

**Historic Evergreen Cemetery
Executive Planning and Review Team Minutes**

December 17, 2019 reporting / November 19, 2019 meeting

**5:30-7:00 p.m., Seminar Room #1, Claude G. Perkins Living and Learning Center,
Virginia Union University**

Team members present:

Mr. Archer, Ms. Baskerville, Ms. Campbell, Mr. Delbridge, Ms. Harrell, Mr. Hopkins, Mr. Lambert, Mr. Mickens, Mr. Mitchell, Ms. Mitchell, Ms. Moore, Mr. Shuck, Mr. Smith

Facilitators present:

Kelly Pratt, Genifer Ross

Guests:

Ms. Moore, Ms. Delbridge

Meeting Agenda:

ExPRT Meeting Minutes: November 19, 2019

- Welcome and Introduction
 - Facilitator Kelly Pratt opened the meeting at 5:30 p.m.
 - The nineteenth ExPRT Meeting held November 19, 2019 at Virginia Union University began with approval of the October 22, 2019 meeting minutes introduced by Facilitator, Ms. Kelly Pratt. A motion was made to receive the minutes by Mr. Smith and properly seconded by Ms. Baskerville. The motion carried.
 - Introductions were given of all present.
- ExPRT member brief updates
 - Ms. Baskerville introduced the Governor's Excellence award. She requested team members to assist with filling out section three on the application.
 - Ms. Moore stated that David, who possibly works at Oakwood Monuments, would be willing to help get headstones out to Evergreen at a cheaper cost if we have someone help him put the stones out.
 - Mr. Delbridge reported that HandsOn has a community volunteering page where people could possibly gift headstones to family members.
- Update on operations, research and training programs
 - Facilitator Kelly Pratt, Family Services Coordinator with Enrichmond Foundation reported on the progress of her division. The Federal Reserve volunteer team has completed their project. They added a total of 1890 new entries to the database. The overall total of entries in the database is now at 4337 entries.
 - Genifer Ross, Volunteer Coordinator with Enrichmond Foundation, reported that volunteer numbers are increasing. There have been at least 100 volunteers per week for the last three weeks. Volunteers are now divided between East End and Evergreen in order to have a physical presence at both cemeteries. A quarter of the volunteers go to Kelly so that she can record the newly cleared grave markers. Genifer alerted Delegate McQuinn to the possibility of rain for her upcoming event. She has left it up to Delegate McQuinn on whether or not they will cancel.
 - Kelly Pratt, Family Services Coordinator with Enrichmond Foundation, reported new volunteers added to the database team and the biography team. The database team has done 97 entries with just three people in the past two weeks. Three people will be added to the biography team. Her

grave recording team has been working in Section Y and has recorded 82 graves there. She requested for contacts of masons, blacksmiths, or other workers to help repair the structures in Section Y.

- Ms. Pratt revisited the idea of temporary signage for Evergreen. Suggestions for signage included: No Smoking, Drug-free Zone, Dogs on Leash, Pick up Poop, Directional signage, One Way signs, No Dumping, Private Property, No Trespassing, signage indicating a security system even if there isn't one.
 - ExPRT members indicated concerns with removing trash and stumps from the cemeteries. Ms. Ross spoke briefly about the arrangements with the City of Richmond trash removal and the marking and removing of stumps onsite.
 - Ms. Pratt briefly mentioned getting goats to come out to Evergreen. This topic will be brought up at a future meeting. She also stated that the Memorandum of Understanding for all volunteer groups has been completed.
- New Member Introductions
 - Kathleen Harrell, Woodland Cemetery Volunteers, Unofficial Volunteer Coordinator
 - Alan Delbridge, Community Foundation, Nonprofit Program Manager
 - Richard Lambert, Scott's Funeral Home, Mortician & Roselawn Memory Gardens, Chairman of the Board
 - Shuron Mitchell, Historic Evergreen Cemetery, Descendant
 - Mr. Hopkins motioned to accept the candidates as new members of ExPRT. Mr. Mitchell seconded. Ms. Moore 'thirded'. All were in favor.
 - Meeting adjourned 6:33 p.m.
 - Next meeting dates on Tuesday, from 5:30-7:00 p.m.:
 - December 17, 2019
 - January 28, 2020
 - March 24, 2020
 - May 26, 2020
 - July 28, 2020
 - September 22, 2020
 - November 24, 2020