

Gober Cemetery Association Minutes

May 15, 2016 10:30am

- The annual business meeting of the Gober Cemetery Association was held at the Gober Community Center during the 2016 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. Vernon Shive moved a motion to approve the minutes and financial report as presented. Luetta Callahan seconded. Motion carried.
- The Board presented the following slate of Board officers for 2016 – 2017: Gaitha Castleman, President; Don Grisham, Vice-President; Joetta Wallace, Secretary/Treasurer. Vernon Shive moved a motion to approve the slate of officers as presented. Delores Babers seconded. Motion carried.
- Gaitha Castleman and Johnny Glover facilitated the morning program, **Touching Tomorrow Today**; Johnny Glover - keyboard accompanist for the congregational singing; Gaitha Castleman - Welcoming Comments; David Trout – Opening Prayer; Johnny Glover – Song “Touching Tomorrow Today”, written and composed by Johnny Glover (*Congregation*); Johnny Glover – Patriotic Songs (*Congregation*); Terry Blose – “Remembering Those Who Have Served/Are Serving”; Johnny Glover – Hymns (*Congregation*); Andy Weeks (*descendant of Vernon Shive family*) – Special Music ; Megan Griffin – “Remembering Those Who Have Passed On, May 2015 through May 2016”; Elliot Hembree (*descendant of Boren family*) – Keyboard Selections; Johnny Glover – Medley of Hymns (*Congregation*); Gaitha Castleman and Don Grisham – Honoring the Service of Sarah Norris (*retiring Board member and descendant of Carpenter family*); Ricky Roberts, interim pastor, Gober Baptist Church – Message “Touching Tomorrow Today”. Memorable program handouts were designed and provided by Gaitha Castleman and Johnny Glover.
- Ricky Roberts closed with prayer; a covered dish lunch followed.

May 15, 2016 2:00pm

The Board of Trustees of the Gober Perpetual Care Community 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, Kenny Roberts, Harriet Walton, and Joetta Wallace. Mike Nelson and Megan Griffin, associate members, also attended. Joetta Wallace opened the meeting with prayer. The Board reviewed and approved as presented the minutes for the May 2015 and October 2015 meetings, the minutes of the special meeting held in April 2016, and the May 2015-16 financial report.

Committee Reports:

- **Cemetery Caretaker:** Johnny Babers was unable to attend the meeting. Gaitha Castleman reported that he had indicated a need for a new Texas flag, several 3x5 U.S. flags, and a new replacement door for the storage building.
- **Beautification:** Don Grisham reported that ropes for the tabernacle drop-down curtains have been mounted properly, mulch has been added to the Trout Memorial Garden, crepe myrtles have been trimmed, and all plants have been fertilized. A few crepe myrtles have died and need removing, and the bridge in the memorial garden needs painting. A long-term project for 2018: construct a masonry edging around the cemetery entrance.

Old Business:

- **Options for Managing Cemetery Funds:** Gaitha Castleman reported that Edward Jones Investments manages trusts for 1.5% fee of the principal. Gaitha also added that an attorney's services are necessary to set up a trust. Joetta Wallace reported that Legacy Bank in Bonham, Texas does not manage trusts. Joetta also stated that Bobby Owens, secretary/treasurer of Mt. Carmel Cemetery at Wolfe City, provided a trust management contact at Frost Bank in Ft. Worth, Texas; Frost Bank manages the trust for Mt. Carmel Cemetery.
- **Fidelity Bond Update:** Don Grisham reported that the Cemetery association increased the fidelity bond to \$10,000 for Gaitha Castleman and Joetta Wallace for the same yearly premium (\$100).

- **Lapel Microphone Update:** Gaitha Castleman reported that an upgraded sound system mixer is needed if a lapel microphone is added. Gaitha will provide costs of this equipment at the October 2016 meeting.
- **Website Development:** The Board was very pleased with the website and requested that the annual reports (minutes and financial information) and a photo gallery be added.
- **Deed Correction Update:** Gaitha Castleman stated that there was no updated deed correction information to report at this time.

New Business:

