

**MINUTES**  
**SUMMIT CEMETERY DISTRICT**  
**December 8th, 2020**

**I. CALL TO ORDER:** 9:02 a.m. by President Smith

**II. ROLL CALL:**

**Present**

Linda Smith, President  
Galen Shotts, Vice President  
Helen Enriquez, Trustee  
Donnie Sibole, Manager

**Absent**

Melvin D. Foster, Secretary  
Myrna Eberhardt, Trustee  
Sandy Chatigny, Clerk of the Board

**III. AGENDA REVIEW:**

None

**IV. PUBLIC INPUT:**

None

**V. MINUTES, EXPENSES, FINANCIAL REPORT:**

- A. A motion was made by Trustee Shotts and seconded by Trustee Enriquez to approve the November 10, 2020 minutes as presented. Motion carried by unanimous vote.
- B. A motion was made by Trustee Shotts and seconded by Trustee Enriquez to approve the Profit & Loss/Financial Report for November 2020 as presented. Motion carried by unanimous vote.
- C. A motion was made by Trustee Enriquez and seconded by Trustee Shotts to approve the November Check Register/Check Listing as presented. Motion carried by unanimous vote.

**VI. MANAGER'S REPORT**

Report was presented by Manager Sibole.

**VII. SAFETY REPORT**

Blood Born Pathogens, was the safety topic for this month.  
Shop and Fire Extinguisher inspections were completed.

**VIII. ADMINISTRATIVE ACTION/INFORMATION**

- A. Pat Spafford from Spafford and Landry presented the 2019/2020 Annual Budget. A motion was made by Trustee Enriquez and seconded by Trustee Shotts to accept the Audit as presented. Motion carried by unanimous vote.
- B. Manager Sibole updated the Board on progress with the Security Guards and Updating of the New Policies.
- C. A motion was made by Trustee Enriquez and seconded by Trustee Shotts to approve Employee Recognition Cards in the amount of \$50.00 per employee since they were not able to have a Christmas Luncheon as usual. Motion carried by unanimous vote.

**IX. NEW BUSINESS:**

Next Board Meeting scheduled for January 12, 2021.

**X. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 9:39 a.m.

APPROVED:

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Linda Smith, President

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Sandy Chatigny, Clerk