

ORR'S ISLAND CEMETERY ASSOCIATION
Meeting Minutes
Annual Meeting of Members and Trustees
November 10, 2024, 1:30 PM

The meeting was called to order by President Gerry York acting as Chairman in the absence of Barry Stewart.

The secretary took note of the attendees, and a quorum was verified. Steve Black, Richard Jones, Robert Sylvester, Douglas Warren, Frances Welch and Gerry York were in attendance.

President Gerry York made a motion to waive reading of meeting minutes and treasurers report from last year. This was seconded and approved.

The President gave his report which covered the loss of three board members this year. Cathy Birkinbine, Mark Lomas and Kristen Fletcher. The president thanked them for service to the Association and he then ask the trustees to keep in mind any new persons they feel might make good board members. He notes that presently we are at the authorized maximum number of Trustees with eleven members of the Board. Our minimum is nine members. This means a loss of three more board members will put us below our required minimum.

The President reported four new members in 2024:

Mr. and Mrs. John Watkins
Jim and Peg Burnley
Bill and Patty Baker
Elizabeth Sylvester

Two burials have been conducted so far this year. Gerald Stilphen was interred in September and Ralph Perry in November.

An update was given on the disinterment/ reinterment of Richard Porter. This issue resulted from several miscommunications with the several entities that are involved in a burial event. The mishap resulted in the need to disinter Rick Porter and rebury him in a different lot. The expense was shared by both the OICA through an anonymous donor and by the Porter Family. The work was accomplished in late October. The President made an "Executive Decision" to immediately update the Association Rules and Regulations to prevent the issue from happening again. These changes will be revisited and voted on at a later date.

The president then moved on to announce that there are several Rules and Regs as well as some By-Laws that he felt needed to be addressed by the board to clarify some "Gray" areas in the wording and definitions of these documents. He stated he will be asking the Chairman of the Board for a special meeting in the spring to address these specific issues and in the meantime will outline the issues in an email to the board members so as to allow them time to consider their thoughts prior to the spring meeting.

Gerry next gave an update on Cranberry Horn Cemetery which was in danger of being abandoned due to a lack of volunteers and funding. He reported that this situation has forced an increase in questions from Great Island residents as to their eligibility for burial rights at Orr's Island. Gerry reported that there has now been renewed interest by Great Island residents in restructuring the Cranberry Horn Cemetery Association and that he had attended a meeting at the Town Offices where he offered the advice and short-term financial assistance from Orr's Island Cemetery Association that we could provide to the startup group.

The president reported that there has been a theft of three of the granite fence posts from behind the Meeting House and the remaining posts have now been moved to Lowell's Cove where they can be stored safely. A report of the theft was made by the Treasurer to Cumberland County Sheriff.

The flag and the light on the pole have been removed for the winter. If anyone would like to take over these responsibilities, they may.

The list of veterans to add to the monument has been restarted. Due to lack of records, this has been an arduous task.

Repair of the fencing will be reevaluated at the Spring Meeting, as well as Rules and Regulations, Bylaws and workdays. Gerry will make an outline for the Board regarding the Rules and Regulations.

It was reported that we did better than expected on the Meet your Neighbor event at the Cove clearing about \$4300. Details to be given by the Treasurer. The president gave a well done to all. At a meeting in the spring, probably in the first part of May, a committee will be formed for a funding event for 2025.

The flag is now illuminated at night. A new flag is needed and will be ordered before spring.

Bishop Property Maintenance of Bowdoin, the grounds maintenance contractor has done a good job this summer and has also power washed the fence rails to remove the green mold on them. As well they have reapplied the grub treatment. But I expect we will have to do some work on reseeding grass that had been badly damaged by turkeys and crows that are feeding on the grubs. The treasurer has details.

A motion was made to approve the Presidents report. This was seconded and passed.

Treasurer Skip Sylvester reported the status of Association finances. See Attachment A. He reported that Bishop Property Maintenance has been contacted to assist our volunteer efforts in installing the fence between the meeting house and the church yard. The black biological growth primarily affecting the older marble stones has been treated with an eco-friendly solution called D2. So far, the results are encouraging. The D2 is costly at \$50.00/gallon but a necessary expense for the preservation of the monuments.

Grounds and Maintenance is ~\$10,000 as of 10/7/2024 and is expected to be around the typical amount of \$15,000.

\$4,335 was raised at the Meet Your Neighbors event, after expenses of \$2,639. \$770 was raised by donations alone.

All income hovers around \$18,800, with total expenses around \$13,000.

A motion was made to approve the Treasurers report. This was seconded and passed.

Kathy Sylvester forwarded her report on the status of the Perpetual Care Trust Fund to Skip Sylvester who presented it to the members. See Attachment B.

The endowment remains untouched at \$113,000.

A motion was made to approve the report of the Perpetual Care Head. This was seconded and passed.

Richard Jones raised the question of alternative fundraising opportunities, perhaps a GoFundMe page. Doug and Anne will be working on looking into pursuing this.

