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Clark Cemetery Preservation News

A News Update for Clark Cemetery Families and Friends

Next Ad Hoc Committee Meeting Saturday, January 21, 2012 10:00 to 12 Noon!

Ad Hoc Committee Meeting In Weatherford

The Clark Cemetery Ad Hoc Committee met on November 12th at the home of Wayne and Margaret Clark. In attendance at the meeting were Donny Anderson, Tammy Brown Margaret Clark, Wayne and Margaret Clark, Ronnie Clark, Sam Cotter, Dave Cumming, Craig and Kimberly Boretsky, Duard Ruland, Melvin and Sheila Woody. No one joined by phone teleconference.

Wayne Clark, President of the Clark Cemetery Association, brought the meeting to order and it was led by Dave Cumming. The agenda was to give reports on progress to date on the various projects underway and to discuss redesign of the website along with ways to get the word out to our families about the

Meeting Discussions

Agenda

On the agenda was:

1. A Report on 501 (c) 13 application.
2. A Report on Texas Historical Commission Subject Marker application process.
3. A Report on grid/map and display.
4. A Report on graves/list updating.
5. A Report on database progress.
6. Discussions on next mailing.
7. And discussions on the website redesign.

501 (c) (13) Update

Wayne Clark passed around the notification letter from the IRS and EIN number. The Department of the Treasury Internal Revenue Service Cincinnati office issued the Clark Cemetery Association a new Employer Identification Number (EIN) in conjunction with the processing of requesting tax exempt status as a non-profit organization. The 501 (c) (13) application was sent to the IRS in Covington, Kentucky. Wayne said when he told the agent that Clark Cemetery predated the IRS, no back returns were required.

The Department of the Treasury Internal Revenue Service Cincinnati office issued the Clark Cemetery Association a letter stating that it is determined by the IRS to be exempt from Federal Income Tax under section 501 (c) (13) of the Internal Revenue Code. This is reserved for a nonprofit mutual cemetery company or chartered corporation.

Craig Boretsky asked about the EIN and how it relates to contributions to the cemetery. Melvin Woody and Wayne Clark explained that this is used by the Association to identify itself officially with the IRS as a qualified 501 (c) (13) nonprofit association that is tax exempt and can receive donations as a nonprofit, making donations from individuals fully tax deductible on their personal returns. The process for the donor is completely transparent. They do not need the EIN. They just need to know that Clark Cemetery Association is qualified as a nonprofit to receive their donations and that they can legally use their donations as deductions on their personal tax returns.

Craig asked whether or not the individuals contributing to Clark Cemetery receive a letter or receipt for their donations. Melvin and Sheila Woody responded by explaining that they send a receipt for donations if the individual asks for one. In prior years, individuals used their cancelled checks as proof of their contributions. Wayne explained that Clark Cemetery have always been deductible. This official designation allows us to go forward with online contributions, such as with Pay Pal and registers the Association officially as qualified with the IRS. We can now make this known to the community at large and to the public.

Going forward, the Association will likely implement a means for automatically providing a receipt to donors that they can use for their individual tax return records. Donations received by mail will be acknowledged with a letter and receipt. Future online contributions will be available using Pay Pal or a major credit card. The payment entry will be secure and confidential. Receipts will be automatic.

Wayne explained that the Association banking was originally set up under the old EIN, but the IRS business and tax exempt status is under the new EIN. The old EIN was used when the Association established the perpetual fund which was set up with Certificates of Deposits (CDs), Sheila pointed out, by Fred Sharpe, back in the early days of the Association. Recently, Melvin Woody changed the EIN on the banking by changing to a new account so that everything will be under the same EIN for the 501 (c) (13) annual returns.

Wayne initially was told by the IRS employee he had been dealing with that Clark Cemetery Association had to file back returns going back to the beginning of the Association before it could receive a 501 (c) (13) qualification. He and another person from the IRS Wayne spoke with over the phone said "you're going to be filing returns from now for the next two years."

