

Orr's Island Cemetery Association

**MINUTES OF 2018 ANNUAL MEETING  
OF  
MEMBERS AND TRUSTEES  
At  
The Old Store, 30 Lowell's Cove Rd  
August 26, 2018**

Sharon Jones, Secretary  
John E. Sylvester, Jr., Chairman – Presiding

- I. OPENING-  
The meeting was called to order at 4:00 PM, consistent with prior written notice given to members.
- II. ROLL CALL; QUORUM-  
A roll call was taken. A quorum was established with 7 of the 9 currently elected trustees being present and participating (Exhibit A). One member was present – trustee nominee Ralph Black .
- III. MINUTES OF PRIOR MEETING-  
It was proposed that reading of the minutes of the annual meeting of August 27, 2017 be waived since the minutes had been published and posted on the Association's website. The Chairman called for a motion to approve the minutes as published. Moved: (J Hillman); Seconded (D Mercier) Motion Carried: Yea 7; Nay 0.
- IV. TREASURER'S REPORT –  
The treasurer's report (Exhibit B) was presented by the treasurer, Robert Sylvester. The treasurer emphasized the point that the annual dues and contributions were supporting the operating budget but the trend in costs were up while the income stream was essentially steady. The Chairman called for a motion to approve the treasurer's report. Moved (B Shea); Seconded (J Stilphen) Motion Carried Yea 7; Nay 0.
- V. Perpetual Care Trust – Jack Sylvester Trustee: The Chairman presented the comparison of the trust fund at the end of calendar years 2016 and 2017, and its status as of August 25, 2018 (Exhibit C).
- VI. REPORTS OF OFFICERS AND STANDING COMMITTEES –  
President – Jim Jones:  
**Statistics:** Since the prior annual meeting, the Association has added 1 new member. There have been no sales of burial rights. 5 interments have occurred; 3 others are pending. There are currently 113 active members. An additional 22 names appear, or have appeared on the member rolls. Contact with those people has been lost. The names have been moved to an "Inactive" list pending resolution of their status. There has been one retirement from the board. Ken and Blanche Graybill have asked to be relieved of their trustee duties. We regret their departure but are sincerely grateful for their years of dedicated service.

**State of the cemetery:** The cemetery grounds have developed bare patches. The grass treatment contractor will be contacted for expert help in analyzing the situation. The cemetery map has been corrected to reflect the required vehicle access all along the Intervale Terrace.

The Chairman called for a motion to accept the President's report.

Moved: (J Hillman); (L Stilphen) Motion Carried: Yea 7; Nay 0.

**Veteran's Memorial:** S. Black, J. Sylvester, J. Jones:

The committee traveled to Collette Monuments Company to review possible designs for a veteran's memorial. A proposed design has a slightly raised granite surface with a paved path leading from a front gate to its location near the Upper Terrace wall. On the granite surface would rest two granite benches, one or two granite slabs for veteran's names and an elevated planting box surrounding the base of a flagpole. The Collette design artist will produce a rendition of the memorial which will be shared with the board for their consideration.

**Valley Terrace Development:** Jim Jones, Jack Sylvester, Jason Hillman:

The Valley Section has been cleared and rough cut except small areas along the eastern boundary. It will be cut twice per season to control brush encroachment until we are ready to take on further development.

**Entrance Gate, Fencing and Monument Work** – J. Jones, K. Green, R. Sylvester:

The options presented by the Walpole Fence company were reviewed. More details including installation costs and sources of funds must be settled before ordering material.

#### VII. OLD BUSINESS-

The President presented the financial results of the Summer Moon street dance and the 180<sup>th</sup> Anniversary five year pledge drive in the context of separating the sources and uses of funds into routine and extraordinary categories. (Exhibit D)

#### VIII. NEW BUSINESS-

##### ELECTION OF TRUSTEES AND OFFICERS-

The Chairman called for a motion to elect the slate of trustees (Exhibit E).

Moved: (K Fletcher); Seconded (Dave Mercier) Motion Carried: Yea 7; Nay 0.

The Chairman called for a motion to elect the slate of officers (Exhibit E).

Moved: (K Fletcher); Seconded (K. Green) Motion Carried: Yea 8; Nay 0.

#### IX. GOOD OF THE ORDER

Trustee Kristin Fletcher raised the idea of encouraging members to remember OICA in their wills. The President agreed to include that in a future letter to the members.

Trustee Doug Warren volunteered to have a story about the Orr's Island Cemetery and the Association published in the October edition of the Harpswell Anchor.

