

MOLESWORTH CEMETERY BOARD MEETING

VIRTUAL – JUNE 21, 2021

Attendees: Bert Mitchell (Chair), Howard Mitchell, Heather Mitchell, Jennifer Moore (Treasurer) Allan Kerr, James Kerr, Diane Parker, Don MacEwen, Carol Wildgoose, Murray Ritsema (Manager)

The Chair opened the meeting with an introduction to new Board member Heather Mitchell who was warmly welcomed by all. Members look forward to working with Heather in the months and years ahead.

1. Minutes of September 2020 Meeting

Motion: Minutes of September 10, 2020 be approved

Moved: Diane Parker

Second: Don MacEwen

Passed: Unanimous

2. Cemetery Mapping

Motion: Ratify email motion to hire Ben Rothwell at a cost of \$300 +GST (total) to take aerial drone photographs of the cemetery in each of the seasons. In addition Bert Mitchell will attempt to gather latitude and longitude data for the cemetery. Purpose: to allow for the location of individual headstones in the cemetery. This information will be posted for easy access on the Cemetery website to facilitate viewing of individual headstones virtually. This data will also assist in locating headstones when physically visiting the cemetery.

Moved: Carol Wildgoose

Second: James Kerr

Passed: Unanimous

3. Treasurer's Report

Jennifer Moore presented the YE reports for 2020 and YTD for 2021. The Board thanks Jennifer for her work and thorough reporting of our financial accounts and responsibilities.

Motion: Accept reports as presented.

Moved: Howard Mitchell

Second: Allan Kerr

Passed: Unanimous

4. Managers Report

Murray Ritsema reported that there was one interment near the end of May. A cremation interment is scheduled for this coming Saturday. No other burial activity to date.

The grass has been cut several times so far this season.

The question of rules governing the decorating, labelling of the columbarium niche doors was brought forward. It was agreed that there should be a rule stipulating that a 1.5" border around the entire exterior of the door should be left blank. Murray and Diane will work together to write up the rules and share these with Bert for final approval and inclusion on the Cemetery website.

5. Landscaping

i) Apron around columbarium:

Murray has researched 3 types of material that could potentially be used for this purpose: high quality poured cement; man made paving stone; granite paving stones (2", 3" & 4" thick)

Substrate for base of apron would be A or B grade gravel to a depth of 1.5' deep.

Granite can be purchased from Nelson Granite, the provider of the columbarium. The granite colour of the columbarium (Canadian Mahogany) can also be used for the apron. There are other colours available including arctic grey, pine green and morning rose.

If granite is chosen, to minimize slipperiness of the surface the preference would be to use non polished granite. It was noted that of all the afore mentioned surface options, granite has the most longevity from a performance standpoint. Cost for granite: 2" thick \$17.50/sq.ft; 3" thick \$19.75/sq.ft.; 4" thick \$22.75/sq.ft. Discussion ensued regarding how wide the apron should be, with 10' and 6' being suggested. Diane and Murray will work together to come up with recommendations that will include researching the possibility of using limestone flagstone as another option for the surface as well as pricing estimates for installation from 3 known contractors in the surrounding area.

ii) Trees/Shrubs/Shade Trees:

The Chair asked about the possibility of planting additional trees this fall as well as the landscaping that will need to be installed around the columbarium once the apron is in place. Howard noted that the black cedar trees that are planted in the area formerly the location of the school are doing well. Other deciduous trees that have been planted have died for no apparent reasons. Bert and Howard offered to do some additional planting of black cedars in September. Help from others is welcome.

6. Newsletter

The Chair noted that as a result of the winter 2021 issue he had received an inquiry from the Warnock family who now reside in Saskatchewan. The question had to do with whether or not the woman's father had actually been buried in the plot purchased by him, as he had died in the Ontario north and it was not known if his body had been brought to Molesworth. Murray reported that he had done some soil testing with a rod and was able to determine that in the plot there was a possibility of a burial. Plots 2 & 3 he believes are empty. Plot 4 has the headstone and there is a possibility of a burial in that plot also.

A member of the Spence family received a copy of the newsletter and subsequently made a donation

7. Occupants List

Two recent iterations have been completed, the most recent on May 6, 2021, and posted on the website. The Board thanks Bert for his diligence and work on this important aspect of Cemetery record keeping.

8. New Business

i) Lichen Removal

Jim Kerr noted that there is significant growth of lichen in the cemetery, most concerning being that growing on the headstones. Murray described his experience in cleaning headstones, which he does with a pressure washer followed by a cleaning product. Photos of before and after are taken and provided to the family/owners of the headstone. This service can be a revenue stream for the cemetery and is important for protecting vulnerable headstones made of limestone and other softer stone types such as marble. (Granite is impervious to lichen). The Board discussed the value of providing this service for a fee of \$200 where the Cemetery would pay Murray half for his work and the remaining balance would be revenue for the Cemetery

Motion: Revise the Price List for Molesworth Cemetery to include a headstone cleaning service for a fee of \$200.00 to be paid to the Cemetery. Owners/certificate holders will be directed to Murray Ristema directly to book this service. Murray will record the work and invoice accordingly with payment to be made to Molesworth Cemetery.

Moved: James Kerr

Second: Don MacEwen

Passed: Unanimous

ii) Facilitation of Donations to Molesworth Cemetery via E-Transfer

Jennifer advised the Board that there is a simple way to allow for donors to give to the Cemetery via E-Transfer. She explained that an email account can be set up for each of the accounts – General & Heritage – funds can then be transferred directly. This information should be included in the “ways to donate” section on the Cemetery website once the emails have been set up and activated. Directions on how to do this should include a request that donors record their name, address and phone number in the notes section on the banking E-Transfer page to allow for Jennifer to identify and receipt donors. However, she noted that having the donor's email for the transfer itself does allow her to contact the person for further contact information as required.

Motion: That Molesworth Cemetery create a separate email for each of the General account and Heritage Account to allow for transfer of funds from donors to each account. Jennifer will arrange for online access to the accounts for herself (Treasurer) and Howard Mitchell (Assistant Treasurer). Further, the account formerly named Columbarium will be renamed the Canada Helps account as this is the account to which funds received via Canada Helps are transferred.

Moved: Diane Parker

Second: Allan Kerr

Passed: Unanimous

9. Adjournment

The Chair declared the meeting adjourned at 8:40 pm