

Orr's Island Cemetery Association

**MINUTES OF 2022 ANNUAL MEETING  
OF  
MEMBERS AND TRUSTEES  
At  
The Orr's Island Meeting House  
September 24, 2022**

Sharon Jones, Secretary  
Douglas Warren – Presiding

- I. OPENING-  
The meeting was called to order at 2:10 PM, consistent with prior written notice given to members.
- II. ROLL CALL and QUORUM-  
A roll call was taken. A quorum was established with 10 of the 11 currently elected trustees being present and participating. (Exhibit A).
- III. MINUTES OF PRIOR MEETING-  
The minutes of the prior annual meeting of Sept 25, 2021, were read by the Secretary. Chairman called for a motion to approve the minutes as published. Moved, seconded and carried.
- IV. TREASURER'S REPORT –  
The treasurer's report was presented by the treasurer, Robert Sylvester. The treasurer noted that the annual dues and contributions in excess of dues alone are insufficient to cover normal annual operating expenses. We increasingly depend on other sources, such as:
- i. Memorial contributions
  - ii. Special fundraising events, and
  - iii. The town's required contribution toward military veterans' grave maintenance, currently \$20 per veteran grave

A summary of the 5-year pledge drive that began in 2017/18 was presented. Of \$81,025 pledged \$3402.70 remain unpaid. \$400 of that was due to the death of the pledgers. The remainder remains on the books as potentially recoverable.

Detailed reports of funding sources and uses are in Exhibit B.

Chairman called for a motion to approve the Treasurer's report. Moved, seconded and carried.

- V. Perpetual Care Trust (Exhibit C) – C0-Trustee Kathleen Sylvester reported the cash and investment balances were, as of August 31, 2022:

Cash, TD Bank	\$40,077
Fidelity	<u>\$59,476</u>
Total	\$99,553

The Chairman asked for a motion to accept the Perpetual Care Trust report. Moved, seconded and carried.

VI. REPORTS OF OFFICERS AND STANDING COMMITTEES –

1. Superintendent's Report (Exhibit D) was summarized by the Superintendent. The Chairman asked for a motion to accept the Superintendent's report. Moved, seconded and carried.

2. President's Report (Exhibit E) was summarized by the president. The Chairman asked for a motion to accept the President's report. Moved, seconded and carried.

3. Cemetery Management Program Supervisor's Report (Exhibit F) was summarized by the CMP Supervisor. The Chairman asked for a motion to accept the CMP Supervisor's report. Moved, seconded and carried.

4. The Nominating Committee Chairman's Report (Exhibit G) was summarized by the President. The Chairman asked for a motion to accept the Nominating Committee's report. Moved, seconded and carried.

The Chairman called for a vote on the slate of Trustees and Officers presented by the Nominating Committee. Moved, seconded and carried.

VII. OLD BUSINESS-

None.

VIII. NEW BUSINESS-

1. The Chairman reported on the meeting with the Town of Harpswell Administrator requested by the Town. The object of the meeting was to give town officials information on the way the Orr's Island Cemetery was managed. The Town Administrator expressed satisfaction with our information.

2. Revision to the OICA Fee Schedule (Exhibit H)

The President presented the need for a change in way cornerstones are handled. At last year's meeting we agreed to take charge of the cornerstone installation and absorb the cost in the burial right fee. At that meeting we were under the impression that the cost of installed cornerstones was about \$200. Page Monuments now charges \$575. The proposed revision to the fee schedule places responsibility for the purchase of cornerstones back on the customer but allows us to manage the process.

IX. ADJOURN

Moved, seconded and carried.

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

(Exhibit A)

Trustees in attendance:

Catherine Birkinbine  
Ralph Black  
Jason Hillman  
James Jones  
Richard Jones  
Sharon Jones  
Melinda Richter  
Kathleen Sylvester  
Robert Sylvester  
Frances Welch

Orr's Island Cemetery Association, Inc.  
A Maine Non-Profit Corporation

Sources and Uses of Funds  
September 13, 2022

SOURCES:

Beginning Cash Balance		<u>\$15,199</u>
Membership dues, received	3,800	
Membership Application fees	450	
Burial fees	100	
Burial right sales	900	
Contributions, Members	3,100	
Contributions, Friends	1,350	
Contributions, Memorial	980	
Contributions, Fence	902	
Capital Fund Pledge Payments	1,960	
Perpetual Care Trust Payments	1,500	
Fund raising events	5,265	
TOH: Veterans/Ancient Cemetery	2,320	
Misc. & Other	0	
Total Sources		<u>22,627</u>

