Chester Cemetery District

Board of Directors Meeting Agenda

February 11, 2020 at 1:00pm

Chester Cemetery Office, 1400 Hwy 36, Chester

**Public Comment Period:**

Persons wishing to address the Board on non-agenda items shall limit their comments to 3 minutes. The Board values public input but cannot take action on non-agenda items. Comments on agenda items will be held as that item is considered. Please limit comment time to 3 minutes. Please wait to comment until recognized by the Chairman.

1. **Call to Order**

2. **Public Comment**

3. **Minutes of the October Meeting** – Discussion and possible action

4. **Treasurer’s Report for October, November, December & January** – Discussion and possible action

5. **Manager’s Report –** October, November, December, January

6. **Communications/Correspondence –** None

7. **Old Business –**

 A. Policy Manual – Discussion and possible action

 B. New Columbarium – We need more columbarium space. Discussion and possible action.

 C. Audit – Auditor was here in December, waiting results. Info only

 8. **New Business-**

A. Letter of Resignation – Discussion and possible action.

 B. Vote on possible new Board Member – Discussion & possible action.

 C. New Cemetery Manager – Mr Biscotti would like to step down and assume a different role at the cemetery. He is recommending Karen to move up to the Manager’s position. He would like to work as needed for maintenance and groundskeeping. Discussion and possible action.

 D. Forms 700 – It is time for the annual filing of Form 700. Discussion and filing out of forms.

 E. Update General Manager’s Job Description – Discussion and possible action.

 F. Update the Cemetery Holiday schedule – Discussion and possible action.

9. **Adjournment**

Next regularly scheduled meeting is Tuesday, March 10, 2020 at 1:00 pm.