

## Gober Cemetery Memorial Day Meeting

May 20, 2018 10:30am

- Gaitha Castleman facilitated the Memorial Day program, **Pillars of Strength**. Stacy Roberts and Joetta Wallace – song leader and keyboard accompanist, respectively, for the congregational singing; Gaitha Castleman - Welcoming Comments; Don Grisham – Opening Prayer and Pledge of Allegiance; Stacy Roberts - “America the Beautiful” (*Congregation*); Terry Blose – “Remembering Those Who Have Served/Are Serving Our Country”; Gaitha Castleman – “Honoring John David Smith’s Service to the Cemetery Board”; Stacy Roberts– “When the Roll is Called Up Yonder” (*Congregation*); Don Grisham – “Honoring Vernon Shive’s Service to the Cemetery Board”; Claire Priester and Gaitha Castleman accompanied by David Trout – Special Music; Harriet Walton – “Remembering Those Who Have Passed On, May 2017 through May 2018”; Claire Priester – “Gober Memories”; Stacy Roberts – “Amazing Grace” (*Congregation*); Ricky Roberts, pastor, Gober Baptist Church – Message. Memorable program handouts were designed and provided by Gaitha Castleman.
- The annual business meeting of the Gober Cemetery Association was held at the Gober Community Center following the 2018 Memorial Day program 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. Jeff Wallace moved a motion to approve the minutes and financial report as presented. David Trout seconded. Motion carried.
- The Board presented the following slate of Board officers for 2018 – 2019: Gaitha Castleman, President; Don Grisham, Vice-President; Joetta Wallace, Secretary/Treasurer. Ricky Roberts moved a motion to approve the slate of officers as presented. Jaylen Wallace seconded. Motion carried.
- Ricky Roberts closed with prayer; a covered dish lunch followed.

## Gober Cemetery Board Meeting

May 20, 2018 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 Don Grisham, Kenny Roberts, Harriet Walton, and Joetta Wallace. Frances Ramsey, Mike Nelson, and Megan Griffin, associate members, and John Babers, cemetery caretaker, also attended. Joetta Wallace opened the meeting with prayer. The Board reviewed the minutes for the May 2017 and October 2017 meetings, the minutes of the special budget-planning meeting held March 2018, and the May 2017-18 financial report. Gaitha Castleman solemnly asked for a moment of silent prayer in memory of John David Smith and Vernon Shive.

### Committee Reports:

- **Cemetery Caretaker:** Johnny Babers reported a need for: 1) additional fill dirt; 2) removal of deteriorating curbs; 3) repair to headstones with no bases (adding bases); 4) new mower – recommendations include a) 54” deck with 25 hp (approximately \$4500); b) 54” industrial grade zero turn with steering wheel instead of levers (\$8499)
- **Beautification:** Don Grisham reported one rose bush in need of replacement next spring.
- **Registry Update:** Megan Griffin and/or designees plan to visit with a Wolfe City Mt. Carmel Cemetery representative regarding their computer application used to maintain cemetery records.

### Old Business:

- **Website:** Joetta Wallace reported that annual updates would be continued.
- **Cemetery Curbing and Lichen Removal:** Gaitha Castleman, Don Grisham, Ruby Polston, Kenny Roberts, and Luetta Callahan will identify the gravesites with curbs in poor condition and will prioritize in order of need for removal. The committee will then make an effort to contact families about the curbs that are in poor condition and in need of removal. Gaitha Castleman reported that a product, “Wet and Forget” has been purchased to spray onto headstones to remove lichen.
- **Identification of Eroded or Broken Stones:** Gaitha Castleman stated this identification process would occur simultaneously with the cemetery curbing identification project.
- **Deed Correction Update:** Gaitha Castleman reported she would be contacting Beth Robertson at Cole Title Company for an update regarding the progress of the deed correction refiling.
- **Options for Managing Cemetery Funds:** Gaitha Castleman will communicate with a lawyer in Denton that Brent Speck, Edward Jones financial consultant, recommended regarding setting up a cemetery trust.

## **New Business:**

- **Selection of New Board Members:** Don Grisham moved a motion for Mike Nelson (replacing the position previously held by John David Smith – deceased September 2017) and Megan Griffin (replacing the position previously held by Vernon Shive, Jr. – deceased October 2017) to become members of the Board. Kenny Roberts seconded. Motion carried.
- **Memorials for John David Smith and Vernon Shive, Jr.:** Joetta Wallace suggested the memorials be placed near the Veterans Memorial. Joetta will contact Terry Blose to assist with further recommendations. Don Grisham moved a motion for John David and Vernon's memorials to be placed near the Veterans Memorial or as recommended by Joetta Wallace and Terry Blose. Mike Nelson seconded. Motion carried.
- **Consider Budget Approval for 2018-2019:** After a discussion of the budget with a revision to Projected Expenses, line item 7 (Equipment Replacement Fund), Kenny Roberts moved a motion to increase line item 7 from \$4,000 to \$10,000 (increased for purchase of new zero-turn mower), retaining all other line items as presented. Harriet Walton seconded. Motion carried.
- **Computer Program for Registry Information:** See above comments from Committee Reports – Registry Update.
- **Suggestions for Associate Board Member Replacements:** With associate Board members, Mike Nelson and Megan Griffin, becoming members of the Board (see above New Business – Selection of New Board Members), two associate member positions are open. Board members discussed several possible replacements for these positions.
- **Adjournment:** Gaitha Castleman closed the meeting with prayer.

