**NOTICE**

REGULAR MEETING – CORNING CEMETERY DISTRICT

BOARD OF TRUSTEES – THURSDAY, \*AUGUST 22, 2019 AT 6 PM

CORNING CEMETERY DISTRICT, 4470 OREN AVENUE, CORNING

*\*Note: Date changed from Aug. 15 to 22 per board approval.*

Chairman Dean Cofer; Vice Chair Shirley Townley; Trustee Lorenzo Casia; Trustee Doug Hatley; Trustee John Richards; 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. The new revised Employee Manual is still being reviewed by attorney, and should be available prior to next month’s board meeting for discussion / approval.
3. Update Board on Office Manager’s attendance at last week’s Public Cemetery Alliance Seminar.
4. Website is being developed and will be up and running by January 2020.
5. Bid received for shower and eye wash facility for groundskeepers.
6. Report on annual audits, and awaiting bid from auditor.
7. Board Chairman’s report.

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

No new business this month.

**ADJOURN MEETING**

No further business the meeting was duly adjourned. The next Board meeting will be held on September 19, 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.*