

Annual Meeting of Roland Cemetery Board

Minutes

April 6, 2024

I. Call to Order

- a. The meeting was called to order by President, Michael Oleson at 9:02am.

II. Roll Call/Introductions

- a. Board members present: Michael Oleson, Kelly Popp, Deanne Popp
- b. Board members not present: Clark Thompson, David Shold, Jerry Christian
- c. Guests: Kylie Tjernagel, Addisen Mehrtens

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

- a. Deanne presented the minutes from the March 25, 2023 Annual Meeting.
- b. Deanne Popp made a motion to accept the minutes as presented.
- c. 2nd: Kelly Popp
- d. Approved

IV. Secretary's Report (motion to accept)

- a. Deanne reported 8 deeds and 1 transfer were completed in the past year.
- b. Deanne reported 37 locates during the past year (10 traditional burials, 5 cremation burials, 22 stones/other).
- c. Michael Oleson made a motion to accept the secretary's report.
- d. 2nd: Kelly Popp
- e. Approved

V. Treasurer's Report (motion to accept)

- a. Michael reported that the treasurer's files were reviewed by Boyd Accounting (Kylie Tjernagel).
- b. Kylie prepared and furnished a Profit & Loss/Income & Expense report for the year ending March 31, 2024.
- c. Kylie also prepared and furnished a detail of income and expenses for the year ending March 31, 2024.
- d. Deanne Popp made a motion to accept the reports as the Treasurer's reports.
- e. 2nd: Kelly Popp
- f. Approved

VI. Old Business

- a. Kelly reported that the storm door has been installed on the cemetery building and is functioning properly.
- b. Kelly reported that the cemetery rules sign board is still in need of attention. A discussion was held regarding the content on the sign and the need to provide additional information such as the website, contact information. A suggestion was made to add a QR code with a link to the cemetery website. Another suggestion was to look into additional ways of collecting donations on the website such as PayPal, GoFundMe, and Venmo.
 - i. Action item: Kelly will prepare a preliminary mockup of the sign replacement and send it to the board members for review and comment.
- c. Michael reported that the weed spraying was completed last fall by board member, Kelly Popp, and indicated that a Kelly should be reimbursed for the materials and an honorarium for his labor. Kelly indicated he would like to submit a donation form to the association for his time and use of his equipment.
 - i. Action item: Kelly will submit a donation form and a receipt to the Treasurer for reimbursement for the materials.

VII. New Business

- a. Deanne reported that she received a call from an association member/owner regarding ruts that were made over the winter near a recently opened grave and that she told the caller we would address the ruts when lawn maintenance resumes in the spring. A discussion took place regarding the process for filling ruts created by the digging contractor. It was suggested that we acquire the use of a roller to compact and level the soil after filling to aid in healing the disturbances in a timelier manner. Kyle indicated that there may be a roller on her farm that the association could use. Another source may be Key Coop.
 - i. Action item: Kelly will reach out to Lucas to look into filling these particular ruts along with others that may be needed.
 - ii. Action item: Kylie will report back to the board if a roller is available on her farm.

- b. Deanne reported that the most recent review of the association's bylaws was in 2014 and suggested that the board make a review the current bylaws for necessary updates. One suggested update is to the method for advertising the annual meeting as well as other activities. The method prescribed in the bylaws is to advertise in the Story City Herald which is now part of Gannett Publishing and the publication and readership has declined. A more acceptable method might be via email, social media, or targeted mailers. It was suggested that the bylaws be updated to allow for flexibility in communication methods.
 - i. Action item: Board members will review bylaws and send comments and suggested changes to Deanne. Deanne will prepare a draft with all the suggested changes and send it to the board for further review.
- c. Deanne shared questions received from the Mayor of Roland, Kurtis Bower, regarding city-related activities. It may be mutually beneficial to the association and the city to formally commemorate the collaboration between the entities. The cemetery association non-profit status and annual filing is in process.
 - i. Action item: Kylie will check on the non-profit status and report to the board.
- d. Michael reported that Jerry Christian submitted his resignation from the board.
- e. Kelly Popp made a motion to accept Jerry's resignation.
- f. 2nd: Deanne Popp
- g. Approved
- h. Michael nominated Kylie Tjernagel as a new board member.
- i. Kelly Popp made a motion to accept Kylie Tjernagel as a new board member.
- j. 2nd: Deanne Popp
- k. One vacant position remains on the board.

VIII. Election of Officers (motion to accept)

- a. President, Michael Oleson
- b. Vice-President, Clark Thompson
- c. Secretary, Deanne Popp
- d. Treasurer, Kylie Tjernagel (nominated by Michael Oleson)
- e. Historian, Deanne Popp
- f. Web/Data Developer, Kelly Popp
- g. Deanne Popp made a motion to accept Kylie Tjernagel as the Treasurer.
- h. 2nd: Kelly Popp
- i. Approved.
- j. Deanne Popp made a motion keep the remaining officers as previously held.
- k. 2nd: Michael Oleson
- l. Approved.

IX. Open Discussion

- a. Deanne suggested that the board look into additional ways of collecting donations on the website such as PayPal, GoFundMe, and Venmo. The method could be identified on the website, in the annual letter, and on the sign at the cemetery. We would need to make sure the donation method uses a secure site/method.
 - i. Action item: Kylie will look into various ways of collecting donations and report to the board.
- b. Kylie reported that the computer that Jerry had was turned over to her along with Treasurer's records for the past several years. She is going through the documents and organizing them. Kelly started the laptop and reported that it is the laptop that the Poppes donated to the board for the Treasurer's use several years ago. The operating system is outdated and it was suggested that the computer be reset and recycled.
 - i. Action item: Kelly will reset and recycle the computer.
- c. Deanne asked about getting a new debit card for incidental purchases such as stamps and office supplies. The current debit card is with Availa Bank and has Jerry Christians name with an expiration date of 4/24. Michael suggested closing that account at Availa and getting new debit cards for Deanne and Kylie at GNB. Jerry needs to be taken off the account(s) and Kylie needs to be added.
 - i. Action item: Michael and Kylie will work on getting Kylie added to the accounts and getting new debit card(s).
- d. Kylie reported there are two CDs that we may want to look into moving to get better rates. It was suggested that the two CDs be combined into one for better gains.
 - i. Action item: Kylie will look into the related fees/rates for moving the CDs and report to the board.

X. Adjourn

- a. Kelly Popp made a motion to adjourn the meeting at 10:58am.
- b. 2nd: Kylie Tjernagel
- c. Approved