

Society of St. Gabriel – Meeting Minutes

May 23, 2017

1. **Annual Meeting** - Mark Schnurr welcomed all attendees for the Annual Society of St. Gabriel Meeting and Father Byrne opened with a prayer in the Enzler Room.
2. **Landscaping and Maintenance update** – Mark provided an update on the maintenance of the cemetery. There were many concerns about the quality of regular maintenance provided throughout the year.
 - a. Mark reiterated that any comments about conditions, etc. should be directed to him via e-mail mschnurr@bravofacilityservices.com and/or contact him at 202-437-4532.
 - b. There was consensus that the maintenance services should be bid out this year and Joe Schiattareggia will lead this process. Mark will provide Joe with the current scope of work and it will be updated for the bidding process.
 - c. Mark will research and provide rules and regulations for the cemetery and they will be available on the website (TBD).
3. **Communications/Our Lady of Mercy Website (www.olom.org)** – Mark re-emphasized that communications will improve with the use of the OLOM website. Please refer to The Society of St. Gabriel page (see the ABOUT tab) so that all volunteers and friends can utilize this feature to stay up to date on what’s happening at the cemetery. Future announcements and updates will be communicated through the website. Mark will work with Mary Kate on the updates in June and announce in the weekly bulletin.
4. **Memorial Garden Project** – Father Bill opened this portion of the meeting by thanking John Lyman for his commitment and dedication to seeing this project through. Carole Bittman was also recognized for initiating this project many years ago that included the original design by Laurel Behar. This project would not have been possible without their time and determination. John Lyman made a presentation on the status of the project and Father Bill added further comments and details as follows;
 - a. John provided the updated architectural drawing of the project (SEE Attached) and distributed copies to attendees. The project drawings will also be made available on the OLOM Website.

- b. John noted that it was necessary to add a “slight” re-design of the Memorial Garden due to a grave plot that had to be relocated.
- c. John indicated that the permit process is in motion with Montgomery County so that a construction schedule can be determined. The process is taking slightly longer than expected but should be completed soon.
- d. John explained that the Niche will be 12x12x12 and will hold a maximum of (2) cremains. Each Niche will be sold this way with the option of (1) or (2) cremains per Niche.
- e. John displayed the alternatives for the type of stone to be used for the Memorial Garden and consensus was for the Matte finish (Matte plates will be used for the names and the holes for the plates will be pre-drilled for better maintenance results).
- f. Father Bill noted that the money raised from the Memorial Garden will be set aside in a perpetual fund for long term care making the sustainability of St. Gabriel a reality.
- g. Father Bill went on to say the following about the financials of the cemetery;
 - o Names are currently being placed on a Waiting List at OLOM (41 currently)
 - o GOH handles the sales for the Niche’s
 - o St. Gabriel’s will receive 100% of the proceeds in the first 60 days (starting date to be determined/negotiated with Catholic Cemeteries)
 - o After 60 days, 15% of the sales go to GOH
 - o All financially related decisions of St. Gabriel will be handled by the OLOM Financial Committee
 - o The Niche’s will be sold at \$9,000 each in the first 60 days and for \$10,000 following that period by GOH (Father Bill will confirm the final decision on the amount for each Niche’ and potential payment plans)
 - o The Urns for the Niches are selected by the owner of the Niche’ through the respective Funeral Home (information on the size will be made available when the Niches are sold)

5. Memorial Day Service – Father Bill announced that the Annual Memorial Day Mass would go as follows;

- a. If there is NO RAIN, the service will begin at 9am at St. Gabriel with the reading of the names followed by Mass at 9:30am.
- b. If there is RAIN, the service will begin at 9am at OLOM with Mass followed by the reading of the names at 9:30am.

6. Ambassador Program – There were several questions about the Ambassador Program and its current state. Bea Fuller reviewed the current list of names for each month and the openings available. Joe Schiattareggia suggested that we look for local students to participate for community service hours through their respective school (Joe to research). For those who were new to the Annual Meeting, this is where a volunteer (Ambassador of St. Gabriel) picks a month of the year and visits the cemetery during this month to ensure that the grounds/maintenance is in order and reports any findings to Mark Schnurr for follow-up (Multiple Ambassadors are encouraged). Moving forward, a calendar for the year will be posted on the St. Gabriel web page for volunteers to sign-up (June).

The Meeting was closed. Further updates on St. Gabriel and The Memorial Garden Project can be found on the OLOM Website and St. Gabriel Web Page.