

Calvary Cemetery of Manitowoc Committee

May 31, 2017

Attendance: Bill Gospodarek, Ken Brooks, Cecilia Maurer, Bob Bonk, Sheryl Bey, Cal Wester

Additional Attendees: Colleen Lauersdorf, Jerry Schermetzler

The meeting was called to order at 4:15 p.m. by Ken Brooks,

Ken opened the meeting with a prayer.

**Approval of Minutes:** A motion was made by Bill Gospodarek and seconded by Cecilia Maurer to approve the minutes of our February 21, 2017 meeting. Motion was carried by voice vote to approve. Jerry will send the approved minutes to the parish office for publication to the parish website.

**New Members:** Bob Bonk and Sheryl Bey were welcomed as new members, replacing Fr. Gerald Foley and Rick Balzan

**Opening Listening Session:** There were no interested parties present for the Open Listening Session.

**Operations Update:** Ken shared with the group the latest financial statements for the cemetery and mausoleum. Discussion followed with regards to our Perpetual Care Funds, Assets and Investments. Ken and Colleen will be working with as well as training with Deanne Kuenzi to further improve the QuickBooks procedures. Jerry explained the difference between the Rose Garden Fund, the Perpetual Flower Fund and The Perpetual Care Fund that requires us to place 25 percent of all sales in to a trust account. The account is invested with the Diocese of Green Bay.

Discussion was held with regards to creating a possible budget for the cemetery. More work and discussion will follow.

Ken brought up the fact that we will be looking at a major road repair bill with the upcoming South 10th Street reconstruction.

Jerry mentioned that our chapel organ is starting to fail. It was brought up at our monthly Mass and we are asking people to donate a working organ for us to use. One of our regular organists has offered to visit and test any potential replacements.

We received three quotes for tree removal in the cemetery. Chris Lewis was the low bidder at \$1,500. Bill made a motion and Sheryl seconded the motion to accept the bid from Chris Lewis. Motion carried by voice vote and the committee authorized Jerry to contact them and have the three damaged trees removed.

Jerry brought up that the cemetery roads are in need of repair. One section is so bad that winter snow removal has been stopped in that section and snow will be removed only when there is a funeral/burial service in that section.

**Marketing and Sales:** Good Friday Luminary Service was bittersweet this past year. We had record sales of luminaries and Chinese Lanterns which reflected in a larger deposit made at the bank. However, we have reports of at least two grass fires caused by our lanterns coming down without being extinguished. Jerry is looking at finding a different way to honor our loved ones in the future. We lit over 1300 luminaries at Calvary, St. Mary's and St. Peter's Cemeteries.

Jerry shared how many funerals/services we have had for the past three years as well as the breakdown as to how many were traditional burials (caskets) and how many were cremations.

Year to date sales figures were shared for the last three years.

Father Pleier blessed and dedicated our new St. Francis of Assisi Columbarium prior to today's meeting. We are now selling individual units and our first inurnment will take place next Saturday, June 3rd.

**Current Account Balances:**

Rose Garden Fund:	\$2823.91
Sound System:	\$1063.00
Gianna's Garden	\$2817.20
Veteran's Flag Poles	\$1114.00

Our next meeting is scheduled for Wednesday September 20, 2017 at 4:15p.m. at the cemetery/mausoleum office.

Bill made a motion to adjourn, seconded by Cal.

The meeting was adjourned at 5:08 p.m.

Ken closed the meeting with a prayer of thanksgiving.

Respectfully submitted,

Jerry Schermetzler