

Meeting opened by President Steve Kennemer

Attending: see list page 3

Old Business

Minutes:

A motion was made and seconded to approve minutes as read for 2012.

Treasurer's Report:

Cheryl Adams Presented Financial Report. Expenses exceeded income by almost \$2000 last year.

Discussion of business plan:

A suggestion was made to send out a newsletter soliciting contributions at holiday.

No motion was presented.

A suggestion was made to solicit memorial contributions. No motion was presented.

Mowing and Cost:

After a discussion of options to increase income or decrease expenses, a motion was made and seconded to not take bids for mowing. 15/3. Motion passes.

A motion was made and seconded to retain the current mowing contract. Motion passes 15/3.

New Business

Mowing and Memorial Day decorations:

A motion was made and seconded to adopt a policy for decorations including vases affixed to markers and not interfering with mowing to be left on the markers and headstones. Decorations placed on the ground and or those which interfere with cleanup will be removed after June 10th or at the time of the first mowing. Notice will be posted in the Cordell Beacon prior to June 10th. The motion was passed by unanimous vote.

Board Elections for 13-14:

Connie Kennemer resigned from the Board effective immediately. The members expressed their gratitude for the many years Connie has provided support for the cemetery.

The need to have members who live in the area who can be available and are willing to mark graves sites was discussed.

A motion was made and seconded to nominate and vote for board members for 2013-2014.

Nominations are:

Steve Kennemer as President	(580) 243-7859
Chris Ruiz Vice President	(580) 330-2781
Cheryl Adams Treasury	(580) 562-4151
Terry Shinn Secretary	(713) 213-5106
Beverly Wall member	(580) 331-8655

Motion passed by unanimous vote.

Fence Maintenance:

A motion was made and seconded to leave the fence as is. Motion passed by unanimous vote.

Requirements of Record Keeping:

Terry Shinn listed the current grave recording requirements. A motion was made and seconded to cease the requirement and recording of family records for those interred. Refer to article 24 of the Rules and Regulations of 1927 and amended May 27, 2007. Motion passed by unanimous vote.

Financial loss 2012-2013:

A motion was made and seconded to add a \$50.00 fee for the marking of graves. Motion passed by unanimous vote. The secretary will mail a Letter to all area funeral homes informing them of the new fee. Board members will also notify the funeral homes of the fee for marking graves when contacted for such services.

Contributions are gratefully accepted. Make checks to North Burns Cemetery and mail to **North Burns Cemetery, P.O. Box 25, Burns Flat, OK 73624.**

Board Responsibilities:

A motion was made and seconded to revise the responsibilities of the board members per the following:

1. *Roles and responsibilities:*
 - a. *President/Superintendent:*
 - i. *Locating gravesites and placement of markers.*
 - ii. *Oversee maintenance of cemetery.*
 - iii. *Authorize sale of plot / lot.*
 - iv. *Authorize payment of all debts.*
 - b. *Vice President:*
 - i. *To act on behalf of and preside over meetings in the absence of the president.*
 - c. *Secretary:*
 - i. *Record and Maintain minutes of meetings.*
 - ii. *Issue newsletter and Board Meeting Minutes.*
 - iii. *Maintain newsletter address list.*
 - iv. *Maintain record of plot owner and status of internments.*
 - d. *Treasurer:*
 - i. *Receive all monetary contributions and payments.*
 - ii. *Maintain financial records to include banking and savings accounts.*
 - iii. *Issue payment of authorized debts.*
 - e. *Board Member:*
 - i. *To act as a delegate of the President / Superintendent, Secretary and Treasurer to carry out all assignments and responsibilities thereof.*

Motion passed by unanimous vote.

Adjournment:

A motion was made and seconded to adjourn the meeting. Motion passed by unanimous vote. Meeting was adjourned.