

# Cemetery Board Meeting Summary

## January 28, 2021

Call to Order: 4:30 PM

- Present: Trustees Rich Grommon, Ben Peterson
- Guest: Jim Hofman, Dave Jacque

All pledged allegiance to the U.S. Flag

No Public Comment.

Approval of Minutes: Oct 12, 2020

Rich moved to approve as presented; Ben seconded. Approved.

- Old Business:

Ben presented summary of 2020 Annual Letter request for Fund Raising of donations to various projects. Summary, total: \$13,238.

- New Business:

- Rich moved to select Dave Jacque for the open Trustee position. After brief discussion, Ben seconded and Dave fills the open Trustee position.
- Rich Grommon announced he is stepping down as Trustee and nominated Jim Hofman to return as his replacement Trustee. Ben & Dave agreed. Jim suggested Rich receive the title of 'Trustee Emeritus' in recognition of his 35+ years of dedication to the success of the Cemetery. All Agreed.
- Jim Hofman initiated discussion regarding future potential workflow issues after new Tax Collector/Cemetery Manager is installed (1-1-2022). New management style or assignment of additional tasks to volunteer Trustees may result in open Trustee positions and loss of institutional knowledge.

Concerns include clerical work, phone inquiries, meeting potential customers and other duties heretofore seamlessly performed by the elected President/Manager position. Additionally, whether certain other Trustee activities should be compensated. Examples: Manage the scheduling, preparation and attending the burial; meeting with customers requesting information or purchase of graves; managing cemetery projects; creating & providing reports to Township Board.

Ben asked all attendees to identify suggested compensation for Trustees or trained volunteers along with detailed identification of duties and responsibilities. Bring the list for discussion at next meeting.

- Jim noted that a FAQ/communications packet for customers is still to be completed and should be included in above.
- Briefly discussed alternative management structure of cemetery so as to eliminate continuous management replacement via election process.

5:30p; Jim moved to adjourn & Dave seconded.

Approved: Ben Peterson, President: Ben Peterson

Date: 8/25/2021