

Pomerado Cemetery District

A Special District of the State of California

Dearborn Memorial Park

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Linda Robison
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Board of Trustees

PUBLIC NOTICE

THE REGULAR MEETING OF THE BOARD OF TRUSTEES

The next regular meeting has been **changed to** Thursday, December 13, 2012 at 5:00 pm in the District Business Office.

The board of trustees cordially invites the public's participation in all district meetings. If you plan to attend please show up a few minutes early and sign in. If you wish to bring an issue before the Board for **"action"** please complete a **"Public Issue document"** before the meeting and present it to the Administration Manager. These documents are available in the District business office. However, if you wish to make an oral comment you may do so but the board is not obligated during this meeting to take action but may direct your issue posted to a future agenda for further consideration. The board may also choose to limit the time you may speak so that all in attendance might participate. Thank you for your consideration.

DATE POSTED

Friday, December 7, 2012

**Faithfully serving our community by; Compassionately embracing the bereaved;
Respectfully providing dignified interments; and Eternally honoring the deceased.**

A G E N D A

1. Call meeting to order / Roll Call

AGENDA ITEMS

1. Public Issues, Oral Comments, Review correspondence, if any, and place on agenda for action if necessary for immediate, emergency board action.

2. Approve Agenda as posted or as amended.

Board Action: *Discussion and motion to approve the agenda.*

3. Review and approve the minutes of October 15, 2012 regular meeting.

Board Action: *Discussion and motion to approve the minutes.*

UNFINISHED BUSINESS

1. 14140 Donart Dr. Encroachment
2. Niche Landscape Improvement
3. Gazebo Repair and Painting of Maintenance Buildings
4. Audit 2011-2012
5. Holiday Dinner – Friday, December 21, 2012 at The Brigantine Seafood 6PM

NEW BUSINESS

1. Office Closures

- Friday, December 21 – Close by 3PM for Holiday Dinner
- Monday, December 24 – Christmas Eve
- Tuesday, December 25 – Christmas Day
- Monday, December 31 – New Year's Eve
- Tuesday, January 1 – New Year's Day

2. Employee Handbook Revisions

Board Action: *Discussion and possible motion to approve.*

BUSINESS REPORT

1. Financials after audit adjustment from October 2012

Board Action: *Discussion and motion to approve reports.*

2. Financial and Interment Statement for November 2012

- Financial activities for November 2012
- Interments for November 2012
- Sign checks for Deposit Permit November 2012 collections
- Sign Warrant for January 2013
- Sign Endowment Warrant for November 2012 collections

Board Action: *Discussion and motion to approve reports.*

3. Equipment – Grounds – Structures

4. Personnel

SAFETY

Monthly Safety Training: Celebrating Safely

Board Action: *Discussion, comments, questions.*

ADJOURNMENT

1. The next regular meeting date and time is Thursday, January 17, 2013 at 5:00PM.

Board Action: *Motion to confirm meeting date and time; adjourn meeting.*

