

SHARP'S CEMETERY MEETING AGENDA

November 14, 2011

1. CALL MEETING TO ORDER
2. STATUS OF DEVELOPMENT OF CEMETERY MAP
 - a. PAMELA GOFFINET'S PROGRESS
3. COMPUTERIZING CEMETERY PROCEDUAL MANUAL
 - a. STATUS OF FINDING ALL HARD COPIES OF DOCUMENTS
 - b. STATUS OF PUTTING DOCUMENTS IN 'WORD'.
 - c. CREATE HARD COPY PROCEDUAL MANUAL

4. COMPUTERIZING SHARP'S CEMETERY DETAIL DATA

- a. SOFTWARE METHOD
 - i. MICROSOFT OFFICE 'EXCEL' OR DATA BASE
 - ii. VENDOR DATA BASE SOFTWARE SELECTION
 - iii. DATA BASE, PERSONAL COMPUTER BASE OFR WEB BASE?

A lot of discussion on the best way to create the data was presented. Originally we discussed putting the data on Microsoft Office 'EXCEL'. Jerry Hendricks suggested using Data Base software. I believe this is better solution. There are several Data Based Programs available. Placing data in a data base gives us lot more flexibility. We can extract information, sort it and present it in any manner we choose. A Data Base can be localized on a Person Computer or can be Web based. We should strive to determine the method we should use at this meeting.

B. SOURCE OF DATA

1. CEMETERY DATA LOCATED IN DIFFERENT LOCATIONS
2. DETERMINE WHAT DATA TO INCLUDE

5. SHARP'S CEMETERY FINANCIAL STATUS

- a. CASH BALANCE _____
- b. SECURITY VALUE _____
- c. TOTAL VALUE _____

6. SECRETARY

- a. THANK VINCE DOUCHERTY FOR ACCEPTING POSITION
- b. DETERMINE METHOD OF DISTRIBUTING MINUTES?
- c.

7. SAFE

a. NEW SAFE FOR SHARP'S CEMETERY'S USE?

We currently are using a small safe at Harold Diem's house now. His safe is too small to hold all the hard copy paper work that we require. We should discuss purchasing a larger safe and determine where it should reside.

8. OTHER BUSINESS

9. NEXT MEETING DATE