Wayne questioned that, stating that the Cemetery has never had to file returns. Wayne pointed out that the Cemetery existed prior to the IRS – predating any tax liability. The representative said, hang on, I need to go and talk to someone about this. Later, the representative came back and he said "I have to apologize to you. You don't have to have anything. You were qualified already and you do not have to file any past returns. It just starts right now and goes forward in the future as far as filing an annual return." Wayne explained that any money that comes into the Association operating under the 501 (c) (13) has to be used for the good of the entire cemetery. It cannot be used for individual improvement or beautification for any one plot or group of plots. It must be used for the benefit of the entire Cemetery or Association at large.

Melvin explained that, as a 501 (c) (13) nonprofit, the Association is required to file an annual return — a yearly "e-Postcard" known as a Form 990-N information return, to maintain status.

Historical Marker Application Update

Kimberly Borestky provided an update on the sequence of events for the application to the Texas State Historical Commission for a Texas Historical

Cemetery Marker. She explained that on the previous Designation effort, Sharon (Cumming) Hobart, Dave Cumming, she, Craig, her father and mother, Melvin and Sheila Woody, began the process and that the follow-through she and her husband Craig did was under their control even though they coordinated it with the Parker County Historical Society which has the County Chairmanship for the Texas Historical Commission. With latest Historical marker effort, she and Craig had to go through the Parker County Chairperson, Dr. Harold Lawrence.

Kimberly said "I turned the Historical Marker Research paper in to the Parker County Chair on September 1 and I revised it on September 29th. On October 15, Dr. Lawrence called my home and told me that the Parker County Historical Society Selection Committee reviews the paper along with other papers and they decide which ones go forward to the State. They were very impressed with the history of the Cemetery unbeknownst to them what lies there and also were impressed with the documentation of the claims of our paper. With that said, Dr. Lawrence shared with me that the state did not like to read long papers, so he said to me 'well we'll just condense it or edit it', she said." "So he told me he was going to do that. Dr. Lawrence sent me an email message on Sunday, November 6 stating that 'I relied on the Selection Committee of the Parker County Historical Society to vet your application and I erred. I had reread the application and although, your paper is longer than the Commission normally takes, I think that a cover letter will handle that . . . If they see the real merit of your application, they may accept it as is or ask that it be condensed. Let's give it a try.' Then he said, 'now what you need to do is go on line and apply to the Texas Historical Commission. Just click on the Markers Program, fill out the application form complete it, and email the form to us along with your historical paper. I will endorse it and send it on to the State as soon as I get it. You will not receive any response from the State until after the 15th of the month. They will then give one month for you to make any corrections to the application before it is sent to

the full Historical Commission committee after January 1st 2012. It then takes up to a month to get the final approval or rejection of the paper. Let me add that you have done a great job in putting the narrative together and documenting it. I have seen no better work than that you have done.” Kimberly said that she then asked Dr., Lawrence (being that the paper was to be submitted by the Tuesday of the next week November 15th — that’s the deadline) if he would please send me a confirmation letter that he did indeed send the application and the cover letter he was going to generate. “Well, he’d done neither one. I sent him an email with information that he could use to finish the application. So I wanted to show you (she passed around the application form) everyone to see what the application looks like. It is very straight forward. I just want to read you what I had written on the application. I wrote to Dr. Lawrence again and stated that I had attached the application form with PDF copy of our paper to send along to the State.”

“The application states that the title is ‘Clark Cemetery’ the town is Weatherford, the street address is 1390 Friendship Road. and the permission to administrate the Marker placement is with Melvin Woody. The Clark Cemetery Association address was provided. The Marker Sponsors are Mr. and Mrs. Glen E. Hobart. I listed myself as the contact person.”

She said the Marker type is the largest size available from the THC for a Texas Historical Cemetery — 27x42”. It is an HTC (Historical Texas Cemetery) Marker with mounting and post. Kimberly said Dr. Lawrence assured her that, with Clark Cemetery’s Civil War and Military Veteran interments and its history, we would get the marker.

