

# ***Annual Meeting of Roland Cemetery Board***

## ***Meeting Minutes***

April 5, 2014

### **I. Call to Order**

- a. Galen Stole called to order the Annual Meeting of the Roland Cemetery Board at 9:00 am on April 5, 2014 in the Roland Cemetery Building located at Roland Cemetery.

### **II. Roll Call**

- a. Galen Stole, Shane Hall, David Shold, Clark Thompson, Kelly Popp, Deanne Popp, Jerry Christian
- b. Guests included Denny Posegate and Andrew Webb

### **III. Approval of Minutes from Last Annual Meeting** (motion to accept)

- a. Deanne read the minutes from the last annual meeting held on April 6, 2013.  
Deanne made a motion to accept the minutes as read.  
Motion: Deanne Popp  
2<sup>nd</sup>: Shane Hall  
Approved

### **IV. Secretary's Report** (motion to accept)

- a. Deanne reported that work continues on improving the association's website. One recent addition is the option to show spaces available for sale. Other features still needed include a print feature and a mobile version.
- b. Deanne has been referring inquiries to the website for information on burials, rates and regulations. As soon as the revised By Laws and Rules are adopted she will get them posted on the website.
- c. Photos of new headstones need to be taken.
- d. David made a motion to accept the Secretary's report.  
Motion: David Shold  
2<sup>nd</sup>: Clark Thompson  
Approved

### **V. Treasurer's Report** (motion to accept)

- a. Shane passed out copies of several reports including the Cash Flow Report 2013-2014, the Itemized Category Report 2013-2014 and Cash Balances at End of Year 2013-2014. The report indicates we had more cash going out than coming in.
- b. Items contributing to the cash flow during 2013 include
  - i. Trees purchased and planted
  - ii. Fewer lot sales
  - iii. Increased donations
  - iv. Jordan White's Eagle scout project
  - v. Mowing down due to dry year
- c. Shane reported that he recently had to switch over the 1&1 website hosting account from John Hoffman to himself so that we could make payments for the hosting rather than John being billed for this. We had a debit card that was used for this, but it had expired and Shane requested a new credit card. The website host bills the credit card automatically for the hosting fee.
- d. There was an issue with one burial that we did not get paid for. The family took care of the burial themselves. The funeral home was not involved with the burial and did not collect the fee from the family. Shane sent an invoice to the family and has discussed the issue with them but we have still not been paid.
- e. Shane has referred funeral homes etc. to our website for charges.
- f. Cash Balances at End of Year 2013-2014

- g. There have been some discrepancies with charges and payments to Halls. Shane has requested that Halls send us an invoice for their services.
- h. Deanne mentioned that she has had discussions with several funeral homes about rates and always refers the funeral homes to the website rather than them speaking with Halls about our rates.
- i. Shane also passed out the list of donors for 2013. He is keeping a running list for each year. So far the list has 2012 and 2013.
- j. Kelly made a motion to accept the Treasurer's Report.  
Motion: Kelly Popp  
2<sup>nd</sup>: Clark Thompson  
Approved

## **VI. Old Business**

- a. The Association purchased and planted of trees 31 of 32 trees. The last tree will be planted this year after the evergreen trees near the building are trimmed so that the spade can get in there to plant the tree.
- b. Two more cedar trees need to be taken out at the old entrance by the monument. Kelly, Clark and Galen worked on one of the trees last fall and had some difficulty in removing it. Jerry reported that the Legion will be taking 2 cedar trees out near the gravel entrance to put up additional flag poles. The Board asked Jerry if he would take out the 2 near the old entrance by the monument as well.
- c. The process for the transfer of ownership and vacant spaces is working well. So far the transfers that we've done have been within families – from one member of a family to another. Deanne has been requesting a letter from the heirs stating who can use the space.
- d. Deanne presented the revised Bylaws and Rules to the Board. The board discussed several changes to the Bylaws. Clark made a motion to accept the Bylaws as amended.  
Motion: Clark Thompson  
2<sup>nd</sup>: Kelly Popp  
Approved
- e. The removal of a foundation in old section along gravel roadway is complete. This was done thanks to Jerry and the city. There may be other foundations in the cemetery that need removed. Denny will let us know when something needs fixed and we'll address it at that time. Jerry will have his backhoe in here soon to remove a few trees and will remove any concrete that needs removed.
- f. The cemetery building is still in need of repair. Denny made some repairs to the door, but it is still leaking at the threshold and the seal is coming loose. Kelly offered to replace the storm door. Denny will look to see if he has any siding that will work to replace the damaged siding. If he does not then he will purchase some and replace the broken pieces.
- g. The safe is still at Gene and Jill Grimsley's. We need to decide what to do with this. Galen suggested moving to a place where we can at least see it and sell it if necessary. Galen will contact Jill about the safe to see if Grimsley's have any interest in it.
- h. Shane asked what to do with the old computer. The Board discussed this and decided that Shane should dispose of it.

