

BOARD OF DIRECTORS

Oromocto Pioneer Gardens Cemetery Company Inc.

MINUTES OF ANNUAL GENERAL MEETING

24 April 2014

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In Attendance – Board Members

Andrews, Ian	- President
Dexter, Terry	- Vice-President
Weaver, Charles	- 2 nd Vice-President
McHarg, Wayne	- Treasurer
Trainor, Donna	- Secretary
Gallinger, Paul	- Director
Pollen, Terry	- Director
Tidd, Fay	- Director
Trainor, Gerry	- Director
Walker, Ken	- Director
Wright, Doug	- Director
Mawhinney, Sheridan	- Deputy Mayor, Ex-Officio Member, Town of Oromocto

Absent – Board Members

Powell, Capt John	- Ex-Officio Member, 5 th Cdn Division Support Base Gagetown
Affandi, Rudy	- Ad Hoc Member
Lesmana, Maryani	- Ad Hoc Member

TOPIC

ACTION BY

1. Call to Order.The President called the meeting to order at 7:00 p.m.

TOPIC	ACTION BY
<p>2. <u>President’s Comments & Introduction of Board</u>. The President welcomed all to the meeting and invited all to feel free to ask questions as the meeting progressed. Copies of various reports were available, including his own President’s Comments. Rather than read his entire address, he touched on some of the important issues. He stated that Mayor Robert Powell and members of the Town Council have provided their total support from the beginning. Thanks also went out to Deputy Mayor Sheridan Mawhinney, the Town’s representative on our Board. The President then introduced each member of the Board of Directors and expressed his personal thanks to all. His report is attached to these minutes as Attachment A.</p>	Information
<p>3. <u>Introductory Comments</u>. Deputy Mayor Mawhinney stated that it was his pleasure to be here on behalf of the Town. He added that he was impressed by the number of hours put in by volunteers and expressed his thanks to all. He stated that he is not sure if he will still be with the Committee after this month, although he has asked the Mayor to be reappointed.</p>	Information
<p>4. <u>Approval of Agenda</u>. As no further agenda items were presented, it was moved by Paul Gallinger, Director, and seconded by Terry Pollen, Director, that the agenda be accepted as presented.</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 Charles Weaver, Director, and seconded by Fay Tidd, Director:</p>	Information
<p>“that the minutes of the Annual General Meeting of 25 April 2013 be accepted and approved as presented.</p>	Information
<p><u>CARRIED</u></p>	

TOPIC**ACTION BY**6. Presentation of Financial Information.

- a. Financial Statements. The Treasurer, Wayne McHarg, stated that the audited financial statements were received only the previous day. He discussed details of some of the key issues. According to the Auditor's Report, "the financial statements present fairly, in all material respects, the financial position of the Oromocto Pioneer Gardens Cemetery Company Inc. as at December 31, 2013 and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles." These documents are attached as Attachment B. (Note: attached to original minutes only – not electronic version.)

TOPIC

ACTION BY

b. 2014 Budget. The budget was prepared in the fall of 2013. There were a number of sales after preparation, resulting in a Revenue figure that is probably low, however the Expenses figure will be accurate. The major expense this year will be landscaping. Some details were provided on how we plan to proceed. Sales have been excellent this past year. We were 65% over budget and 60% from the previous year. Consequently, we asked for a lower grant from the Town - \$15K. Eventually, we hope to become self-sufficient. The purchase of a new columbarium structure for the Field of Honour is underway and we will have a visit from the representative in the near future. We will be able to pay for the entire columbarium as the funds have already been set aside. The 2014 Budget is attached as Attachment C. As there were no questions raised, it was moved by Wayne McHarg and seconded by Gerry Trainor, Director:

Information

**“that the audited financial statements for the year ending 31 December 2013 and budget be approved as presented”
CARRIED**

Information

c. The Treasurer reported that Walter Logue, C.A., has been our auditor for the past seven years and he will be filing our 2013 Income Tax return prior to June 30, 2014. He has again accorded us a special price for his services as we are a not-for-profit company. He has again given his consent to be appointed for the year 2014. Accordingly, it was moved by Wayne McHarg and seconded by Roger Kinney, IR Holder:

Information

“that we appoint Walter Logue, C.A., as the auditor of our 2014 accounts”.

