

Sharp's Cemetery Inc.
Meeting Minutes December 10, 2012

1. CALL MEETING TO ORDER

Meeting called to order by Harold Diem at 7:05 pm.

Attendees: Harold Diem, Palmie Maccari, Charles Moore, Jerry Hendricks, Bruce Schrim, and Pam Goffinet.

2. STATUS OF DEVELOPMENT OF CEMETERY MAP

A. FINALIZE CEMETERY MAP

Pam presented the semi-final version of the map. A location map was added, and name sizes were increased to improve readability and are color coded as follows:

Purple – the lot owner name is confirmed with a deed (the lot number on the deed may or may not match the current numbering of the lots)

Black – the lot owner name is from the original map

Italics – these are the names on the stones in the lot

The redrawing has helped identify open spots available for sale.

Pam suggested that additions to the map be entered in pencil, and then updates performed on the file annually. CAD software is not required, and Jerry is able to edit the file using Adobe Illustrator and can then save as a pdf.

A number of edits to the map were suggested:

Add iron and board fence labels

Change Parking Lot to Parking

Add plot dimensions

Add architectural dig date

Add name color legend

Change Rt 273 to Rt 213

Pam will make the suggested changes and send pdf's of map to Palmie and Jerry and the CAD file to Jerry.

It was noted that the map is not to scale, and whereas the plot lines are actually fan shaped, the map indicates parallel lines. Also noted is that the board fence is outside of the cemetery boundaries and resides on FHNRA property.

B. INVESTIGATE GROUND RADAR FOR UNOCCUPIED BURIAL SITES

Questions remain about the blank area above the driveway, and in the center and south sections. Disturbances are indicated, but performing Ground Penetrating Radar (GPR), which can detect objects, and changes in the soil to about an 8 foot depth, could be very helpful. Pam received quotes from three firms, GPRadar.com at \$800 per half day, GeoModel at \$2900/day, and Envirosan with a detailed 9 page proposal at \$2110 for 8 hrs (option #1). The architectural dig was conducted 12 years ago, but GPR could provide additional information.

3. SHARP'S CEMETERY DATA BASE STATUS

Jerry was given copy of map and will begin the process of adding the revised information to the database. Pam suggested that Jerry add a Source field to database to indicate if information was obtained from the deed, headstone or map. Pam also suggested marking the changes and progress on the map.

4. GOOGLE GROUPS

OVERVIEW OF GOOGLE GROUPS AS A COMMUNICATIONS TOOL

Jerry reported that invitations were sent to all Board members to join a mailing list. The creation of this list enables anyone to send a message to "sharps-cemetery-board@googlegroups.com" that will reach all members on the list. It will no longer be necessary for each member of the Board to maintain their own separate mailing lists. The current list includes Bill, Pam, Harold, Palmie, Jerry, Paul and Vince. Jerry will send Jessie, Charles and Bruce another invitation. If this proves to be successful, a list of all plot owners will be created as well. Again, this will allow anyone to send a message to one address, something like "sharps-cemetery-owners@googlegroups.com", to reach the entire group.

5. DROP BOX

REVIEW DROPBOX FOR FILE SHARING OR CONSIDER AUTOMATIC PC BACKUP SERVICE; SUCH AS CARBONITE

Jerry reviewed how he uses Dropbox to share files as well as to backup important files offsite. Dropbox is a "cloud" service that provides users with an easy, low cost option for both sharing files ensuring that if one's home computer were to crash and burn, that copies of important files could be recovered. IT professionals have been stressing the importance of backing up files for years, but until recently that meant have a copy either on a disk or hard drive in the same location as one's computer. However, in case of a fire, flood or theft, both the original and backup copies could be lost. Many "cloud" services have surfaced recently to provide an extra level of insurance. Most allow a minimum free service, with paid plans that allow more storage and added options. Jerry noted that he has several free accounts in addition to Dropbox, Google Drive, SkyDrive, Box and most recently Sugar Sync. All are similar, but have some minor differences. Currently all Sharps files are kept in a Public Folder in Dropbox, meaning that anyone with the proper link could retrieve them. For files that need to be accessed from multiple computers, SugarSync seems to be ideal. Any file edited is seamlessly updated on all linked computers. Carbonite was also mentioned as a complete backup system for \$99/yr, but for most individuals, one of the free services will probably meet their needs. If anyone is interested in trying one of them, Jerry can send an invitation, giving both users extra space.

6. SHARP CEMETERY/ROCK CHURCH OPERATIONAL RELATIONSHIP STATUS OF RESCINDING AGREEMENT WITH ROCK CHURCH DEED AND MEETING WITH ROBERT JONES, LAWYER

Harold met with Robert Jones to inform him that the Board has decided to manage the cemetery independently from the church. While this is a reversal to a previous relationship, the request to be placed under the jurisdiction of the church was made on a false premise. It was assumed at the time, that without the connection to a church, the cemetery would be subject to the Maryland Office of Cemetery Oversight, and would impose restrictions on the use of cemetery funds. It was later realized that the age and Sharp's Cemetery being a non-profit organization insured exemption from the regulations. While the process of disincorporation was initiated, it apparently was not completed, and since the required tax forms have been filed each year, Sharp's Cemetery, Inc. remains incorporated and in good standing.

All agreed that we needed to proceed in the best direction for the cemetery, though some were hesitant to reverse course. After much discussion the Board unanimously voted in favor to move the proposal forward.

The dissolution of the previous agreement now needs to be approved by the church, so Harold will ask Linda, the Clerk of the Session, to place the item on the agenda of the next Congregational Meeting in January.

7. RULES AND REGULATIONS MODIFICATIONS

DETERMINE SIZE OF FLAT FLUSH GROUND LEVEL MARKERS

Bruce and Harold will go to Head of Christina Church to measure the size of their markers.

8. NEWSPAPER NOTICES

PLACE NOTICES TO GET CURRENT MAIL AND E-MAIL ADDRESSES OF SHARP'S CEMETERY LOT OWNERS SO WE CAN COMMUNICATE SHARP'S CEMETERY ACTIVITIES, UPDATES AND NOTICES

Will do so after church vote.

9. SHARP'S CEMETERY FINANCIAL STATUS

- A. CASH BALANCE - \$6,393,28
- B. INVESTMENT ACCOUNT VALUE - \$68,023.73
- C. TOTAL VALUE - \$74,417,01

10. OTHER BUSINESS

Burial Transit Permit needs to be added to the Procedural Manual, as well as the year end process related to tax preparation and filling.

One lot sold this month.

Top of poplar tree has fallen and needs to be cleaned up.

Flowers will be removed after Christmas.

11. NEXT MEETING DATE

Jan. 14, 2013, 7:00 pm

Submitted by Jerry Hendricks