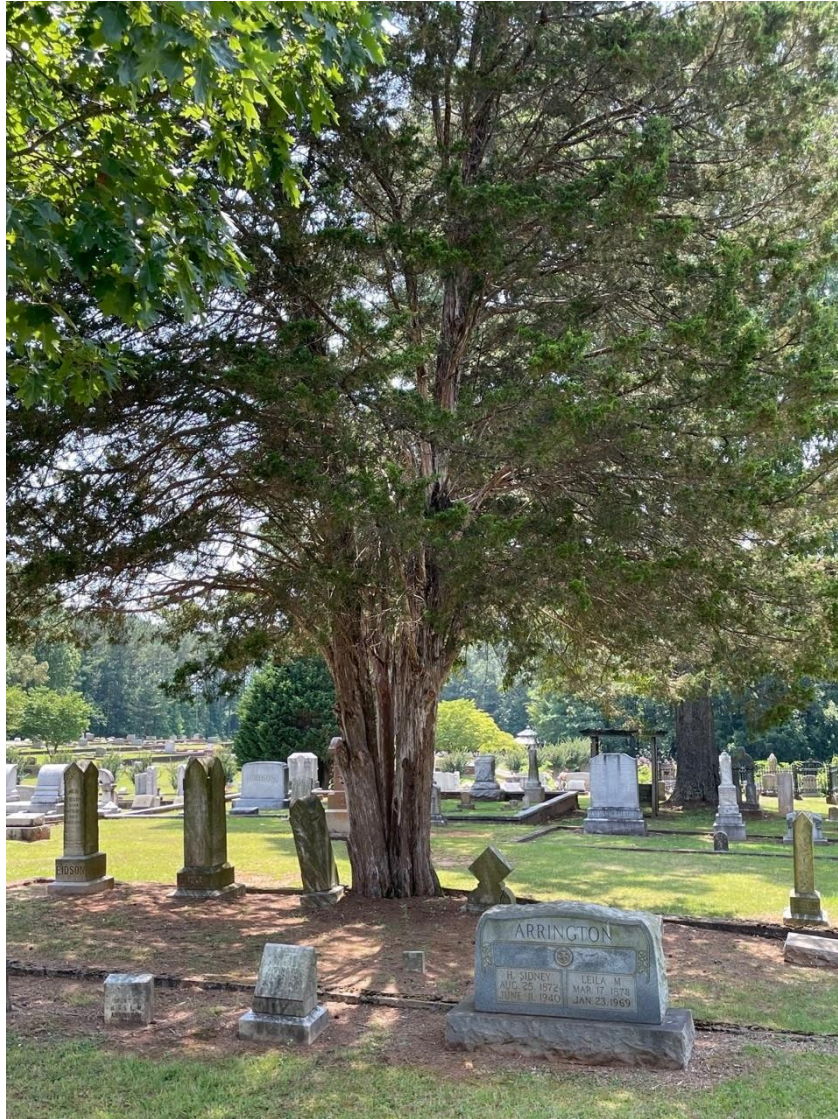
Installed by Public Works Dept.