CARRIED

8. Election of Officers Terry Dexter, Vice President and Chair of the Nominating Committee, conducted the election of officers. The Nominating Committee identified two positions on the Executive and four positions on the Board of Directors, for a total of six, all of which expired on 31 March 2013. For the sake of expediency, the vote was held following the end of the presentation. The positions were as follows:

TOPIC

ACTION BY

- a. President –The incumbent, Ian Andrews, agreed to allow his name to stand for another two-year term to expire on March 31, 2016. A call was made for further nominations, however, none were forthcoming. Nominations were closed and Mr. Andrews confirmed that he was willing to serve his term.

- b. Secretary – The incumbent, Donna Trainor, agreed to allow her name to stand for another two-year term to expire on March 31, 2016. A call was made for further nominations, however, none were forthcoming. Nominations were closed and Mrs. Trainor confirmed that she was willing to serve her term.

- c. Director - The incumbent, Gerry Trainor, has offered to allow his name to stand for another two-year term to expire March 31, 2016. A call was made for further nominations, however, none were forthcoming. Nominations were closed and Mr. Trainor confirmed that he was willing to serve his term.

- d. Director – The incumbent, Terry Pollen, agreed to allow his name to stand for another two-year term to expire March 31, 2016. A call was made for further nominations, however, none were forthcoming. Nominations were closed and Mr. Pollen confirmed that he was willing to serve his term.

- e. Director – The incumbent, Clifford Sanford, has not reoffered for another term. A call was made for nominations. None were forthcoming so this Director’s position will remain vacant. Mr. Sanford has agreed to remain with the Board as an ad hoc member to provide us with valuable counsel and advice.

- f. Director – The incumbent, Robert McDowell, has not reoffered for another term. A call was made for nominations. None were forthcoming so this Director’s position will also remain vacant.

TOPIC

ACTION BY

- g. Vote. The Vice-President requested that all those in favour of the re-election of Board Members as earlier stated in para 8. a. to f., please signify by raising their hands. None opposed. The election of officers was then closed.

Information

CARRIED

TOPIC

ACTION BY

9. General Discussion

a. Website Posting. A question was raised about the possibility of having some of the meeting material posted on the website prior to the meeting. In addition, positions to be filled could also be posted. The President replied that we will try to do this next year. There is also the possibility that some things could be sent as attachments to the Notice of Meeting email which is sent prior to the meeting each year.

b. Director's Position. Roger Kinney, IR Holder, asked for details on the duties of a Director. The President provided details on when meetings are held and added that we also require some physical work from Directors. Gerry Trainor, Director, provided more details on upcoming required work to be done by the Town. There will be a need to have this work augmented by volunteers. A group met yesterday with Stephen Basque, Works Dept, to discuss the upcoming work.

c. Mayor's Message. Mayor Robert Powell passed on his congratulations to all. He stated that now that he sees who is on the Board, he can understand why the cemetery looks as good as it does. He added that the Town will continue to support it as much as possible.

d. Engraving. Doug Wright, Director, stated that at the last meeting, there was a point raised regarding the Corps badges for the niche covers in the Field of Honour. There were some problems, however, he and some other Board members put their heads together and came up with what they believe is a permanent solution. This will be laser etched into a piece of granite and affixed to the niche cover. Some samples were available for viewing. All present badges will be changed to the new style at our expense. A question was raised about the possible provision of Corps badge plates for niches in Section B. Wayne McHarg replied that at the present time it is not possible because of the multiple niche covers in Section B, which will not fit into the laser engraving machine.

e. Beautification Program. Wayne McHarg, Director, reported that the program will be started when weather permits.

f. Columbarium. Wayne McHarg, Treasurer, reported that the new columbarium should be in place by the fall. We expect this to be our last major purchase for the next 10 years

g. Labour. The President stated that in the future, we may find it necessary to hire someone, but we have not reached that point yet. All work is done by volunteers at present. If it becomes necessary to hire someone, we may be able to work something out with the Town.

10. Adjournment. As there were no further discussion points or new business, it was moved by Gene Tizzard that the meeting be adjourned at 7:45 p.m.