USES:

Administrative Expenses	1,317	
Insurance: Property/Liability/D&O	1,360	
Grounds Maintenance	7,253	
Monument Cleaning & Repair	0	
Yard Repairs	0	
Capital Expenditures (Fence)	4,838	
Transfers, Perpetual Care Trust	1,800	
Misc. & Other	0	
Total Uses		<u>16,568</u>

	2022 Jan 1 - Aug 29	2021 Jan 1 - Dec 31	2020 Jan 1 - Dec 31
<b>REVENUES</b>			
Association Dues, Received	3,800	4,240	4,160
Association Back Dues, Received	640	1,360	0
Burial Fees	100	750	300
Burial Right Sales	900	1,450	75
Membership Application Fees	450	700	300
Contributions:			
Members	3,100	3,515	4,757
Contributions: Friends Program	1,350	1,860	1,240
Contributions:			
Memorial	980	700	300
Capital Fund Pledges: Unrestricted	1,960	4,660	4,110
Annual Fund Raising Events (Net)	5,265	4,650	2,420
TOH: Veterans/Ancient Cem. Contrib.	2,320	2,320	1,695
Total Revenues	<u>20,865</u>	<u>26,205</u>	<u>19,357</u>
<b>EXPENSES</b>			
Accounting Fees	0	350	325
Bank Charges	5	58	24
Insurance: Property, Liability	560	557	545
Insurance: Officers & Directors	800	800	800
Office Supplies	152	75	147
Post Office Box	70	64	64
Postage	238	223	365
Printing	0	22	45
Miscellaneous	68	0	60
Yard Repairs	0	1,140	0
Monument			
Maintenance	0	2,000	0
Grounds Maintenance	7,253	14,577	10,634
Total Expenses	<u>9,146</u>	<u>19,866</u>	<u>13,009</u>
<b>NET OPERATING REVENUES</b>	<u><u>\$11,719</u></u>	<u><u>\$6,339</u></u>	<u><u>\$6,348</u></u>

(Exhibit C)

Orr's Island Cemetery Association, Inc.

Perpetual Care Trust Fund

As of 8/31/22

<u>Date</u>	<u>Fidelity</u>	<u>TD Bank</u>	<u>Due From Association</u>	<u>Total</u>
12/31/20	\$65,453	\$33,427	-0-	\$98,880
08/31/21	\$65,319	\$38,277	-0-	\$103,596

Most of the Fidelity account is in Fidelity GNMA Fund, with approximately \$5500 held in the INTERM Government Income account.

Prepared: September 20, 2022

## Superintendent's Report

### Burials and monument placement since the last meeting

There were two burials:

Jerald (Jay) Arthur Gilley  
Richard Smull

Have 2 burials pending:

Ryan Gilley  
Pemberton Johnson

Memorial stones have been placed for:

Robert and Mary Bangs  
Dianna Haller  
Joanne Y. Alley Harris.

Monuments for Dr. Myron Kruger and Nelly Coulter are pending, foundations in place.

### Work completed since the last meeting

We completed raising 73 sunken plaques and repaired the stone walls between the old and new yards and the upper terrace. We will continue working on the monument deficiencies listed last year as funds become available.

### Pending high cost jobs

- Wooded areas north of 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, other small items. Suggested location is in the turnaround area at the foot of the south access road. 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 cleared of brush, cleaned and painted.

## President's Report

Significant events since the last annual meeting on September 25, 2021.

Enrolled 4 new members.

1. Stephanie Ackley
2. Florence Allyn
3. John Curran, Jr.
4. Ruth Nawrocki

Membership stands at 118.

The valley section project was submitted to the town last Fall for their consideration. They concluded they needed to talk to all the Harpswell cemeteries before considering our proposal so that issue on the table for now.

### 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. The contractor fees, which are heavily dependent on gasoline prices, have had a significant increase for 2022. I am well pleased with his performance.

### Emergent Issues:

Sometime during last winter many marble stones took on a black stain. I have contacted Collette Monuments to come and give us an estimate on the cost to clean the stones. I have not heard from them yet on when they will get to us on this matter. I suspect that we may have to prioritize their work and handle the worst cases first, depending on the expense of the job.