#### X. ADJOURN

Moved: (B Shea); Seconded (K Fletcher) Motion Carried: Yea 8; Nay 0;

Signed: \_\_\_\_\_  
Sharon A. Jones, Secretary, OICA

## Roll Call Sheet 2018-8-26 Meeting

### TRUSTEES

	<u>Name</u>	<u>Term (Years)</u>	<u>Expiring Dec. 31</u>
1.	Steven Black *	3	2018
2.	Kristin Fletcher	3	2020
3.	Ken and Blanche Graybill *	3	2019
4.	Kirk Green	3	2018
5.	Gerald & Lorna Stilphen	3	2019
6.	Jason & Shannon Hillman	3	2020
7.	David Mercier	3	2020
8.	Blair Shea	3	2020
9.	Douglas Warren	3	2020
10.	John Webster (emeritus)	2	(Ret)

### OFFICERS

Chairman	John E. Sylvester, Jr.
President	James Jones
Secretary	Sharon Jones
Treasurer	Robert Sylvester
Superintendent (Acting)	James Jones
CMP Supervisor (Acting)	James Jones

\* Absent

**Exhibit B****Orr's Island Cemetery Association****Sources and Uses of Operating Funds Comparisons, August 25 2018**

	2017	2018	2018	2019
	Whole Year	Year to Date	Budget	Budget
<b>Sources</b>				
Association Dues	4,160.00	1,840.00	4,120.00	4,480.00
Member Contributions	4,964.15	950.00	4,000.00	4,000.00
Membership Fees	700.00	0.00	500.00	400.00
Burial Admin Fees	950.00	150.00	300.00	300.00
Burial Right Sales	750.00	75.00	600.00	600.00
Veteran Graves Care	1,100.00	0.00	1,100.00	1,100.00
<b>Totals</b>	<b>12,624.15</b>	<b>3,015.00</b>	<b>10,620.00</b>	<b>10,880.00</b>
<b>Uses</b>				
Accounting and Legal	275.00	0.00	0.00	0.00
Bank Charges	0.00	0.00	0.00	0.00
Flags	0.00	0.00	0.00	150.00
Grounds Maintenance	7,745.05	5,155.03	9,600.00	9,600.00
Insurance	1,345.00	1,345.00	650.00	1,345.00
Miscellaneous Expense	0.00	0.00	150.00	0.00
Office Supplies	220.49	14.76	200.00	200.00
Organizational Dues	0.00	0.00	25.00	25.00
PO Box Rent	62.00	62.00	62.00	62.00
Postage	148.15	110.00	213.00	100.00
<b>Totals</b>	<b>9,795.69</b>	<b>6,686.79</b>	<b>10,900.00</b>	<b>11,482.00</b>

### Statement of Cash and Investment Balances

	12/31/2016	8/23/2017	8/26/2018
<b>Operating Funds</b>			
Checking:	\$18,839.60	\$18,576.95	\$72,751.00
Savings:	\$1,850.00	\$1,850.00	
<b>Perpetual Care Trust</b>			
Transfer Acct:	\$9,957.00	\$9,957.00	\$10,725.00
Investments:	<u>\$57,382.06</u>	<u>\$58,278.61</u>	<u>\$58,863.23</u>
Totals:	\$74,289.90	\$88,955.26	\$142,339.23

## Special Projects Sources and Uses Year by Year

Year 2017					
Source	Gross	Expenses	Net	Use	Allocated
Operating Fund	\$13,125.00	\$0.00	\$13,125.00	Valley Section	\$13,125.00
Party on the Wharf	\$3,220.00	\$150.00	\$3,080.00	Operating Fund	\$3,080.00
Five Year Fund Drive	\$47,725.00	\$427.54	\$47,297.46	Veteran's Memorial	\$30,000.00
Five Year Fund Drive	*****	*****	*****	Fence Project	\$10,000.00
Five Year Fund Drive	*****	*****	*****	Valley Section	\$0.00
Five Year Fund Drive	*****	*****	*****	Trust Fund	\$3,648.73
Year To Date 2018					
Five Year Fund Drive	\$4,950.00	\$600.00	\$4,350.00	Veteran's Memorial	\$0.00
Five Year Fund Drive	*****	*****	*****	Fence Project	\$0.00
Five Year Fund Drive	*****	*****	*****	Valley Section	\$0.00
Five Year Fund Drive	*****	*****	*****	Trust Fund	\$2,175.00
Summer Moon	\$21,358.16	\$8,653.32	\$12,704.84	Meeting House	\$1,300.00
Summer Moon	*****	*****	*****	Operating Fund	\$11,404.84

Exhibit D

### Slate of Trustee Nominees for Election on 8/26/2018

<u>Name</u>	<u>Term (Years)</u>	<u>Expiring Dec. 31</u>
Steve Black	3	2021
Ralph Black, Jr.	1(filling Graybill term)	2019
Kirk Green	3	2021
Frances Welch	3	2021

### Slate of Officer Nominees for Election on 8/26/2018

<u>Office</u>	<u>Name</u>	<u>Term (Years)</u>	<u>Expiring Dec 31</u>
Chairman	John E. Sylvester, Jr.	1	2019
President	James Jones	1	2019
Secretary	Sharon Jones	1	2019
Treasurer	Robert Sylvester	1	2019
Superintendent	James Jones (Acting)	1	2019
CMP Supervisor	James Jones (Acting)	1	2019