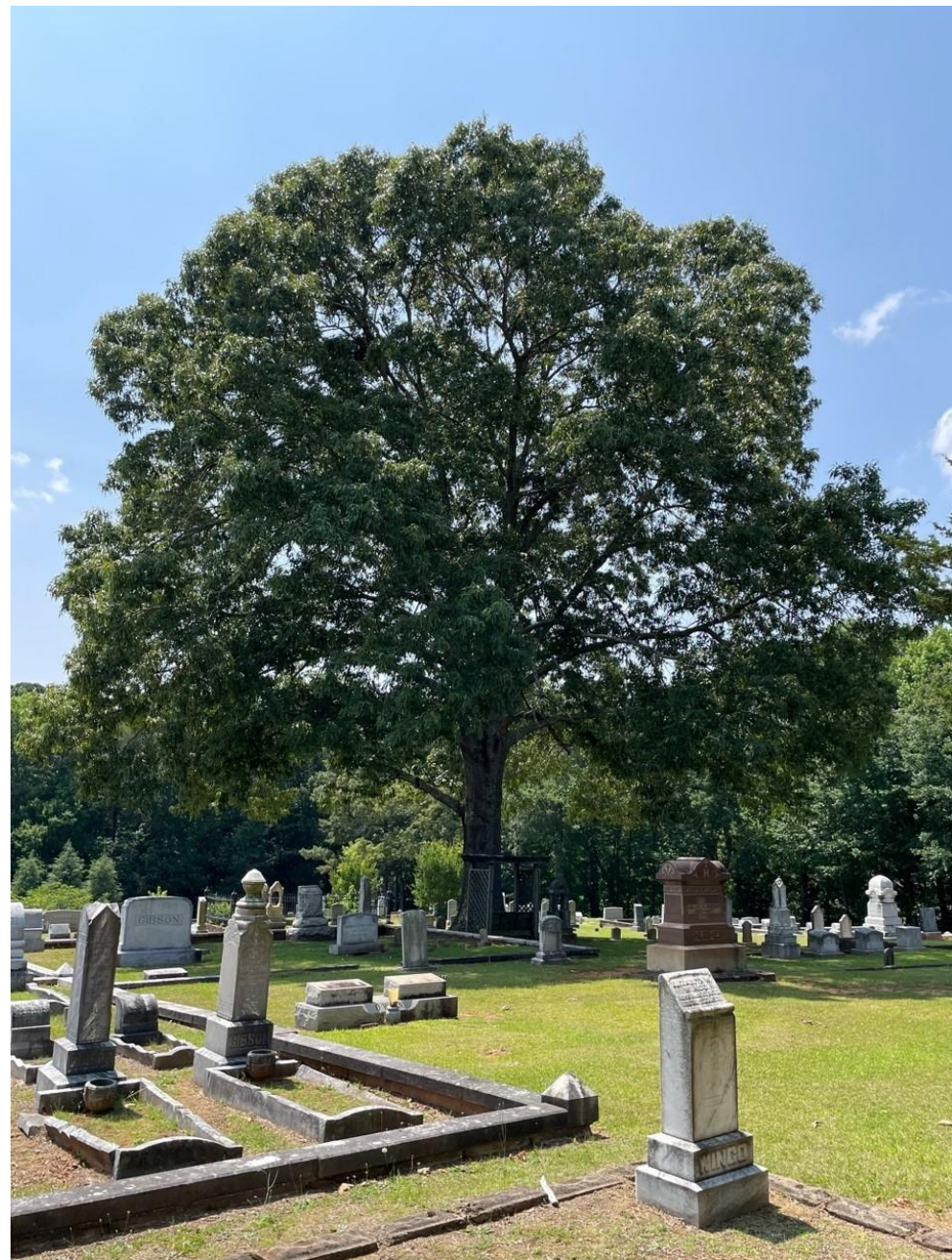
TREES REMOVED – June 2023



TREES REMOVED - June 2023



RED OAK TREATMENT June 2023



TWO NEW FLAG POLES

**Installed by Public Works Dept.
September 2023**

**Space Force, Army, Navy, Marines,
Air Force, Coast Guard, POA/MIA
flags surround a center pole
that has the United States
above the State of Georgia**



BENCHES

3 new installed by Public Works Dept. September 2022



SECTION 3 - SURVEY



SECTION 3

Close gravel road in rear of Cemetery – DATE TBD



SECTION 3 – SURVEY

Legal Descriptions

LEGAL DESCRIPTION

All of that tract or parcel of land lying and being in Land Lot 139 of the 20th District, 2nd Section, in the City of Kennesaw, Cobb County, Georgia, being Lot F, of Plot 17 of Section III, of the City of Kennesaw Cemetery and being more particularly described as follows:

To find the **Point of Beginning** commence at an iron pin found (1/2 inch open top pipe) marking the common corner of Land Lots 138, 139, 166 & 167 and proceed N73°23'54"W from said Land Lot corner a distance of 247.15 feet to the southeast corner of said Lot F which is the **Point of Beginning**.

From the **Point of Beginning** thus established, proceed N86°46'12"W for a distance of 10.05 feet to a point; thence N03°09'25"E for a distance of 5.02 feet to a point; thence S86°41'17"E for a distance of 10.03 feet to a point; thence S02°54'44"W for a distance of 5.00 feet to the **Point of Beginning**.

Said tract or parcel containing ±50.3 square feet.

