

Calvary Cemetery of Manitowoc Committee
September 21, 2017

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

Additional Attendees: Fr. Doug LeCaptain, Colleen Lauersdorf, Jerry Schermetzler

Absent: Bill Gospodarek

The meeting was called to order at 4:20 p.m. by Ken Brooks,
Fr. Doug opened the meeting with a prayer.

Approval of Minutes: A motion was made by Bob Bonk and seconded by Cecilia Maurer to approve the minutes of our May 31, 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.

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 reported that Calvary Cemetery is now ready for an internal audit and that we have approximately a \$64,000 net income at this time.

Bob Bonk had questions about the meaning of "at need" and pre need" which were explained as was the time frame being from July of 2016 through June 2017 for the \$166,000 total income listed. He also was informed that the 25% per cent of the sales consists of property (niches, mausoleum crypts, and cemetery lots) and the Costs of Goods Sold is the amount we pay for the items we sell.

Fr. Doug LeCaptain had questions regarding payment to priests and organists for the first Saturdays of the month, All Souls Day, and Memorial Day. He suggested that we ask the parish priests first pending the availability of the other priests as a cost-saving measure. He felt that we could also combine the masses for the holidays with the St. Francis parish for the holidays. Unique issues for Calvary Cemetery will be included in the parish newsletter and we will be added in the listing of the masses that are available.

Marketing and Sales: 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 and distributed a handout regarding cremation trends.

Other topics reviewed included sales figures and balances for the last 9 months, the funds needed for road repair, and the cost of the repair of 10th Street. The sale of Christmas wreaths will continue this year and will be revisited next year as to whether or not we will continue this service.

Fr. Doug inquired about whether or not we do green burials and Jerry remarked that they are against diocesan rules. We provide space in Good Shepherd Hall for indigents free of charge and returned property/graves are resold.

Lastly, Jerry presented a proposal for payment for services/compensation for employees for working Saturdays and do not get a reciprocal day off during the week. Paying our employees would not be fair to the other SFA employees who do work weekends and it was questioned as to whether or not the Lakeland employees could open the mausoleum and volunteers could close it to enable Jerry to have some vacation time. In addition, a proposal for price increases was handed out and Ken suggested that we compare our real sales to those that are proposed for the next 3 months and revisit this issue at our next meeting.

Current Account Balances:

Rose Garden Fund:	\$3315.28
Sound System:	\$1063.00
Gianna's Garden	\$1837.88
Veteran's Flag Poles	\$1114.00
Roads	\$ 160.00

Our next meeting is scheduled for Thursday December 21, 2017 at 4:15 p.m. at the cemetery/mausoleum office.

Cecilia made a motion to adjourn, seconded by Bob.

The meeting was adjourned at 5:35 p.m.

Fr. Doug closed the meeting with a prayer.

Respectfully submitted,

Colleen Lauersdorf