

## **Friends of Historic Riverside Cemetery**

Organizational Meeting

17 November 2007

### **Agenda:**

1. Purpose of meeting - 5 minutes
  - Moving forward with establishing "Friends of Historic Riverside Cemetery"
  - Establishing a startup (interim) board of directors
2. Introductions - 5 minutes
3. Background Information - 10 minutes
  - History, Mission, Goals
4. Non-Profit Organization 501 (c) (3) overview - 10 minutes
  - What is a non-profit?
  - What can and can't we do?
  - Why a membership organization?
  - What are the roles of the directors?
5. Discussion of Organizational Charter - 20 minutes
6. Nomination of Directors - 15 minutes
7. Next Steps - 10 minutes
8. Adjourn
9. Informal Discussion as desired

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### **Purpose of meeting:**

We are in the process of setting up a membership-based nonprofit organization called "Friends of Historic Riverside Cemetery, Inc."

This meeting is intended to provide the community with information regarding these plans, and to offer the opportunity for interested individuals to get involved in our organization.

The organization will be volunteer and member supported, so involvement from the community is essential for its success. There will be a board of directors, who will be elected by the membership at an annual meeting.

And there will also be an advisory board of community leaders with expertise in historical preservation, fundraising, marketing, business, and other areas.

At the conclusion of this meeting, we hope to put in place a startup/interim board to run the organization until the first annual members meeting to take place in March or April of 2008.

### **Introductions**

### **Background Information**

#### History:

- Riverside is Denver's oldest operating cemetery, founded in 1876.
- Fairmount Cemetery Company has owned and operated Riverside Cemetery since 1900.
- The Fairmount Heritage Association was started in 2001.
- Fairmount Heritage Association conducts events and has received grants on behalf of Riverside.
- Somewhere around 2001, Fairmount stopped watering and lost the water rights to Riverside. This has had a great impact on the horticulture of the cemetery.

#### Mission and Goals:

- Our Mission is to provide increased awareness of Riverside, and to stimulate and encourage the preservation of Riverside. We also want to encourage public participation and provide support to research and education programs.
- We are not intending to be in the business of running a cemetery.
- We intend to work in conjunction with the Fairmount Heritage Association.
- We will be both assertive and optimistic as we advocate for the future of Riverside.

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### **Non-Profit Organization 501 (c) (3)**

What is a non-profit?

Set up for the good of the community

Members rather than shareholders

No profits

What can and can't we do?

Why a membership organization?

What are the roles of the directors?

- Strategic Direction
- Fiduciary & Governance
- Marketing
- Membership
- Volunteers
- Events
- Historian

The startup (interim) board of directors will be responsible for the following:

- File for incorporation with the secretary of state
- Open a bank account
- File for non-profit status with the IRS
- Set up process for membership and donations
- Prepare for first annual members meeting (to take place in March 2008)
- Recruit Board members for approval at annual members meeting in March
- Inform members and the general public regarding news, events, etc.
- Build an operational plan for 2008

By using a startup board for a few months, we can spend some time this winter recruiting a slate of board members to put forward to the members in March, including the operational board and advisory board.

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### **(Draft) Organizational Charter:**

Mission:

A. The purpose or purposes for which the Corporation is organized are as follows:

- (1) To encourage and stimulate the preservation of the historical integrity of the Riverside Cemetery.
- (2) To educate the public regarding the rich historical heritage of the Riverside Cemetery.

Goals:

The basic goals of The FRIENDS OF HISTORIC RIVERSIDE CEMETERY are, but not limited to:

- (a) To increase awareness of historic and cultural significance of Riverside Cemetery.
- (b) To encourage public participation and financial support for the preservation and enhancement of the cemetery.
- (c) To provide education, research and historical resources identified with the cemetery.