ONE WAY SIGNS

Installed by Public Works Dept.
October 2023



REVIVAL SIDE TREES - BEFORE

September 21



REVIVAL SIDE TREES

Being removed - October 2



REVIVAL SIDE TREES - AFTER

October 5



BEFORE



AFTER



Amendments to CODE OF ORDINANCES

CITY OF KENNESAW
GEORGIA

ORDINANCE NO. 2023-__, 2023

AN ORDINANCE TO AMEND CHAPTER 30, ENTITLED “CEMETERIES,”
ARTICLE 1, ENTITLED “IN GENERAL,” OF THE CODE OF ORDINANCES OF THE
CITY OF KENNESAW, GEORGIA

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF KENNESAW,
COBB COUNTY, GEORGIA, AS FOLLOWS:

SECTION 1. Chapter 30 of the Code of Ordinances of the City of Kennesaw, Georgia, is hereby amended so as to repeal Article 1 of said Chapter and replace it n its entirety by striking and replacing the following:

~~Sec. 30-1—Deeds for lots~~

~~The city clerk shall be authorized to take applications for cemetery lots according to the master plan drawn by the city engineer. The mayor or the mayor pro tem shall be authorized to execute deeds to cemetery lots in the city cemetery.~~

~~(Code 1986, § 5-3-1)~~

Sec. 30-1. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Burial service means any service other than a funeral service offered or provided by any person in connection with the final disposition, memorialization, interment, entombment, or inurnment of human remains.

Care and maintenance means the perpetual process of keeping a cemetery and its lots, graves, grounds, landscaping, roads, paths, parking lots, fences, utilities, and other improvements, structures, and embellishments in a well-cared for and dignified condition, so that the cemetery does not become a nuisance or place of reproach and desolation in the community. Care and maintenance may include, but is not limited to, any or all of the following activities: mowing the grass at reasonable intervals; raking and cleaning the grave spaces and adjacent areas; pruning of shrubs and trees; suppression of weeds and

CEMETERY EVENTS

DECORATION DAY - May 6, 2023

Decoration Day PROGRAM OF events

10:00 AM REGISTRATION

11:00 AM WELCOMING REMARKS

LEWIS BRAMLETT, CHAIR
CEMETERY PRESERVATION
COMMISSION

STEPHEN KING, PRESIDENT
CEMETERY PRESERVATION
FOUNDATION

MEMORIAL TREE
DEDICATION CEREMONY

11:30 PM LUNCH

12:00 PM WALKING TOUR

ANDREW BRAMLETT, HM
CEMETERY PRESERVATION
COMMISSION



CLEAN UP DAY – October 7, 2023

Work done in Old Section



CEMETERY FOUNDATION

Life in the Cemetery Tour



UPCOMING EVENT

Wreaths Across America

December 16, 2023

**Kennesaw Mountain Chapter of the
Daughters of the American Revolution
in cooperation with
City of Kennesaw and the Kennesaw
Cemetery Preservation Commission**



CEMETERY FOUNDATION
meets 3rd Wednesday of every month

Chairman: Stephen King

Vice Chair: Randy Akers

**Members: Jacque Cullins, Dale Meeks, Joyce Yung,
Joe Morris, Michelle Newman, Ron Chalker**

City Liaison: City Clerk - Lea Alvarez

Cemetery Commission Liaison: Lewis Bramlett

CEMETERY FOUNDATION Updated Bylaws

Amended By-laws of the Kennesaw Cemetery Preservation Foundation, Inc.

(A Non Profit Corporation)

The address of the registered office of the Corporation is 11200 Atlantic Place, Alpharetta, Georgia 30022, and the name of the registered agent at this address is Ronald F. Chalker.

Purpose and Objectives

The Kennesaw City Cemetery, hereinafter called "the Cemetery", is owned by the City of Kennesaw, Georgia. The City of Kennesaw Cemetery Preservation Foundation, Inc., hereinafter called "the Foundation," is a private, not-for-profit corporation created to support the Cemetery and for other charitable purposes permitted by law. The Foundation is to work responsibly to fulfill the long-range objectives of the Kennesaw City Cemetery. The following are areas in which the Foundation will function:

1. Provide opportunities and materials for the furtherance of the preservation of such cemetery history to the public.
2. Nurture community awareness from local individuals and businesses in local culture and history to encourage the preservation of the physical remnants of the City's heritage while promoting proper use.
3. Recommend infrastructure enhancements as well as environmental, educational, artistic, and other program enhancements to the Cemetery Commission for consideration.
4. Establish appropriate investment policies for all assets of the Foundation.
5. Conduct its financial business in a manner that maintains its nonprofit status.

Article 4: Removal from Office

1. An officer or trustee may be removed with or without cause by a majority vote of the Trustees whenever it is determined to be in the best interest of the Foundation. Any Trustee may resign at any time by delivering notice in writing or by electronic transmission to the Foundation. A resignation is effective when the notice is delivered unless the notice specifies a later effective date or at the Executive Committee's discretion.