- **Sarah Norris' Resignation:** Kenny Roberts moved a motion to regretfully accept the resignation of Board member, Sarah Norris. Luetta Callahan seconded. Motion carried.
- **Gober Community Club's Agreement to Mow Community Center Grounds:** The Gober Community Club agreed to mow the community center grounds with the stipulation that, after one year, the community club will determine if mowing the grounds is still affordable. Don Grisham moved a motion to amend Johnny Babers' job description to **exclude** mowing the community center grounds for one year; the amount paid to Johnny Babers as caretaker of cemetery property will remain the same (\$7,875) until the Board deems a compensation change is applicable. Luetta Callahan seconded. Motion carried.
- **Gober Community Center Grounds:** Gaitha Castleman appointed Don Grisham and Kenny Roberts to chair a committee to recommend options to consider if/when the Gober Community Club can no longer mow the community center grounds.
- **New Board Member:** Don Grisham moved a motion for Harriet Walton to be the new Board member replacing Sarah Norris. Luetta Callahan seconded. Motion carried.
- **New Associate Members:** Harriet Walton moved a motion for Megan Griffin and Frances Ramsey to serve as associate members, replacing Jackie Dewoody and Jackie Daugherty. Don Grisham seconded. Motion carried.
- **Consider Budget for 2016-2017:** After a discussion of Projected Expenses, line item 3 (Communication/ Newsletter/Sound System)), Don Grisham moved a motion to increase line item 3 from \$550 to \$1,000. Harriet Walton seconded. Motion carried. Following a discussion of Projected Expenses, line item 5C (Caretaker Expenses), John David Smith moved a motion to increase line item 5C from \$1,200 to \$2,000 to allow for replacement of the storage building door. Don Grisham seconded. Motion carried. Don Grisham moved a motion to approve the 2016-2017 budget as amended to date. Harriet Walton seconded. Motion carried.
- **Job Description for Associate Members:** Luetta Callahan moved a motion to create a job description for associate members. Kenny Roberts seconded. Motion carried.
- **Assignment of Interment Registry Responsibilities:** Megan Griffin agreed to accept the responsibilities of keeping the interment registry updated.
- **Additional Associate Member:** Gaitha Castleman asked the Board to be thinking about an associate member to replace Harriet Walton.
- **Project for 2016-2017:** John David Smith moved a motion for this year's project to be the purchase of new folding chairs and a folding table to be stored at the tabernacle for use at graveside services. Gaitha Castleman seconded. Motion carried. *NOTE: Billy Joe Roberts has already built a new podium to be housed at the tabernacle.*
- **Cemetery Curbing:** Gaitha Castleman asked the Board to be thinking about how to address the problem created by the poor condition of curbing around applicable family gravesites.
- **Adjournment:** Gaitha Castleman closed the meeting with prayer.

October 9, 2016 2:00pm

The Board of Trustees of the Gober Perpetual Care Community Cemetery Association met at the Gober Community Center with Gaitha Castleman, president, presiding. Other Board members present were Luetta Callahan, Don Grisham, Harriet Walton, Ruby Polston and Joetta Wallace. Associate members Mike Nelson, Megan Griffin, and Frances Ramsey also attended. Harriet Walton opened the meeting with prayer. The Board reviewed the minutes for the May 15, 2016 meetings. Harriet Walton moved a motion to approve the minutes as presented. Ruby Polston seconded. Motion carried. The Board also reviewed the May 16, 2016 through September 30, 2016 financial report and approved as presented.

Committee Reports:

- **Cemetery Caretaker:** Johnny Babers was unable to attend the meeting. Gaitha Castleman reported for John Babers: 1) Erosion on the north side of the storage building has created a need for riprap rock to be placed around the eroded area; 2) More 3x5 U.S. flags are needed to have on hand; 3) A new door is needed for the storage building. The Board asked for an estimate of the cost of the riprap rock and also for a new door to the storage building. The Board also requested the cost of the riprap rock be paid from the amount budgeted for topsoil, and the cost of the storage building door be paid from the amount budgeted for caretaker expenses.
- **Beautification:** Don Grisham reported: 1) All plants on the grounds are still alive; 2) the hackberry tree (northeast side of the garden area) needs to be removed; 3) many of the other trees/bushes will require trimming; 4) staining of the bridge in the garden area will be completed soon.

Old Business:

- **Review of Approved Budget:** Joetta Wallace led a discussion on line items in the budget; notes were made as follows:
 - ✓ Projected Expenses – line item 4, “Investment into Endowment Growth” – The amount to be invested will be determined at the February 2017 budget-planning meeting.
 - ✓ Projected Expenses – line item 5C, “Caretaker Expenses” - The expenses paid for mower repairs and for a new storage room door will be taken from the amount budgeted for line item 5C.
 - ✓ Projected Expenses – line item 5J, “Top Soil/Labor” – The expenses paid for riprap rock will be taken from the amount budgeted for line item 5J.
 - ✓ Projected Expenses – line item 7, “Equipment Replacement Fund” – The expenses paid for the new mower will be taken from the amount budgeted for line item 7.
- **Deed Correction:** Gaitha Castleman reported that she had continued to communicate with Clark Sanderson regarding his survey of Cemetery property required to correct the cemetery deeds. Mr. Sanderson is projected to complete the surveying by January 2017.
- **Mowing of Community Club Grounds:** Ruby Polston reported that the Gober Community Club has expended \$660.00 to have the Community Center grounds mowed and trimmed during the 2016 mowing season.
- **Interment Registry:** Megan Griffin reported that updating the registry of occupied grave spaces is almost complete. Her goal for the near future is to incorporate the unoccupied grave spaces into the registry.
- **Website:** Joetta Wallace reported that no additional information has been added to the website.
- **Options for Managing Funds:** Gaitha Castleman stated that she is still attempting to communicate with a representative from Frost Bank in Ft. Worth and also with a lawyer recommended by Brent Speck, financial advisor at Edward Jones.
- **Flags/Storage Building Door:** Luetta Callahan will check with Johnny Babers about the need for additional flags. The replacement for the storage building door was discussed earlier in the meeting. (See notes above: Committee Reports – Cemetery Caretaker.)

