

Cemetery Advisory Board

Meeting Minutes

June 27, 2018

1. Meeting called to order 7:03 pm by Secretary, Kim Jolliff
2. Pledge of Allegiance
3. Roll Call:
 - a. Present: Londa Horton, Kim Jolliff, Connie Coon, Deb Grubb, Nickie Tomlin, and Nancy Glover
 - b. Absent: Robert Moe
4. Introduction of Londa Horton as Chairperson
 - a. She needs updated contact information for members
5. Review of May Meeting Minutes
6. Status of Cemetery Documentation
 - a. Benjamin new and Coughran Cemetery are all documented
 - b. Antrim half completed
 - c. Klein and Miller not completed
7. Liz Whitt , Deputy Clerk needs documentation of Antrim for available plots
8. Londa suggest an intern to work on consolidation of records. Need to confirm if it must be approved by Township Board
9. Burials – none
10. Add Treasury Report to meeting agenda going forward for funds tracking
 - a. Need to confirm available funds for stone repair
11. Inquiry about By-Laws and Ordinance status
 - a. Still pending review and approval by Township Attorney
12. Reminder that Township Board need to approve any expenditures for the Cemetery Committee
13. Cemetery Walk date September 22nd, 2018.
 - a. Suggestion to invite family members of those who are selected for reenactment.
14. Reschedule Cemetery Workdays
 - a. Saturday, July 28th at Antrim Cemetery 9 am to 11 am
15. Clean the Headstone Workshop
 - a. Committee members to demonstrate proper cleaning techniques during Cemetery Walk
16. Dave Carter work days
 - a. Nickie to contact Dave Carter regarding proper cleaning of headstones information and when he would be able to work in Benjamin Cemetery
 - b. Need to confirm status of repair on marked Benjamin Cemetery headstones
17. Dawn Patrol Ball Drop
 - a. Londa to contact the rotary president in regard to the ball drop proceeds and distribution of raffle tickets.
18. Antrim Cemetery
 - a. Property Lines and surveys completed
 - b. Per Township Attorney, documents have been submitted to county register of deeds
19. Ed Adams, meeting guest, found the Coughran Cemetery original land deeds and date established.

20. Next meeting August 1stth 7 pm changed motioned by Connie Coon and 2nd by Deb Grubb
a. Change needs to be posted on Township website and front door

21. Goals:

Get documentation digitized-available online

Get all cemeteries documentation completed and surveyed

Get information out to community and network in the community

News Articles

Booth at Fair

Genealogy group networking

Establish relationship/meeting with Brighton Cemetery and Questers

Invite guest speaker to next meeting – from Brighton Cemetery

Recognition of veterans and engraved memorial

Research

Recruit volunteers / interns

Main purpose – getting records updated

Need mission statement that could be put on the website

Suggestion – To be good stewards of the Conway Township cemeteries

Connie Coon moves to adjourn at 8:22 pm, Nickie Tomlin 2nds motion.

Meeting Minutes prepared by Kim Jolliff, Secretary

June 30, 2018