Article 5: Meetings

1. Regular meetings of the Foundation will be held monthly.
2. The President may call special meetings from time to time. In addition, special meetings shall be called by the President at the request of three (3) Trustees, or within one month upon the written request of a majority of the Executive Committee delivered to the President.
3. Fifty percent (50%) of the members of the Executive Committee, in addition to one (1) other active Trustee, shall constitute a quorum at any meeting. Attendance of Trustees who constitute a quorum may be in person or by electronic means that allow the Trustee and other members full real-time, two-way communication during the entirety of the discussion and vote on any given issue. A majority of the quorum present may take any action the Trustees are authorized to take. Notice of regular Foundation meetings will be provided not less than five (5) business days prior to the date of the meeting.
4. Notice of annual or special meetings for the Foundation shall be provided to each Trustee not less than five (5) business days prior to the meeting date.

Article 6: Administration of Business

1. The business and property of the Foundation shall be managed by the Trustees.
2. The Trustees shall have full power and authority to alter or amend the Articles of Incorporation for this Foundation. They also have full power and authority to make, alter, or repeal all bylaws of the Foundation.
3. The immediate past President shall be an ex-officio member of the Executive Committee for a period of one(1) year following the expiration of the term as President.
4. The Trustees shall elect a Chairperson for each committee at its last meeting of the year, if applicable. These Trustees shall hold office for one(1) year beginning on the first day of the next calendar year until their successors are elected. All vacancies on the Executive Committee shall be filled at any regular or special meeting the Foundation.
5. The Trustees may appoint and/or employ agents or representatives, as is necessary, to carry out the work of the Foundation, prescribe their duties, fix their compensation, and dismiss them, as necessary.
6. All standing committees shall report and present for file their proceedings to the Foundation at its next occurring meeting.
7. Written records of any meeting of the Trustees shall be kept in a permanent Book of the Foundation Minutes.
8. The Foundation shall create policies and protocols to assist with its Trustees and agents to properly accomplish the purposes of the Foundation.
9. Any Trustee may resign at any time by delivering notice in writing or by electronic transmission to the Foundation. A resignation is effective when the notice is delivered unless the notice specifies a future effective date. If a resignation is made effective at a future date and the Foundation accepts the future effective date, the Trustees may fill the pending vacancy before the effective date if the Foundation provides that the successor does not take office until the effective date.

Article 1: Membership of the Foundation

The Foundation shall be comprised of no more than 25 Trustees.

New Trustees will be nominated and elected by the Trustees of the Foundation. If there is ever a need for a committee to be formed for a specific project or purpose, the following statements will apply in regards to committees: each Trustee of the Foundation, with the exception of the President of the Foundation, may serve on one or more of the committees of the Foundation.

The term of service of the Trustees shall be one(1) year. Trustees who are completing a one(1) year term may be recommended for election to a subsequent term.

The Kennesaw City Clerk shall be an ex-officio member of the Foundation. Ex-officio Members will not have voting powers within the Foundation.

The Trustees are empowered to appoint Emeritus Members. Emeritus Members will be included in the membership roster of the Trustees and will have no term limitations. Emeritus Members will not have voting powers within the Foundation.

Article 2: Executive Committee

The Executive Committee is a group of persons vested in the daily management of the business of the Foundation and are subject to the bylaws and articles of incorporation. The Executive Committee shall consist of the following members:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Chair of each standing committee of the Foundation (if applicable)
- F. Past President

Article 7: Selection and Election of Foundation Members

1. The Trustees shall approve new members. Selection of new members will only be by nomination and election of current Trustees. Newly elected Trustees' term of service shall be for one(1) year. If any Trustee is unable to complete his or her term of service for any reason, the Trustees shall nominate and elect a replacement.
2. The normal election of Trustees shall be conducted during the last meeting of the calendar year.
3. An orientation will be conducted for each new Trustee. The orientation shall be conducted by the Nominating Committee Chair or the President's delegate.

Article 8: Gifts and Donations

1. Any person may make gifts to the Foundation without designation, specification, condition, or limitation. These shall be known as unrestricted gifts. These gifts to the Foundation may be added to or merged with other gifts.
2. Any person making gifts to the Foundation may designate how the gifts shall be administered and used. These gifts shall be known as restricted gifts. These gifts to the Foundation may only be used for the designated purpose.
3. The Foundation reserves the right to refuse gifts of any kind, whether restricted or unrestricted, if it is deemed to be in the best interest of the Foundation.
4. The name of the donor contributing gifts or donations will be included on all Foundation financial reports unless anonymity is requested.