New Business:

- **Cemetery Curbing:** In order to make mowing/trimming the cemetery ground more efficient, as of 2010, individual cemetery space owners may no longer install curbing around the perimeter of their cemetery lots. The Board requested Gaitha Castleman to publish in the fall 2016 newsletter a request for options to consider for alleviating mowing problems due to existing curbing around cemetery lots.
- **Guidelines for Burial of Cremated Ashes:** The Board discussed the need for written guidelines for the burial of cremated ashes. Harriet Walton agreed to present a draft of written guidelines for the burial of cremated ashes to the Board at the May 2017 meeting.
- **Associate Member Replacement:** Gaitha Castleman asked Board members to contact her with suggestions for an associate member to replace Harriet Walton who became a Board member in May 2016.
- **Slate of Officers for 2017-2018:** Ruby Polston moved a motion to recommend Gaitha Castleman as president, Don Grisham as vice-president, and Joetta Wallace as secretary/treasurer. Harriet Walton seconded. Motion carried.
- **Adjournment:** Gaitha Castleman closed the meeting with prayer.

February 25, 2017 10:00am

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

- **Review of Previous Year's (2016-17) Budget:**

Don Grisham led a discussion of the 2016-17 budget line items.

- ✓ Joetta Wallace reported that Memorial Day 2016 contributions were \$4,773 to date. This amount was \$808 less than the donations in 2015.
- ✓ Vernon Shive moved a motion to increase Expenses line item 4 (Investment into Endowment/Growth) from \$0 to \$5,000. If an appropriate investment opportunity is available, this amount shall be invested on or before April 30, 2017. Harriet Walton seconded. Motion carried.

- **Projected Budget Income and Expenses for 2017-2018:**

Don Grisham led a discussion of the draft 2017-18 budget line items.

- ✓ Board members recommended that Projected Income line item 2 (Memorial Day General Fund Contributions) be decreased from \$5,606 to \$4,773. NOTE: \$4,773 is the actual amount contributed in 2016-17.
 - ✓ Board members recommended that the amount for Projected Expenses line item 5-C (Caretaker Expenses) be decreased from \$2,000 to \$1,200. NOTE: This line item is being decreased because the new door for the storage building is currently in the process of being replaced; therefore extra funds are not needed.
 - ✓ Board members recommended that the amount for Projected Expenses line item 5-G (Flags) be increased from \$200 to \$250.
 - ✓ Board members recommended that the amount for Projected Expenses line item 5-J (Top Soil/Labor) be maintained at \$1,500.
 - ✓ Board members recommended that the amount for Projected Expenses line item 5-L (Tractor Fund) be \$3,470. NOTE: This amount is the current account balance for this line item.
- **Special Project for Tabernacle Chairs:** Joetta Wallace reported that \$2,895 has currently been donated toward the project for purchasing new folding chairs that will be housed at the tabernacle in the new

storage box. Gaitha Castleman will finalize her research to select the best quality chairs and make a recommendation for Board members to consider. Ruby Polston moved a motion for Board members to have the option to vote via email or text when considering the approval of the purchase of the chairs. Vernon Shive seconded. Motion carried.

- **Guidelines for Burial of Cremains:** Harriet Walton presented a draft of the guidelines and led a discussion of the information. The Board recommended a few changes/additions for Harriet to revise before presenting to the Board for approval. Ruby Polston moved a motion for Board members to have the option to vote via email or text when considering approval of guidelines for the burial of cremains. Luetta Callahan seconded. Motion carried.
- **Cemetery Lots:** The Board discussed the fee currently charged for a Gober Cemetery lot (\$200). Vernon Shive, Luetta Callahan, and Harriet Walton volunteered to contact local area cemeteries as to the fee charged for lots and report back to Board members at the May 2017 Board meeting.
- **Memorial Day 2017 Program:** Don Grisham asked the Board to contact Gaitha Castleman by the end of March with suggestions for the program. Luetta Callahan volunteered to contact the Boren family about their interest. Ruby Polston will talk with the Gober Baptist Church members. Ruby Polston has already confirmed that Ricky Roberts has agreed to deliver the message.

With no further business, Don Grisham closed the meeting with a prayer.