

Orr's Island Cemetery Association

**MINUTES OF 2019 ANNUAL MEETING
OF
MEMBERS AND TRUSTEES
At
The Orr's Island Meeting House
August 25, 2019**

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 8 of the 10 currently elected trustees being present and participating (Exhibit A).

III. MINUTES OF PRIOR MEETING-

It was proposed that reading of the minutes of the annual meeting of August 26, 2018 be waived since the minutes had been previously published and posted on the Association's website and also handed out prior to the meeting. Chairman called for a motion to approve the minutes as published. Moved: (K Fletcher); Second (F Welch) Yea 10; Nay 0.

IV. TREASURER'S REPORT –

The treasurer's report (Exhibit B) 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 \$1400

The operating account balance is \$18,000. The balance in all association accounts is \$85,179. The treasurer noted that for the first time there were no delinquencies in payment of annual dues by the Association's current members – 115 in total. Chairman called for a motion to approve the treasurer's report. Moved (K Fletcher); Second (G Stilphen) Yea 10; Nay 0.

V. Perpetual Care Trust – C0-Trustee Kathleen Sylvester reported the cash and investment balances were, as of July 31, 2019:

Cash, TD Bank	\$12,276
Government Securities,	<u>\$62,188</u>
Total	\$74,464

Additionally, transfers due from the Association accounts total \$17,945.

VI. REPORTS OF OFFICERS AND STANDING COMMITTEES –

The President reported that there were seven new members and four members deceased bringing total membership to 115. There were three interments and one burial right purchase since the last meeting. John Webster corrected the number of interments to four to include Kimball Page. The Chairman cited Kimball Page's past service to the OICA as trustee and called for a motion commemorating his contributions to the OICA and dedicating this meeting to his memory. Moved: J Webster, second D Warren. Aye 10, Nay 0. Chairman asked for a motion to accept the President's report. Moved K Fletcher, Second B Shea. Aye 10 Nay 0

Valley Section Project: Jim Jones reported that the valley section had been rough cut and that it was periodically being mowed to preserve the progress that had been made. Other projects have higher priority at this time. Chairman called for a motion to accept the report of the Valley Section Committee. Moved: R Sylvester, second F Welch. Aye 10, Nay 0

Veteran Monument: Jim Jones reported that we continue to work with Collette Monuments on a final design, one appropriate to our budget and the size and scope of our cemetery. A site has been chosen east of the existing flagpole. Contractors for excavation and foundation work have been contacted. Granite for the platform will be supplied by Swenson Granite. Collette Monuments will process and engrave the Rock of Ages granite monuments. We are making progress but numerous details remain including a final budgeted cost. The Chairman commented that the project should be completed by this time next year assuming we break ground this fall. Chairman called for a motion to accept the Veteran Monument Committee report. Motion D Warren, second K Fletcher. Aye 10, Nay 0

Fence and Gates: Jim Jones reported our original thought was to use AZEK a cellular vinyl (CV) material for the new posts and rails. It is more durable than wood but like wood is subject to damage by weed whackers. We have decided granite fence posts with vinyl, CV or even wood rails would be the best long term solution. We plan to reduce the number of entrance gates. The existing south vehicle gate will be replaced. A new pedestrian gate will be added leading to the Veteran Memorial. The other two old gates will not appear in the new fence. In appearance, the new highway section will closely resemble our current one but without its sags and aging appearance. Getting material ordered, manufactured and delivered, and resolving installation issues will occupy us for most of the remainder of this season. Chairman called for a motion to accept the report of the Fence and Gates committee. Moved (K Fletcher); second (B Shea). Aye 10, Nay 0

VII. OLD BUSINESS-

The "Cocktails on the Wharf" event held on July 20, 2019 was successful. It was attended by 90 persons and netted \$5380. The expenses of the vent event were borne by the Trustees, Members and Friends of the Association. The sense of the trustees was that the event should be held annually except in years when the Summer Moon event is held. A committee of John Webster (if in Maine), Chip Black and Melinda Richter was appointed to organize the event for the Summer of 2020.

The Pledge Fund Drive stands at \$82,300 pledged, with \$61,982.30 received to date. The planned allocation of those funds is shown in Exhibit C.

VIII. NEW BUSINESS-

Election of Trustees and Officers-

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

Moved: (K Fletcher); Second (D Mercier) Yea 10; Nay 0.

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

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

IX. GOOD OF THE ORDER

The Chairman welcomed new trustee Melinda Richter to the board and listed several areas of concern to be addressed:

1. A nominating committee (K Fletcher, J Jones, D Mercier, F Welch, B Shea) will seek qualified persons to fill the Superintendent and CMP Supervisor positions.
2. Trustees will review the eligibility for OICA membership restrictions and make recommendations for Bylaw changes if warranted.
3. Trustees will consider means to reach out to the public to encourage membership in OICA.
4. The town's contribution to the cemeteries of the town is inadequate. The Chairman and trustee Dave Mercier will visit with town officials on this issue.
5. The spring meeting of the board next year will be held in the old Meeting House at Harpswell Center.
6. Early July and a Fall light brush trimming and general clean-up of the cemetery grounds by the Trustees, families and friends will be scheduled each year.

