Morristown Cemetery Association Annual Meeting Minutes
Tuesday, April 9th, 2013 ~ 6:30 pm ~ Morrisville Tegu Building

Present: Dennis Smith, Anne Shackett, Jane Paine, Annette Smith, Priscilla Draper, Francis & Irene Huard, Irene Wilkins, Brian Kellogg, Brian Shackett, Cherie Lefevre, Sonnie & David Sanborn, Brent Paine

I. Meeting called to order at 6:35 pm. – introductions made
   a. Dennis read a letter from Irene Wilkins resigning her position as Secretary/Treasurer effective 4/9/13, but would like to continue as a member/trustee. Vote was taken and approved acceptance of her resignation.
   b. Dennis appointed Anne Shackett as acting secretary to take minutes until position filled.

II. Reading of Bylaws was waived.
   a. Discussion to clarify definition of voting members – it was decided that the Sanborns and the Huards would not be considered "new" members due to their past membership history (considered "inactive") and thus the by-law ruling to wait until 3rd meeting to vote would be waived. Motion made by Cherie Lefevre, seconded by Brian Kellogg, passed.

III. Election of Officers
   a. Brian Kellogg nominated Dennis Smith as President, seconded by Irene Wilkins, vote taken, passed.
   b. Jane Paine nominated Anne Shackett as Vice President, seconded by Sondra Sanborn, vote taken, passed.
   c. Anne Shackett nominated Jane Paine as Secretary/Treasurer, seconded by Cherie Lefevre, vote taken, passed.
   d. Irene Wilkins nominated Annette Smith as Endowment Secretary, seconded by Brian Kellogg, vote taken, passed.
   e. <u>Cemetery Trustees</u>:
      Lakeview ~ Cherie Lefevre
      Laporte ~ Priscilla Draper
      Mountain View ~ Anne Shackett
      Plains ~ Francis & Irene Huard
      Randolph ~ Dennis Smith & Annette Smith
      Riverside ~ David & Sondra Sanborn
      Wheeler ~ Irene Wilkins & Jane Paine
      Was agreed that it was acceptable to have more than one trustee per cemetery.
      Motion made by Irene Wilkins to accept the slate of trustees as stated, seconded by Cherie Lefevre, vote taken, passed.
   f. Dave Sanborn nominated Sondra Sanborn as Trustee to the Board, Irene Wilkins seconded, vote taken, passed.

IV. Minutes of October 9th, 2012 meeting
   a. Amendment to add Anne Shackett, Francis & Irene Huard and Jane Paine to the list of attending members.
   b. Annette Smith had question as to what the "Endowment Base of $70,000" meant. Jane explained that this was the minimum amount that the Board decided/voted to keep in total in CD's, Merchants Trust and savings accounts for sustaining the organization in the future. Funds over this limit could be used if the Board deemed necessary and/or appropriate.
   c. Anne Shackett made motion to accept minutes with corrections, Cherie Lefevre seconded, vote taken, passed.
   d. Irene Wilkins will take the historical book of "Minutes" to the Town Clerk's office for safekeeping in the vault. All agreed this was a good idea.

V. Treasurer's Report
   a. Dennis read notes from Irene Wilkins with balances of Operating Account ($11,483.43) and Future Land Purchases ($3553.17). Noted that 2 CD's will be maturing in June 2013.
   b. Jane gave copies of Balance Sheet & Financial Statements for the year ending December 31, 2012 (list of donations attached) and the three month period ending March 31, 2013. Jane

reviewed all revenues and expenses in detail with the group. No questions. Copies of reports to be filed as attachments to the minutes.

VI. Endowment Secretary's Report

a. Annette Smith gave report of $1037.81 balance in savings account.
b. After discussion that this balance was too high to be in savings account earning little to no interest, Cherie Lefevre made motion to move $1000 to Operating Account, Irene Wilkins seconded, vote taken, passed.

VII. Unfinished Business

a. Jane reported on the status of our Tax Exemption Re-instatement to be a long, torturous process.
    i. Application process started April 2012, reviewed by officers.
    ii. Mailed to IRS on 10/9/12, received 10/15/12.
    iii. Called 12/17/12 – told it was approved 12/3/12, should receive letter in 3 wks
    iv. 1/8/13 – no letter, rep said 12/17 information was incorrect, the app had not even been assigned for review, could take months but would be retroactive. He would put our info into system so we could file Form 990 NE in 6 weeks.
    v. 2/25/13 – received notice that we might be required to file Form 990N – tried to send form on-line and was "rejected" – called again and applications received in Mar12 were only now being assigned for review
    vi. 3/19/13 – agent could see notation that reviewer recommends "favorable closure", but we have to wait until our name shows up on the automatic revocation list, then letter would be sent and we could resubmit filing of Form 990 NE
    vii. 4/9/13 – same story as 3/19/13, but appearing on the revocation list could take several cycles