Article 9: Fund Management

1. All necessary operating expenses of the Foundation shall be paid out of the funds acquired and held by the Foundation.
2. Only the President, Vice President, Secretary, and Treasurer shall have signature power. Any credit card expenditures or payments will be approved by the Treasurer.

Article 3: The Powers and Duties of the Officers

1. The President, Vice President, Secretary, Treasurer shall be known as the Officers of the Foundation and shall have prescribed duties and responsibilities.
2. The President shall preside over all meetings of the Foundation, shall serve as Chair of the Executive Committee, and shall be an ex-officio member of all standing committees. The President shall manage and supervise all business of the Foundation, shall see that all orders and resolutions are put into effect, and shall execute all necessary documentation as may be ordered by the Trustees. The President shall appoint the Chair of each standing committee.
3. In the event the President cannot serve, the Vice President shall have the power to perform all the duties for the President until the vacancy is filled. The Vice President shall preside over meetings of the Foundation or Executive Committee in the absence of the President. The Vice President shall perform such other duties as may be delegated by the Trustees or by the Executive Committee.
4. The Secretary shall preserve in the Book of the Foundation Minutes, the proceedings of all meetings. The Secretary shall be the custodian of the seal of the Foundation and shall attest the seal when it is affixed by order of the Foundation. The Secretary shall perform such other duties as may be delegated by the Trustees or by the Executive Committee.
5. The Treasurer shall provide oversight for the collection, receiving, and holding of the moneys for the Foundation and shall be responsible for all funds, securities, and financial assets. The Treasurer shall make full and accurate accounts of all receipts and disbursements. The Treasurer shall direct the depositing of moneys, securities, and other valuables in the name of the Foundation as ordered by the Trustees. The Treasurer shall serve as Chair of the Budget and Finance Committee. The Treasurer shall perform such other duties as may be delegated by the Trustees or the Executive Committee.

3. No funds or assets of the Foundation, including loans, gifts, donations, or scholarships, shall ever be transferred to any Trustee or to any member of the family of a Trustee.
4. The fiscal Year shall begin January 1 of each year unless otherwise determined by the Foundation.
5. An annual budget may be presented to the Trustees by the Executive Committee for consideration and approval prior to the first meeting in any fiscal year.
6. The Foundation should hold at least one fundraising event every calendar year to ensure proper funding of Foundation operations and the programming listed in the objectives.

Article 10: Audit

1. The books of the Foundation and its fiscal agent shall be audited annually or as directed by the Trustees.

Article 11: Insurance

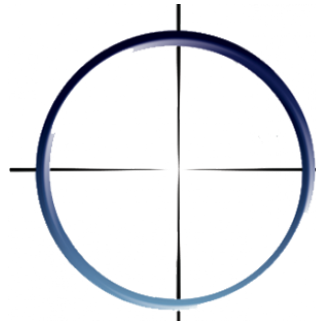
1. The Foundation should purchase liability insurance on an annual basis as approved by the Trustees.

Article 12: Amendments

1. Amendments to the Articles of Incorporation or to the Bylaws can be made in a regular, annual, or special meeting. If done at a special meeting, the purpose of the meeting with a copy of the proposed amendment must be stated in the written notice of the meeting. The vote of two-thirds (2/3) of the Trustees is required to amend the Articles of Incorporation or the Bylaws. Votes regarding amendments must be made by Trustees who are attending the meeting. Attendance may be in person or by electronic means that allows the trustees and Foundation full real-time, two-way communication during the entirety of the discussion and vote.

NATIONAL REGISTER OF HISTORIC PLACES DESIGNATION

Kennesaw Cemetery Foundation Project – IN PROGRESS



NEW SOUTH ASSOCIATES

PROVIDING PERSPECTIVES ON THE PAST



CEMETERY FOUNDATION

Helped to fund bench project



**Bench generously
donated by the
Friends of Camp McDonald**

CEMETERY FOUNDATION

Life in the Cemetery Tour



CEMETERY FOUNDATION






KENNESAW CITY CEMETERY
PRESERVATION COMMISSION






Item Report

TO: The Cemetery Preservation Commission
FROM:
DATE: November 9, 2023
TITLE: Authorization to cancel the December 2023 regular meeting.

Summary:

Recommendation:

Fiscal Impact:

Attachments:
None