

**Minutes for DIMS Eighth Annual General Meeting  
Monday, Jan 15, 2018  
Denman Activity Centre**

Present

Directors: Louise Bell, Lori McFarlane, Angela Robinson, Dennis Lavalle, Wendy Boothroyd, Jane Lighthall, Graeme Isbister, Isabelle Fusey

Cemetery Manager: Charlie Johnston

Community Members: 13

**Call to Order, Welcome, Introductions, Regrets, Agenda Review**

Chair Louise Bell called the meeting to order at 7:35 p.m., welcomed those in attendance and introduced the current board members. There was no new business added to the agenda, and the proposed agenda was adopted.

**Abbreviated Minutes of the sixth AGM, Jan 11, 2016**

Secretary Angela Robinson read an abbreviated version of the minutes of the last AGM, held January 23, 2017. No corrections were suggested. The minutes were adopted as summarized. **M/A** (moved and adopted)

**Chair's Report**

Chair Bell presented the following report.

January 2018 saw the close of the Denman Island Memorial Society's second calendar year operating a green cemetery. The highlight was the completion of an introductory, nine-month contract with the newly hired Cemetery Manger for the provision of client services and then, the signing of a two-year contract. The board of directors is grateful for the diligence, efficiency and sensitivity that Charlie Johnston brings to this work.

Cemetery maintenance is conducted solely by volunteers. This year we formalized the role of volunteers by creating the Friends of the Green Cemetery, a group now comprising 47 islanders. We continued to enjoy a collegial relationship with our partner, the Denman Conservancy Association, assisting in the annual monitoring of the conservation covenant.

As in 2016, we received and responded to a number of enquiries from off-island about the logistics of starting a green cemetery. Groups from Cortes Island and from Gabriola Island came to see the cemetery and meet with us face-to-face. We met our annual regulatory requirements, filing reports with the BC Societies Registry, Consumer Protection BC, and the Canada Revenue Agency. Finally, we updated our Cemetery Bylaws and Operating Procedures to reflect current practices.

The board met nine times over 2017, attending to myriad details and unexpected challenges at each meeting. I wish to thank the 2017 DIMS board members for their work over the year. It has been a pleasure to be the chair for the past two years. I've been associated with this project since its inception in early 2009, and I will miss the enthusiasm and camaraderie of the board as well as this interesting, ground-breaking work.

### **Treasurer's Report**

Treasurer Lori McFarlane presented the Financial Statement for 2017. This report is appended to the minutes.

### **Motion to adopt DIMS 2017 Financial Statement.**

**M/A**

### **Membership Report**

Director McFarlane reported that DIMS membership at the end of December 2017 stood at 24 members.

### **Review of Client Services**

Director Wendy Boothroyd presented the following report.

There are two circumstances in which you would meet with a DIMS representative, on business.

If you are arranging to have a person buried (or have their ashes scattered) at the DI Natural Burial Cemetery, you will usually deal with our manager. We are fortunate to have Charlie Johnston as manager of DIMS. If you are on Denman Island, Charlie will meet you in person. There are a number of bureaucratic steps preceding a burial. Charlie will explain everything that is involved. He will sell you the burial right. He will fill out all the forms with you.

It is also possible to buy a burial right for yourself while you are alive. This approach has several benefits. It is a way to show you care about the environment while supporting a local venture. You will be taking care of a sensitive matter when you are feeling relaxed. It makes things easier for your family and friends after you die. You will have made the arrangements and they will have fewer details to take care of. They won't have to worry about what you would have wanted. Finally, there may be a financial benefit if the cost of a burial right increases after you buy yours. If you are interested in this option, Charlie can meet with you, answer your questions, and sell you the burial right if you choose that route.

Finally, if you attend a burial or scattering of ashes at the DI Natural Burial Cemetery, someone from DIMS will be there. They may be in the background. They are present to make sure that everything goes smoothly.

### **Report from Cemetery Manager**

Charlie Johnston presented the following report.

There was less activity at the cemetery in 2017 than anticipated. There were only two burials: one whole body and one cremated remains. In addition to these two at-need Right of Interment purchases, there were eight pre-need Right of Interment purchases. There were also nine scatterings of cremated remains in the Scattering Area.

For reference in 2016, there were 7 at-need Rights purchased, 17 pre-need Rights and 5 Scatterings.

Although we were far below the expected annual average of ten burials, the number of pre-need purchases suggests that, in the medium term, these pre-needs will begin to manifest in the annual burial total.

### **Communications**

Director Isabelle Fusey presented the following report.

We published several articles in our local newsletters to update residents on cemetery activities. The focus shifted to educating islanders on the purpose and value of purchasing burial rights on a pre-need basis.

Following the launch of the new website ([www.dinbc.ca](http://www.dinbc.ca)) in 2016, the focus changed to maintenance. Several pages and documents were revised and Isabelle Fusey took on the role of webmaster.

As well, we continued to make available the information booklet and a shorter leaflet. Both documents were updated slightly. The booklets are available at various public locations in the community and also on the website. The leaflet can be picked up at the information kiosk at the cemetery.

Inbound communication is mainly through our email account ([dinaturalburial@gmail.com](mailto:dinaturalburial@gmail.com)) and the Contact page on the website. Our cemetery manager fielded queries about client services and our chair addressed all other inquires such as those related to starting a cemetery.

### **Work on the Land 2017**

Director Jane Lighthall presented the following report.

Ongoing Maintenance in 2017 of the Green Cemetery included the following events:

In April we checked for any seedlings around the four non indigenous Eddies White Wonder dogwoods that line the Allee. Happily nothing was found.

May 26 a work bee was organized for holly removal which succeeded in clearing and cutting all the holly we could find.

