

**HALFWAY CREEK LUTHERAN CEMETERY ASSOCIATION  
ANNUAL MEETING AGENDA  
FEBRUARY 2, 2025**

Call to order:

Opening prayer:

Lord Jesus, who art the Resurrection and the Life, we give Thee humble thanks for the priceless blessing of our glorious hope of the inheritance reserved in heaven for us, who are kept by the power of God through faith unto salvation. We beseech Thee, help us ever to cherish the memory of our dear departed and to walk in their footsteps. To this end be in our midst today and bless our deliberations, so that we may continue to provide a final resting place for the mortal remains of those who have fallen asleep in Thee. We ask this in Thy name, Amen.

Secretary's Report – Annual Meeting & Special Meeting

Treasurer's Report

President's Report

Old Business:

- Ratify Constitutional Amendment: Change the wording in Article V from: “The trustees must be members of the association, members of the Halfway Creek Lutheran Church, and residents of the state of Wisconsin” to “The trustees must be members of the association **and/or** members of the Halfway Creek Lutheran Church, and residents of the state of Wisconsin.” This change would allow for members of the association who are not members of the congregation to serve as trustees.
  
- Digital Records Update

New Business:

2025 Budget

Election of Trustees – President (3 years)

Adjournment - Closing Prayer - Lord's Prayer

**HALFWAY CREEK LUTHERAN CEMETERY ASSOCIATION  
ANNUAL MEETING MINUTES  
FEBRUARY 4, 2024**

26 in attendance

Call to order by Ruth Scholze - moment of silence to remember Raymond Lee

Thank you to Mark, Dan & Hannah for stepping up with the association.

Opening prayer read by Ruth

Secretary's Report read and approved

Treasurer's Report read and approved

Old Business – Rules posted

New Business:

Moving forward with cemetery association – Hannah Scholze spoke on the new part of the cemetery putting info on the computer, recording headstones. The maps we have will be scanned for free from a place in West Salem.

About 56 lots to sell in the new part

Discussion on changing the constitution to allow for Cemetery Association members who are not members of the church to serve as Trustees:

ARTICLE V. BOARD OF TRUSTEES AND ELECTIONS:

The governing body of the association shall be a board of trustees consisting of three members of the association. The trustees shall be elected at the annual meeting by a majority of the members present, and elections shall be by ballot. **The trustees must be members of the association, and/or members of the Halfway Creek Lutheran Church, and residents of the state of Wisconsin.** Each trustee shall hold office for three years, with one trustee elected each year on a revolving three-year basis. Trustees may succeed themselves. The trustees shall fill vacancies for an unexpired term.

Approved by all to move forward with this proposal

Management By-laws – Discussion on policy statements to define:

Cremation – 4 per lot, generational definition

Pre-paying for lots – not recommended

Green Burial – Not allowed due to ground water

Hmong Burial – No food allowed on individual gravesites

Recommend we meet again in about 6 months to act on possible changes before we meet in 2025.

Lawnmowing – same workers, need everyone to help

2024 Budget discussed and approved – same as 2023

Election of Trustees – Mark Witte elected for 3 years and Ruth Scholze for the one year vacant position

Co-trustees – Ruth invited others to get involved as we move forward – work with the trustees and learn the history and care of the Halfway Creek Lutheran Church Cemetery.

Adjournment

Closing Prayer - Lord's Prayer

Mark Witte, Secretary

## **From the Halfway Creek Lutheran Cemetery Association Constitution:**

### ARTICLE III. MEMBERSHIP:

Each member of Halfway Creek Lutheran Church, 18 years or older, shall be a member of the association. Lot owners, whom are not members of Halfway Creek Lutheran Church, and heirs of deceased lot owners are also members of the association.

### ARTICLE V. BOARD OF TRUSTEES AND ELECTIONS:

The governing body of the association shall be a board of trustees consisting of three members of the association. The trustees shall be elected at the annual meeting by a majority of the members present, and elections shall be by ballot. **The trustees must be members of the association, members of the Halfway Creek Lutheran Church, and residents of the state of Wisconsin.** Each trustee shall hold office for three years, with one trustee elected each year on a revolving three-year basis. Trustees may succeed themselves. The trustees shall fill vacancies for an unexpired term.

### ARTICLE VII. OFFICERS:

The officers of this association shall be a president, a secretary, and a treasurer. Only trustees can hold these offices. The president shall be chosen by the trustees, and the secretary and the treasurer shall be appointed by the president following the annual meeting. The term of office shall be for one year, and officers may succeed themselves.