X. ADJOURN

Moved: (J Jones); Seconded (M Richter) Motion Carried: Yea 10; Nay 0;

Signed: _____
Sharon A. Jones, Secretary, OICA

Roll Call Sheet 2019-8-25 Meeting

TRUSTEES

	<u>Name</u>	<u>Term (Years)</u>	<u>Expiring Dec. 31</u>
1.	Ralph (Chip) Black	1	2019
2.	Steve Black*	3	2021
2.	Kristin Fletcher	3	2020
4.	Kirk Green	3	2021
5.	Jason & Shannon Hillman *	3	2020
6.	David Mercier	3	2020
7.	Blair Shea	3	2020
8.	Gerald & Lorna Stilphen	3	2019
9.	Douglas Warren	3	2020
10.	Frances Welch	3	2021

ASSOCIATION 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

Other Attendees

Trustee Emeritus – John Webster
 Melinda Richter – Trustee Nominee
 Kathleen Sylvester – Trustee, Perpetual Care Trust
 Guest – Jane Allison Hunter Smith

Orr's Island Cemetery Association

Sources and Uses of Operating Funds Comparisons, August 16 2019

	2018	2019	2019	2020
	Whole Year	Year to Date	Budget	Budget
Sources				
Association Dues	4,280.00	1,200.00	4,480.00	4,480.00
Member Contributions	4,206.00	1,605.50	4,000.00	3,500.00
Membership Fees	400.00	400.00	400.00	400.00
Burial Admin Fees	225.00	150.00	300.00	300.00
Burial Right Sales	525.00	0.00	600.00	600.00
Veteran Graves Care	1,400.00	0.00	1,100.00	1,400.00
Special Project Transfer				1,000.00
Totals	11,036.00	3,355.50	10,880.00	11,680.00
Uses				
Accounting and Legal	0.00	0.00	0.00	0.00
Bank Charges	0.00	0.00	0.00	0.00
Flags	0.00	0.00	150.00	0.00
Grounds Maintenance	9,210.07	7,037.55	9,600.00	9,600.00
Insurance	1,345.00	800.00	1,345.00	1,345.00
Miscellaneous Expense	610.00	19.43	0.00	0.00
Office Supplies	151.06	105.04	200.00	200.00
Organizational Dues Paid	0.00	0.00	25.00	25.00
PO Box Rent	62.00	64.00	62.00	200.00
Postage	160.00	110.00	100.00	100.00
Printing		13.93	0.00	100.00
Totals	11,538.13	8,136.02	11,482.00	11,570.00

Exhibit C

Year 2018

Prior Year Unallocated	\$7,377.46	\$0.00	\$7,377.46	Brought Forward	\$0.00	\$7,377.46
Operating Fund	\$0.00	\$0.00	\$0.00	*****	\$0.00	\$7,377.46
Cocktails on the Wharf	\$0.00	\$0.00	\$0.00	*****	\$0.00	\$7,377.46
Five Year Fund Drive	\$11,375.00	\$600.00	\$10,775.00	Veteran's Memorial	\$5,000.00	\$13,152.46
Five Year Fund Drive	*****	*****	*****	Fence Project	\$2,000.00	\$11,152.46
Five Year Fund Drive	*****	*****	*****	Valley Development	\$0.00	\$11,152.46
Five Year Fund Drive	*****	*****	*****	Trust Fund	\$2,000.00	\$9,152.46
Summer Moon	\$21,358.16	\$8,653.32	\$12,704.84	Meeting House	\$2,000.00	\$19,857.30
Summer Moon	*****	*****	*****	Operating Fund	\$1,000.00	\$18,857.30
Summer Moon	*****	*****	*****	Fence Project	\$10,000.00	\$8,857.30
Other - See Comments	\$0.00	\$0.00	\$0.00	*****	\$0.00	\$8,857.30
Unallocated	*****	*****	*****	*****	\$0.00	\$8,857.30

2019 Year to Date

Prior Year Unallocated	\$8,857.30	\$0.00	\$8,857.30	Brought Forward	\$0.00	\$8,857.30
Operating Fund	\$0.00	\$0.00	\$0.00	*****	\$0.00	\$8,857.30
Cocktails on the Wharf	\$5,380.00	\$0.00	\$5,380.00	Operating Fund	\$1,000.00	\$13,237.30
Cocktails on the Wharf	*****	*****	*****	Fence Project	\$4,000.00	\$9,237.30
Five Year Fund Drive	*****	*****	*****	Veteran Memorial	\$3,000.00	\$6,237.30
Five Year Fund Drive	*****	*****	*****	Fence Project	\$6,000.00	\$237.30
Five Year Fund Drive	*****	*****	*****	Valley Development	\$0.00	\$237.30
Five Year Fund Drive	\$2,660.00	\$0.00	\$2,685.00	Trust Fund	\$2,000.00	\$922.30
Summer Moon	\$0.00	\$0.00	\$0.00	*****	\$0.00	\$922.30
Other - See Comments	\$0.00	\$0.00	\$0.00	*****	\$0.00	\$922.30
Unallocated	*****	*****	*****	*****	\$0.00	\$922.30

Slate of Association Trustee Nominees for Election on 8/25/2019

<u>Name</u>	<u>Term (Years)</u>	<u>Expiring Dec. 31</u>
Ralph Black, Jr.	3	2022
Melinda Richter	3	2022
Gerald & Lorna Stilphen	3	2022

Slate of Association Officer Nominees for Election on 8/25/2019

<u>Office</u>	<u>Name</u>	<u>Term (Years)</u>	<u>Expiring Dec 31</u>
Chairman	John E. Sylvester, Jr.	1	2020
President	James Jones	1	2020
Secretary	Sharon Jones	1	2020
Treasurer	Robert Sylvester	1	2020
Superintendent	James Jones (Acting)	1	2020
CMP Supervisor	James Jones (Acting)	1	2020