

West Side Cemetery District

MEETING

BOARD OF TRUSTEES

District Office Board Room

440 E. Cedar Street, Taft, CA. 93268

Phone (661)765-4505 Fax (661)765-6335 westsidecemetery.com

AGENDA

7:00 p.m.

October 20, 2020

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

INVOCATION:

ROLL CALL: SUMMERS, JORDAN, MONTGOMERY, BLACK, MELTON

PUBLIC COMMENT: (5 min. time limit)

CORRESPONDENCE: ADP Payroll co.

ANNOUNCEMENTS: Assistant Manager has been appointed to KCSDA board of directors.

APPROVAL OF MINUTES: September 15, 2020

APPROVAL OF FINANCIAL STATEMENTS: September, 2020

*Balance Sheet

*Profit & Loss YTD Comparison

*Profit & Loss Budget vs. Actual

* Stifel, LLC Investment Accounts

APPROVAL OF MONTHLY CASH DISBURSEMENTS: September, 2020

* Transaction Detailed by Account (General)

*Transaction Detailed by Account (Payroll)

MANAGER'S REPORT:

The District performed 5 services in September, for a total of 20 for the fiscal year compared with 17 services at the same time last year. Manager and Assistant Manager continue working toward transition when Manager retires. Assistant Manager has been working on District revenue saving options, along with revenue generating options. Construction continues on the

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Board Members: *Gary Summers *Roger Montgomery *Robyn Melton *Robert Jordan *Don Black

Staff: *Joel Bauer-Manager *Nick Ward-Assistant Manager

new niche bank. Manager continues to work on increasing credit card limit for the purpose of streamlining accounts payable. Grounds crew has been taking care of services. Working on the niche bank, and maintaining the cemetery grounds and equipment.

AGENDA ITEMS:

Current Business:

1. Up-date Board on progress of the new niche bank and ossuary. Discussion and Action.
2. Tabled from September meeting: Request by board to consider possibilities for scattering garden for cremains. Discussion and action.
3. Request board consider some different types of cost cutting options. Discussion and action.
 - (a) Security
 - (b) Phone system
 - (c) Employee uniforms
4. Request board consider some revenue generating options. Discussion and action.
 - (a) Selling upgraded flower vases.
 - (b) Using facebook as advertisement.
 - (c) Tree dedication
5. Request board consider Holiday dinner. Discussion and action.

Unfinished Business:

Other Board Items:

BOARD MEMBER INPUT:

This Portion of the meeting is reserved for Trustees to present information, announcements, or other items that have come to their attention. A Board member may request that an item be placed on the agenda for consideration at a future meeting or refer an item to the District Manager for a formal report. The Board will take no formal action.

MEETING ADJOURNED:

THE NEXT MEETING WILL BE HELD: November 17, 2020

Notes

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