

## Gober Cemetery Association Minutes

**May 15, 2022 10:00am**

- The Gober Cemetery Memorial Day Services were held at the Gober Baptist Church due to the Gober Community Center repairs not being completed.
- Gaitha Castleman facilitated the Memorial Day program, **Together**. John N. Glover and David Trout – Music Program; Gaitha Castleman - Welcoming Comments; Ricky Roberts – Opening Prayer; Terry Blose – Pledge of Allegiance; John N. Glover – “America the Beautiful” (*Congregation*); Terry Blose – “Remembering Those Who Have Served/Are Serving Our Country”; Congregational Singing; Gaitha Castleman – “Remembering Those Who Have Passed On; Congregational Singing; Don Grisham and Mark Callahan - Honoring the Service of Luetta Broiles Callahan; Congregational Singing; 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 following the 2022 Memorial Day program and was called to order with Gaitha Castleman, Cemetery Board president, presiding. Gaitha thanked all who had helped with the program, music, and setting up for lunch. She also expressed appreciation for the many community members who have assisted with the repairs of the Gober Community Center after the tornado damage in October 2021.
- Minutes of the previous year’s meetings and the financial report were reviewed.
- The Board presented the following slate of Board officers for 2022 – 2023: Gaitha Castleman, President; Don Grisham, Vice-President; Joetta Wallace, Secretary/Treasurer. Ruby Polston moved a motion to approve the slate of officers as presented. Pat Horton seconded. Motion carried.
- Gaitha Castleman announced Mark Callahan as a volunteer to be an Associate Board Member and will be considered for approval at the afternoon Board meeting.
- Ricky Roberts closed with prayer; a covered dish lunch followed in the Gober Baptist Church Activity Center.

## Gober Cemetery Association Board Meeting Minutes

**May 15, 2022 1:30pm**

The Board of Trustees of the Gober Perpetual Care Community Cemetery Association met at the Gober Baptist Church Activity Center with Gaitha Castleman, president, presiding. Other Board members present were Don Grisham, Kenny Roberts, Ruby Polston, Megan Griffin, Frances Ramsey, and Joetta Wallace. Kelli Blain-Burnside, Heather Regan, and Jeff Green, associate members, also attended. Ruby Polston opened the meeting with prayer. The Board reviewed the minutes for the May 2021, April 2, 2022, and May 3, 2022 meetings as well as the May 1, 2021 – April 30, 2022 financial report.

### Committee Reports:

- **Cemetery Caretaker:** Gaitha Castleman reported that Johnny Babers, caretaker, had no requests at this time.
- **Beautification:** Don Grisham commented on upcoming accomplishments and needs – 1) additional rubber mulch has been added to the garden area; 2) a tree to the left of the cemetery entrance needs to be removed; 3) the sprinkler system needs repair.

### Old Business:

- **Sprinkler System Repair:** Gaitha Castleman suggested John Alexander, landscaper, be contacted regarding his recommendation for a person/company to repair the sprinkler system.
- **Bids for Masonry Work at the Cemetery Entrance:** The bid process is in progress.
- **Flags:** Megan and Kyle Griffin volunteered to be responsible for ordering replacement flags.
- **Insurance:** Don Grisham recommended renewal of the insurance coverage of the cemetery tabernacle and shop as well as the community center with Farmers Insurance, Faith Jech, Blue Ridge, Texas. The Board unanimously accepted the recommendation.
- **Website:** No updates reported.

- **Cemetery Curbing and Lichen Removal:** Gaitha Castleman reported that John Babers is continuing work on this project.
- **Options for Managing Cemetery Funds:** Gaitha Castleman had no current update on this ongoing project.
- **Web-Based Cemetery Directory:** Kelli Burnside agreed to assist Don Grisham with this ongoing project. Kelli requested current digital files of cemetery records. She has arranged a meeting with a vendor, CIMS Plot Box, regarding the company's cemetery records management program.

#### New Business:

- **Board Member Resignation:** Megan Griffin moved a motion to accept with deepest regret the resignation of Harriet Porter Walton, faithful Board member, due to family health commitments. Don Grisham seconded. Motion carried.
- **Selection of New Board Members:**  
\*Frances Ramsey moved a motion for **Kelli Blain-Burnside** (replacing the position previously held by Luetta Broiles Callahan (*deceased*) - elected Board member May 1985) and **Jeff Green** (replacing the position previously held by Harriet Porter Walton - elected Board member May 2016) to become members of the Board. Don Grisham seconded. Motion carried.
- **Selection of New Associate Board Member:**  
\*Gaitha Castleman moved a motion to approve Mark Callahan as an associate member of the board. Kenny Roberts seconded. Motion carried.
- **Update on Community Center Renovation:** Joetta Wallace reviewed the expenditures to date for the renovation of the Community Center.
- **Board Contribution for Community Center Renovation:** The Board unanimously approved \$10,000 of cemetery funds to be designated to assist with the cost of the community center renovation.
- **Consider Budget Approval for 2022-2023:** After a discussion of the proposed budget, Jeff Green moved a motion to approve the proposed budget as revised. Kelli Blain-Burnside seconded. Motion carried.
- **Adjournment:** Frances Ramsey closed the meeting with prayer.