## **Gober Cemetery Board Meeting**

**October 13, 2018 10:00am**

Board members present: Gaitha Castleman, Harriet Walton, Ruby Polston, Mike Nelson, and Joetta Wallace

Associate Board member present: Frances Ramsey

Gaitha Castleman, president, opened the meeting with prayer. After a review of the minutes for the May 2018 Board meeting and the September 2018 financial report, the Board approved the minutes and financial report as presented.

### **Committee Reports**

- **Caretaker:** Gaitha Castleman reported John Babers, cemetery caretaker, has requested thirty
- 3 x 5 flags. Gaitha will contact Luetta Callahan to purchase the flags. Mike Nelson volunteered to research prices of flags manufactured in Honey Grove.
- **Beautification:** No update available

### **Old/Unfinished Business**

- **Web Site:** Joetta Wallace reported the web site will be updated soon.
- **Curbing Removal:** Gaitha Castleman presented a list of gravesites with deteriorating curbs needing removal. Harriet Walton distributed a draft letter created to inform gravesite families about procedures for possible curbing removal. Harriet will revise the letter as per Board recommendations. Gaitha Castleman volunteered to mail a revised letter to each identified family for which contact information is available. The Board also recommended this letter to be included with the spring newsletter, along with a list of the identified gravesites needing curb removal.
- **Monument Repairs:** Gaitha Castleman reported the chemical to remove the lichen from monuments has been purchased and provided to Johnny Babers. Fill dirt will be available to assist in repairing headstones that need leveling.
- **Deed Correction:** Gaitha Castleman stated this is still an ongoing project.
- **Options for Managing Cemetery Funds:** No update available
- **Identification of Eroded or Broken Grave Stones:** No update available
- **Registry:** Gaitha Castleman reported that Owens Funeral Home was contacted about their system for maintaining a registry, but their system of management was not an updated one. A user-friendly system of management for cemetery registries will continue to be researched.
- **Memorials for John David Smith and Vernon Shive:** Joetta Wallace recommended that plans for the memorials be addressed at the next Board meeting.

## **New Business**

- **Investment of Money Market Funds:** Ruby Polston moved a motion for Edward Jones Investments to invest \$15,000 of cemetery money market funds in one of the best conservative instruments outlined by the Board. Mike Nelson seconded. Motion carried.
- **Technical Assistant to Set Up Cemetery Registry:** No action taken. \*See Registry information under Old/Unfinished Business.
- **Associate Board Members:** Gaitha Castleman asked Board members to be thinking about replacements for two associate board members who have become Board members (Megan Griffin and Mike Nelson).
- **Cemetery By-Laws:** Mike Nelson moved a motion to amend the last sentence of the cemetery by-laws to read as follows: "The income from the investments of the PERPETUAL CARE FUND shall be used solely for the preservation, care, maintenance, and upkeep of the Gober Perpetual Care Community Cemetery, any Cemetery-owned properties, and Cemetery-related projects approved by the Board." Harriet Walton seconded. Motion carried.
- **Assistance with Gober Community Center Improvements:** Harriet Walton moved a motion for the Cemetery Association to contribute \$2,000 to the Gober Community Club to assist with expenses for replacement of the community center ceiling, lighting, and ceiling fans. Mike Nelson seconded. Motion carried.

With no further business, Harriet Walton closed with a prayer.

## **Gober Cemetery Board**

### **Budget-Planning Meeting**

**March 23, 2019 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 Gaitha Castleman, president, presiding. Other Board members present were Don Grisham, Mike Nelson, Ruby Polston, Luetta Callahan, Harriet Walton, and Joetta Wallace. Kellie Blain-Burnside, associate Board member, also attended. Gaitha Castleman opened the meeting with prayer.

- **Review of Previous Year's (2018-19) Budget:**

Gaitha Castleman led a discussion of the 2018-19 budget line items.

- ✓ Joetta Wallace reported Memorial Day 2018 (general fund) contributions were \$7,152.00 to date.

- **Projected Budget Income and Expenses for 2019-2020:**

Gaitha Castleman led a discussion of the draft 2019-20 budget line items.

- ✓ Board members recommended that the amount for Projected Expenses line item 5-G (Flags) be increased from \$250 to \$350.
- ✓ Board members recommended that the amounts for line item 6 (Contingency Fund) be increased from \$650 to \$700 and for line item 7 (Equipment Replacement Fund) be reduced from \$10,000 to \$4,500.
- ✓ Board members recommended that a new line item (Cemetery Directory Computer Program Upgrade) be added – amount budgeted to be determined at the May 2019 Board meeting.

- **Update on Survey of Cemetery Property:** Gaitha Castleman reported Cole Title filed (adverse filing) the corrected cemetery deed on February 27, 2019.

With no further business, Joetta Wallace closed the meeting with prayer.

**April 24, 2019**

### **Email Communication**

**RE: 2019-2020 Slate of Officers**

Harriet Walton moved a motion recommending the following slate of officers for 2019-2020: Gaitha Castleman, president, Don Grisham, vice-president, and Joetta Wallace, secretary/treasurer. Ruby Polston seconded. Motion carried.