

Calvary Cemetery of Manitowoc INC
Cemetery Committee Meeting
February 21, 2017

Members Present: Ken Brooks, Cecilia Maurer, Cal Wester

In Attendance: Jerry Schermetzler

Ken Brooks opened the meeting with a prayer at 4:09p.m.

APPROVAL OF MINUTES:

The minutes from the meeting held on November 22, 2016 were approved on a motion by Cecilia Maurer and a second by Cal Wester.

OPEN LISTENING SESSION:

There were no interested parties present.

OPERATIONS:

Ken brought the committee up to date on the financial situation of the cemetery/mausoleum. A Statement of Financial Position as well as a Statement of Financial Income and Expense were handed out. Ken and Jerry are continuing to work on making the reporting process used between the cemetery office and the parish office easier to navigate, thus making it more "user friendly". Ken stated that our "Perpetual Care Fund" is in good financial shape. Consistent sales records throughout the past few years are important as it helps in maintaining the growth of this fund.

Jerry shared with the committee via a handout the funds that have been dedicated to various projects that are being worked on at the cemetery/mausoleum. The projects are Gianna's Garden, completing the sound system expansion, portable veteran's flag poles and our rose garden fund. Jerry stated that a family recently donated \$200.00 to be used for new concrete urns for the entrances to our buildings. The ones used in the past have been cracked and in need of replacement for a few years.

After reporting a few thefts from the mausoleum to the police department, we are looking at adding cameras to the entrance areas similar to the systems used at our schools.

Jerry brought up the cemetery roads being in poor shape. We will need to speak to Mike Miller regarding the quotes that he has received. Jerry will attempt to speak to several private donors that have been generous in the past.

Jerry mentioned that we should start looking at replacing some of our carpeting in the mausoleum as part of our continuing maintenance program; Sanctuary of Love (Phase 3) in particular.

Page 1 of 2

Jerry handed out a graph indicating how many services we have had in the last three years. We have had 54% of our decedents laid to rest in the mausoleum and 46% in our cemeteries. Traditional casket burials are still the most popular with 58% of our funerals being traditional versus cremation.

Discussion on selling our 2000 Chevrolet 1-ton pickup truck to Lakeland Cemetery Services for services rendered was discussed. Lakeland has paid several thousand dollars for repairs to the truck recently and

it was decided to sell the truck to them for \$1.00 (one dollar). We do not need to insure or license the truck by selling it to Lakeland. Motion made by Ken Brooks and seconded by Cal Wester to approve the sale to Lakeland /Cemetery Services for \$1.00 was approved by voice vote.

MEMBERSHIP:

Jerry brought up the rules and regulations regarding term limits. Ken will speak to the Pastor and the Diocese regarding current membership. Jerry has two volunteers that have expressed an interest in serving on the Cemetery Committee.

MARKETING/SALES:

Jerry shared the sales figures for the past 3 years. Sales figures were displayed indicating cemetery versus mausoleum sales. The handout also indicated how many grave spaces, cremation niches and mausoleum crypts have been sold.

Ken is going to look into adding our monthly newsletter to the church bulletin. This would be another tool to inform the parishioners of all that goes on here at the mausoleum/cemetery on a monthly basis. He is going to ask about adding it as a printed page or perhaps using volunteers to “stuff” our newsletter into the bulletin. Currently our newsletter is available at the 2 entrances to the mausoleum and is mailed out to family members upon request. Jerry also mails them with our prospecting mailers.

We have started to take orders for our Good Friday Luminary Program. This year we will be lighting candles at three cemeteries, adding St. Peter’s to the event. Suggested donation is \$5 per luminary and \$9 per Chinese lantern.

Cecilia asked about printing the Good Friday “luminaries” in the church bulletin similar to the printing of the Christmas Flower Memorials. Ken will talk to the parish regarding this potential addition.

The next meeting is scheduled for May 23, 2017 at 4:30 p.m. at Calvary Chapel Mausoleum.

Cecilia Maurer made a motion to adjourn, seconded by Cal Wester. The meeting was adjourned at 5:27p.m.

Ken Brooks closed the meeting with a prayer.

Respectfully Submitted
Jerry Schermetzler