

BOARD OF DIRECTORS

Oromocto Pioneer Gardens Cemetery Company Inc.

MINUTES OF ANNUAL GENERAL MEETING

23 April 2019

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In Attendance – Board Members

Wright, Doug	- President
Gallinger, Paul	- Vice President
Trainor, Donna	- Secretary
Burchill, Richard	- Director
Trainor, Gerry	- Director
Walker, Ken	- Director
Wilcox, Lloyd	- Director
Wright, Rachel	- Director
Mawhinney, Sheridan	- Councillor, Ex-Officio Member, Town of Oromocto

Absent – Board Members

Andrews, Ian	- Past President
Dubé, Maurice (Moe)	- Treasurer
Currie, Dale	- Director
Affandi, Rudy	- Ad Hoc Member
Bashar, Paul	- Ad Hoc Member
Leman, Maryanne	- Ad Hoc Member

Also in Attendance:

Powell, Bob, Mayor, Town of Oromocto
Interested Citizens

TOPIC

ACTION BY

1. Call to Order. The President called the meeting to order at 7:15 p.m. Flooding of the Hazen Park Centre forced us to change our meeting location at the last minute so the meeting start was delayed by a few minutes.

TOPIC	ACTION BY
<p>2. <u>President's Address & Introduction of Board.</u> The President welcomed Mayor Powell and all others and thanked them for attending. Copies of various documents including his comments and the minutes from the 2018 AGM were made available. The minutes were also posted on our website. Rather than read his entire address, which is included as Attachment A, the President noted some of the more important issues. He thanked The Mayor, Town of Oromocto, Steven Basque, the Town Engineer, as well as Councillor Sheridan Mawhinney, the Town's representative on our Board. The President then introduced each member of the Board of Directors, including those who were newly elected, and expressed his personal thanks to all.</p>	Information
<p>3. <u>Introductory Comments.</u></p> <p>a. <u>Councillor Mawhinney</u> stated that he was very pleased to attend as the Town's liaison on the OPGCCI Board. He stated that he had been a member of Town Council for the past 7 years and has seen the evolution of the cemetery as well as development of most of the infrastructure. He noted that the most important thing is that all Board members are volunteers and appreciated by the Town. He added that he will remain with the Committee until the next election.</p> <p>b. <u>Mayor Bob Powell</u> expressed his thanks to everyone. Oromocto has special volunteers and this committee has ones with a high level of dedication, determination and passion. The result is the masterpiece we now have. It "totally blew him out of the water" when he saw it and it is a bonus to the Town.</p>	Information
<p>4. <u>Approval of Agenda.</u> As no changes or further agenda items were presented, it was moved by Paul Gallinger, Vice President, and seconded by Richard Burchill, Director, that the agenda be accepted as presented.</p> <p style="text-align: center;"><u>CARRIED</u></p>	Information
<p>5. <u>Approval & Acceptance of Previous Minutes.</u> Copies of last year's minutes were available. They had been posted on the website and earlier sent to Board Members for review. As there were no questions, errors or omissions raised, it was moved by Rachel Wright, Director, and seconded by Richard Burchill, Director:</p> <p style="text-align: center;">"that the minutes of the Annual General Meeting of 24 April 2018 be accepted and approved as presented.</p> <p style="text-align: center;"><u>CARRIED</u></p>	Information

	TOPIC	ACTION BY
6.	<p>a. <u>Presentation of Financial Information.</u> The Treasurer, Maurice Dubé, was absent. Donna Trainor, Secretary, presented the financial information. Her report is included as Attachment B.</p> <p>b. <u>Budget.</u> Donna Trainor, Secretary, presented the budget (Attachment C) which was approved for 2019. It was prepared based on sales from previous years and projected expenditures. It was approved by our Board of Directors on April 17, 2019, at our regular meeting. We did not request a grant from the Town of Oromocto this year and we have no major expenses planned for 2019. We are projecting an overall profit of \$1,250.00 for the year.</p> <p>As there were no further questions raised, it was moved by Donna Trainor, Secretary, and seconded by Lloyd Wilcox, Director:</p> <p>“that the financial information for the year ending 31 December 2018 be approved as presented”</p>	
	CARRIED	information
7.	<p><u>Appointment of Auditor for 2019 Accounts.</u> The Secretary reported that Walter Logue, C.A., was our auditor for the past twelve years and he filed our 2017 Income Tax return prior to June 30, 2018. Mr. Logue decided to retire in 2018 and we subsequently contracted the services of Mr. Garry Armstrong, CPA CA Partner, of Shannon & Buffett Chartered Professional Accountants. Mr. Armstrong completed our year-end financial statements and he will be filing our Income Tax/Charitable Return for 2018. He has given his consent to be appointed as our Auditor for the year 2019.</p> <p>It was moved by Donna Trainor, Secretary and seconded by Richard Burchill:</p> <p>“that we appoint Garry Armstrong, CPA CA Partner, C.A., as the auditor for our 2019 accounts”.</p>	
	CARRIED	Information