A July 20 work bee was well attended by a small army of volunteers who weed whacked along the Allee and around the trees lining the Allee. Thistles all over the 35 year area were removed. The Scattering Area paths were weeded as well as the three Garry Oak gardens.

Aug 23 work bee saw the general clean up and dead heading of plants in the GO gardens.

The grass around the Gathering Space was mowed and trimmed on a regular basis by a board member.

This year's mowing of the 35 year area was done by a volunteer with a sturdy mower and done the day before the island saw a complete fire closure lasting for several months.

A small work party of board members and Charlie Johnston cleared 8-10 3.5 ft fir and cedars that were around our present interment area. A dead cedar on the Eastern border was left as a wildlife tree by request of a DCA board member.

We experimented with cutting the watering duties from last year's three times a week to once per week. Only the small Garry Oaks were watered and none of the shrubs or perennials were given water. The watering duties ran from July 1 to the end of Sept. Happily all the trees seem to be thriving and growing so this tough love program will likely be repeated. Our water tank is filled at no charge by a local water supplier.

Volunteers have been rebranded as Friends of the Green Cemetery and we are 47 strong. The DIMS board greatly appreciates the support of these many volunteers.

This year saw the completion of the storage shed begun last year by David Scruton and John Dillon. It is now fully equipped with the tools for the grounds maintenance and the equipment required for burials.

Work done on the site strives to be respectful of the Conservation Covenant held by DCA. In our work on the maintenance of the Cemetery grounds we aim for a balance that honours the land, the human remains, as well as the design and function of the Green Cemetery.

Again thanks for the support of the members of the community that lend a hand.

### **Election of the Board of Directors**

Director McFarlane explained the election process for 2018

Louise Bell, Wendy Boothroyd, Jane Lighthall, and Dennis Lavalle are at the end of their two year terms and, as of this meeting Lori McFarlane, Angela Robinson, Graeme Isbister and Isabelle Fusey are halfway through their two year term.

Director McFarlane then presented the following list of islanders who, to date, had expressed their wish to stand for election as DIMS directors for a two year term:

Wendy Boothroyd, Jane Lighthall, and Dennis Lavalle.

Lori then called three times for nominations from the floor. As there were none, the preceding three people were declared elected by acclamation.

### **New Business**

Director McFarlane explained that the DIMS board is required to appoint signing officers annually at this time.

**MOTION to appoint Lori McFarlane, Charlie Johnston and Angela Robinson as signing officers for the Denman Island Memorial Society with the Union Bay Credit Union for the year leading up to the Society's 2019 Annual General Meeting. M/S/C**

- A question from the audience regarding plaques – A memorial plaque is a requirement for all burials. All clients who have opted to scatter cremated remains, to date, have chosen to purchase a memorial plaque.
- DIMS received a Community Stewardship Award from the Islands Trust Council which was presented to DIMS Sept. 13, 2017.
- Charlie Johnston, Cemetery Manager, commented on the positive impact the availability of the green cemetery has had for the community.
- Director McFarlane presented Louise Bell with a photo book of DIMS photographs in appreciation of her extensive contributions in her various positions on DIMS board over the years as Visionary, Organizer, Vice-Chair, Communications Officer, Project Coordinator, and Chair and as Doreen Tetz commented in her tribute 'for Louise' skill, unwavering dedication, and blistering work ethic' since the beginning of work on the green cemetery.

### **Adjournment**

Chair Bell adjourned the meeting at 8:50. Refreshments were served.

**DIMS 2017 FINANCIAL STATEMENT  
GENERAL ACC'T/PRE-NEED ACC'T/CARE FUND ACC'T**

<b>1. GENERAL ACCOUNT:</b>	Amount	Sub-Totals	Totals
<b>Carried Forward from 2016</b>			<b>14,430</b>
<b>INCOME:</b>			
<b>Cemetery Operations:</b>			
Open/Close Grave	299		
Interments	1,750		
Scatterings	900		
Plaques - 11 x \$240	2,640		
Admin fee for pre-need ROI - 6 X \$120	720		
Sub-Total		6,309	
<b>Other:</b>			
Memberships	120		
DIRA Bottle Depot	284		
Donations	876		
Sub-Total		1,280	
<b>TOTAL INCOME:</b>			<b>7,589</b>
<b>EXPENSES:</b>			
<b>Cemetery Operations:</b>			
Promotion	544		
Insurance	1,745		
Admin/Supplies	280		
Open/Close Grave	315		
Plaques X 18	3190		
BC Society Annual Report	40		
Maintenance (mowing)	60		
Transfer to Care Fund from General Acc't	420		
Manager's Monthly Stipend	2400		
Manager's Fee-for-service Payments	1585		
Sub-Total		10,579	
<b>Development:</b>			
Shed	1010		
Sub-Total		1010	

<b>TOTAL EXPENSES:</b>			<b>11,589</b>
<b>BALANCE</b>			<b>10,430</b>
<b>Bank Balance at December 31, 2017 (actual)</b>			<b>10,859.29</b>
<b>BANK RECONCILIATION GENERAL ACC'T:</b>			
General acc't balance Dec 31, 2017			10,859.29
+/- outstanding deposits (\$50)/withdrawals (\$479.53)			-429.53
Balance			<b>10,429.76</b>
Shares			33.61
<b>2. PRENEED TRUST ACCOUNT:</b>			<b>29,485.25</b>
Shares			25.76
<b>3. CARE FUND TRUST ACCOUNT:</b>			<b>3,074.07</b>
Shares			25.76

Prepared by:

Lori McFarlane  
Manager/Treasurer

Approved:

Charlie Johnston,  
Louise Bell, Chair