Minutes Prepared By: Donna Trainor

Approved:

Original Signed By

Ian Andrews

President, Oromocto Pioneer Gardens Cemetery Committee

Attachments:

- A – President’s Comments
- B – Audited Financial Statements
- C – 2014 Budget

PRESIDENT'S COMMENTS

We wish to thank everyone for coming to this Annual General Meeting of the Oromocto Pioneer Gardens Cemetery and for your continued support. As we approach our official opening on May 1, we trust the ground will dry up and the weather will allow us to get a head start on this year's Beautification Program. Purchases of niches and plots have continued at a record pace since last fall, and with improvements to the site this spring and summer we expect even more interest in Oromocto Pioneer Gardens Cemetery.

As in the past year, landscaping continues to be our priority in our attempt to make Oromocto Pioneer Gardens maintain its pleasing appearance. George Scott from Scott's Nursery has provided us with a Beautification Plan that will act as our blueprint for landscaping and we will be progressing to improve the appearance of the Cemetery as finances allow. Also, we will be meeting with a representative from Carrier Mausoleums, the company from which we purchased the columbaria in both Section B and the Section C (Field of Honour), for the possible purchase of an additional columbarium in the Field of Honour in the near future. We have accumulated sufficient funds to purchase this columbarium as part of our long term planning. Last summer we revised our landscaping plans to expand the curbing throughout the Cemetery. The curbing now in place should serve our purposes for many years to come. Meanwhile, Gerry Trainor and his crew of dedicated volunteers have continued to keep our grounds in pristine condition throughout the spring, summer, and fall.

We continue to enjoy excellent cooperation from the Mayor and Town Council. Deputy Mayor Sheridan Mawhinney represents the Town on our OPGCC Board while Stephen Basque and the Town Works Department have continued to offer us their assistance when necessary. Because of our improving financial situation, our requested grant from the Town this year was reduced to \$15,000 and we look forward to a time in the near future when we will become completely self-sufficient. We were extremely pleased that the Bergeron family donated the proceeds from their Invitational Softball Tournament in honour of their daughter, Amber Lynn, to Oromocto Pioneer Gardens. This will certainly assist us with our landscaping projects this summer.

Board ad hoc member Rudy Affandi continues to monitor our website and provides us with up-to-date information and assistance. I wish to personally thank all members of our executive and Board of Directors for their continued dedication to this project. My special thanks continue to go to our Secretary Donna Trainor and our Treasurer Wayne McHarg. The workload for both has increased considerably over the past year as our business has increased. Thanks also go to those who, in addition to our Directors, have offered many hours of volunteer work in an effort to improve the appearance of our Cemetery.

We encourage you to offer suggestions on ways to improve our community Cemetery. Thank you for your continued interest in Oromocto Pioneer Gardens Cemetery.

Ian Andrews, President
Oromocto Pioneer Gardens Cemetery Company

OROMOCTO PIONEER GARDENS CEMETERY COMPANY INC.

2014 BUDGET

			Units	Value
<u>REVENUE</u>	4010	Section A Plots	6	5100.00
	4020	Section B Niches	7	11550.00
	4030	Section C Plots	7	5950.00
	4040	Section C Niches	7	13300.00
	4050	Engraving		3400.00
	4100	Internments		2600.00
	4200	Municipal Grant		15000.00
	4250	Public Donations		3000.00
TOTAL REVENUE			27	59900.00
<u>EXPENSE</u>	5010	Engraving Services		2000.00
	5030	Bank Charges		100.00
	5040	POS Terminal Fees		500.00
	5070	Office Supplies/Postage		1600.00
	5100	Software Maintenance Fees		1400.00
	5120	General Supplies		100.00
	5130	Ground Maintenance		5000.00
	5140	Telephone		800.00
	5150	Insurance		3200.00
	5300	Plot sale costs Section A		1200.00
	5310	Plot Sale costs Section B		1400.00
	5320	Niche Sales costs Section B		4300.00
	5330	Niche Sales costs Section C		5400.00
	5340	Amort-Buildings		300.00
	5350	Land Improvement		20000.00
	5370	Amort- Fixtures & Equipment		1500.00
	5375	Lawn Equipment		1000.00
	5380	Electricity		300.00
	5800	Miscellaneous		2000.00
		Salaries		5000.00
TOTAL EXPENSE				57100.00
NET PROFIT				2800.00

Oct 10/2013


Wayne McHarg