



CHENEY CEMETERY ASSOCIATION

MINUTES OF THE ANNUAL MEETING OF
THE BOARD OF DIRECTORS

The Board of Directors met on Friday, June 2, 2023 at 10 am via Google Meet to discuss:

- (1) Review minutes from the Board of Directors 2022 meeting
- (2) Review committee assignments
- (3) Review proposed grounds budget
- (4) Review 2023 donation proposal
- (5) State of the cemetery, green burial
- (6) CCA succession, moving \$\$ to Family Fund
- (7) Membership and volunteer growth

CHENEY CEMETERY ASSOCIATION, INC. 2023

DIRECTORS

Carol L. Cheney, President
Richard O. Cheney IV, Vice President
Kristin Merrill, Treasurer/Secretary
K. Dexter Cheney IV
Katherine C. Chappell
Austin C. Smith
Tom Myers
Nathaniel Cheney

COMMITTEE ASSIGNMENTS

Grounds

Richard O. Cheney IV, Chair
K. Dexter Cheney IV
Carol L. Cheney

Investment

Nathaniel B. Cheney, Chair
Austin C. Smith
Kristin Merrill

Audit

Austin C. Smith

Donations

K. Dexter Cheney IV
Katherine C. Chappell
Carol L. Cheney, Chair
Tom Myers

Nominating

Carol L. Cheney, Chair

Membership and Communications

Carol L. Cheney, Chair
Thomas Myers
Kristin Merrill

In attendance were Carol Cheney, Kristin Merrill, Rick Cheney, Tom Myers, Austin Smith and Kate Chappell. A motion was made to accept the minutes from 2021 by Rick Cheney, Kristin seconded. All were in favor.

Continuing current committee assignments for the following year were agreed upon by everyone via email.

The grounds committee actual vs budget for 2022 was presented by Rick Cheney. See the report below. In summary we budgeted \$71,700 and we only used \$39,505 so we had a positive surplus.

CHENEY CEMETERY ASSOCIATION - GROUNDS COMMITTEE					
2022 BUDGET VS. ACTUAL					
1/01/2022 - 12/31/2022					
	2022	BUDGET	2022	ACTUAL	VARIANCE
OPERATING EXPENSES:					
Consulting:					
Willard Flowers		\$3,000.00		<u>\$750.00</u>	\$750.00 -\$2,250.00
Care of Trees:					
Mountain Tree:					
Pruning: Trees & Shrubs		\$6,000.00		\$0.00	
Fertilizing		\$9,000.00		\$0.00	
Pest Control		\$9,000.00		\$6,353.00	
				<u>\$0.00</u>	
Sub Total:		\$24,000.00		<u>\$6,353.00</u>	-\$17,647.00
Emergency Tree Removal (Storm damage)		\$3,000.00		\$0.00	-\$3,000.00
Tree Replacement		\$10,000.00		<u>\$5,600.00</u>	-\$4,400.00
Total - Mountain Tree		\$37,000.00		\$11,953.00	-\$25,047.00
Care of Lawn, Shrubs & Beds:					
Executive Lawn Service:					
Spring/Fall Cleanup				\$1,768.00	
Mulch, Top Dressing				\$2,375.00	
Weed & Pruning				\$9,307.00	
Weekly Maintenance				\$2,250.00	
Total - Executive Lawn Service		\$15,000.00		\$15,700.00	\$700.00
Town of Manchester: Mowing; Leaf & Snow Removal		\$6,500.00		\$7,103.00	
Town of Manchester - Water Department		\$1,500.00		\$1,210.00	
Franks Landscaping - Irrigation Maintenance		\$1,200.00		\$273.00	
Green Carpet - Lawn Fertilization		\$2,250.00		\$2,516.00	
Misc.		<u>\$250.00</u>			
		\$11,700.00		<u>\$11,102.00</u>	-\$598.00
Capital Improvements:					
Headstone Cleaning and Tree Replacement		\$5,000.00		\$0.00	-\$5,000.00
TOTAL EXPENSES:		<u>\$71,700.00</u>		<u>\$39,505.00</u>	<u>-\$29,945.00</u> -\$32,195.00

For 2024 Rick is budgeting \$66,950 because we will be doing more tree planting to add to what was done in 2022. In 2022 we planted smaller trees. We have had very good luck with the tree planting.

