

Location: Burns Flat Church of Christ building

Chairperson: Chris Ruiz

Minutes Recorded By: Deborah Shinn / Terry Shinn

### 1. Call to Order

President Chris Ruiz called the North Burns Cemetery meeting to order. Nine members were present. We would like to remember a true friend of the cemetery, Wilma Reeves who passed away recently.

### 2. Attendance

Chris Ruiz

Steve Kennemer

Glen Shinn

Beverly Mullins

Terry Shinn

Sandra Sheets

Deborah Shinn

Connie Kennemer

Bill White

### 3. Secretary's Report

The 2024 meeting notice was mailed to all members of record on May 1, 2024. The annual meeting was held on May 18, 2024, at 1:30 PM at the Burns Flat Church of Christ building.

Minutes of the 2023 meeting were posted on the internet on June 1, 2023. The minutes were reviewed.

Motion: To approve the minutes of the 2023 meeting as read.

Moved By: Glen Shinn      Seconded By: Beverly Mullins

Decision: Approved

The Cemetery has issued Certificates of Purchase to document spaces purchased and inter-family transfers. Three certificates were issued covering sixteen purchased spaces. In addition, three certificates covering seven transfers between family members were issued.

### 4. Treasurer's Report

The 2023-24 operating expense and income statement resulted in a net worth increase of \$3,791.00. Mineral royalties and donations contributed to a higher-than-usual income. A summary of transactions was distributed to attendees.

Motion: To accept the treasurer's report.

Moved By: Deborah Shinn      Seconded By: Steve Kennemer

Decision: Approved

### 5. Superintendent's Report

The Cemetery was mowed six times in 2023 for \$450.00 each. The Cemetery was sprayed twice at \$475.00 each. The Cemetery looks good for the upcoming Memorial holiday.

### 6. Old Business

A financial budget was created for 2023. This budget was discussed and compared with actual expenditures. Variances were noted as annuity interest was renegotiated in June of 2023.

Motion: To approve the treasurer's report and budget.

Moved By: Deborah Shinn      Seconded By: Steve Kennemer

Decision: Approved

### 7. New Business

A translation of the Rules and Regulations has been proposed which restates current and amended rules into a simple, concise form.

Motion: To adopt the revised edition of the Rules and Regulations.

Moved By: Chris Ruiz      Seconded By: Glen Shinn

Decision: Approved

The members have recommended formal policy for the placement of cremains at the head and/or foot of the space. Permanent markers shall be placed accordingly to accommodate the chosen placement.

A proposal to add Insurance coverage for the Directors and Operators of Non-Profit Cemeteries has been discussed. It is felt that additional protection is necessary to attract participation on the board. Requests for quotes have been completed and responses are pending from several carriers. The board is authorized to act accordingly.

### 8. Election of Board Members

Motion: To approve the board members listed below.

Moved By: Terry Shinn      Seconded By: Glen Shinn

Decision: Approved

Chris Ruiz, President (580) 330-2781

Steve Kennemer, Vice President (580) 243-7859

### 9. Adjournment

Motion: To adjourn the meeting.

Moved By: Chris Ruiz      Seconded By: Steve Kennemer

Decision: Approved

The meeting was adjourned at 4pm.

North Burns Cemetery Proposed Budget 2024-2025			
Category	Bank of Western Oklahoma	Farm Bureau	Total
<b>INCOME</b>			
Cemetery Plots	\$300	\$0	\$300
Donation	\$2,300	\$0	\$2,300
Grave Marking	\$100	\$0	\$100
Interest Inc	\$31	\$3,321	\$3,352
Minerals (Oil & Gas)	\$3,427	\$0	\$3,427
<b>EXPENSE</b>			
Bank Charge	(\$17)	\$0	(\$17)
Grounds Maintenance	(\$4,100)	\$0	(\$4,100)
Insurance	(\$295)	\$0	(\$295)
Rent	(\$138)	\$0	(\$138)
Tax Preparation	(\$110)	\$0	(\$110)
<b>TOTALS</b>	<b>\$1,498</b>	<b>\$3,321</b>	<b>\$4,819</b>

Beverly Mullins, Treasurer

(580) 331-8655

Terry L. Shinn, Secretary

(713) 213-5106