

# TRUCKEE CEMETERY DISTRICT REGULAR MEETING MINUTES 1/11/16

1. Call to Order: Chairman Sharon Arnold called the meeting to order at 2:15 pm.
2. Roll Call:
  - a. Present: Eric Larusson, Clare Aguera, Anne DeVoe, Sharon Arnold, Ed Czerwinski, Archivist Chaun Mortier, IT Consultant Greg Zirbel, Caretaker Troy Kilgore, Assistant Caretaker Joe Aguera, Secretary Tricia Cook
  - b. Absent: none
  - c. Public: Anne DeVoe
3. Rotation of Vice Chairman to Chairman
4. Public Input: none
5. Consent Calendar:
  - 5.1) Minutes 12/7/15
  - 5.2) Warrant Request TR0116
  - 5.3) Aguera motioned to approve, motion passed.
6. Discussion Items:
  - 6.1) Secretary/Treasurer report: Secretary passed around condolence letter to Kennelly Family for signatures. Signature sheet for 2016 Nevada County passed for authorized signatures. Secretary commented she would possibly like to move meeting to February 8<sup>th</sup>. She will notify the chairman once she knows her plans.
  - 6.2) New Burials: None
  - 6.3) Correspondence
  - 6.4) Assistant Caretaker report: Report given by Assistant Caretaker Joe Aguera
  - 6.5) Archivist report: Chaun Mortier reported
  - 6.6) IT report: Greg Zirbel circulated draft 'Interment Rights' form for discussion. Clare Aguera will located burial permits for 4 burials in Ernest Grossman's plots. Greg Zirbel will present final 'Interment Rights' form at February meeting.
7. Open Items:
  - 7.1) Website: Chaun Mortier reported
  - 7.2) Interment Order Form: see 6.6
  - 7.3) Ad for Trustee replacement: Facebook responses will be followed up
8. Very Old Business Never Completed:
  - 8.1) Preparation of 'Rules and Regulations' pamphlet: after discussion it was decided the pamphlet will be prepared after the website is live; using the language from the website.
9. New Business:
  - 9.1) Amend SOPP #3.0 " Election of Officers to Rotation of Vice Chairperson to Chairperson, with outgoing Chairperson to give new Vice Chairperson keys to P.O. and safe deposit box, this is to be done at the first meeting in January."

10. Trustee Update: none
11. Calendar: the next meeting will be Monday, February 1, 2016 at 2pm at the TDPUD Conference room.
12. Adjournment: The meeting adjourned at 4:07 pm.

Respectfully Submitted,

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Tricia Cook, Secretary

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Edmund Czerwinski, Chairman