

Orr's Island Cemetery Association

**MINUTES OF 2017 ANNUAL MEETING
OF
MEMBERS AND TRUSTEES
At
Orr's Island Meeting House
August 27, 2017**

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

I. OPENING-

The meeting was called to order at 12:30 PM, consistent with prior written notice given to members.

II. ROLL CALL; QUORUM-

A roll call was taken. A quorum was established with seven of the ten currently elected trustees being present and participating (Exhibit A). Members present: Kristin Fletcher and Douglas Warren.

III. MINUTES OF PRIOR MEETING-

It was proposed that reading of the minutes of the annual meeting of September 11, 2016 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: (K. Green); Seconded (J. Webster) Motion Carried: Yea 7; Nay 0.

IV. CORPORATE RESOLUTION-

The Chairman called on the President to offer a corporate resolution. The following resolution was offered.

Resolved: That on the occasion of the retirement of John Webster as a trustee of the Association, effective at conclusion of this meeting, members and fellow trustees express their deep appreciation for his years of active, loyal service and with pleasure honor him with status of Trustee Emeritus in the Association.

The Chairman called for a motion to adopt the resolution.

Moved: (J. Jones); Seconded (S. Black) Motion Carried: Yea 7; Nay 0.

V. ELECTION OF TRUSTEES AND OFFICERS-

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

Moved: (J. Webster); Seconded (B. Graybill) Motion Carried: Yea 7; Nay 0.

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

Moved: (S. Black); Seconded (K. Green) Motion Carried: Yea 9; Nay 0.

VI. REPORTS OF OFFICERS AND STANDING COMMITTEES-

President – Jim Jones: Since the prior annual meeting, the Association has added 14 new members. There have been sales of nine burial rights. Six interments have occurred; two others are pending.

Fifteen of our 115 members are delinquent in payment of dues. Action to resolve delinquencies was discussed by the President.

The cemetery grounds are suffering from lack of rain. A small portion of the stonewall bounding the Upper Terrace has collapsed. Repairs have been scheduled.

The July fundraiser at Lowell's Cove brought in \$3220 with expenses of less than \$200. The President credited the generosity and energy of Trustees for this successful result.

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

Moved: (S. Black); Seconded (B. Graybill) Motion Carried: Yea 9; Nay 0.

Treasurer – Skip Sylvester: The Treasurers Report (Exhibit C) was presented to the members in the meeting handout. The President, in the absence of the Treasurer answered questions on the Sources and Uses of Funds comparison.

The Chairman called for a motion to accept the 2018 calendar year budget.

Moved: (S. Black); Seconded (L. Stilphen) Motion Carried: Yea 9; Nay 0.

Perpetual Care Trust – Jack Sylvester Trustee: The Chairman presented the comparison of the trust fund at the end of calendar years 2015 and 2016, and its status as of August 23, 2017 (Exhibit C).

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

The next phase of Valley Section development, vehicular access to the valley floor, was completed a few weeks ago. This phase was essential for periodic mowing and preventing a return to trash growths. The Chairman reported that Lee and Sally Theberge had donated a parcel of land east of the Whiteside parcel. This acquisition will enable us to trim and prevent encroachment of wild growth in that area

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

We are studying a proposal by Walpole Woodworkers Company to supply a fence of durable material to replace our aging wood fence, originally supplied by Walpole some twenty years ago. Initially, we would focus on the highway section. Financing the cost of the fence will depend in large measure on the success of forthcoming fund raising activities. We are deferring any activity on a more prominent entrance gate until the fence issue is settled.

Web Site and Digital Records – Jim Jones: Shannon Hillman has created an OICA Facebook page which links to our website. Facebook can be used to publicize fund-raising events we plan to sponsor. Our digital records have been moved from the Pontem database program to a less costly and more flexible folder and file scheme.

VII. OLD BUSINESS-

The President proposed to focus on just two of the outstanding old business items for 2018. A pledge drive to commemorate the 180th anniversary of the founding of the cemetery and a street dance along the lines of the August Moon event of 2014. The formation of a steering committee for each event was proposed with trustee Douglas

Warren as chairman of the pledge drive committee and trustee Kristin Fletcher as chairman of the street dance event. The Chairman called for a motion to confirm the selection of the committee chairs.

Moved: (K. Graybill); Seconded (L. Stilphen) Motion Carried: Yea 9; Nay 0.

VIII. NEW BUSINESS-

The President proposed that the Association purchase Director and Officer insurance. A quote from Cross Insurance Agency is \$800 per year. John Webster noted that the Library found that the Bilodeau agency offered more competitive rates. The Chairman called for a motion to proceed with the purchase for a one-year term and look for possible savings in subsequent years.

Moved: (K. Fletcher); Seconded (K. Green) Motion Carried: Yea 9; Nay 0.

IX. ADJOURN

Moved: (B. Graybill); Seconded (S. Balck) Motion Carried: Yea 9; Nay 0.

