

**ANNUAL & BOARD OF DIRECTORS MEETING
GLENORA WINE CELLARS PAVILION, DUNDEE NY
MINUTES
AUGUST 17, 2020
5:30 P.M.
ANNUAL MEETING**

Members Present: George Lawson, Melissa Lawson, Clara Pinckney, Peter Honsberger,
Mimi Gridley

1. Call meeting to order at 5:33 p.m.
2. Approve minutes of 4/6/20 special meeting.
Moved: Peter Honsberger Seconded: Mimi Gridley Carried: 5-0
3. Election of (2) Directors. Ted Marks, Mimi Gridley
Moved: George Lawson Seconded: Peter Honsberger Carried: 5-0
4. Review of 2019 Operations. Melissa Lawson reviewed 2019 financial and cemetery activity.
5. Review of 2020 Operations. Melissa Lawson reviewed year-to-date financial activity.
6. Discussion of 2020 Prioritized Activities.
 - a. Census/Application for Repair of Headstones. William and Jane Lawson have started the process of identifying headstones in need of repairs.
 - b. Finalization of Rules/Regulations Regarding Pet and Green Burials.
Discussion ensued regarding final draft of cemetery Rules and Regulations to be proposed. Melissa Lawson will distribute proposed final rules and regulations for Board review and approval.
 - c. Digitization of Cemetery Ownership Records. William and Jane Lawson are working to update and digitize cemetery records.
 - d. Capital/Site Improvements. Discussion regarding potential work to be done during 2020, including work to upgrade the lower drive, ongoing tree management and cutting back arborvitaes.
 - e. Above-ground Monuments. Additional research will be done regarding request to install above-ground monuments. This item will be included on a future meeting agenda for the Cemetery Board.
7. 2021 Election of Directors. George Lawson, Harry Humphreys.
8. 2022 Election of Directors. Melissa Lawson, Clara Pinckney, Peter Honsberger
9. Adjournment of Annual Meeting at 5:50 p.m.

BOARD OF DIRECTORS MEETING

1. Call meeting to order at 5:51 p.m..
2. Election of officers: President (George Lawson), Vice President (Harry Humphreys), Secretary/Treasurer (Melissa Lawson), Deputy Treasurer (Clara Pinckney)
Moved: Melissa Lawson Seconded: Mimi Gridley Carried: 5-0
3. Designate check signatory/Safe deposit box custodian: Treasurer, Deputy Treasurer, Vice President
Moved: George Lawson Seconded: Clara Pinckney Carried: 5-0
4. Designate investment account manager: President and Vice President.
Moved: Melissa Lawson Seconded: Peter Honsberger Carried: 5-0
5. Execute annual Conflict of Interest forms. On file with Secretary.
6. Review of current fee schedule: Grave \$500/Full Body \$800/Cremains \$300. No changes proposed.
7. Discussion of current cemetery care/maintenance. No changes proposed.

8. Discussion of pet cremains and green burials. Review of draft rules and regulations. Upon finalization of rules and regulations, to include green burials, these will be finalized and submitted for review and approval for NYS Department of State.
9. Schedule Next Annual Meeting: **April 26, 2021**
10. Adjournment of Meeting at 6:17 p.m.

Respectfully Submitted

Melissa Lawson

Melissa Lawson, Secretary

Supplemental Information

Financial Report – Calendar Year 2019			
Operating Account		Permanent Maintenance Account (Principal-Restrict Funds)	
Balance, January 1	\$24,820	Balance, January 1	\$32,135
Receipts		Lot Sales Allocation	750
Grave Sales	1,500	Interments Allocation	105
Interment Income	1,200	Balance, December 31	\$32,990
Gifts & Contributions	3,475	Investment Gain (Loss)	2,066
Investment Earnings From PM	1,499	Principal & Retained Earnings	\$35,056
Total Receipts	7,674		
Disbursements		Total Funds	
Grounds Maintenance	\$4,335	Operating Account	\$26,697
Supplies, Fees, Misc.	378	Permanent Maintenance Account	35,056
Insurance	229		\$61,753
Transfer to PM-Lot Sales	750	Cremains Burials - 1	
Transfer to PM-Interment Income	105	Full Body Burials - 2	
Total Disbursements	5,797		
Net Increase	378		
Balance, December 31	\$26,697		

Financial Report – Calendar Year 2020 to Date

Balance, January 1	\$26,697
Receipts	
Grave Sales	500
Interment Income	1,130
Gifts & Contributions	3,180
Total Receipts	4,810
Disbursements	
Grounds Maintenance	\$1,786
Supplies, Fees, Misc.	131
Website	156
Total Disbursements	2,073
Net Increase	2,737
Balance, December 31	\$29,434