

North Burns Cemetery Association Meeting Minutes

May 17, 2025

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. Eleven members were present

2. Attendance

Steve Kennemer

Stephen Melsh

Weldon Nesbitt

Terry L. Shinn

Connie Kennemer

Beverly Mullins

Chris Ruiz

Bill White

Deborah Shinn-Melsh

Barbara Nesbitt

Glen Shinn

3. Secretary's Report

The 2025 meeting notice was mailed to all members of record on May 1, 2025. The annual meeting was held on May 17, 2025, at 1:30 PM at the Burns Flat Church of Christ building.

Minutes of the 2024 meeting were posted on the internet on May 18, 2024. The minutes were reviewed.

Motion: To approve the minutes of the 2024 meeting as read.

Moved By: Glen Shinn Seconded By: Chris Ruiz

Decision: Approved

The Cemetery has issued Certificates of Purchase to document spaces purchased and inter-family transfers. Three certificates were issued covering nine purchased spaces.

4. Treasurer's Report

The 2024-25 operating expense and income statement resulted in a net worth increase of \$955.63. A summary of transactions was distributed to attendees.

Motion: To accept the treasurer's report.

Moved By: Glen Shinn Seconded By: Steve Kennemer

Decision: Approved

5. Superintendent's Report

The Cemetery was mowed five times for \$550.00 each. The Cemetery was sprayed twice at \$475.00 each.

Of the 1,287 platted available spaces, 278 are unsold.

6. Old Business

A financial budget was created for 2024. This budget was discussed and compared with actual expenditures. Small variances were observed with no unexpected expenditures noted.

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

Moved By: Chris Ruiz Seconded By: Glen Shinn

Decision: Approved

7. New Business

The placement of cremains was revisited as noted in last years minutes. Historical records indicate placement of cremains between the burial spaces. A formalization of this practice has been included in the plat legend. The cemetery requests permanent markers for all interments either at the head or foot of the space.

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

Moved By: Chris Ruiz Seconded By: Glen Shinn

Decision: Approved

Insurance coverage for the Directors & Operators of Non-Profit Cemeteries has been purchased at a cost of \$650. The board is authorized to renew both the liability and this Directory's & Operators policy annually.

The board has voted to increase banking requirements for two signatures on checks exceeding \$750.00. Signatures are on file with Bank of Western Oklahoma.

8. Election of Board Members

Bill White has agreed to join the board. Motion: To approve the board members listed below.

Moved By: Terry Shinn Seconded By: Glen Shinn

Decision: Approved

Chris Ruiz, President (580) 330-2781

Terry L. Shinn, Secretary (713) 213-5106

Steve Kennemer, Vice President (580) 243-7859

Bill White, Member (580) 374-7554

Beverly Mullins, Treasurer (580) 331-8655

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 2025-2026			
Category	Bank of Western Oklahoma	Farm Bureau	Total
INCOME			
Cemetery Plots	\$300	\$0	\$300
Donation	\$1,000	\$0	\$1,000
Grave Marking	\$100	\$0	\$100
Interest Inc	\$31	\$3,321	\$3,352
Minerals (Oil & Gas)	\$2,500	\$0	\$2,500
EXPENSE			
Bank Charge	(\$20)	\$0	(\$20)
Grounds Maintenance	(\$5,000)	\$0	(\$5,000)
Insurance	(\$1,200)	\$0	(\$1,200)
Rent	(\$150)	\$0	(\$150)
Tax Preparation	(\$150)	\$0	(\$150)
TOTALS	(\$2,589)	\$3,321	\$732