



## Cemetery Advisory Board

### **Meeting Minutes**

**Thursday, September 2, 2021 – 6:00 p.m.**

**Wylie Municipal Complex  
300 Country Club Road #100  
Wylie, Texas 75098**

#### **CALL TO ORDER**

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City of Wylie Assistant City Manager, Renae' Ollie, called the first official City of Wylie Cemetery Advisory Board meeting to order at 6:00 p.m., with Board Member Azcarate, Board Member Stephens, Board Member Stone, Board Member Stowe, Board Member Suarez, and Board Member Summers all in attendance. Board Member Mondy was absent from the meeting.

Staff member Janet Hawkes, City of Wylie Parks and Recreation Administrative Assistant II, was also in attendance. Robert Diaz, City of Wylie Parks and Recreation Director, was absent from the meeting.

#### **CITIZENS PARTICIPATION**

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No citizens came forward.

#### **PRESENTATION**

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Assistant City Manager Ollie reviewed the Cemetery Advisory Board Presentation with the new Board Members.

#### **REGULAR AGENDA ITEMS**

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1. **Consider and act upon the election of the Board Chair for the 2021-2022 Term.**

##### **Board Action:**

Board Member Stephens nominated Board Member Stone to serve as Board Chair for the 2021-2022 Term. Board Member Azcarate seconded the nomination, and a vote was taken and passed 6-0.

2. **Consider and act upon the election of the Board Vice-Chair for the 2021-2022 Term.**

##### **Board Action:**

Board Chair Stone nominated Board Member Stephens to serve as Board Vice-Chair for the 2021-2022 Term. Board Member Suarez seconded the nomination, and a vote was taken and passed 6-0.

3. **Consider and act upon the Cemetery Advisory Board Meeting Rules and Procedures.**

**Board Action:**

Board Member Suarez made a motion to approve the Cemetery Advisory Board Meeting Rules and Procedures with an amendment on page 21, item 10.1, to reflect that the board shall meet on the first Thursday of each month. Board Vice-Chair Stephens seconded the motion, and a vote was taken and passed 6-0.

4. **Consider and act upon approving the meeting calendars for 2021 and 2022.**

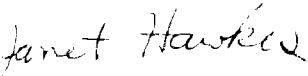
**Board Action:**

Board Member Suarez made a motion to approve the meeting calendars for 2021 and 2022 with an amendment to remove the meeting date of December 2, 2021. Board Member Azcarate seconded the motion, and a vote was taken and passed 6-0.

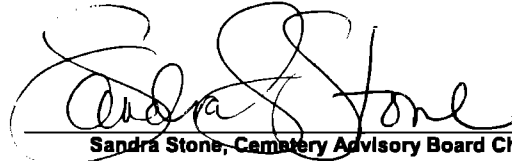
**ADJOURNMENT**

There being no further business, a motion to adjourn was made by Board Member Suarez. Board Vice-Chair Stephens seconded the motion, and a vote was taken and passed 6-0. The meeting was adjourned at 6:36 p.m.

**ATTEST**



Janet Hawkes, Parks & Rec Administrative Assistant II



Sandra Stone, Cemetery Advisory Board Chair