

Gober Cemetery Association Minutes

May 17, 2015 10:30am

- The annual business meeting of the Gober Cemetery Association was held at the Gober Community Center during the 2015 Memorial Day Services and was called to order with Gaitha Castleman, Cemetery Board president, presiding.
- Minutes of the previous year's meetings and the financial report were reviewed and approved.
- The congregation approved the following Board officers for 2015 – 2016 as per recommendation by the Board: Gaitha Castleman, President; Sarah Norris, Vice-President; Joetta Wallace, Secretary/Treasurer.
- Gaitha Castleman and David Trout facilitated the morning program, "Generations..."; Joetta Wallace - keyboard accompanist for the congregational singing; Gaitha Castleman - Welcoming Comments; David Trout – Opening Prayer; David Trout – Patriotic Songs (Congregation); Gary Moreland – "Remembering Those Who Have Served/Are Serving"; David Trout – Hymn (Congregation); Cindy Babers Usher – Special Memories; Luke Brown, Megan Griffin, Christina Brown, and Cindy Usher - Special Music; Jonna Spiller – "Remembering Those Who Have Passed On, May 2014 through May 2015"; Jeff Wallace, Jenna Wallace, and Zane Dockery – Special Music; David Trout – Hymn (Congregation); Kevin Davis, pastor, Gober Baptist Church – Message "Generations...". Memorable program handouts were designed and provided by Gaitha Castleman and Johnny Glover.
- Kevin Davis closed with prayer; a covered dish lunch followed.

May 17, 2015 1:00pm

The Board of Trustees of the Gober Perpetual Care Cemetery Association met at the Gober Community Center with Gaitha Castleman, president, presiding. Other Board members present were John David Smith, Luetta Callahan, Don Grisham, Joetta Wallace, Sarah Norris, Kenny Roberts, Ruby Polston, and Vernon Shive. Mike Nelson, Associate Board member, also attended. Vernon Shive opened the meeting with prayer. Don Grisham moved a motion to approve the minutes for the May 2014 and October 2014 meetings, as well as the minutes of the special meeting held on April 11, 2015. Luetta Callahan seconded. Motion carried. Don Grisham moved a motion to approve the May 2015 financial report. Sarah Norris seconded. Motion carried.

Committee Reports:

- **Cemetery Caretaker:** Johnny Babers was unable to attend the meeting. Gaitha Castleman gave a brief update of cemetery upkeep accomplishments.
- **Beautification:** Don Grisham reported that unwanted weeds/grass in the garden area have been removed and the rose bushes planted. Don also stated the need for additional mulch throughout the garden area; he suggested a workday in the near future for this project. Overall, considering the heavy spring rains, the garden looks good.

Old Business:

- **Contribution Update:** Joetta Wallace reviewed the contributions made to the cemetery over the past year.
- **Sound System Update:** Gaitha Castleman outlined the new sound system equipment that has been purchased.
- **Deed Correction Update:** Gaitha Castleman presented a handout of a draft survey area. After discussing the handout, Ruby Polston moved a motion authorizing Gaitha Castleman to work with Clark Sanderson, surveyor, and Beth Robertson, Cole Title Company, to finalize the surveying process and to file legal paperwork for the deed correction. Don Grisham seconded. Motion carried.

New Business:

- **Consider Budget for 2015-2016:** After a brief discussion of the proposed budget, Don Grisham moved a motion to approve the proposed 2015-2016 budget with the addition of \$20,000 added for investments. Vernon Shive seconded. Motion carried.

- **Investment Planning:** Brent Speck, consultant, Edward Jones Investments, discussed investment options that included mutual funds to utilize more balanced investments.
- **Revision of Articles of the Gober Perpetual Care Cemetery Association:** To reflect the need for various options for investing Cemetery funds, Don Grisham volunteered to draft a revision to the articles with input from Gaitha Castleman and Brent Speck. After revisions have been completed, Gaitha Castleman will contact Board members via email or phone.
- **Investment of Cemetery Funds:** Pending Board approval of the revised Articles of the Association, Cemetery funds will be invested when applicable as per options noted in the revised Articles. Gaitha Castleman will communicate with Joetta Wallace and Brent Speck regarding investment of Cemetery funds.
- **Options for Managing Cemetery Funds:** Ruby Polston moved a motion authorizing Gaitha Castleman and Joetta Wallace to continue working on plans to establish a trust for the Gober Cemetery Association with a financially sound entity, such as a bank. Kenny Roberts seconded. Motion carried.
- **Addition of Names to Veteran's Monument:** Andy Weeks requested permission to add two names to the Gober Cemetery Veteran's Monument – Joseph Wigley and Donnie Weeks. The Wigley/Weeks family will pay for this addition. Sarah Norris moved a motion to approve the addition of veteran names, Joseph Wigley and Donnie Weeks, to the monument with the stipulation that each veteran must have met the established criteria of having attended Gober School or having lived in the Gober community. Kenny Roberts seconded. Motion carried.
- **Cemetery Website:** The Board discussed the possibility of a Gober Cemetery website. No action was taken.
- **Associate Board Member Replacement:** Due to the resignation of associate board member, Jackie Dewoody, the Board discussed a possible replacement. Gaitha Castleman will contact two association members as to their interest in becoming an associate Board member in the following prioritized order: Joyce Robinson Ponder, Megan Brown Griffin.
- **Tabernacle Project:** Don Grisham and Kenny Roberts presented a handout outlining recommended plans for repair of the tabernacle. Sarah Norris moved a motion to proceed with phase 1 and 2 (see handout for details). John David Smith seconded. Motion carried.

Ruby Polston closed with prayer. With no further business, the meeting was adjourned.