Skip Sylvester, acting Cemetery Management Program (CMP) Supervisor reported that new member Elizabeth Sylvester has expressed an interest in assuming the CMP duties keeping our web page updated with information and photos.

A motion was made to approve the CMP Supervisor report. This was seconded and passed.

Election of Trustees and Officers

The following trustees have expiring terms in 2024

Steve Black

Fran Welch

Kathy Sylvester

Richard Jones

All have agreed to serve for another three-year term. Acceptance of these members to the Board was seconded and passed.

Motion for nomination of a chairman for the coming 2025 year. Barry Stewart

Motion for nomination of a President for the coming 2025 year. Gerry York

Motion for nomination of a Treasurer for the coming 2025 year. Skip Sylvester

All three of these nominations were seconded and passed.

President Gerry York made a nomination for Secretary in the coming 2025 year of Anne Wilkes.

While Anne has agreed to the nomination as Secretary for the coming year, she is at present not a member of the Association and therefore is not and cannot be a voting member of the board. But, it is felt she is more valuable to the Association as Secretary and brings a point of view along with many insights that will benefit us in the future. She has a long-term association with Orr's Island as well as an appreciation of the history of the community.

The nomination was seconded and passed.

The President noted that he intends to raise the idea, at a future meeting in the spring, that he feels we are severely limiting ourselves if we require Board members to be members of the Association as well. He believes this cuts the range of experience on the board significantly if the board can only be made up of people who qualify for membership. Those in attendance agreed, and this will be reexamined in the Spring.

It was noted that our previous Secretary Sharon Jones has served for longer than she would probably have liked and has expressed a desire to find a replacement for the job. The President hopes she will continue to remain on the Board in the future and on behalf of the entire membership of the Orr's Island Cemetery Association, we thank her for her long service.

Adjournment

Motion to adjourn. Seconded and Passed 10 Nov. 2023 at 3:05 PM

Attachment A

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

Sources and Uses of Funds

October 7, 2024

SOURCES:

Beginning Cash Balance	<u>\$25,300</u>
Membership dues, received	4,400
Membership, back dues	800
Membership Application fees	550
Burial fees	400
Burial right sales	0
Contributions, Members	3,720
Contributions, Friends	1,250
Contributions, Memorial	0
Capital Fund Pledge Payments	0
Perpetual Care Trust Payments	400
Fund raising events:	
2024 Meet Your Neighbors	4,335
TOH: Veterans/Ancient Cemetery	3,025
Misc. & Other	0
Total Sources	<u>18,880</u>

USES:

Administrative Expenses	1,504
Insurance: Property/Liability/D&O	1,464
Grounds Maintenance	9,285
Yard Repairs	0
Transfers, Perpetual Care Trust	400
Misc. & Other	535
Total Uses	<u>13,188</u>
Ending Cash Balance	<u>\$30,992</u>

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OPERATING STATEMENT COMPARISONS

January 1, 2022 - October 7, 2024

	2024	2023	2022
	Jan 1 - Oct 07	Jan 1 - Dec 31	Jan 1 - Dec 31
REVENUES			
Association Dues, Received	4,399	4,549	4,450
Association Back Dues, Received	800	1,140	760
Membership Application Fees	550	1,050	750
Burial Fees	400	1,000	175
Burial Right Sales	0	1,100	2,100
Contributions: Members	3,720	6,856	9,275
Contributions: Friends Program	1,250	1,200	1,350
Contributions: Memorial	0	500	780
Contributions: Fence	0	0	902
Capital Fund Pledges: Unrestricted	0	0	3,410
Annual Fund Raising Events (Net)	4,335	0	7,660
TOH: Veterans/Ancient Cem. Contrib.	3,025	2,340	2,320
Total Revenues	<u>18,479</u>	<u>19,735</u>	<u>33,932</u>
EXPENSES			
Accounting Fees	525	300	350
Bank Charges	0	92	5
Insurance: Property, Liability	584	584	560
Insurance: Officers & Directors	880	880	800
Office Supplies	759	89	182
Post Office Box	78	78	70
Postage	136	0	238
Printing	0	46	0
Flags	0	69	0
Miscellaneous	535	0	68
Yard Repairs/Fence	0	118	10,900
Monument Maintenance	0	0	354
Grounds Maintenance	9,285	13,975	11,070
Sexton's Fees	0	300	
Total Expenses	<u>12,782</u>	<u>16,531</u>	<u>24,597</u>
NET OPERATING REVENUES	\$5,697	\$3,204	\$9,335

Attachment B
Orr's Island Cemetery Association, Inc.
Perpetual Care Trust Fund

As of 11/1/24

<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.
09/2/23	\$58,369.	\$47,077.	-0-	\$105,446.
11/1/24	\$61,616.	\$52,127.	-0-	\$113,743.

The majority of the Fidelity account is in Fidelity GNMA Fund, with approximately \$5,600 held in the INTERM Gov't Income account.

Prepared by: Kathleen Sylvester
November 1, 2024