



FAIR OAKS CEMETERY DISTRICT

Guillermo Barron
District Manager
Mysti Lingenfelter
Admin Assist
Gonzalo Vega
District Foreman

7780 Olive Street Fair Oaks, CA 95628

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www.fairoakscemetery.com

ESTABLISHED 1902

BOARD OF TRUSTEES
Robert Clouse-Chairman
Carolyn Flood-Vice Chairman
Patricia Vogel
Albert D. Neufeld
Peter Schroeder

**"It is our mission to partner with our community to
preserve our past & memorialize our future."**

NOTICE

OF REGULAR MEETING OF THE BOARD OF TRUSTEES OF FAIR OAKS CEMETERY DISTRICT

Wednesday, May 11, 2022, at 9:15 am
District Office
7780 Olive St.
Fair Oaks, CA 95628

Due to COVID-19 precautions this meeting will be held in person **and** online via Zoom.

1. Call to Order-9:16 a.m.
 - Chairman Clouse called the meeting to order at 9:15am
2. Pledge of Allegiance
 - Those assembled recited the Pledge of Allegiance
3. Roll Call of Board
 - Present were trustees Robert Clouse, Pat Vogel, Pete Schroeder, Don Neufeld, and Carolyn Flood, DM Guillermo Barron, Foreman Gonzalo Vega, and Employee Mysti Lingenfelter.
4. Public Comment on any agenda items - Open or Closed.
 - No public present.
5. Unfinished Business - Board Discussion & Possible Action Items
 - A. Update on Land/Tax Issues
 - Nothing to update, still working on some leads.
 - B. QuickBooks / CemSites
 - Staff contacted CemSites; they apologized for the incorrect invoice. New proposal was for \$3,000 to convert to QB Online. Motion to accept the proposal for both QuickBooks and CemSites. Moved by Trustee Neufeld 2nd by Trustee Flood. Approved unanimously
 - C. Budget for 2022/2023
 - Motion to accept the Budget proposal as clarified. Moved by Trustee Flood 2nd by Trustee Vogel. Approved unanimously
 - D. Pricing for 2023
 - Motion to accept the fee schedules as revised, subject to corrections as discussed. Moved by Trustee Neufeld 2nd by Trustee Schroeder. Approved unanimously
6. Finance Committee Report
 - Finance committee met prior to the board meeting. Treasurer Vogel reported total claims were \$41,964.62 after correction of \$.02
7. Consent Calendar
 - A. Approval of Board Minutes of April 13, 2022
 - B. Approval of Claims
 - Motion to accept the consent calendar as amended. Moved by Trustee Vogel 2nd by Trustee Neufeld. Approved unanimously
8. Information Items
 - A. District Foreman's Monthly Report
 - i. Safety Report
 - This month's safety meeting was held on preventing back sprains & strains.

Fair Oaks Cemetery District Agenda for Board of Trustees Meeting April 13, 2022

- ii. Any unusual activities
- Nothing to report

B. DM's Monthly Reports:

- i. Sales
 - District sales reported as \$18,875.87 (Total Income \$137,811.12)
- ii. Internments
 - District's 18 burials consisted of 13 cremations and 5 caskets
- iii. Attendance
 - District Employee's attendance is up to date
- iv. Website Contacts
 - Google Analytics showed 169 visits to our website in March.
 - Chamber Catcher page showed 31-page views, and an Advertising offset of \$4.25 to \$25.00
- v. Correspondence
 - 1. Treasury Oversight - Voting
 - Trustees abstained from voting, gave direction to DM to vote his choice.
- vi. Upcoming events, conferences, and trainings
- Calendars printed with events from Fair Oaks Chamber, Carmichael Chamber, and Cemetery.
- vii. Major Purchases or other Extraordinary Expenditure
- Nothing to report.
- viii. Incidents
 - No major incidents to report.

9. New Business - Board Discussion & Possible Action Items:

- Nothing to report

10. Trustees Discussions, Questions, & Comments

- Nothing to report

11. Adjournment

- Chairman Clouse adjourned the meeting at 10:54 am

Approved as X read _____ corrected.

Bob Clouse Chairman
Prepared by: Mysti Lingenfelter Secretary

Votes: __ Ayes
__ Nays
__ Abstain
__ Absent