

**ORR'S ISLAND CEMETERY ASSOCIATION**  
**Meeting Minutes**  
**Annual Meeting of Members and Trustees**  
**October 4th, 2025, 3:00 PM**

Anne Wilkes, Secretary  
Barry Stewart, Chairman- Presiding

- I.     **Opening-**  
The meeting was called to order by Barry Stewart, Chairman.
- II.    **Role Call; Quorum-**  
Role call and quorum were done by Anne Wilkes, Secretary. (Exhibit A)
- III.   **Minutes of Prior Meeting-**  
A motion was made to waive reading of the meeting minutes and treasurers report from last year. This was seconded and approved.
- IV.    **Treasurer's Report-**  
Skip Sylvester, Treasurer, reports that major work is underway for the grounds; watering due to drought and areas lost due to turkeys and grubs. He reports that the work of repairing the 75 feet of fence will be underway this month.  
  
The OICA currently has \$35,891 in funds available. Skip reported that member contributions exceeded dues. Of the 127 members, 68% are paid up to date on their dues.  
  
The annual fundraiser in August was a success. 92 tickets were sold, and there were 65-70 in attendance. The net income was \$6,581, with \$885 in side donations, bringing the total to \$8,067. After incurred costs, the bottom line income was \$5,645. Skip mentioned that an additional fundraiser would be great to have, as long as the ends justify the means.  
  
The OICA may shift back to Tru Green, as the work is scheduled regularly and will make the upkeep less troublesome. The previous cost was \$5k, but it has gone down to \$2.5k due to not needing constant fertilization, which had been an issue in the past during drought conditions. (Exhibit B)  
  
A motion was made to approve the report and was seconded.
- V.    **Perpetual Care Fund-**  
Kathleen Sylvester gave an update on the current investments, as \$55k was transferred from TD Bank to the Fidelity fund, which now totals \$122,033. (Exhibit C)  
  
A motion was made to approve and was seconded.
- VI.   **Summary of Activities Report-**  
Gerry York, President/ Superintendent, began his report noting that there have been no new burials year to date, and that the work to replace the fence and repair the monuments is being looked into.  
  
Gerry pointed out the need to review and amend the Rules and Regulations due to the ambiguity for interpretation and the issues that arise as a result (lot sizes, vault regulations, ensuring monuments are placed in a timely manner, etc.), and suggested a special committee be formed to discuss doing just that. Gerry offered to Chair the committee, and Melinda, Barry, Skip and Jack offered to serve. The initial meeting will take place on Saturday, October 11<sup>th</sup> at 10 am, and all are welcome to join.

The need for election of officers and trustees was addressed. Gerry nominated himself for President, Skip to remain as Treasurer, Anne to remain as Secretary, and Barry to remain

as Chairman. For Trustees, Skip, Jason and Kathleen were named to remain as Trustees for the following three years, through 2028. There were no objections, all in favor of the proposed appointments. (Exhibit D)

There have been 3 lot sales year to date, down from six in 2024.

VII. Adjourn-

As there were no other concerns raised, a motion to adjourn was made and seconded at 3:52 pm.

Attendees

(Exhibit A)

Jason Hillman  
Kathleen Sylvester  
Melinda Harris  
Steve Black  
Ralph Black  
Doug Warren  
Fran Welch  
Richard Jones  
Anne Wilkes  
Sharon Jones  
Barry Stewart  
Gerry York

Exhibit Ó

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

**OPERATING STATEMENT COMPARISONS**  
**January 1, 2023 - October 1, 2025**

	2,025 Jan 1 - Oct 1	2024 Jan 1 - Dec 31	2023 Jan 1 - Dec 31
<b>REVENUES</b>			
Association Dues, Received	4,100	4,699	4,549
Association Back Dues, Received	850	800	1,140
Membership Application Fees	800	650	1,050
Burial Fees	0	500	1,000
Burial Right Sales	1,800	1,900	1,100
Contributions: Members	6,784	5,295	6,856
Contributions: Friends Program	1,300	1,250	1,200
Contributions: Memorial	0	0	500
Annual Fund Raising Events (Net)	5,681	4,335	0
TOH: Veterans/Ancient Cem. Contrib.	3,050	3,025	2,340
<b>Total Revenues</b>	<b>24,364</b>	<b>22,454</b>	<b>19,735</b>
<b>EXPENSES</b>			
Accounting Fees	525	525	300
Bank Charges	0	0	92
Insurance: Property, Liability	584	584	584
Insurance: Officers & Directors	880	880	880
Office Supplies	292	759	89
Post Office Box	84	84	78
Postage	167	136	0
Printing	0	0	46
Flags	0	96	69
Miscellaneous	0	535	0
Yard Repairs/Fence	1,400	2,673	118
Grounds Maintenance	8,688	11,910	13,975
Sexton's Fees		0	300
<b>Total Expenses</b>	<b>12,619</b>	<b>18,182</b>	<b>16,531</b>
<b>NET OPERATING REVENUES</b>	<b>\$11,745</b>	<b>\$4,273</b>	<b>\$3,204</b>

**Exhibit "**  
**Orr's Island Cemetery Association, Inc.**  
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**Sources and Uses of Funds**  
**October 1, 2025**

**SOURCES:**

Beginning Cash Balance	<u><u>\$27,014</u></u>
Membership dues, received	4,100
Membership, back dues	850
Membership Application fees	800
Burial fees	0
Burial right sales	1,800
Contributions, Members	6,784
Contributions, Friends	1,300
Contributions, Memorial	0
Perpetual Care Trust Payments	3,263
Fund raising events:	
2024 Meet Your Neighbors	5,681
TOH: Veterans/Ancient Cemetery	3,050
Misc. & Other	0
Total Sources	<u><u>27,627</u></u>

**USES:**

Administrative Expenses	1,068
Insurance: Property/Liability/D&O	1,434
Grounds Maintenance	8,688
Yard Repairs	1,440
Transfers, Perpetual Care Trust	5,585
Misc. & Other	535
Total Uses	<u><u>18,750</u></u>
Ending Cash Balance	<u><u>\$35,891</u></u>

## Exhibit C

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

As of 10/3/25

<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.
10/3/25	\$120,633.	\$ 5,687.	-0-	\$126,320.

OICA PC funds are currently invested in:

Fidelity GNMA Fund  
Fidelity INTERM Gov't Income  
Fidelity Government Cash Reserves

Prepared by: Kathleen Sylvester  
October 3, 2025

Nominating Committee Report

(Exhibit D)

Nominees for Trustee

Name:	Expiration:
Jason Hillman	12/31/2028
Kathleen Sylvester	12/31/2028
Melinda Harris	12/31/2028
Steve Black	12/31/2027
Ralph Black	12/31/2027
Doug Warren	12/31/2027
Fran Welch	12/31/2026
Richard Jones	12/31/2026
Anne Wilkes	12/31/2026
Sharon Jones	12/31/2026

Nominees for Officer Positions

Chairman- Barry Stewart  
President- Gerry York  
Secretary- Anne Wilkes  
Treasurer- Robert Sylvester  
Superintendent- Richard Jones  
CMP Supervisor- Robert Sylvester