

PINE GROVE CEMETERY DISTRICT
P. O. Box 311
McARTHUR, CA 96056

MINUTES

February 14, 2018

1. The Pine Grove Cemetery District Board of Trustees meeting was called to order at 4:00 PM by Chairperson Arleen Earnest. The following people were present: Directors: Calvin Carpenter, Marlene Van Staaveren, Robert Dye, and Manager, Kelly Shuler. Guests: Debbie Dennis
2. **Additions or Corrections:** addition to # 10 to add existing board Member Term Limits.
3. **Public comments:** none
4. **Minutes of Previous Meeting :**(Action) Robert Dye moved Marlene Van Staaveren seconded to approve the January 24, 2017 minutes. Motion carried.
5. **Bills and Deposits:** (Action) The Board was given a list of the bills that have been paid online by Kelly Shuler and Arleen Earnest since the January 24, 2017 meeting that totaled \$401.95 Calvin Carpenter moved Marlene Van Staaveren seconded to approve the bills. Motion carried.
6. **Review of Month-End Report:** Done
7. **Review of Time:** Done
8. **Comments of Board Members:** Arleen congratulated the board on their ongoing good ideas and patience throughout. She has enjoyed her time on the Board.
9. **Manager's Report:** See attached.
10. **Election of Board Chair (and existing board Member term Limits)**(Action) Calvin Carpenter moved to nominate Marlene Van Staaveren to become new Board Chair Robert Dye seconded. Motion carried. Arleen Earnest moved to approve the following board members for the following term limits: Calvin Carpenter and Arleen Earnest- March 2020, Robert Dye-March 2021, Marlene Van Staaveren-March 2022. Robert Dye seconded. Motion carried.
11. **Board Vacancy Up Date:** Shasta County in progress of putting Board member nomination on County Board of Supervisor agenda and updating terms for members.
12. **Expansion Report** Done
13. **Cemetery/Personnel Policy Review:** Board members given rough drafts of each will discuss at next meeting.
14. **Cemetery Calendar:** Discussed particular items of interest to highlight for each month, will vote to approve next month
15. **Brochure:** ongoing
16. **Items for next Month's meeting:** review Expansion budget, plan field trip for Fall River, Dana, and Winters Cemetery, revisit Board meeting day/time, vote on back-up bill pay board member.
17. Arleen Earnest submitted letter of resignation effective immediately.
18. **Adjournment:** Next regular meeting March 14, 2018 4PM. Meeting adjourned 5:03 PM.

Respectfully submitted,

Marleen Van Staaveren – Chairperson

Kelly Shuler - Manager