Now the application has been submitted and the process has started. Kimberly said that she is confident that all will be handled well because of the strong relationship we have with the State Historical Commission and especially, THC Program Specialist Annette Bethke in Austin. Kimberly said she would follow up on the application with Dr. Lawrence and keep us informed of any new developments. The Historical Marker process is a long and complicated one since it involves the making of the Marker at a foundry and it is a permanent fixture that goes into the State’s historical records. Receiving the marker means

TEXAS HISTORICAL COMMISSION

Official Texas Historical Markers
Spontaneous Receipt

**HTC Field Cemetery County Marker Marker Number: 12PR04 Marker
Size: 27" x 42" Location: 1168**

The Texas Historical Commission (THC) Marker Team has received your application and determined that it has all the required elements for our review. Payment of the \$100 application fee is now due and must be postmarked by December 9, 2011. Please send your payment to: History Programs Division, Texas Historical Commission, P.O. Box 12276, Austin, TX 78711 and reference the Marker Number on the check.

Please Note:

- The application fee is non-refundable.
- Receipt of the completed application does not constitute approval; that will be determined following later staff and commissioner review.
- If the application fee is not postmarked by the date above, the application will be cancelled for the upcoming round of reviews but can be resubmitted for the 2012 round (beginning June 2012).

Billing Information (must be completed even if paying by check)

Name: _____

Address: _____

City: _____ Zip: _____

Phone (with area code): _____

☐ Payment enclosed (make check payable to the Texas Historical Commission)

OR

☐ Bill to credit card: ☐ Visa ☐ MasterCard

Card Number: _____


Name as it appears on credit card: _____

Exp. Date: _____ Security Code: _____

Signature: _____

Fill out the form, print, sign, affixing to a credit card or return postal mail only to the address listed below. Do not return this form to mail. Please only send one check - multiple checks will NOT be accepted.

Texas Historical Commission
History Programs Division
P.O. Box 12276, Austin, Texas 78711-2276
Phone (512) 463-0401
www.thc.state.tx.us



a formal ceremony is necessary that involves County and State dignitaries and a presentation by Texas State Historical Commission (THC) officials.

The THC is in receipt of the application and has assigned it Clark Cemetery County: Parker Marker Number: 12PR04. Kimberly recently received a communication from the THC stating that “the Marker Team has received your application and determined that it has all the required elements for our review. Payment of the \$100 application fee is now due and must be postmarked by December 9, 2011. Please send your payment to: History Programs Division, Texas Historical Commission, P.O. Box 12276, Austin, TX 78711 and reference the Marker Number on the check.” It further stated that “The application fee is non-refundable. Receipt of the completed application does not constitute approval; that will be determined following later staff and commissioner review. If the application fee is not postmarked by the date above, the application will be cancelled for

this upcoming round of reviews but can be resubmitted for the 2013 round (beginning late 2012).” Kimberly said the fee was paid promptly upon receipt of the notice with the funds taken out of the Clark Cemetery Association General Fund. She said we have entered the first part of the process. We have paid the fee and rest is in the hands of the Commission.

Plot Map Kiosk and Improvements

Craig Boretsky provided a report on the progress of the improvements to the cemetery. The improvements that have been approved and that are presently either underway or in bid are:

1. Building of a plot map kiosk with display case
2. Renovation of the restrooms and building
3. Renovation of the pavilion and providing a pavilion pad

Craig said that he and Kimberly put together bid packages to send out to several contractor candidates for the projects. He said that they contacted six or more contractors asking them to look over the plans sent them. Craig said it has been very difficult to find someone to do the work because apparently the jobs are too small for many of the contractors to take on. He said he made phone calls to metal building contractors and welding contractors. The first person contacted has a stone masonry company and he was going to do a lot of the stone work and was very anxious to get started until we told him that we were going to back off of the stone work on the restrooms. He said he contacted several others that do metal construction work but received no calls back. One of the contractors backed out but gave us a referral to a retired contractor. That contractor referred us to his son. Then we had one positive contact from an individual who does welding and lives only 5 to 10 minutes away from the cemetery. Craig said he is a local, ambitious young man who both welding and stone masonry and can do the metal fabrication work for the roof and awnings. The plan is now to give him selected jobs limiting to the welding and the metal fabrication and then sub out painting and concrete work. If enough money is available, the concrete pad would be poured for the pavilion. The Boretskys already had the grid map display case custom built. It is now in the garage awaiting installation as soon as the kiosk is ready.



