**NOTICE**

**REGULAR MEETING – CORNING CEMETERY DISTRICT**

**BOARD OF TRUSTEES – THURSDAY, OCTOBER 17, 2019 AT 6 PM**

CORNING CEMETERY DISTRICT, 4470 OREN AVENUE, CORNING

Chairman Dean Cofer; Vice Chair Shirley Townley; Trustee Doug Hatley, Trustee John Richards, Trustee Lorenzo Casia; and Clerk of the Board/Office Manager Wendy Pauling.

**AGENDA**

1. Call to Order at 6 PM, followed by Pledge of Allegiance.
2. Introduction of visitors and guests.
3. Review & Approve Minutes, Warrants, Correspondence, and Affix Signatures on Certificates of Burial Rights.
4. Public comment is limited to 3 minutes (not on agenda items).

**REPORTS**

1. **Board Secretary:**
2. Update on issues of interest.
3. Prior to the November Board Meeting the office will send out information on two separate issues for board members consideration: (1) Procedures for the sale to out-of-district buyers; and, (2) The setting of payment terms for pre-need.
4. At its September board meeting, trustees approved quarterly grounds inspections by board members. Due to Brown Act considerations, Chairman Cofer has determined that the district will periodically circulate inspection schedules for two (2) board members to sign up for each inspection. We anticipate that all five board members will rotate doing the quarterly inspections.
5. **Chairman:**
6. Update and Reminder: The Red Bluff Masonic Lodge will dedicate a Veterans monument and plaque on Sunday, 11/10 at 11 AM. The public is invited.

**NEW BUSINESS – ITEMS FOR BOARD DISCUSSION AND/OR ACTION**

1. Discuss and act on a policy specifying that customers are responsible for obtaining burial permits for remains coming from outside our district.
2. Discuss and act on purchasing a smaller canopy (10x20) to use for smaller services, and when two services are scheduled for the same day.
3. Discuss and set a policy on allowable times for burial services during regular work days.

**ADJOURN MEETING**

No further business the meeting was duly adjourned. The next Board meeting will be held on November 21, 2019 at the cemetery office starting at 6 PM.

*Note: District Trustees shall hold regularly scheduled meetings on the 3rd Thursday of each month at the cemetery office starting at 6 PM. Occasionally (due to holidays or other reasons) meetings may be changed by majority vote of the Board and with advance notice given at the preceding meeting.*