	TOPIC	ACTION BY
8.	<u>General Discussion.</u>	
a.	<u>Sales Projection.</u> Lloyd Wilcox, Director, stated that he believes that the sales projection is workable. The President agreed and stated that our best advertising is always a funeral, when outsiders view the cemetery for the first time.	Information
b.	<u>Containers for Flowers.</u> Carol Wilcox questioned whether action was ever taken on a previous request to provide some type of container for flowers around the columbarium units. Donna Trainor, Secretary, replied that enquiries were made and the cost to add them to the existing units was prohibitive. Some discussion followed and the President stated that adding anything after the fact is too late. Remembrance Day items were also discussed and the President asked that “peel and stick” poppies not be used to avoid residue remaining on the granite surface. Anything that is placed on the front of the niche for Remembrance Day should be removed after a week.	Information
c.	<u>Opening of Cemetery.</u> Donna Trainor reported that she has had several enquiries from individuals and funeral homes asking when we will be able to do burials. She told them that we can do inurnments now but until the ground dries up considerably, we cannot consider in-ground burials.	Information
9.	<u>Adjournment.</u> As there were no further discussion points or new business, it was moved by Richard Burchill, Director, that the meeting be adjourned at 7:45 p.m.	

Approved:

Doug Wright
President
Oromocto Pioneer Gardens Cemetery Committee

Attachments:

- A. President’s Address
- B. Financial Report
- C. Budget

Attachment A

PRESIDENT'S MESSAGE

On behalf of the Oromocto Pioneer Gardens Cemetery Committee, I would like to thank you all for attending our Annual General Meeting as well as your continued support to our cemetery. Our AGM is always a hopeful sign as it is held at a time of year that signals the end of yet another challenging winter and the start of warmer weather that will eventually green up our beautiful province.

In just over 10 years, the Oromocto Pioneer Gardens Cemetery has evolved from a rough woodlot into a beautiful area and a true masterpiece in the cemetery world. This has been the result of a winning combination of a dedicated group of hard working volunteers on our cemetery committee along with the continuing support from the Town of Oromocto. As a result of the financial support provided by the town during our first decade of operation, we have been financially self-sufficient for the past two years. Thank you to former Mayor Fay Tidd and to our present Mayor Bob Powell and the Town Counsel for your continued support and faith in our organization. We would also like to thank Counsellor Sheridan Mawhinney for his dedication and excellent support as our liaison with the Town. Although the financial assistance and support of the Town constitutes a large portion of our success, the cemetery has to have people to manage it. Our volunteer committee members cover all aspects of managing and operating the cemetery including administration and logistics, financial bookkeeping, customer liaison and sales, grounds keeping and equipment maintenance. There are occasions though when volunteers with shovels and rakes just aren't enough so we are also very grateful to Stephen Basque and his staff at the Town Works Department for all their assistance in making our cemetery the beautiful area it has become.

After several years and many major projects, we are finally reaching a "steady state" point in our cemetery. Last summer saw the completion of two major projects, an Allen Wall that enhances the beauty of our quiet area near the maintenance building as well as the replacement of the concrete with brick pavers around both columbarium units. As well, we had additional flower beds and trees planted in various areas of the cemetery to further enhance the beauty of the "Gardens".

This year will see the completion of landscaping and seeding around the new curbing and grade beams as well as the installation of a French drain around the columbarium in the Field of Honor. The ditch between the curbing and the lower row of trees on the berm will also be filled in to allow for safer grass cutting operations. A good sign that we are finally reaching a maintenance state with no major projects on the horizon.

