

SHARP'S CEMETERY MEETING AGENDA

December 12, 2011

1. CALL MEETING TO ORDER
2. COMPUTERIZING SHARP'S CEMETERY PROCEDURAL MANUAL STATUS
 - a. STATUS OF FINDING ALL HARD COPIES OF DOCUMENTS
 - b. STATUS OF PUTTING DOCUMENTS IN 'WORD'.
 - c. CREATE HARD COPY PROCEDURAL MANUAL
 1. HOW MANY MANUAL REQUIRED?
 2. CUSTODIAL OF PROCEDURAL MANUALS?
3. STATUS OF DEVELOPMENT OF CEMETERY MAP
 - a. PAMELA GOFFINET'S PROGRESS
4. SHARP'S CEMETERY DATA BASE STATUS
 - B. SOURCE OF DATA
 1. CEMETERY DATA LOCATED IN DIFFERENT LOCATIONS
 2. DETERMINE DATA BASE RECORD CONTENT
5. CREMATION REMAINS PROCEDURE
 - A. OVER EXISTING BURIALS?
 - B. NEW BURIAL PLOT?
 - C. STATUS OF LAYING OUT CREMATION REMAINS AREA?
5. SHARP'S CEMETERY FINANCIAL STATUS
 - a. CASH BALANCE _____
 - b. INVESTMENT ACCOUNT VALUE _____
 - c. TOTAL VALUE _____
6. SECRETARY
 - a. DISTRIBUTION OF MINUTES
7. SAFE
 - a. NEW SAFE FOR SHARP'S CEMETERY'S USE?
8. OTHER BUSINESS
9. NEXT MEETING DATE