

St. John the Baptist Church Cemetery Committee Meeting of February 5, 2020

Members present: Bona, Arnie; Delaune, Gene; Flor, Ron; Hammer, Mark; Harris, Judy;
Also present: Mark Dittman, Parish Administrator; guest, Renee Hosch

Gene Delaune led the opening prayer.

The November 12, 2019 meeting minutes were reviewed. No changes or additions were proposed.

The second fiscal quarter financial statements were reviewed and discussed. The various observations included the following.

- The Endowment and Reserve Funds were clarified as to purpose, and as to sources and uses of the Funds.
- In the future, quarterly financial reporting will include grave lot and columbaria niche Sales quantities.
- Discussion of grave lot and columbaria niche pricing led to Mark Dittman's offer to research nearby cemetery pricing.
- Discussion of the cost comparison of grave lot burials and columbaria niche burials led to Mark Dittman's offer to update this information. The Committee recommended that this information be shared with the overall parish community.
- The committee discussed allocation of a portion of grave lot and columbaria niche Sales to the Endowment Fund. A Finance Commission opinion will be requested.
- There was some discussion of liability insurance coverage ... if it exists and, if so, the terms and conditions and the cost. Mark Dittman will research this.
- The Committee briefly reviewed a Gary Horn prepared, five-year Revenue and Expense forecast. For the foreseeable future, the financial state of the cemetery is sound and strengthening.

Follow up discussion of cemetery entry sign replacement included whether or not a sign is necessary and, if so, its potential content, placement, and materials of construction. Mark Dittman will research this.

Discussion of cemetery drive lane repair concluded with a decision to do what is necessary. Mark Dittman and Jeff Bauer will define the scope of the project and contractually negotiate the terms and conditions. This is a capital project (preliminary estimate of \$4,000.) It will be presented to the Finance Commission for a financial opinion, before seeking PLC approval.

Discussion of spring gardening led to Renee Hosch volunteering to develop a description of the various elements that comprise this annual effort. Jeff Bauer's suggestions will be incorporated. Thereafter, there will exist a description sufficient for use when recruiting volunteer gardeners. Renee Hosch will no longer be able to directly participate in the gardening work ... she will advise Ralph Arnott.

Discussion of the infant monument area, complementary landscaping, etc. included Mark Dittman's report that the Parish Leadership Team has requested an Arts and Environment Committee opinion on the project's esthetic specifics. Jay Hunstiger, as Committee Chair, will be requested to soon organize a meeting of A&E Committee representatives with Gene Delaune, Renee Hosch, and Jeff Bauer. Thereafter, follow up requests for proposals specifics will be requested from the Albrecht and Midwest Landscaping companies.

Discussion of the October 11, 2019 issued, Archdiocese Policy on "Parish Cemeteries and Columbaria" included review of the attached key points and the status of SJB Cemetery compliance. The Cemetery is in full compliance with most requirements. Follow up measures will be developed for the two, highlighted points.

The committee briefly discussed the planned, October 25 service for communal interment of cremated remains. At the April 22, committee meeting, Gene Delaune and Mark Dittman will present a tentative project plan.

A current summary of cemetery planned accomplishments is attached..

The next scheduled meeting is Wednesday, April 2020 at 4:30 p.m. in room 201.

Submitted by Gene Delaune, Committee Chair

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Distribution: Cemetery Committee
Parish Administrator, Ex-officio Committee member
Pastoral Leadership Council Chair
Parish Parochial Administrator
Cemetery Caretaker, Jeff Bauer
Renee Hosch

Attachment: Archdiocese Cemetery Policy Compliance Summary; Cemetery Planned Projects