I would hope that if you haven't already, that you take some time this summer to visit our community cemetery. We are very proud of what we have accomplished but it is a work in progress and we would greatly appreciate any suggestions for improvements. Thank you for your continued interest in the Oromocto Pioneer Gardens Cemetery.

Doug Wright
President

Attachment B

Treasurer's Report

Since our incorporation in 2007, we have used the services of Walter Logue, CA for our annual auditing. Mr. Logue decided to retire in 2018, so we have contracted with Mr. Garry Armstrong, CPA, CA from the accounting firm of Shannon & Buffett in Fredericton. Following Mr. Logue's retirement, we determined, after consultation with him, Mr. Armstrong and others, that there was not a need for a full, comprehensive audit in our capacity as a non-profit organization. Consequently, our year-end statements are significantly abbreviated, but still complete.

Mr. Armstrong has provided us with year-end statements of our financial position effective December 31, 2018. Our Treasurer provided him with documents and information from his accounting program, QuickBooks and the statements were produced based on that information.

At year-end, we had Assets totalling \$1,709,973 which was an increase from our 2017 Assets of \$1,656,753. The increase was mainly due to the installation of pavers on the bases of the Columbarium Units. The statement shows liabilities of \$26,662 but this is an internal issue related to required transfers which were completed in the new FY.

Our Statement of Operations showed Revenue of \$76,078 (2017 -\$80,658) and Expenses of \$46,766 (2017 – 66,378). Excess of Revenue over expenses - \$29,312 (2017 - \$14,280)

Overall, we are in a good financial situation with a healthy bank balance and no liabilities. It has taken us over 12 years to reach this point but we managed due to the amazing support from the Town, careful scrutiny of our expenses, and the volunteers who spent many hours of their time to help us achieve this

Our budget for 2019 was prepared based on sales from previous years and projected expenditures. It was approved by our Board of Directors on April 17 at our regular meeting. We did not request a grant from the Town of Oromocto this year and we have no major expenses projected for 2019. We are projecting an overall profit of \$1,250, which is subject to sales during the year.

Report prepared and presented by Donna Trainor, Secretary

Attachment C

	OROMOCTO PIONEER GARDENS CEMETERY COMPANY INC.		
	2019 BUDGET		
	ACCOUNT	UNITS	VALUE
REVENUE	4010 - Section A - Plots	08	\$6,800.00
	4020 - Section B - Niches	06	\$12,000.00
	4030 - Section C - Plots	10	\$8,600.00
	4040 - Section C - Niches	12	\$25,000.00
	4050 - Engraving		\$9,000.00
	4100 - Internments		\$9,000.00
	4150 - Memorial Trees/ Benches		\$5,000.00
	4160 - After hours / Week-end Service Charges		\$1,000.00
	4200 - Municipal Grants		\$0.00
	4250 - Public Donations		\$1,000.00
	TOTAL REVENUE		\$77,400.00
COST OF REVENUE	5010 - Engraving		\$12,000.00
	5020 - Trees / Benches		\$4,500.00
	5300 - Section A Plots		\$3,000.00
	5310 - Section C Plots		\$4,000.00
	5320 - Section B Niches		\$5,500.00
	5330 - Section C Niches		\$13,000.00
	TOTAL COST OF REVENUE		\$42,000.00
	GROSS PROFIT		\$35,400.00
EXPENSES	5030 - Bank Charges		\$400.00
	5040 - POS Terminal Fees		\$700.00
	5045 - POS Terminal Charges		\$1,500.00
	5070 - Office Supplies & Postage		\$2,500.00
	5080 - Audit Fees		\$2,500.00
	5100 - Software Maintenance Fees		\$2,200.00
	5120 - General Supplies		\$500.00
	5130 - Ground Maintenance		\$8,000.00
	5140 - Telephone		\$800.00
	5150 - Insurance		\$2,500.00
	5340 - Amortissement Building		\$2,000.00
	5350 - Land Improvements (Beams)		\$0.00
	5360 - Amortissement Computer Hardware		\$1,000.00
	5375 - Amortissement Lawn Equipment		\$3,000.00
	5380 - Electricity		\$750.00
	5800 - Miscellaneous		\$800.00
	xxxx - Salaries		\$5,000.00
	TOTAL EXPENSES		\$34,150.00
NET PROFIT	OVERALL PROFIT		\$1,250.00
	Prepared By: Maurice R. Dube Director/Treasurer		
	Date: 23 Oct 2018		