Chester Cemetery District

Board of Directors Meeting Minutes

February 12, 2019 at 1:00pm

Chester Cemetery Office, 1400 Hwy 36, Chester, CA

1. **Call to Order** at 1300 hours. Those present are Barbara Scally, Rick Thompson, Fred Biscotti and Karen Lichti.
2. **Public Comment:** None
3. **Minutes of the December Meeting:** Motion made and seconded to accept the December Meeting Minutes as presented. Motion passed unanimously.
4. **Treasurer’s Report for December 2018 and January 2019:** Motion made and seconded to accept the December 2018 treasurer’s report as presented. Motion passed unanimously. Motion made and seconded to accept the January 2019 treasurer’s report as presented. Motion passed unanimously.
5. **Manager’s Report for December and January:** Report attached.
6. **Communications/Correspondence:** None
7. **Old Business:**
8. None
9. **New Business:**
10. Policy Manual – The Policy Manual has been started the first six pages are complete. This will be a slow process. Motion was made and seconded to accept pages 1-6 of the Policy Manual as presented. After some discussion motion was passed unanimously.
11. Form 700 – All forms 700 have been filled out and turned in. These include the two Board Members, the Secretary and the Manager.
12. **Adjournment:** Motion was made, seconded and passed unanimously for adjournment at 1325 hours.

Next regular meeting is April 9, 2019 at 1:00pm