

Calvary Cemetery of Manitowoc Committee  
November 22, 2016

Attendance: Bill Gospodarek, Cal Wester, Cecilia Maurer, Ken Brooks

Additional Attendance: Jerry Schermetzler

The meeting was called to order at 4:30 p.m. by Ken Brooks.

Ken opened the meeting with a prayer.

**Approval of Minutes:** A motion to approve the minutes from the meeting held on January 20, 2016 was made by Cecilia, seconded by Bill, and approved by all. Jerry will send the approved October minutes to the parish office so that they may be put on the parish website.

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

**Operations Update:** Jerry stated that Seiler Brothers Construction has satisfactorily completed the footings and finish concrete work on the SFA Columbarium site. The columbarium should be placed in Spring 2017. Ken stated that the down payment to Zabel has been approved. For future projects, Ken suggests that the Pastor should sign all agreements as Jerry signed this agreement with the oral blessing of Fr. Pleier. Jerry has pictures of the excavating, block and concrete work. As of this date one niche has been sold to a family from out of town. Committee members were given the current sales sheet that indicates pricing and options for the columbarium. Jerry also mentioned the possibility of adding a columbarium at St. Mary's Cemetery in the future. Ken asked if the St. Mary's families would possibly come over to the SFA Columbarium at Calvary dependent on space availability.

Jerry shared numbers of the traditional/cremains burial and entombments for fiscal years 2014 through October 2016. The committee members were also given a report on how many grave spaces, crypts and niches have been sold since 2014. Jerry stated that we have in the vicinity of 500 grave spaces available and approximately 300 crypts available. He would have to check the records to confirm the number of spaces. Cal Wester asked about the road that should be created west of Section P. It has been recommended for over 5 years that we should add a road to assist in carrying caskets a shorter distance in Section P. We would also consider adding 3 new sections of cemetery at the same time as the road construction, with 2 of the sections being dedicated for "cremation only".

Jerry gave current account balances for the following projects: A. Rose Garden Fund B. Sound System Completion Project C. Gianna's Garden D. Veteran's Flag Pole Project. Money in these accounts has been donated by families for these specific needs/projects. The balance in the Gianna's Garden Fund is expected to be exhausted once the final sign is purchased from Hofmann Monuments.

Ken gave a detailed report of the financials for the cemetery/mausoleum including Financial Income and Expense reports and a Statement of Financial Position. Money continues to be put into our perpetual care fund and we need to continue to pay down our parish debt. Jerry asked if there was money in the budget to allow for a part time employee. After discussion, a motion was made by Bill Gospodarek and seconded by Cal to hire a part-time person at \$11.00 to \$15.00 per hour up to 20 hours a week. Cecilia asked if we qualify for assistance from United Way like other non-profit organizations do. Because of our retail business and tax status it is believed that we do not qualify for that type of assistance. Jerry handed out a rough draft of a job description. Jerry will get together with Pat Brandel soon to discuss advertising for the position. Bill asked if it was possible for any assistance from the parish office to help out periodically at the mausoleum office.

**Marketing/Sales:** Ken believes we need to get people to think of the future in regard to making burial plans. Jerry works off of a list of 1000 people as a “prospecting list”. The list is comprised of parishioners, family members of current property owners and people that live in the immediate neighborhood. It was suggested that perhaps the Priest/Celebrant could mention our beautiful mausoleum and cemetery grounds to the congregation. Perhaps some interest could be stirred by doing so. Many parishioners still are not aware that they own this beautiful facility.

The next meeting is scheduled for Tuesday, February 21, 2017.

Bill made a motion to adjourn the meeting at 5:45 seconded by Ken. All approved.

Respectfully submitted,  
Jerry Schermetzler