### **Gober Cemetery Association Board Meeting Minutes**

**November 5, 2022 10:00am**

- The Gober Cemetery Memorial Day Services were held at the Gober Community Center with Gaitha Castleman, president, presiding. Other Board members attending were Ruby Polston, Frances Ramsey, Jeff Green (via phone), Megan Griffin, (via phone), and Joetta Wallace. Associate board members attending were Heather Reagan, Mark Callahan, and Gary Claxton. Gaitha Castleman opened the meeting with prayer. After a review of the May 15, 2022 minutes and the May 1, 2022 – September 30, 2022 financial report, Ruby Polston moved a motion to approve the minutes and financial report as presented. Frances Ramsey seconded. Motion carried.

#### Committee Reports:

- **Cemetery Caretaker:** Gaitha Castleman reported that Johnny Babers, caretaker, had no requests at this time.
- **Beautification:** Gaitha Castleman reported for Don Grisham: Rosebushes will all need replacing; sprinkler system still in need of repair. Frances Ramsey volunteered to contact the business previously owned by her deceased brother and Kenny Roberts will contact John Alexander as to their interest in repairing the sprinkler system.

### **Old Business:**

- **Sprinkler System Repair:** See above Beautification notes.
- **Flags:** Megan Griffin will determine approximately how many flags are needed and will make a recommendation for the budget amount at the budget planning meeting in the spring.
- **Cemetery Curbing, Lichen Removal, Masonry Entrance Bids, and Future Management of Cemetery Funds:** Gaitha Castleman reported these projects are continuing to be ongoing.
- **Web-Based Cemetery Directory:** Kelli Burnside has been in contact with some companies and will be prepared to make a recommendation to consider for approval at the budget planning meeting in the spring.

### **New Business:**

- **Update on Community Center Building:** Joetta Wallace presented a handout to review the expenditures for the renovation of the Community Center.
- **Travel Allowance for Cemetery Caretaker:** Gaitha Castleman led a discussion of travel allowance for the cemetery caretaker with a recommendation of \$58.5 cents per mile to be documented on a Request for Travel Reimbursement form. Gary Claxton volunteered to develop a travel reimbursement form for Board consideration. This agenda item will be considered for approval at the May 2023 Board meeting.
- **Adjournment:** Ruby Polston closed the meeting with prayer.
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## **Gober Cemetery Budget Planning Board Meeting**

**March 25, 2023**

**10:00am**

The Board of Trustees of the Gober Perpetual Care Cemetery Association convened for a budget planning meeting with Gaitha Castleman, president, presiding. Other Board members participating were Ruby Polston, Kenny Roberts, Frances Ramsey, Don Grisham, Jeff Green, Kellie Burnside, and Megan Griffin (via phone).

*Joetta Wallace did not attend the meeting until 10:30am.* Ruby Polston opened the meeting with prayer.

- **Cemetery Caretaker Position:** The interview team discussed the two applicants that were being brought forward to consider for the new cemetery caretaker. Ruby Polston moved a motion to accept Monte Wallace as the new caretaker beginning April 1, 2023. Frances Ramsey seconded. Motion carried (Joetta Wallace abstained).

**10:30am**

- **Cremation Guidelines Revision:** Kenny Roberts moved a motion to revise the Cremation Guidelines by including the use of Columbarium Flat Markers (above ground cremains burial). Ruby Polston seconded. Motion carried.
- **Retirement of John Babers, Cemetery Caretaker:** Don Grisham moved a motion to accept John Babers' letter of retirement effective March 31, 2023. Kellie Burnside seconded. Motion carried.
- **CIMS Cemetery Management Software:** Following an informative overview of CIMS Cemetery Management Software presented by Kellie Burnside, Don Grisham moved a motion to approve the purchase of CIMS Software. Ruby Polston seconded. Motion carried.
- **Review of Previous Year's (2022-23) Budget:**

Joetta Wallace reviewed the 2022-23 budget line items.

✓ Joetta Wallace reported Memorial Day/General Fund 2022-23 contributions are \$11,520 to date.

• **Projected Budget Income and Expenses for 2023-2024:**

Joetta Wallace led a discussion of the 2023-24 budget line items.

- ✓ Board members recommended the amount for Projected Income line item 2 (Gen. Fund Contributions) be increased from \$7,500 to \$8,000 and line item 5 (Safeway/Tom Thumb) be decreased from \$4.25 to \$3.00.
- ✓ Board members recommended the amount for Projected Expenses line item 5A (Personnel) be increased from \$9,075 to \$10,500; delete line item 5B (Contact/Lot Sales); the amount for line item 5C (Caretaker Expense) be increased from \$1,200 to \$2,000; the amount for line item 5E (Water) be increased from \$700 to \$800; and the amount for line item 5F (Electricity) be increased from \$400 to \$500.
- ✓ Board members recommended the amount for line item 6 (Contingency Fund) be increased from \$1,050 to \$1,100 with \$50 being added each year thereafter; the amount for line item 9 (Computer Software Program) be increased from \$2,000 to \$5,000; and the amount for line item 10 (Memorial Bench/Placard) be increased from \$1,500 to \$3,500.

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