

# HOPLAND CEMETERY DISTRICT

Agenda/Minutes  
APRIL 13, 2021 6:30PM

## **Opening**

The regular meeting of the HOPLAND CEMETERY DISTRICT was called to order at time on APRIL 13, 2021 6:30PM virtually via ZOOM by Katharine Cole, Trustee.

## **Present**

Katharine Cole, Yvonne Boyd, Joan Norry, Nyna Kaiser, Trustees

## **Absent**

Bob Kieffer

Members of the Public via ZOOM link

## **Approval of Agenda**

The agenda was unanimously approved as distributed.

## **Approval of Minutes**

The Minutes of the meeting of the Board March 9, 2021 were unanimously approved.

## **Open Issues**

1. State of Records. Trustee Cole was contacted by the Norfolk family via email. She sent a photo of the possible plot purchased in 1997 and forwarded both to the Norfolk family and Mitch Robinson. No reply from Mitch Robinson as to the nature of the stake. It is assumed this was the manner of marking a purchased plot at that time.

### 4. Basic Legal Requirements.

a. Insurance/Workers Comp via Golden Gate Risk Management. Liz Smith of GGRM forwarded their Resolution needing to be approved by the Board to ascertain the volunteer workers compensation coverage as requested.

i. The Board motioned (Cole) and seconded (Boyd/Norry) to approve the Resolution 003 to complete the paperwork for insurance coverage. The motion was unanimously approved.

Trustee Cole agreed to have notarized and to hold the completed documents and noted that all Trustees were forwarded the digital copy of verification of coverage for their reference. The Claim Form for the insurance premium has been sent to the County.

b. All memberships for the Public Cemetery Association and the California Association of Public Cemeteries are completed. Claim forms for those dues have been submitted to the County.

### **New Business**

1. Volunteers. *The Board is maintaining social media and email lists of all volunteers to notify them of upcoming events. We encourage the public to join us via email, website or via phone number so we may let the public know of upcoming events.*

a. Clean Up Event - April 25, 2021. It was recommended by Norry that we ask volunteers to bring plenty of water, gloves, tarps and tools. It was noted by Cole that we were not allowed by law to clean headstones without the consent of the family. It was hoped Kieffer would bring his dump trailer as many piles from the last clean up, including the many wreaths, remained. Norry is researching water stations and the Board unanimously approved her obtaining one prior to the clean up, if promising.

2. Rules and Regulations. A review of the Hopland Cemetery Board Rules and Regulations from 2007 was covered and the new, proposed rules per the current status of the cemetery and board was read. There will be an agenda item concerning this on the next meeting Agenda. It was unanimously agreed to post the Rules at the Cemetery on the shed for reference. It was noted that the shed is now locked and keys are in the possession of Norry and Kieffer. Norry will be storing rakes and other tools there post-clean up.

3. Future Meetings. It was discussed that it was no longer necessary for the Board to hold monthly public meetings, but move to a quarterly schedule at this time.

### **Public Comment and Questions**

No public was in attendance. The Zoom was monitored, however, for any last minute joiners.

For Further Communications with the Board: Hopland Cemetery District, PO Box 425, Hopland, CA 95449; email: hoplandcemetery@gmail.com

**Adjournment**

Meeting was adjourned at \_\_\_7:35p\_\_\_\_\_ by Vice Presidence Joan Norry. The next meeting of the Board was set for July 13, 2021 at 6:30pm. It was agreed this meeting would hopefully be able to be in person.