

FOUNTAIN HILL CEMETERY ASSOCIATION
Wooster Chapel
August 17, 2015
7:00 PM

CALL TO ORDER: Richard Forristall called the meeting to order of the Fountain Hill Cemetery Association at 7:05 p.m.

- I. **Roll Call:** Richard Forristall, Mark Lowrey, Jayne Mather, Rhonda Forristall, Susan
II. Miron, Scott Nelson, Art Thompson and Melissa Lowrey and Guest Robert
Larson.

Absent: Diane Brooks, Angus McDonald, and Matt Elgart.

III. **Approval of Minutes:** The minutes of the July 17th meeting were approved as written.

- IV. **Communications – Richard Forristall**
No Report

Chairman’s Report – Richard Forristall

Cremation/Burials

There were a few burials this week

Superintendent’s Report

The assistant gave his notice. The Superintendent stated he is able to handle the work load at this time. If this should change in the future, we will advertise for an additional employee.

Fall is around the corner and the leaves will soon create additional work but with the recent purchase of the leaf sucker, we may be alright.

Financial Statement – Jayne Mather

Jayne Mather presented the financial statement as of July 31, 2015. We are in good standing at 25%. The town has paid their annual contribution and the balance is healthy. We will be purchasing a garage door opener for the maintenance building.

Vice President Report – Mark Lowrey

No Report

- V. **Committee Reports**

Wooster Chapel – Mark Lowrey

Rich brought name plates for the committee to approve. All present were in favor of going forward with ordering for the windows and benches. Rich will also have an additional plaque made, listing everyone who has donated. This will be hung at the back of the chapel.

There is a lot of work to be completed before the reception, scheduled for October 11th (3 p.m.). The lighting needs to be in place. The committee reviewed several fixtures but no decision has been finalized. The heating from the vestibule to the front of the building needs to be installed. Once the heating and lighting are in place, decisions will need to be made regarding the monthly bills. This prompted Art to bring up the following:

- The Rules and Regulations need to be finalized and put into place.
- The committee needs to decide on what type of audience to rent to either long term or for individual memorial services.
- A policy/mission statement should be put into place.
- Recurrent rental agreements: a rental agreement must be put in place. Our first request has been Merrell Perkins, pastor for St. Mathias Anglican Church. We will need to meet with them, asking for their governance structure, who makes the decisions for the group, what is listed in their current rental agreement and request references.
- One-time memorial service: we can meet with Sam Fulginiti, Funeral Director, Robinson, Wright and Weymer to ask what other churches charge, what the process is for scheduling and what should be in place for the agreement.
- For all use-of-space: a contract must be in place to protect the building so we have recourse in the event damage occurs.
- Set up policy stating what the building is to be used for.
- If the Chapel is collecting money, we will need to inquire about our tax-exempt status due to possible rental of the space.
- Certificate of Insurance. Robert Larson suggested a one-million-dollar policy.

Lighting

Grayson is modifying and rewiring the two original sconces. They are to be hung on the back wall. There is no way for additional sconces to be connected to power on the side walls of the chapel due to the current construction. We may place sconces there for show and use batteries to illuminate.

Chandeliers were reviewed. We've asked Grayson for a quote on creating a chandelier similar to the current sconces.

Beth Shalom – Martin Nadel

No Report

Bylaws Sub-Committee

Art Thomson is looking for any further changes. The committee needs to revisit to include the chapel. He will send the most recent copy from May 18th.

Finance Committee

No Report

VI. Old Business

No Report

VII. New Business

Re-scheduled Meeting Date

The Board decided to keep the September 21st meeting in place.

ADJOURNMENT

There being no further business, Mr. Forristall adjourned the meeting at 8:09 p.m.

Minutes submitted by Melissa Lowrey, Secretary