Under Construction — Map Display Case Kiosk:
Work has begun on the plot map display case kiosk with steel awning and frame. The base will be 6x12' and stone work will surround the support posts. The display case already has been constructed and will be mounted when the kiosk stone masonry and base have been completed.

The construction work on the new roof for the restrooms and the map display case kiosk is already underway now. The map display case kiosk is being installed near the pavilion at the corner as the road turns. It will have a 6x12' pad with same size roof. The kiosk will protect the display case, provide shade and protection from the weather and reduce UV deterioration from the intense summer sun. Craig said that copies of the grid map will be available to replace those that may have become sun faded. He said the aerial photographer gave us exclusive rights to the grid map aerial photograph and digital imagery.

Craig said the revamping of the restrooms now underway is the installation of a new roof, new louvered doors, locks, finishing over the cinder block walls.

Updating of Graves List

Tammy Clark Brown has updated the graves list by developing an independent list. She took over the maintenance of the graves listing on the Clark Cemetery portal of findagrave.com. Previously Mary Lafferty Wilson was maintaining most of these listings but she turned these over to Tammy. Tammy maintains the findagrave.com listings along with other family members. Tammy said that Mary maintained about 10 or 15 listings. Tammy took over these and keeps up with several others. Recently, Tammy created a website and posted a list of over 400 names. She prepared an Excel spreadsheet with the listings. Tammy also has been helping with Facebook postings for Clark Cemetery.

Online Database

Donny Anderson reported that the first thing he was trying to do was to set up the files he said he had in a genealogical database. He said he had about 399 names along with historical and some genealogical facts in a genealogical software program that provides information online. He said we need to get all the names in single database file on a web host rather than in the genealogical software that he has and to make that secondary but available from the Clark Cemetery website via a link. He said he will try to setup a MySQL database on our site. Tammy Clark Brown gave him the Excel spreadsheet she prepared with the comprehensive list of graves with names and dates. She provided him with a list of 412 names. Wayne Clark said that he thought that there were about 415 total names so her list is probably nearly a complete list.

Donny said that he thought he may have some time available over the Thanksgiving and Christmas holidays to work on putting together the database. He said he thought that, once the database was prepared and put on the host that it would be fairly simple to create "pHp call" from the home page of our website to the database to allow searching for names using a simple search entry box.

He asked whether the aerial photo plot map digital versions would be available to put on the website. He said it would be really good if we could tie the database into or cross link listings in the data

base to the locations on the grid map. Melvin Woody said he thought the map high resolution might cause some problems in loading it on the website — mainly because of the size of the map.

The map inside the display case will be 36x46" so it is very large. It will include names and the grid location and numbers. Craig suggested that the map might be used online in sections or perhaps large quadrants — perhaps dividing the digital version of the map up into four sections for easier viewing for provide some means to pan in and out or across in much the same way that online location maps like Google Maps and MapQuest handle their maps.

Website Redesign

Dave Cumming talked reported that he has created a new development website on our web host with a subdomain from our main domain (clarkcemeterypreservation.org). The site is a WordPress website and is completely free. It runs on our existing web host and will be easy to update online. The reason for the change is to involve more of our Ad Hoc Committee Members in the updating of the website which needs to be fairly frequent in order to maintain a favorable rating with search engines and keep our families well informed about improvements, proposed changes, and upcoming events.

While the site is being developed and tested, the existing main site and blog will run without interruption. Star Reedy Bradshaw provided information on how to isolate the development site from the search engine crawling of the main site with a change to a file on the host where the site files are stored. This new website will be a collaborative effort and will include more interactive content such as some proposed family information and genealogical pages. The new site eventually will include search of a graves listing database and a link to the same plot map that will be posted at the cemetery in the display case kiosk. When the new site is ready, it will be migrated to the main site so there is no interruption. Dave Cumming explained that he turned over official ownership of the clarkcemeterypreservation.org domain to the Clark Cemetery Association.