## **VII. New Business**

- a. The Section markers were installed as part of Jordan White's Eagle Scout project last year. There is some money left over from Jordan's fundraising that is being held in our accounts in case another scout wishes to install some more markers. Kelly will ask Hale Strasser, Jordan's Scout Master, if there are any other scouts interested in continuing project. The markers have already proven to be a great asset to the cemetery and a very helpful tool in locating graves.
- b. Scanning of documents – Kelly found a vendor that he spoke with about making a corporate contribution to the association for the scanning of our historical records. The Regional Representative for Fujitsu agreed to supply us with a scanner to use for a short time. They are making arrangements through Deanne to get us a scanner to demo to use to convert the documents we have to a usable digital format. They are preparing to ship the unit. It will include software for capturing the images and converting them to pdf format for storage. After the

scanning the digital record will be our permanent record. The physical paper may be donated to the historical society.

- c. Denny asked about removing the pipe and chain and installing a new gate at the south end of the closed driveway. Galen asked if we could just take it down. Jerry will take it out when he's here with his backhoe.
- d. The price of lots in the new area was discussed. The Jacobson family wants to purchase a space(s) in new area in a spot that contradicts with what we had decided we would do as far as placement and sale. We may want to reconsider and allow placement and sales in no particular order. Perhaps we could consider a price break for purchasing multiple spaces or finishing out a row. The Board discussed this and decided that we would wait to see where the Jacobson's choose to purchase and then perhaps start in that area selling sequential spaces.
- e. It was decided that sales in new section will start with Section E1/8-15. Shane made a motion that we accept the selling location in the new section.  
Motion: Shane Hall  
2<sup>nd</sup> David Shold  
Approved
- f. The Board briefly discussed resurfacing the roads. Galen is working on getting a quote for this work.

#### **VIII. Election of Officers** (motion to accept)

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer
- e. Historian
- f. Web/Data Developer  
Jerry Christian recommended that we keep the same officers and made a motion to retain the officers.  
Motion: Jerry Christian  
2<sup>nd</sup>: David Shold  
Approved
- g. Deanne asked about wages for the officers. Jerry suggested a 5% raise. Shane said that 3% would be more in line with cost of business, but given that the wages are where they are 5% is not out of line. Jerry made a motion for 10% raise.  
Motion: Jerry Christian  
2<sup>nd</sup>: David Shold  
Approved

#### **IX. Open Discussion**

- a. Andrew Webb asked about the ownership of trees and the mowing area east side of cemetery. This is the city's land and the Handsakers have been graciously mowing the grass. Andrew will talk to Harold Hovick at city to see if the trees could be trimmed.
- b. Andrew Webb asked if the Board has ever considered a Wall for cremations. Galen reported that the association has looked in to that and found that they are very expensive and not cost effective.
- c. Jerry suggested that a rule should be adopted to state that flowers should be placed within area of base of the gravestone. This is already in the bylaws.
- d. Galen reported that he thanked the city for moving the snow at the cemetery. Mr. Webb will pass our thanks along to the city once more.
- e. Jerry asked about taking the tree down that split last year. Deanne had asked Kent Hall to take it down and he agreed to do it in time. Jerry will check with A-1 tree service to see if he can take the tree down for a minimal charge or free/for the wood. If not, Jerry will let Clark know and he'll take it down.
- f. Deanne asked if we were going to fertilizer this year. The Board agreed that fertilizing should be done this year. Clark will contact Tony Greene to do this.

**X. Adjourn**

- a. David made a motion to adjourn the meeting.  
Motion: David Shold  
2<sup>nd</sup>: Shane Hall  
Approved  
Clark adjourned the meeting at 11:21 am.