**CHENEY CEMETERY ASSOCIATION
 GROUNDS COMMITTEE
 2024 BUDGET**

	2024	BUDGET
OPERATING EXPENSES:		
Care of Trees:		
Mountain Tree:		
Pruning: Trees & Shrubs	\$6,000.00	
Fertilizing	\$12,000.00	
Pest Control	\$7,000.00	
	\$25,000.00	
Emergency Tree Removal (Storm damage)	\$3,000.00	
Tree Replacement	\$5,000.00	
Total - Mountain Tree		\$33,000.00
Care of Lawn, Shrubs & Beds:		
Executive Lawn Service:		
Spring/Fall Cleanup	\$2,000.00	
Mulch, Top Dressing	\$2,500.00	
Weed & Pruning	\$10,000.00	
Weekly Maintenance	\$3,000.00	
Total - Executive Lawn Service		\$17,500.00
Town of Manchester: Mowing; Leaf & Snow Removal	\$6,500.00	
Town of Manchester - Water Department	\$1,500.00	
Franks Landscaping - Irrigation Maintenance	\$1,200.00	
Green Carpet - Lawn Fertilization	\$3,000.00	
Misc.	<u>\$250.00</u>	
		\$12,450.00
Capital Improvements: Headstone Cleaning		\$4,000.00
TOTAL EXPENSES:		<u><u>\$66,950.00</u></u>

We still have money for storm damage. In 2022 we were spared. We had very minor damage. It was a good year.

Carol is hoping that during the remainder of this year we can focus on ground cover. There are areas that are looking overgrown and ragged. We use Executive Lawn Care and will ask them to take care of clearing invasives and cleaning up around stones. Carol will walk through the cemetery with Rick.

Austin raised an issue about natural burial. If we are going to take this on as an option will there be expenses to set it up? There would be some expense to

create a separate area within the cemetery with a plaque or sign. There may be roots that need to be removed in a proposed new area.

We have talked about adding one or two benches to the cemetery. Rick priced some stone ones out and will do more research on other traditional shapes besides a kidney shape. Carol and Kristin will also ask the New England Cemetery Association about what they suggest as appropriate for our landscape style.

Austin asks that we look at the budgets in one integrated document. It would be very helpful if we can see a spreadsheet that would show actuals and budgets and projections by each year so we can follow trends. Austin will happily put it together. Rick will send reports to Austin to compile with information about this year, last year and the future.

With regard to installing pavers by the gate and the entrance into the oval, Rick addressed Austin's recommendation for historical bricks, and he has presented two samples. It was agreed upon that we should research other materials and start with an actual design plan with square footage, either created by Rick and Carol or a professional landscape designer. Rick's estimate is 3,600-3,700 square feet with a 10% overage. Rick will come up with a design and we will go from there. Kate would like a breakdown of material options.

A motion was made to accept the grounds budget by Austin and second was made by Tom. All were in favor.

A 2023 donations proposal was presented by Carol. This proposal has already been accepted by the Donations Committee: Kate, Tom, Dexter and Carol. The committee has met and decided that it makes sense to stick with our current roster of organizations, which represent our interest in supporting arts and education. Carol requested proposals from the organizations.

Donations Proposal 2023

The following grants have been approved by the committee, which includes a one-time \$1,000 gift to the Manchester Historical Society for the Sculpture Project, which will go toward a likeness of Emily Cheney Neville to be installed at the Mary Cheney Library for upgraded lighting. Carol will ask Betty Ann Grady at the Hartford Foundation to process the gifts.

\$24,956.94 available

The Hartford Foundation has processed gifts as follows:

\$5000	Manchester Community College—Cheney Endowed Scholarship
\$2000	Howell Cheney Technical High School—Spirit of Innovation Awards

\$1000	Town of Manchester—public mural and plaque depicting Podunk tribal members fishing at the falls at Center Spring Park (part of Manchester Bicentennial)
\$2,500	Connecticut Historical Society for general housing supplies
\$3,500	Mary Cheney Library for Adult Summer Reading Program
\$2,000	Manchester Historical Society for upgrading lighting system throughout Cheney Homestead Museum
\$1,000	Manchester Historical Society for The Sculpture Project — Emily Cheney Neville to be on permanent display at the (new) Mary Cheney Library
\$2,000	Little Theatre of Manchester for ongoing maintenance and general operations
\$2,500	Hartford Artisans Weaving Center for rent and programming expenses at the Manchester Studio
\$2,500	Wadsworth Atheneum for the Costume & Textile Collection revival
\$24,500	TOTAL

Austin likes the breadth of what we are doing, and it all seems to be well thought out.

