

# ORR'S ISLAND CEMETERY ASSOCIATION

## Meeting Minutes

### **Annual Meeting of Members and Trustees**

**September 17, 2023, 1:30 PM**

The meeting was called to order by Douglas Warren, Chairman of the Board, and opened with the Pledge of Allegiance.

The secretary called the roll of attendees, and a quorum was verified.

The secretary summarized the minutes of the previous meeting, and the minutes were approved by the membership.

The Treasurer reported the status of Association finances. See attachment A.

The Trustee of the perpetual care fund reported the status of the fund. See attachment B.

The President Pro-Tem reported on the state of the association. See attachment C.

The President Pro-Tem reported on the CMP Supervisor Activity. See Attachment D.

The Superintendent reported on the state of the grounds, burials and monument placements. See attachment E.

The Ad Hoc Management Committee (Jack Sylvester and Jim Jones) reported on the search for their replacements as chairman pro tem and president pro tem. Also for other younger trustees. Gerry York agreed to join the association and serve as president. Barry Stewart, a current member, agreed to serve as chairman of the board of trustees, relieving Doug Warren. Mark Lomas agreed to join the association and serve as a trustee. The board of trustees elected them to their positions.

#### Old Business

The rails of the fence along the road have picked up dirt and staining. Jack Sylvester is looking into having a contractor clean the fence to restore the shine.

There was discussion on the effectiveness of the "Party on the Wharf" as a fundraiser. It was decided to continue that event annually.

The fence between the meeting house and the church yard needs to be installed.

#### New Business

There remain many monuments in need of cleaning. Jack Sylvester, Skip Sylvester and Jim Jones are to apply the D2 treatment to the effected stones.

Periodic cleanups, one in the fall and one in the spring, including removing old planters and flags, trimming brush on banks and perimeters of the cemetery grounds. Trustees and members to provide labor under guidance of the Superintendent.

A committee to organize the 2024 wharf party was named. Sharon and Jim Jones, Doug Warren and Kristin Fletcher were named.

Jack Sylvester and Jim Jones presented the slate of trustee nominees to the members. The members voted unanimous approval of the slate. See attachment F.

Jack Sylvester and Jim Jones presented the slate of officers to the trustees the trustees voted unanimous approval of the slate. See attachment G.

A special resolution was presented by Jack Sylvester in honor of the service of Jim and Sharon Jones to the OICA.  
See attachment H.

Attachment A  
**Treasurer's Report**

**Sources and Uses of Funds**

Beginning Cash Balance		\$22,039
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Membership dues, received	3,800	
Membership, back dues	1,140	
Membership Application fees	750	
Burial fees	700	
Burial right sales	1,100	
Contributions, Members	3,665	
Contributions, Friends	1,200	
Contributions, Memorial	500	
Capital Fund Pledge Payments	58	
Perpetual Care Trust Payments	1,650	
Fund raising events	0	
TOH: Veterans/Ancient Cemetery	2,340	
Misc. & Other	0	
Total Sources		16,903

**USES:**

Administrative Expenses	559	
Insurance: Property/Liability/D&O	1,464	
Grounds Maintenance	10,155	
Yard Repairs	187	
Transfers, Perpetual Care Trust	1,650	
Misc. & Other	0	
Total Uses		14,015

Ending Cash Balance		\$24,927
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# OPERATING STATEMENT COMPARISONS

January 1, 2021- September 11, 2023

	2023 Jan 1- Sep 11	2022 Jan 1- Dec 31	2021 Jan 1- Dec 31
<b>REVENUES</b>			
Association Dues, Received	3,800	4,450	4,240
Association Back Dues, Received	1,140	760	1,360
Membership Application Fees	750	750	700
Burial Fees	700	175	750
Burial Right Sales	1,100	2,100	1,450
Contributions: Members	3,665	9,275	3,515
Contributions: Friends Program	1,200	1,350	1,860
Contributions: Memorial	500	780	700
Contributions: Fence	0	902	2,418
Capital Fund Pledges: Unrestricted	58	3,410	4,660
Annual Fund Raising Events {Net}	0	7,660	4,650
TOH: Veterans/Ancient Cem. Contrib.	2,340	2,320	2,320
Total Revenues	<u>15,253</u>	<u>33,932</u>	<u>28,623</u>
<b>EXPENSES</b>			
Accounting Fees	300	350	350
Bank Charges	92	5	58
Insurance: Property, Liability	<b>584</b>	560	557
Insurance: Officers & Directors	<b>880</b>	800	800
Office Supplies	<b>89</b>	<b>182</b>	75
Post Office Box	78	70	64
Postage	0	238	223
Printing	0	0	22
Flags	69	0	0
Miscellaneous	0	68	0
Yard Repairs/Fence	<b>118</b>	10,900	1,140
Monument Maintenance	0	354	2,000
Grounds Maintenance	10,155	11,070	14,577
Total Expenses	<u>12,365</u>	<u>24,597</u>	<u>19,866 NET</u>
<b>OPERATING REVENUES</b>	<u><b>\$2,888</b></u>	<u><b>\$9,335</b></u>	<u><b>\$8,757</b></u>

