

# The Minutes of St. Theodore's Cemetery Committee Meeting

October 03, 2019

## 1. Members Present

Members present were Roger Rudbeck, Kevin Warne, Dennis Fisher and Fr. Tony Fernando. Jackie Duff was absent. The minutes of the previous meeting was approved as read.

## 2. Reports

### 2.1 Treasurer's Report

Roger Rudbeck informed the committee that as on September 30<sup>th</sup> 2019, the balance in STC Saving Account is: \$541.25. St. Theodore's Cemetery Checking Account has \$2,779.90 and St. Lawrence's Cemetery has \$2,752.23 in checking account.

### 2.2 Yearend & First Quarter Financial Report

Fr. Tony presented the Yearend Financial Statement of our Cemeteries and the First Quarter Report of July - September 2020.

### 2.3 Report on Cemetery Records

Kevin shared the latest updates made on the cemetery records. He cross referenced all Burial Plot Certificates, Cemetery Mailbox Index forms, Cemetery Record forms and the information from the parish office. He also visited both the cemetery graves to double-check them against all recorded information. If there was any conflict in the information he used what was found at the cemetery. Fr. Tony offered to help from the parish office to update them in our computer system. Fr. Tony encouraged the committee to continue to gather family contact information to add to our data. Dennis Fisher will acquire info for the St. Lawrence Cemetery.

It was suggested that we must make 2 Burial Certificates when a burial plot is purchased. One goes to the party that purchased the plot and the other goes into our file. Each must be numbered the same. Kevin was asked to create 2 separate cemetery record books. One for St. Theodore's and one for St. Lawrence's cemetery.

## 3. New Business

### 3.1 Remaining works at St. Lawrence Cemetery

It was agreed that the brush around the new fence should be cut once or twice a year and the fence should be monitored for any fallen trees that may come down on it. The township will be asked if there are any restrictions that this committee would need to be aware of in the event the unused portion of the cemetery would be sold. Dennis Fisher agreed to manage these concerns.

### **3.2 Cemetery Decorations & Its Removal**

It was suggested that after Labor Day our new policy regarding holiday decorations and its removal will be published in the bulletin every year. The decorations that had not been removed by the end of September would be removed by the cemetery committee in October and placed in the southeast corner of the cemetery where they could be collected by their owners. Kevin agreed to contact Sharon Lembke to give her an opportunity to pick up any decoration she may have place next to the graves of veterans and she considered to be her personal property.

### **3.3 Cemetery Newsletter**

Father led a discussion about publishing a St. Theodore's/St. Lawrence's newsletter. Parish office will assist in designing and mailing the Newsletter to all those who have their loved ones buried in our cemeteries and those who own a lot or heir of a lot in both of our cemeteries. Kevin agreed to contribute a couple photos and write about improvements done in both the cemeteries.

### **3.4 Spring 2020 Cemetery clean-up**

It was proposed that the committee consider the 2nd or 3<sup>rd</sup> week of May to do Spring clean-up at St. Theodore's Cemetery. A Saturday would be preferable. We may need to have a couple of date options due to weather situation.

## **4. Next Meeting**

Scheduled for Thursday, May 7, 2020 at 2:30 PM

### **Notes provided by:**

Kevin Warne