VIII. New Business

a. Contract with the Department of Corrections for maintenance
    i. Town wants to get their contract payments on a fiscal year (7/1 – 6/30), rather than the current calendar year. We will prorate 3 months and then receive full $9000 for next fiscal year.
    ii. DOC contract will be based on 8 months of service (April – November). It was determined that we would pay $8,000. The DOC to bill the Association $1000 per month with a listing of work done at each site.
    iii. Brian Shackett talked about his crew's experience with straightening and cleaning stones. Felt that it was important to straighten to make the mowing easier. The state has purchased mulch mowers for them, which will keep the grass clippings off the stones. He plans to use a pressure washer to clean the stones, but may need the Association's help in purchasing a couple of 275 gallon water storage tanks. He has seen some available on Craig's List for $85.00 (vs $300 - $350 retail). His only concern is trying to find an area to dispose of brush. He plans to coordinate with trustees to walk their respective cemeteries for suggestions of care.
b. Report of Trustees on Cemeteries
    i. Laporte – branches/sticks/grass needs to be reseeded in several areas. One section of vinyl fencing does not fit properly, have been unable to get Menard's to fix, Brian's crew to take a look at it.
    ii. Mountain View – grapevine to be removed by Brian's crew as the person who planted has been unable to attend to it due to medical reasons. Anne reports they are getting new flag pole.
    iii. Lake View – no report – ground too wet to make visit
    iv. Plains – looks good from road views – one bush has been trimmed
    v. Randolph - not much wind damage – not a lot that needs special attention
    vi. Riverside - 2 big maple trees need to come down, several broken stones due to age/wear, back right corner where trail had gone needs seeding now that fence has been set. Two gates near the VFW could be locked and keys held by the VFW to deter vandalism. We have no need for access through these gates. We only use the gate near the library. New flagpole may be donated in memory of Joe Yacovone.

vii. Wheeler – noted that more littering has been happening in front of the cemetery where cars park. Couple of stones (from last year) broken due to age/wear. Brian S. wants to research more about repair options.

c. Discussion of Trash Barrels – was agreed that for the minimal cost to the Association that we would leave the barrels at Mountain View

d. Letter to Paper – In preparation for Memorial Day upcoming, Dennis will write a letter to submit to the local newspapers reminding people about the rules/guidelines of planting at the cemeteries.

e. Clarify "Gate Fund" at Wheeler

i. Jane explained the creation of the fund earlier in the meeting as she reviewed the financials and the donation line. Friends and family of her son, Thomas Paine, want to do something for the cemetery in his memory. The family sees the greatest need being replacement of the broken main gate under the arch. The family will work with a local metal smith to design a simple and affordable wrought iron gate that matches the arch design and could also possibly be used at any of the other cemetery when gates need replacing. The design will be presented to the Board before being made and all funding will be collected to cover the cost of said gate.

IX. Other Business

a. Discussion was held whether more plots should be allowed at Wheeler Cemetery where the road runs along the side of the new area. Irene Wilkins voiced the opinion of Gary Greaves on this topic. Brent Paine also offered that there were at least 16 other members of the Greaves family that would have input as well. No decisions were made at this time.

b. It was decided that the 2 CD's totaling $5,050.00 that are maturing in June '13 will be rolled into the Merchants Trust Company Fund.

X. Motion made by Jane Paine to adjourn the meeting at 8:37pm, Francis Huard seconded.

Next Meeting Scheduled for Tuesday, July 9th – location to be determined.

Respectfully submitted,

Jane P. Paine

Secretary/Treasurer

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President, Dennis Smith

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Vice President, Anne Shackett

(Treasurer's Report March 31 2013)
Operating Fund $11,483.43
Future Land Purchase $3553.17
Merchants Trust -

Two C D's Come due on June 6
One " " " in Oct.
One " " in Nov
Donations for Wheeler
Gate Fund $1003.63 ??

✓ Grand Total $1608.00 Donations

What is the Gate Fund ??

Morristown Cemetery Association
Balance Sheet
March 31, 2013

ASSETS

Current Assets		
Cking - Operating UBMM	$ 11,483.43	
Cking - Future Land UBMM	3,553.17	
Interments Receivable	0.00	
Total Current Assets		15,036.60
Board Designated Endowments		
Investment - Merchants Trust	19,122.05	
Savings - UB Endowment	1,038.79	
CD - UB 33880 - 6/4/15 - 1%	10,000.00	
CD - UB 34141 - 6/2/13 - 2%	2,050.00	
CD - UB 34185 - 6/28/13 - 2%	3,000.00	
CD - UB 61862 -11/22/13 -1.4%	4,502.42	
CD - UB 74574 - 1/13/15- 2.75%	41,370.94	
CD - UB 75203 -10/23/13- 1.65%	7,701.37	
Total Other Assets		88,785.57
Total Assets		$ 103,822.17

LIABILITIES AND CAPITAL

Current Liabilities		
Total Current Liabilities		0.00
Capital		
Retained Earnings	$ 103,017.25	
Excess/(Deficit) Rev over Exp		804.92
Total Capital		103,822.17
Total Liabilities & Capital		$ 103,822.17

Morristown Cemetery Association
Income Statement
For the Three Months Ending March 31, 2013