## Attachment B

### Perpetual Care Fund Trustee Report

Orr's Island Cemetery Association, Inc.  
Perpetual Care Trust Fund

As of 9/2/2023

<u>Date</u>	<u>Fidelity</u>	<u>TD Bank</u>	<u>Due From Association</u>	<u>Total</u>
08/31/21	\$65,319.	\$38,277.	0	\$103,596
08/31/22	\$59,476.	\$40,077.	0	\$ 99,553
08/31/23	\$58,369.	\$45,427.	0	\$103,796
09/31/23	\$58,369	\$45,077	0	\$105.446

Most of the Fidelity account is in Fidelity GNMA Fund, with approximately \$5000 held in the INTERM Gov't Income account.

Prepared: September 17, 2023

## Attachment C

### President's Report

Enrolled 6 new members.

1. Brian Black
2. Janet Black
3. Theresa Black
4. Julia Bonarigo
5. July Clayton
6. Rogers Howard

Membership Losses

1. Helen Bianconi - Unresponsive
2. Raymond Forgit – Deceased
3. Maria Gerace – Unresponsive
4. Pemberton Johnson – Deceased
5. Philip Sumner, Jr – Deceased
6. Donna Warner – Deceased
7. Jacqueline Williams – Deceased

Membership stands at 117

Current Contractor Performance:

The primary contractor for work on the cemetery grounds is Christopher Bishop. His crew handles the routine mowing and trimming and has worked well in handling various repairs to the grounds. I am well pleased with his performance.

We cancelled the pest control contract with True Green. Their performance was not an issue, but their costs were excessive. Lawns in the neighborhood seem to be thriving without treatment.

Cemetery:

Last year we purchased the material for the fence between the meeting house and the cemetery church yard. We intend to complete the installation this year.

Staffing:

The abrupt resignation this Spring of the OICA president, due to a failing memory, created a problem for the organization. He was also the CMP supervisor and secretary's typist. The chairman of the board, who did not sign up for this kind of turmoil, had to resign due to his other many obligations. So the former chairman has taken the position of chairman pro-tem and former president, who is still not running on all cylinders, is now the president pro-tem. The treasurer has taken on the CMP supervisor position under instruction from the former CMP supervisor. The former president remains the secretary's typist. Early identification of a new chairman and a new president will go a long way toward resolving this situation.

## Attachment D

### **CMP Supervisor's Report**

The digital records system and the website are fundamental to the management of the OICA. The former president wrote the computer code that underlies the digital records and website. Maintenance of them is accomplished by inserting new information into or deleting old information from the existing structure.

The cemetery management program supervisor maintains the digital records and website of the Orrs Island Cemetery Association. The OICA treasurer is in the process of relieving the former president of the CMP supervisor job.

## Attachment E

### Superintendent's Report

Burials and monument placements since the last meeting

There were four burials:

Donna Warner  
Raymond Forgit  
Cynthia Paul Howard  
Adeline Elaine Knodel

Memorial Stones were placed for:

Cynthia Paul Howard and Adeline Elaine Knodel  
Earnest Calvin Ivey and Ethel Louise (Carter) Ivey  
Nellie Coulter  
The Atwood Family

Monuments for Dr. Myron Kruger and Wynn Winchel are pending, foundations in place. The Bonarigo monument is due for replacement.

We will continue working on the monument deficiencies identified on the attached list as funds become available.

Pending high-cost jobs:

Wooded areas north of the cemetery need underbrush cleared back, limiting the fuel source in the event of future fires.

Install a small shed for storage of materials, mainly fence components, small tools, flags and other small items. Estimated price for a 12'X16' shed, installed is \$10,000. We should maybe consider building our own with volunteer labor.

The Intervale Terrace steps need to be cleaned and painted.

The list of gravestone deficiencies is attached.



