

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 |
| 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 |
|---------------------|----------|

OPERATING STATEMENT COMPARISONS

January 1, 2021- September 11, 2023

| | 2023 Jan 1- Sep 11 | 2022 Jan 1- Dec 31 | 2021 Jan 1- Dec 31 |
|-------------------------------------|------------------------|-----------------------|-----------------------|
| REVENUES | | | |
| 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> |
| EXPENSES | | | |
| Accounting Fees | 300 | 350 | 350 |
| Bank Charges | 92 | 5 | 58 |
| Insurance: Property, Liability | 584 | 560 | 557 |
| Insurance: Officers & Directors | 880 | 800 | 800 |
| Office Supplies | 89 | 182 | 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 | 118 | 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> |
| OPERATING REVENUES | <u>\$2 ,888</u> | <u>\$9,335</u> | <u>\$8,757</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.

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:

Cynthis 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 |
| | Augustine Littlejohn | Shifted on Base |
| OYJ11 | | 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.