October 10, 2015 10:00am

The Board of Trustees of the Gober Perpetual Care Cemetery Association met at the Gober Community Center with Gaitha Castleman, president, presiding. Other Board members present were John David Smith, Luetta Callahan, Joetta Wallace, Sarah Norris, Ruby Polston, and Vernon Shive. Mike Nelson and Harriet Walton, Associate Board members, also attended. Harriet Walton opened the meeting with prayer. Sarah Norris moved a motion to approve the minutes for the May 2015 meetings. Vernon Shive seconded. Motion carried.

Committee Reports:

- **Cemetery Caretaker:** Johnny Babers, caretaker, was unable to attend the meeting.
 - ✓ Gaitha Castleman reported for Johnny that fill dirt has been delivered and is ready for spreading.
- **Beautification:** Don Grisham, chairman, was unable to attend the meeting.
 - ✓ Gaitha Castleman presented a written report from Don Grisham updating plans for additional repairs to the cemetery tabernacle. Don reported that only one person, Harold Miller, from Ravenna had expressed interest in performing the tabernacle repairs but had not submitted a bid to date. Gaitha Castleman will contact Don Grisham to advertise in surrounding area newspapers for tabernacle repair bids - prior to the February 2016 board budget-planning meeting.

- ✓ Gaitha Castleman presented a written report from Don Grisham regarding plans for the Trout Memorial Garden area at the cemetery. Don indicated that he plans to fertilize and add mulch. In addition, the Banksia roses will be moved to a sunnier location. Joetta Wallace reported that her grandsons, Nik and Jake Spiller, have volunteered their labor to assist with the garden projects.

Old Business

- **Veterans Memorial:** Gaitha Castleman will be the contact for anyone interested in having eligible veterans' names added to the Memorial.
- **Contribution Update:** Joetta Wallace reviewed the contributions made to the cemetery since the May 2015 board meeting.
- **Deed Correction Update:** Gaitha Castleman reported that Clark Sanderson, surveyor, had met with Johnny Babers and had completed the applicable survey. Mr. Sanderson had not contacted Gaitha about the completed survey to date.
- **New Investments with Edward Jones:** In accordance with the board-approved amendment to the Cemetery By-laws regarding investment options, the board requested Edward Jones to have the option of investing in mutual funds. To date, \$30,000 has been invested in mutual funds.
- **Tabernacle Repair Update:** *(See above Beautification Committee Report.)*
- **Options for Managing Cemetery Assets:** Gaitha Castleman and Joetta Wallace will present a report to the Board at the May 2016 meeting.

New Business:

- **Addition of Veteran's Name to Memorial:** Vernon Shive moved a motion for the Cemetery Association to pay the fee for adding Jimmy Dowell's name to the Veterans Memorial in exchange for Mr. Dowell's free labor while assisting with initial tabernacle repairs. Ruby Polston seconded. Motion carried. Luetta Callahan will communicate with Andy Weeks regarding a contact to engrave Mr. Dowell's name on the Memorial.
- **Resignation of Associate Board Member:** Gaitha Castleman regretfully reported that Jackie Daugherty, associate board member, had resigned.
- **Need for Two Associate Board Members:** Gaitha Castleman reported that Megan Brown Griffin and Frances Carpenter Ramsey had expressed interest in becoming Associate Board Members. Gaitha will contact them to confirm their interest.
- **Board Members for 2016-2017:** Gaitha Castleman remorsefully informed the Board of the tentative retirement of board member/vice-president, Sarah Norris, in May 2016. Gaitha asked the Board to be thinking about a replacement for Sarah's position and also about a slate of officers for 2016-2017.
- **Cemetery Website:** Ruby Polston moved a motion for a website to be created for the Gober Cemetery Association with the total cost to create the website for the initial year not to exceed \$750. John David Smith seconded. Motion carried.

Gaitha Castleman closed with prayer. With no further business, the meeting was adjourned.

April 2, 2016 10:00am

The Board of Trustees of the Gober Perpetual Care Cemetery Association convened for a called meeting at the Gober Community Center with Gaitha Castleman, president, presiding. Other Board members present were Sarah Norris, Ruby Polston, Don Grisham, John David Smith, Vernon Shive, Luetta Callahan, and Joetta Wallace. Mike Nelson and Harriet Walton, associate Board members, also attended. Gaitha Castleman opened the meeting with prayer.

New Business:

- Board members discussed Projected Income line items and Projected Expenses line items to develop a proposed budget for 2016-2017.

- Board members recommended that Projected Expenses line item 3 (communication/newsletter/sound system) be decreased from \$2,000 to \$550 since the new sound system has already been purchased.
- Board members recommended that the amount for Projected Expenses line item 4 (investment into endowment growth) be determined at the May 2016 board meeting.
- Board members recommended that the amount for Projected Expenses line item 5-J (topsoil/labor) be increased to \$1,500.
- Board members recommended that the amount for Projected Expenses line item 10 (accounting fees) be increased from \$155 to \$200.
- Gaitha Castleman discussed the need to purchase new folding chairs that will be housed at the tabernacle in the new storage box. Gaitha recommended that the board consider approving a project at the May 2016 board meeting to purchase new folding chairs.
- Sarah Norris moved a motion to recommend the following slate of officers for 2016-2017 at the Memorial Day services on May 15, 2016: Gaitha Castleman, president; Don Grisham, vice-president; and Joetta Wallace, secretary/treasurer. Vernon Shive seconded. Motion carried.
- Gaitha Castleman asked the board to think about the need to revise current cemetery association job descriptions and to also develop job descriptions for associate board members.

With no further business, the meeting was adjourned with Don Grisham closing with prayer.