## Gravestone Deficiencies 9/16/2023

Plot	Name on Stone	Problem(s) With Stone
OLD YARD		
	Illegible Slab	???
OYF7	Betsey Sinnett	Badly eroded
OYG10	Sarah Coffin	Base broken
OYE9	Lydia Sylvester	Base cracked
OYE9	Augustus Sylvester	Base cracked
OYI11	Ralph Johnson	Base Cracking
OYH3	Elizabeth Wyer	Base crumbling
OYJ6	Mary Orr	Base crumbling
OYC2	Arthur Alexander	Base Shifted
OYB4	Walter Wilson	Cracked base
OYC2	Adalade Trufant	Cracking
OYC3	Augusta Blake	Cracking
OYE2	Ellison Greene	Cracking
OYF6	Ada Richardson	Cracking
OYF6	Flora Richardson	Cracking
OYG10	John Coffin	Cracking
OYG2	Ida Ricker	Cracking
OYG3	J. Dunning Orr	Cracking
OYI1	James Linscott	Cracking
OYI1	Mary Linscott	Cracking
OYI8	John Wilson	Cracking
	Lena Littlejohn	Cracking
OYH10	James A. Sinnett	Erosion
OYH2	Allie Linscott	Erosion
OYA1	Joseph Bryant	Foundation erosion, misalignment
OYH3	Margaret Wyer	Leaning
OYH8	John Linscott	Leaning
OYB1	Edith Dyer	Leaning, cracked Base
OYC4	John Wilson	Shifted on base
OYD1	Charity Johnson	Shifted on Base
OYD7	Eleanor Stover	Shifted on Base
OYD8	Jos Wyer	Shifted on Base
OYE6	Walter Stevens	Shifted on base
OYF2	Abigail Dyer	Shifted on base
OYJ11	Augustine Littlejohn	Shifted on Base
NEW YARD		
NYD7	Ephraim Johnson, Jr	Cracking
NYF6	Elmer Wilson	Loose on foundation
NYA2	Beula Robbins	Shifted on Base
NYA2	Sanford Jack Prince	Shifted on base
NYC	Mother	Shifted on base
NYC	Father	Shifted on base

NYC5	Joseph Mansur	Shifted on base
NYE5	Judson Webber	Shifted on base
NYG5	David Wilson	Shifted on base
NYH7	William Doughty	Shifted on base
Church Yard		
CYA1	Watson Thurston	Foundation erosion
CYE3	Linda Smeal	Moss obscures text
CYB1	Lillian Linscott	Shifted on Base
CYD1	Harold Robinson	Shifted on base
Upper Terrace		
UTB26	Beatrice Harris	Moss obscures text
UTB13	Martin Baker	No stone
UTB3	Marion Atwood	Non Conforming Stone
UTA15	Ruth Porter	Shifted on base
UTA16	Joseph Shea	Shifted on base
UTA18	Kenneth Baker	Shifted on base
UTA19	Gladys Berry	Shifted on base
UTA19	Stanley Libby	Shifted on base
UTA21	Winnewisser	Shifted on base
UTA22	Herbert Cornell	Shifted on base
UTA24	William McClellan	Shifted on base
UTA25	David Mercier	Shifted on base
UTB6	Alfred Converse	Shifted on base
UTC3	Raymond Wilson	Shifted on Base

## Attachment F

### **Slate of Trustee Nominees**

Catherine Birkinbine

Ralph Black

Steve Black

Kristin Fletcher

Jason Hillman

Mark Lomas

Sharon Jones

Richard Jones

Melinda Richter

Barry Stewart

Kathleen Sylvester

Robert Sylvester

Douglas Warren

Frances Welch

Gerry York

## Attachment G

### **Slate of Officer Nominees**

Chairman of the Board – Barry Stewart

President – Gerry York

Superintendent – Richard Jones

Treasurer – Skip Sylvester

Secretary – Sharon Jones

## Attachment H

### **Special Resolution**

Let it be known:

The Orr's Island Cemetery Association has served Island families and others beyond with compassion and care for 185 years.

Countless hours of devoted service by successive generations of volunteers has enabled the Association to succeed in its mission

In the current year, Jim and Sharon Jones, long serving President and Secretary, respectively, of our association have rendered their resignations for health reasons. Doug Warren has recently given notice of his resignation as Chairman, following this annual meeting, for compelling reasons.

Jim Jones service and extraordinary talent has led to the development of an outstanding computerized records system with interactive burial, burial right and other information features. Few if any associations of our size and volunteer character have anything to compare with it.

We thank Doug Warren for his service.

Jim and Sharon Jones many years of service are deserving of special recognition.

Therefore, be it resolved:

That the trustees of the association at its annual meeting on September 17, 2023 acknowledge and honor many years of outstanding and caring service to the Orr's Island Cemetery Association and the Island Community.

We wish them good health and Godspeed in their formal retirement, as officers, even as they continue to provide advice and assistance to their successors.