		Current Month	
REVENUES			
Sale of Lots			
Total Sale of Lots		**0.00**	
Interest Earned			
Interest - Operating Cking	$	3.73	
Interest - Future Land Cking		0.57	
Interest - Merchants Trust		113.45	
Interest - Endowment Savings		0.25	
Interest - UB CD 33880		24.67	
Interest - UB CD 34141		10.11	
Interest - UB CD 61862		15.55	
Interest - UB CD 74574		559.40	
Interest - UB CD 75203		32.02	
Total Interest Earned		**759.75**	
Charitable Contributions			
Donations - Wheeler		25.00	Gate Fund
Total Donations		**25.00**	
Interments			
Total Interments		**0.00**	
Investment Activity			
Realized Gain(Loss)-MTC		0.00	
Unrealized Gain(Loss)-MTC		379.97	
Total Investment Activity		**379.97**	
TOTAL REVENUES		**1,164.72**	
OPERATING EXPENSES			
Stone Repair & Restoration			
Fencing Repairs/Replacement			
Annual Care & Maintenance			
Annual Care and Maintenance		330.00	Vt. Department of Corrections - which cemetery?
TOTAL OPERATING EXPENSES		**330.00**	
ADMINISTRATIVE EXPENSES			
Investment Mgmt Fees		29.80	Merchants Trust Co.
TOTAL ADMINISTRATION		**29.80**	
Total All Expenses		**359.80**	
Excess/(Deficit) Revenue over Expenses	**$**	**804.92**	

Morristown Cemetery Association
Balance Sheet
December 31, 2012

ASSETS

Current Assets		
Cking - Operating UBMM	$ 11,702.35	
Cking - Future Land UBMM	3,552.60	
Interments Receivable	0.00	
Total Current Assets		15,254.95
Board Designated Endowments		
Investment - Merchants Trust	18,658.43	
Savings - UB Endowment	1,038.54	
CD - UB 33880 - 6/4/15 - 1%	10,000.00	
CD - UB 34141 - 6/2/13 - 2%	2,050.00	
CD - UB 34185 - 6/28/13 - 2%	3,000.00	
CD - UB 61862 -11/22/13 -1.4%	4,502.42	
CD - UB 74574 - 1/13/15- 2.75%	40,811.54	
CD - UB 75203 -10/23/13- 1.65%	7,701.37	
Total Other Assets		87,762.30
Total Assets		$ 103,017.25

LIABILITIES AND CAPITAL

Current Liabilities		
Total Current Liabilities		0.00
Capital		
Retained Earnings	$ 96,151.90	
Excess/(Deficit) Rev over Exp		6,865.35
Total Capital		103,017.25
Total Liabilities & Capital		$ 103,017.25

Morristown Cemetery Association
Income Statement
For the Twelve Months Ending December 31, 2012

		Current Month	
REVENUES			
Sale of Lots			
Sale of Lots - Mountain View	$	1,200.00	3 lots
Sale of Lots - Randolph		800.00	2 lots
Total Sale of Lots		**2,000.00**	
Interest Earned			
Interest - Operating Cking		8.22	
Interest - Future Land Cking		3.23	
Interest - Merchants Trust		624.42	
Interest - Endowment Savings		0.64	
Interest - UB CD 33880		165.31	
Interest - UB CD 34141		41.04	
Interest - UB CD 34185		30.15	
Interest - UB CD 61862		63.07	
Interest - UB CD 74574		834.74	
Interest - UB CD 75203		157.54	
Total Interest Earned		**1,928.36**	
Charitable Contributions			
Donations - Wheeler		1,608.00	($145 for Paint, $1488 for Gate)
Total Donations		**1,608.00**	
Interments			
Interments-Plains		50.00	1
Interments-Lakeview		300.00	6
Interments-MtnView		550.00	11
Interments-Wheeler		550.00	11
Interments-Laporte		50.00	1
Interments-Randolph		100.00	2
Total Interments		**1,600.00**	
Investment Activity			
Realized Gain(Loss)-MTC		866.91	
Unrealized Gain(Loss)-MTC		347.20	
Total Investment Activity		**1,214.11**	
TOTAL REVENUES		**8,350.47**	
OPERATING EXPENSES			
Stone Repair & Restoration			
Stone Repairs - Riverside		250.00	
Fencing Repairs/Replacement			
Fencing - Wheeler		184.42	
Annual Care & Maintenance			
Annual Care and Maintenance		25.00	Vt Dept of Corrections - which cemetery?
Annual Care - Plains		30.00	Vt Dept of Corrections
Annual Care - Lakeview		30.00	Vt Dept of Corrections
Annual Care - Mountain View		26.25	Hillside Trash
TOTAL OPERATING EXPENSES		**545.67**	
ADMINISTRATIVE EXPENSES			
Dues Expense		25.00	
Office Expense		400.00	Internal Revenue Service Tax Exemptions application
Bookkeeping Expense		400.00	Irene Wilkins
Investment Mgmt Fees		114.45	Merchants Trust Co.
TOTAL ADMINISTRATION		**939.45**	
Total All Expenses		**1,485.12**	
Excess/(Deficit) Revenue over Expenses	**$**	**6,865.35**	