### ARTICLE VIII. PRESIDENT:

The president shall preside at all meetings of the association and have general oversight of the affairs of the association. The president shall sign all legal documents executed by the association.

### ARTICLE IX. SECRETARY:

The secretary shall counter-sign all legal documents executed by the association and keep a record of the proceedings of the association, and safely and systematically keep all papers, books, records, plats, maps, and documents belonging to the association, or in any way pertaining to the purpose of the association. The secretary shall properly make and file such reports as the law directs. In the absence of the president the secretary shall preside over annual or special meetings of the association. At each annual meeting the secretary shall present a written report of any transactions and the condition of the association for the year then ending.

### ARTICLE X. TREASURER:

The treasurer shall keep and account for all moneys, credits and property of the association, which shall come into the treasurer's hands, and keep an accurate account of all money received and disbursed, and proper vouchers for money disbursed, and render such accounts, statements, and inventories of moneys received and disbursed, and of money and property on hand, and any additional matters pertaining to this office, as shall be required by the association. In the absence of the president and the secretary the treasurer shall preside over annual or special meetings of the association. At each annual meeting the treasurer shall present a written report of any transactions and the condition of the association, also giving a particular account of receipts and expenditures.

## **Halfway Creek Lutheran Cemetery Association Special Meeting September 29 Minutes**

The Halfway Creek Lutheran Cemetery Association held a brief Special Meeting following the 10:00 church service on Sunday, September 29, in the Halfway Creek Lutheran Church sanctuary. We had 18 members present as we called the meeting to order at 11:10 am.

The purpose of the meeting is to vote on the following amendment to the Halfway Creek Lutheran Cemetery Association Constitution to later be ratified at the Annual Meeting in February 2025:

- Change the wording in Article V from: “The trustees must be members of the association, members of the Halfway Creek Lutheran Church, and residents of the state of Wisconsin” to “The trustees must be members of the association **and/or** members of the Halfway Creek Lutheran Church, and residents of the state of Wisconsin.” This change would allow for members of the association who are not members of the congregation to serve as trustees.

Motion made by Hannah Scholze, 2nd by Rita Johnson to approve this change. Carried.

The following amendments to the Halfway Creek Lutheran Cemetery Association Bylaws will also be presented for approval to immediately go into effect:

- Change the wording in Section II.C. from: “A single gravesite may be used for up to four cremations. However, all of the names must be on one monument for a single gravesite.” to “A single gravesite may be used for up to four cremations **or one full casket burial.** **No more than one monument shall be placed on a single gravesite.**”
- Add the following Rules and Regulations to Section V:
  - All new monuments placed in the cemetery must be above ground. No at ground level or below ground monuments will be allowed.
  - Due to the proximity of Halfway Creek to the cemetery, green burials will not be allowed.
  - No food may be left at gravesites.

Motion by Dan Brudahl, 2nd by Morgan Jostad to approve the changes. Carried

Mark Witte, Secretary

## President's Report

Articles about the cemetery were shared with each monthly church newsletter. We provided information on how to contact the trustees and any basic info as needed. In January I wrote: As the snow and cold silently surround us, our thoughts turn to life and death, to the past and the future, to what we've lost and what we've gained. *"For everything there is a season, and a time for every matter under heaven ..."* (Ecclesiastes 3:1). Life is a passage through various times like the seasons of the year.

We lost a dear friend and Trustee in Raymond but gained support from families and area funeral directors who understood we had big shoes to fill. The Trustees will always try to continue to meet the needs of your loved ones in the Halfway Creek Lutheran Church Cemetery.

The year has been busy getting records digitalized and mapped out, contacting families, and several funerals and burials that occurred in the cemetery. A big thanks goes out to Mark, Dan, and Hannah for their expertise and willingness to always be available to meet in the cemetery to identify the right place to dig or lay a monument. Dan and Mark worked hard mowing and trimming when needed to help the family who mowed. Thanks also to Willie who has dug the graves. It certainly has been a learning process.

The main goal in 2025 will be to continue to map out the cemetery and cross reference cemetery records. If you are planning a cremation or full burial, need a lot, or place a monument; now is a good time to let the trustees know. The more information that can be planned out ahead of time, the easier it is for the cemetery once the time comes. Feel free to reach out to any of the Trustees with questions.

### **Halfway Creek Lutheran Church Cemetery Association Budget 2025**

Lawn care	\$4,000.00
Lawn care gas	\$ 500.00
*Insurance/workman's comp/liability	\$ 250.00
Equipment repairs	\$ 300.00
Repairs to fence/gates	\$ 100.00
Town of Onalaska Water Run-off	<u>\$ 7.00</u>

**Total Budget**

**\$5,157.00**