

North Burns Cemetery Board Meeting Minutes

Meeting Date: May 16, 2026 | **Time:** 1:30 PM – 4:00 PM

Location: Burns Flat Community Center **Chairperson:** Chris Ruiz (President)

Minutes Recorded By: Deborah Shinn & Terry Shinn

1. Call to Order & Attendance

President Chris Ruiz called the meeting to order at 1:30 PM. Twelve members were present.

Board Members & Attendees Present:

- | | | |
|--------------------------|-------------------|-------------------|
| • Chris Ruiz (President) | • Glen Shinn | • Ashley Reeves |
| • Linda Jones | • Deborah Shinn | • Barbara Nesbitt |
| • Beverly Mullins | • Stephen Melsh | • Weldon Nesbitt |
| • Terry Shinn | • Connie Kennemer | • Cindy Perdue |

Absent:

- Bill White

2. Officer & Committee Reports



Secretary's Report

- **Meeting Notice:** Notices for the annual meeting were mailed to all members of record on May 1, 2026.
- **2025 Minutes:** The May 17, 2025 meeting minutes were reviewed.
 - **Motion:** Approve the 2025 meeting minutes as read.
 - **Moved by:** Deborah Shinn | **Seconded by:** Beverly Mullins | **Decision:** Approved
- **Certificates of Purchase:** Four new certificates were issued this past year, documenting 13 purchased spaces and 11 inter-family space transfers.



Treasurer's Report

- **Financial Position:** The 2025–2026 operating expenses and income statement showed a net worth increase of \$1,509.
- **Documentation:** A transaction summary was distributed to attendees, and a full financial report was made available.
 - **Motion:** Accept the Treasurer's report.
 - **Moved by:** Terry Shinn | **Seconded by:** Glen Shinn | **Decision:** Approved



Superintendent's Report

- **Grounds Maintenance Breakdown (\$5,800 total):**
 - Mowing with weed-eating (7 times): \$4,200 (\$600 per turn)
 - Mowing only (1 time): \$350
 - Spraying (2 times): \$950 (\$475 per application)
 - Sand purchase (1 load): \$300

- **Space Inventory:** Out of 1,333 platted spaces:
 - **984** are owned by members
 - **36** are allocated for roadways
 - **313** remain available for sale

3. Business Review



Old Business

- **Cash Flow & Expenses:** A positive cash flow of \$1,509 was generated over the last 12 months, with no extraordinary income or expenditures.
- **Insurance Updates:** General liability remains steady at \$500/year. Directors & Officers (D&O) insurance coverage was successfully reduced to \$500/year (down from \$667).
- **FY 2026–2027 Budget:** The updated fees, expenditures list, and upcoming budget were reviewed and compared against past performance, showing only minor variances.
 - **Motion:** Approve the treasurer's report and the 26-27 budget.
 - **Moved by:** Chris Ruiz | **Seconded by:** Glen Shinn | **Decision:** Approved



New Business

1. **Farm Bureau Annuity Restructuring:** The cemetery holds an annuity with Farm Bureau under the Treasurer's name (Cemetery listed as single beneficiary), guaranteeing a 4% annual return. This rate drops to 0% on June 30, 2027, at which point funds can be withdrawn without penalty. The board will seek more liquid investment options before this deadline.
2. **Rules and Regulations Update:** Recent interactions with funeral directors and monument vendors highlighted a need to update operational rules to better protect member assets.
 - **Motion:** Adopt the revised edition of the Rules and Regulations.
 - **Moved by:** Chris Ruiz | **Seconded by:** Glen Shinn | **Decision:** Approved
3. **Monument Encroachment & Repairs:** Several older monuments encroaching on access roads or affected by revised lot boundaries need relocation. Others require structural repair or realignment. The cemetery is authorized to diligently locate the affected families for approval, oversee the corrections, and underwrite the costs.
4. **Soil & Dirt Storage:** Management is reviewing how excess dirt and fill sand are stored on-site to ensure unimpeded access to all platted lots.

4. Board Elections & Resignations

Resignation: Steve Kennemer tendered his resignation as Vice President due to health reasons. The Board recognized Steve's immense legacy: first elected on May 26, 1991, he served as a Member, Vice President, and President, missing only two meetings (in '93 and '94) over 35 years of service following in the footsteps of his parents.

Nominations were opened and a new Board of Directors was elected for the 2026–2027 term:

- **Motion:** Approve the 2026-2027 Board slate as nominated.
- **Moved by:** Terry Shinn | **Seconded by:** Glen Shinn | **Decision:** Approved

 2026–2027 Board of Directors

Role	Name	Phone Number
President	Chris Ruiz	(580) 330-2781
Vice President	Linda Jones	(580) 832-5175
Treasurer	Beverly Mullins	(580) 331-8655
Secretary	Terry L. Shinn	(713) 213-5106
Member	Bill White	(580) 374-7554
Member	Cynthia Perdue	(719) 272-1165
Member	Ashley Reeves	(580) 799-4226

5. Adjournment

- **Motion:** To adjourn the meeting.
- **Moved by:** Terry Shinn | **Seconded by:** Chris Ruiz | **Decision:** Approved

The meeting officially adjourned at **4:00 PM**.

North Burns Cemetery Proposed Budget 2026-2027			
Category	Bank of Western Oklahoma	Farm Bureau	Total
INCOME			
Cemetery Plots	\$1,200	\$0	\$1,200
Donation	\$1,500	\$0	\$1,500
Grave Marking	\$100	\$0	\$100
Interest Inc	\$20	\$3,680	\$3,700
Minerals (Oil & Gas)	\$1,500	\$0	\$1,500
EXPENSE			
Bank Charge	(\$30)	\$0	(\$30)
Grounds Maintenance	(\$6,000)	\$0	(\$6,000)
Insurance	(\$1,000)	\$0	(\$1,000)
Misc Expense	(\$200)	\$0	(\$200)
Rent	(\$78)	\$0	(\$78)
Tax Preparation	(\$175)	\$0	(\$175)
TOTALS	(\$3,163)	\$3,680	\$517

Normalized Fee & Expense Structure 2026-2027		
Category	Amount	Memo/Notes
Burial Space	\$150.00	Cemetery Space Charge
Grave Marking Fee	\$50.00	Cemetery Marking Fee
Grounds Maintenance	(\$600.00)	Cemetery Mowing
Great Plains Lawn Service	(\$475.00)	Cemetery Spraying
Grounds Maintenance	(\$150.00)	Cemetery Cleanup Charge
Bank Of Western Oklahoma	(\$30.00)	Bank Box Rental
USPS	(\$78.00)	USPS Box rent
Tax Preparation	(\$175.00)	Tax Preparation
Farm Bureau	(\$45.00)	Membership Dues
Farm Bureau	(\$500.00)	Insurance, Liability
Great American	(\$500.00)	Insurance, D&O Liability
Bank Charge	(\$17.43)	Banking Checks
Supplies	(\$100.00)	Trash Bags etc.