Kristin made a motion to approve the budget for 2023 donations. Rick seconded and all were in favor.

With new Mary Cheney Library proposed, what will they do with the existing library location? One idea is the Lutz Children’s Museum which is on the outskirts of town with parking being an issue. Carol will find out what the plan is from Doug McDonough, the Director of the Library.

CCA Long-Term Financial Summary

Cheney Cemetary Association Long-term Financial Summary

	2016	2017	2018	2019	2020	2021	2022
Annual Expenses							
Care of Grounds	50854	43044	62311	53593	44202	48347	39505
Administration	31414	17187	19453	17785	18820	37289	39544
TOTAL EXPENSES	82268	60231	81764	71378	63022	85636	79049
Investment Value 12/31	\$1,637,640	\$1,738,238	\$1,573,585	\$1,829,029	\$1,937,709	\$2,129,103	\$1,799,073
4% Draw	\$65,506	\$69,530	\$62,943	\$73,161	\$77,508	\$85,164	\$71,963
Past 3 Year Average Value			\$1,649,821	\$1,713,617	\$1,780,108	\$1,965,280	\$1,955,295
4% Draw			\$65,992.84	\$68,544.69	\$71,204.31	\$78,611.21	\$78,211.80

Austin revisited the idea of transferring funds from our investment account, which supports CCA operations, to the Foundation account, which supports our philanthropy, brought up at last year's meeting because we have a substantial endowment, more than we need to maintain the cemetery. This report summarizes his research to see if we should move any money. The bottom line is that we are spending about the range that a conservative nonprofit spends, 4%. His conclusion is we should not transfer funds, but keep all of our money in this investment pot because the interest it is supporting most of the maintenance of the cemetery.

A motion was made to approve by Carol and Rick seconded. All were in favor.

Succession

Carol has been President since 2002, and it is time to work out a succession plan. Carol said that the Foundation does have the capacity to administer the donor-advised fund, but the cemetery would need someone to look after it. There are other considerations, such as family genealogy and helping members place historical objects and documents in permanent. The New England Historical Society has a program for looking after cemeteries, but Carol does think we need to have a succession plan and she would like input on how we should handle this. Carol expects to retire from the president position in the next two years. Kristin would also move on to working for a non-profit she has founded this past year. Austin thinks that the controls have been superior and really need to be a

family matter. If we start turning over big aspects of this to outside organizations it will fall into oblivion. Perhaps the Town of Manchester can run the cemetery. Austin worries about the family association being lost over time. Membership has been declining over time as generations of the family have moved away from Manchester and have not shown an interest in CCA. Ideally, we will identify a younger Cheney who is an attorney or accountant that could take this on. We want to maintain the lineage and if we outsource, we may lose it. We have two years to find a Cheney that can step up.

Tom would like to continue with a position on the board with whomever the next generation of leadership is. We don't want to dissolve the Association that is over one hundred years old so if we can find a cousin that would be fantastic. Rick mentioned his son who is local and is a senior financial analyst however he just had a new baby, so he is very busy. It could be a team of two people. Kate likes the team idea because we have two purposes, one is to continue to give money and that won't go away. This will continue with the Foundation. Then there is the financial oversight of running the cemetery. Two people could do this. She doesn't feel that it must be super time consuming. We have time to put this out and paying someone would sweeten the pot. We will look at the membership. Kristin will send the list of members to the board. Perhaps we look at Rick's son for the financial side. Perhaps there is another member that could do the donation/Foundation work. There is another family history aspect to this and communications that Carol and Kristin do – writing, updating the website and responding to family members so we do need to consider these things. Austin asked if we actually own the cemetery land? Carol thinks it is owned by the Association, but we will check documents and speak with our Lawyer Malcolm Barlow. Austin sees the cemetery side being done professionally but this depends on how much control we have. Perhaps we hire someone to manage the cemetery with Board approval and direction.

Carol and Kristin will also investigate other Associations and cemeteries. Let's plan a directors meeting in September. Carol, Kristin, and Rick will write up job descriptions and an estimation of time to help with the search.

In discussing the relevance and longevity of the CCA, the directors were in favor of putting on a family reunion in Manchester in the coming two years. This would require volunteer involvement.

The meeting was adjourned at 10:55.