We ordered material for the cemetery/meeting house fence on June 13 this year. As of today, the order is still in production. Apparently, Perfection Fence is having trouble getting work done. We will have to store the material and work on installation in the Spring.

### Fundraising:

We held the "Meet Your Neighbors" event on the wharf on July 30. We sold 102 tickets and had an attendance of about 70 people. Also received donations of \$520 from folks who new they would not be attending. Gross receipts were \$7660. Expenses were \$2495.40 so we cleared \$5164.60.



### CMP Supervisor's Report

The 2015 revision to the bylaws made provision for a "Cemetery Management Program Supervisor". At that time the CMP consisted of a database program on a server in Minnesota. I was asked to manage the data stored there. I found the user interface to be tedious to deal with and the flexibility of the data management quite limited. Also, it was costing about \$600 per year. Over the years 2016-2017 I built a management program based on the file and folder architecture familiar to all users of personal computers, including a website where some records are available to the public. With the structure in place, I loaded it with historical OICA records. During the years since then I have been feeding that program new data as events required.

Due to a freakish combination of circumstances the OICA President and the CMP Supervisor turned out to be the same person, who happened to be married to the Secretary. This happenstance has led to some efficiencies in doing business. We could preserve some of those efficiencies by merging the Secretary and CMP Supervisor positions under the Secretary title. That would require a Bylaws revision, so for now I will treat those positions separately.

The CMP Supervisor must work closely with the Secretary and President. In principle, the Secretary opens the printed mail and passes everything to the CMP Supervisor, who captures any required information in the CMP. The President then receives the document and passes it to the Treasurer if funds, incoming or outgoing are involved. The CMP Supervisor checks email daily, filing incoming email in the CMP and forwarding it to the President.

If the material requires a response, the President, who normally speaks for the OICA, will prepare a response and pass it to the CMP Supervisor to be captured in the CMP. The CMP Supervisor will forward it to the Secretary for mailing or emailing. If the correspondence impacts the part of the records made public, the CMP supervisor updates the website.

This arrangement requires some discipline to make it work. A little attention every day or two is the key. Given that, it works well. I can make the case that the OICA cemetery records are the best of any private cemetery in Maine.

## **2022 Nominating Committee Report**

The nominating committee met on 9/13/2022 and agreed on the following nominations for the 2022 annual meeting.

Trustees for three-year terms:

Chip Black  
Jim and Sharon Jones  
Melinda Richter  
Skip and Kim Sylvester.

Officers of the Association for one-year terms:

Jim Jones, president  
Skip Sylvester, Treasurer  
Richard Jones, Superintendent  
Sharon Jones, Secretary  
Jim Jones, Cemetery Management Program Supervisor.

Nominating Committee for one year term:

Jim Jones  
Kristin Fletcher  
Melinda Richter  
Fran Welch

### **Committee Chairman Concerns:**

As chairman of the nominating committee, I have some concerns about the future. We have a situation in the OICA that is untenable for the long haul. I have it on good authority that the president of the OICA, who also serves as the Cemetery Management Program Supervisor is getting old.

I do not plan to carry on indefinitely as either CMP Supervisor or President. That would not serve the OICA well. I am sure in the membership of the association there are able administrators. As chairman of the nominating committee, it is my goal to identify a willing candidate for president by July 1 of 2023 and begin working with that person on a transition to take place at the 2023 annual meeting.

(Exhibit H)

Existing services fee schedule:

SERVICES:

<u>Type</u>	<u>Approved</u>	<u>Current</u>
Grave Opening Fee	\$200	\$150
Sexton Fees		
Vault	*	\$575
Urn	*	\$250
Urn in Urn Vault	*	\$275
Corner Stones	Included in lot price	\$185
Monument Repair	By owner	By Cemetery
* Prices set by Sexton		

The “current” column refers to the 2021 prices. The “approved” column refers to the 2022 prices.

Recommended 2023 services fee schedule

2. SERVICES:

<u>Type</u>	<u>Approved</u>	<u>Current</u>
Grave Opening Fee	\$200	\$200
Sexton Fees		
Vault	*	\$575
Urn	*	\$250
Urn in Urn Vault	*	\$275
Cornerstones	Market Price (Installation supervised by OICA)	included in lot price
Monument Repair	By owner	By Cemetery
* Prices set by Sexton		