Roll Call Sheet 2017-8-27 Meeting**TRUSTEES**

| | Name | Term (Years) | Expiring Dec. 31 |
|-----|----------------------------|--------------|------------------|
| 1. | Steven Black | 3 | 2018 |
| 2. | James Jones | 3 | 2018 |
| 3. | Kirk Green | 3 | 2018 |
| 4. | Blanche & Kenneth Graybill | 3 | 2019 |
| 5. | Gerald & Lorna Stilphen | 3 | 2019 |
| 6. | John E. Sylvester, Jr. | 3 | 2019 |
| 7. | Jason & Shannon Hillman * | 2 | 2017 |
| 8. | David Mercier * | 2 | 2017 |
| 9. | Blair Shea * | 2 | 2017 |
| 10. | John Webster | 2 | 2017 |

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

Slate of Trustee Nominees for Election on 8/27/2017

| <u>Name</u> | <u>Term (Years)</u> | <u>Expiring Dec. 31</u> |
|-------------------------|---------------------|-------------------------|
| Kristen Fletcher | 2 | 2019 |
| Jason & Shannon Hillman | 3 | 2020 |
| David Mercier | 3 | 2020 |
| Blair Shea | 3 | 2020 |
| Douglas Warren | 3 | 2020 |

Slate of Officer Nominees for Election on 8/27/2017

| <u>Office</u> | <u>Name</u> | <u>Term (Years)</u> | <u>Expiring Dec 31</u> |
|----------------|------------------------|---------------------|------------------------|
| Chairman | John E. Sylvester, Jr. | 1 | 2018 |
| President | James Jones | 1 | 2018 |
| Secretary | Sharon Jones | 1 | 2018 |
| Treasurer | Robert Sylvester | 1 | 2018 |
| Superintendent | James Jones (Acting) | 1 | 2018 |
| CMP Supervisor | James Jones (Acting) | 1 | 2018 |

Orr's Island Cemetery Association
Sources and Uses of Funds Comparisons, August 18 2017

| | <u>Year-to-Date</u> | | <u>Calendar Year</u> | | |
|--------------------------|---------------------|-----------------|----------------------|------------------|------------------|
| | 2016 | 2017 | 2016 | 2017 | 2018 |
| | | | Actual | Budget | Budget |
| Sources | | | | | |
| Association Dues | 2,160.00 | 1,640.00 | 3,520.00 | 3,400.00 | 4,120.00 |
| Burial Admin Fees | 150.00 | 300.00 | 550.00 | 300.00 | 300.00 |
| Burial Right Sales | 0.00 | 525.00 | 600.00 | 1,250.00 | 600.00 |
| Contributions | 7,120.00 | 1,535.00 | 8,675.00 | 4,500.00 | 4,000.00 |
| Fund Raising Events | 0.00 | 3,220.00 | 0.00 | 2,500.00 | 10,000.00 |
| Interest | 3.01 | 0.00 | 3.01 | 1,000.00 | 0.00 |
| Lot Sales | 600.00 | 0.00 | 1,400.00 | 0.00 | 0.00 |
| Membership Fees | 400.00 | 200.00 | 1,540.00 | 500.00 | 800.00 |
| Miscellaneous and Other | 0.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| Veteran Graves Care | 0.00 | 0.00 | 1,100.00 | 1,100.00 | 1,500.00 |
| Totals | 10,433.01 | 7,420.00 | 17,388.01 | 14,650.00 | 21,320.00 |
| Uses | | | | | |
| Accounting and Legal | 0.00 | 0.00 | 275.00 | 1,200.00 | 0.00 |
| Bank Charges | 235.39 | 0.00 | 147.02 | 50.00 | 50.00 |
| Computer/Software | 667.50 | 0.00 | 667.50 | 800.00 | 0.00 |
| Flags | 127.29 | 0.00 | 127.29 | 0.00 | 0.00 |
| Fund Raising Events | 250.00 | 209.80 | 250.00 | 1,000.00 | 4,500.00 |
| Grounds Maintenance | 5,559.28 | 4,850.03 | 8,049.10 | 9,200.00 | 9,600.00 |
| Insurance | 0.00 | 545.00 | 0.00 | 0.00 | 650.00 |
| Valley Section | 0.00 | 3,500.00 | 0.00 | 0.00 | 770.00 |
| Miscellaneous Expense | 100.00 | 0.00 | 100.00 | 0.00 | 150.00 |
| Office Supplies | 362.16 | 78.07 | 362.16 | 200.00 | 200.00 |
| Organizational Dues | | | | | |
| Paid | 25.00 | 0.00 | 25.00 | 25.00 | 25.00 |
| Postage and PO Box | | | | | |
| Rent | 223.60 | 112.15 | 270.60 | 200.00 | 275.00 |
| Printing | 48.74 | 22.60 | 48.74 | 0.00 | 100.00 |
| Special Projects Reserve | 0.00 | 0.00 | 0.00 | 0.00 | 5,000.00 |
| Trust Agreement | 930.00 | 0.00 | 930.00 | 0.00 | 0.00 |
| Totals | 8,528.96 | 9,317.65 | 11,252.41 | 12,675.00 | 21,320.00 |

Statement of Cash and Investment Balances

| | 12/31/2015 | 12/31/2016 | 8/23/2017 |
|-----------------------------|--------------------|--------------------|--------------------|
| Operating Funds | | | |
| Checking: | \$15,057.84 | \$18,839.60 | \$18,576.95 |
| Savings: | \$1,850.00 | \$1,850.00 | \$1,850.00 |
| Perpetual Care Trust | | | |
| Transfer: | \$0.00 | \$9,957.05 | \$9,957.05 |
| Investments: | <u>\$57,382.06</u> | <u>\$58,278.61</u> | <u>\$59,159.98</u> |
| Totals: | \$74,289.90 | \$88,955.26 | \$89,543.98 |