

## VOCA

### Executive board meeting minutes fall 2016

September 10, 2016

In attendance: Tom Giffin – president, Dianne Leary – VP, grants administrator, board members – Charles Marchant, Ruth Barton, Richard Howrigan

Public attendee: Merrill Barton

#### President Report:

- Comcast employees are available to do community service for 2 hours on Tuesday's. They are currently working in Rutland's West Street Cemetery.
- Tom completed work in Doty cemetery in Wallingford all volunteer project.
- Tom is working with Rutland Town on a cemetery project
- Tom is also doing the editors job. Looking for someone to take over that position.

#### Treasurer's report:

- Treasurer Chris Book left a profit & loss statement and a summary of account statement. See attached.
- The \$10,000.00 has not yet been transferred to the Vanguard Fund
- Motion made to transfer the \$10,000.00 from the Leon Dean Permanent Fund to the Vanguard Fund. Motion seconded and approved unanimously.

#### Secretary's report:

- Dianne Leary requested we print the newsletter on standard weight paper rather than the current premium weight. The last newsletter was printed this way. It costs less to print and mail.
- Tom has new up to date membership list. Now there will no longer be a delay in mailing the newsletter

#### Grant's report:

- Need to decide on how much money for grant's in 2017. Biennial fund letter raised approximately \$5200.00. Proposal of \$3000.00 total with a maximum of \$750.00 per grant.

Editor's report:

- We need a new editor
- People need to submit material

Old Business:

- Current list of Officers and Footstones was handed out.
- We need to vote on officers at the fall annual meeting
- We need to make sure the IRS non-profit number and Vermont Secretary of State number are good annually.

New Business:

- Rowe MA has contacted Tom about helping them with their cemeteries
- Copy of VOCA's Articles of Association and IRS nonprofit number should be kept in a couple of places
- Board meeting time reevaluated. Some members feel we should go back to a week day. Decided on late afternoon on a weekday i.e. 4 p.m., not on Friday
- VOCA's burial listings are being distributed around the state.
- Spring meeting 2017 proposed for Bennington. Charlie Marchant will look into it.

Respectfully submitted,

Charles Marchant  
Board member