

**City of Hooker
Cemetery Board of Trustees**

**Minutes
Friday, Sept. 25 at 5:00 p.m.
City of Hooker Ambulance Building Classroom**

The meeting was called to order by consent at 5:10 p.m. Present were members: Brenda Scott, Amber Scott, Linda Martin, Sheila Blankenship and Molly Clement, city council rep. Also present were Evan Temple and Emily Alarcon on behalf of Panhandle Lawn Service who sought clarification on his duties as the cemetery mower.

The city ordinances were discussed and it was noted there are several areas needing to be updated, removed or expanded. Sheila Blankenship shared comments by the city clerk, Misty Lynch, concerning ordinance definitions and the process of updating ordinances. By consent it was agreed that each member should read and study the ordinances to identify their questions, concerns or corrections.

By-laws of the cemetery trustees were discussed but it appears there are no current by-laws. Members agreed we must have by-laws to clarify duties and responsibilities for the board as well as for city employees.

The next agenda item - board organization - was tabled by consent until by-laws are approved so we can elect a chair, vice-chair and secretary who each have a clear understanding of what is expected.

Members looked over financial reports provided by the city clerk but as they failed to answer the questions raised, it was determined that we need financial reports that clearly show by month the amount raised through sale of plots and grave openings in each account, the expenditures paid out from each account with the recipient and reason for the payment, and the total monthly starting amount and the amount remaining at the end of the month.

The need for additional funds was expressed and it was agreed the board needs to actively promote donations to the cemetery by the public. Members are not comfortable promoting donations until the board understands how donations are recorded and spent. It is hoped the board can accept donations to keep a record of who gave, in memory of who and the amount before those donations are given to the city treasurer for deposit. The board wishes to encourage donations by publicizing gifts similar to the listings that appeared in The Hooker Advance. Also noted was a need for electronic donations that provide the board with not only the donor but the "in memory of" information.

Regular meeting dates for 2026 were discussed. Linda Martin motioned to meet the third Monday of each month - Oct. 19, Nov. 16 and Dec. 21 - at 5:30 p.m. in the Hooker Ambulance Service Classroom; Brenda Scott seconded and the motion passed. Members will wait until November to set dates for 2027 to see how this initial schedule works.

Priorities for the Hooker Cemetery Board of Trustees was set as follows:

1. Updating, maintaining the directory and expanding/improving public access
2. Clarification on income and expenditures; promoting donations from the public
3. Maintenance clarification - who assigns tasks to the contracted maintenance, city employees and/or hired individuals; review of maintenance job description
4. Assuring that all new graves are clearly marked immediately and that every interment/inurnment is properly recorded

Immediate next steps were reviewed. Molly Clement agreed to search out by-laws examples, research land purchase plans for cemetery expansion, get answers to our specific questions for the council/clerk and share cemetery rules and regulations with all board members for review. Sheila Blankenship will act as secretary and submit minutes and post an agenda for the Oct. 19 meeting. All members will review the ordinances and the rules and regulations of the cemetery and also visit the cemetery to make notes for the next meeting. Members were encouraged to attend the Oct. 1 Council meeting.

The veteran records and the white veteran crosses were discussed as there are some to be replaced or new ones needed. Appreciation was expressed to Brenda Scott and crew for working on those.

Linda Martin made the motion to adjourn, Amber Scott seconded and the motion passed.

Sheila Blankenship
Acting Secretary