

Delaware First State Cemetery Association
October 19, 2023
Minutes

A meeting of the Delaware First State Cemetery Association was held at Holy Cross Early Learning Center in Dover, Delaware on October 19, 2023. President Len Dornberger called the meeting to order at 10:10 a.m. Len introduced the three other board members in attendance - Lou Ottaviano (Vice President), Jim Frazier (Secretary/Treasurer) and Louis Cicalese (Member-At-Large). Those members and guests in attendance then introduced themselves. Len then asked attendees to submit their ideas for future topics on the papers on each table.

The minutes from the last meeting on May 23, 2023 were then presented. Motion was made and seconded to accept the minutes as presented. Motion carried.

Jim Frazier then gave the Treasurer's report. The balance in the association checking account as of October 1, 2023 was \$4,125.40.

Events of note:

>Payment of \$229.50 to Lang Design for annual website hosting.

Twenty-nine (29) memberships are paid and up-to-date. Lapsed memberships will be notified as required.

Motion made and seconded to accept the Treasurer's report as presented. Motion carried.

Board Members - Changes

Len Dornberger, Lou Ottaviano and Jim Frazier have all agreed to continue in their roles for another two-year term. However, Mark Christian, former member, has agreed to come back and reassume the duties of Secretary, while Jim will continue in the role of Treasurer. Motion made and seconded.

Survey of Data Collection and Maintenance

Len thanked all of the cemeteries who responded to the survey about how member cemeteries are collecting and maintaining their data. He

recapped those findings for the group. The results are helpful in knowing how to program our meetings and today's dual presentations reflect that understanding.

Program Presentation #1

Louis Cicalese gave an overview of using off-the-shelf software for data management and financial transactions at his cemeteries. They use online QuickBooks with some modifications. They also use the Microsoft Office suite, MS Teams and Sharepoint. See the Microsoft website for further info.

QuickBooks online can be had for \$15/month for single user, \$45/month for 5 users and \$100/month for 25 users. Scanning and OCR software can also be helpful at extracting data from older documents. [Ed. Note: FreeOCR is a truly free downloadable program that is quite accurate at recognizing and pulling out printed text from documents scanned to PDF and putting them right into MS Word format. I have used the product for probably 20 years. There are others on the market.]

Program Presentation #2

Trisha Clark and Pat McGee from Webcemeteries Inc. (www.webcemeteries.com) in Kutztown, PA gave an overview of their cemetery-specific proprietary software that can help a cemetery move their operation to a digital environment. The pricing is scalable depending on the size of the cemetery.

Initially, their group can come onsite and either key in primary data or scan documents as required, plus input the data into their cloud-based system. They handle both the customer side as well as the management side, to include financial transactions and billing. Varied documents can be input as attachments to the primary file.

Their system can be customized to fit your specific cemetery requirements, and can incorporate physical assets, maps, plot plans, etc. Administrative processes can even be automated. Your data is exportable, and a reports system is available. It can import Excel, Access, and various map formats (Note: they do not prepare maps). Marketing functions could also be added.

It can be designed with a public website interface which makes it easy for non-local customers to access one source, showing your cemetery decedent info, to include date of death, location, memories, photos, etc.

Pricing again is by cemetery size and there is no licensing fee. Costs would be the software package, data import costs, cost to add more data, mapping (approx. \$450 per acre), and a monthly service fee. As to the question of what happens to the data going forward, the data can also be transferrable to a new vendor if the situation ever warrants it.

General Questions and Discussion

Question was put forth as to whether we should live-stream our meetings. While there are benefits to doing so, the feeling was that it would be unfair to paying members to give it out for free. No further action needed or taken.

Lou Ottaviano commented that, despite the advances and benefits of the technology that we heard about today, nothing can replace the hands-on approach that we utilize to assist our families at a very difficult time. The technology is simply another tool we can now use.

Our next meeting will be held on Tuesday, April 16, 2024, again at Holy Cross Early Learning Center. Meeting will begin at 10:00 am. Lunch will be provided.

As far as topics that might be of interest for future meetings, the following were considered to be agreeable to the group:

- a. Ground Penetrating Radar, which can be used to locate remains
- b. Monument and stone resetting, with live demonstration
- c. A featured cemetery, explaining the history and current conditions at a member cemetery (Note: Anne Daly of Newark Union Cemetery volunteered to feature their site at the April 2024 meeting)

There being no further business to discuss, on a motion made and seconded, the meeting was adjourned at 12:05 p.m. Lunch was then served.

Respectfully Submitted,

James Frazier
Secretary (substituting) / Treasurer

Attendance Roster

NAME	CEMETERY / VENDOR
Jennings Hastings	Glenwood Cemetery
Heather Ennis	Old Drawyer's Cemetery
Janie Miller	Union Wesley UM Church Cemetery
Emmett Smith	Mt Zion UAME Church Cemetery
George McDowell	St James Episcopal Church -Newport
Raymond DePasquale	Camden Odd Fellows Cemetery
Louis Cicalese	Sharon Hills Memorial Park
Mike Carvin	Smyrna Odd Fellows Cemetery
Anne Daly	Newark Union Church & Cemetery
Amanda McAtee	Division of Research - Legislative Hall
Lou Ottaviano	Sharon Hills / Odd Fellows
James Frazier	Barratt's Chapel Cemetery
Len Dornberger	Holy Cross Cemetery

Sonja Brown	Whatcoat UMC Cemetery
Mary Bricker-Jenkins	African Union Church Cemetery
Sara Demming	DNREC-State Parks
Susan Porook	Christiana Cemetery Assoc
Nancy Quinn	Christ Church - Dover
Marian Hudson	Lakeside / North Street Cemetery
Brett Anderson	Wilmington and Brandywine Cemetery
Patrick Weaver	Lakeside / North Street Cemetery
Tara Kee	Hockessin Friends Meeting
Bernard Williams	Massey / Foreman Cemetery
Chuck Stoner	Christiana Presbyterian Cemetery