

Finance Ministry Meeting Minutes – July 13, 2017

Minutes

- 1) Call to Order - 7:05 PM
 - 1) Attendees: Ken Tappe, Dave Greene, Pastor John Kennedy, and Jeff Wortman
2. Review and Approval of May minutes. – minutes approved by consensus with no changes
3. Financial Review for last month - *Approve by consensus*
The rental income picture is shifting and is at risk with 1on1 rentals in decline with an uncertain future. Other building rental opportunities may offset the rental loss (Music Group and UM Research group) Pledged Giving is on-target, Non-pledged giving is behind forecast.
4. Reconciliation for last month - *this will be completed shortly*
5. *Leadership Council Update – no meeting for July*
6. Unbudgeted Funding Request
 - A. Foundation Repair - \$50,000
This was approved with the recommendation to fund this from the Undesignated/Unrestricted funds from the Investment Account.
7. Update on the 3-5 year capital plan currently with Leadership Council ? - no update
8. Communication topics
 - A. Amazon Smile. How to use it and how it helps BUCC *Donna has provided write-ups on the Refrigerator page and the Visitor. Will investigate possible link to add to the church's website.*
9. How can we help Lily in her role and with her budget – *working session schedule with Lily, Ken and Jeff on Friday, July 14 at 10am*
Ken & Jeff had a very productive meeting with Lily to review the budget, its origin and various funding sources available to Lily. We also reviewed the two processes to use budgeted and unbudgeted funds.
10. Investment Fund –
 - A. Leadership Council approved resolution as required by BoAA to authorize Jeff Wortman and Ken Tappe to conduct transactions with BoAA on behalf of the church. Ken plans to deliver resolution and sign up with BoAA. – This has been completed. Jeff and Ken are authorized to transact business with BoAA on behalf of Bethlehem.
 - B. Updated Investment Fund Allocation Report – 2016, and mid-year 2017 (see attached)

11. McKay projections- *funds seem unusually low for the first part of the year.*

Analysis completed

- 1) We need to set our own expected, minimum distribution forecast based on previous years in order to avoid large swings in distributions – details need to be worked with FMT and Betty for 2018
- 2) Funding request for Hutzal funds to support Outreach due to over commitment of McKay Community distribution.
- 3) A possible \$1500 adjustment related to sections leaders and the Congregational Fund. Under review
- 4) Is the latest plan for McKay Community Fund acceptable (earlier email)
- 5) McKay plans for 2018 need to be revisited and coordinated with Pastor John

All items have been addressed at this point. Hutzal funds for Ground Cover rent approved and transferred. Section leader portion of the budget has been confirmed at 6500 and not 8000. Planning for McKay funds in 2018 will be discussed as we approach the 2018 budget planning cycle.

12. Other Topics

- 2) Insurance Cost Reductions – received analysis documents on 7/27. Under review. Likely a \$6,000 reduction with improved coverage.
- 3) Rental Income opportunities – Music Students, Dave Greene
 - i. Community Music School of Ann Arbor is looking for teaching space. Expect a proposal and further details over the next month
- 4) Rental Reduction and Rental Forgiveness with 1On1
 - i. 1On1 has consistently been behind on rental payments with repeated efforts to collect overdue rent
 1. The proposal to forgive a portion of the debt owed by 1On1 was rejected unanimously. This is a for-profit enterprise and they are obligated to pay for the time and space they reserved with Bethlehem.
 2. Further a resolution was unanimously passed stating that the building cannot be used without payment for rent in advance. All back rent and rent for future use must be collected before 1on1 can use Bethlehem facilities. This is consistent with typical business practices.
 - ii. Bethlehem Process for such decisions need to be updated so that there is a clear process for approval to reduce or eliminate debts owed to Bethlehem.
Action: Finance

13. Next Meetings – August 10th at 7pm

14. Meeting adjourned – 9:10pm

Submitted by Jeff Wortman, Chair

Facilities Ministry Team – Bethlehem UCC

Meeting Minutes of July 10, 2017

Present: Steve Darr, Tom Ziesemer, John Irwin, Ron Dechert (LC Liaison), and Carol Leyshock

Absent: Rev. John Kennedy, Michelle Loukotka, and Erich Santifer

Present at beginning of meeting: Cemetery Board members Mike Haab and Jim Goforth

The meeting was called to order at 5:01 pm. The minutes from June 12, 2017 were approved with no additions or changes.

PROPERTY INSURANCE DISCUSSION WITH CEMETERY BOARD MEMBERS

The group discussed the insurance policies under consideration by the Facilities Team and the impact on cemetery property coverage. The Facilities Team's preferred choice is a Church Mutual policy that provides for replacement value coverage for the church, with blanket coverage for the parsonage, sexton house and cemetery property. Church Mutual estimates replacement value of the church under total loss at \$11,431,000. With co-insurance, we are fully covered for damage up to \$9,144,000 (80%). However, this policy would exclude coverage for tree removal due to storm damage, which was the cemetery's major expense following a recent wind storm. The savings over our current policy would be nearly \$7,000 per year. It was mutually agreed that the best decision was to go with the Church Mutual policy, considering the substantial annual savings.

The Facilities Team recommends that, in the event of future storm damage at the cemetery, the Leadership Council should consider assisting the Cemetery Board with tree removal costs.

Facilities recommends reducing the Cemetery Board's portion of the annual premium to \$1,000 after the new policy goes into effect. Currently they are reimbursing \$1,778 per year (10.77% of the annual premium of \$16,511). Last year they reimbursed \$1,500 (10.77% of 13,933).

John Irwin will contact the insurance agent with a few follow up questions before a final decision is made.

JUNE FINANCIAL REPORTS:

There was only one unusual item: The June church gas bill was quite high, but it was for service in April.

OLD BUSINESS:

1. Phoenix Construction/Dining Room Renovation – Steve met with Mark Hiser and an architect from Phoenix on June 29 to do another walk-through of the dining room area. Sanctuary air conditioning will also be considered within the scope of the project, as the church has received an anonymous donation specifically for that purpose. The architect is returning this week to take more measurements.
2. Sanctuary air conditioning – Robertson Morrison submitted a quote for both the sanctuary and the dining room. No action will be taken until a plan is received from Phoenix.

3. Sanctuary lights – Both the Leadership Council and Finance approved the renewed Vedder quote of \$16,000 to replace the dimmer panel. This is the same amount that had previously been approved by the congregation in 2016. Vedder is scheduled to begin the work on July 24.
4. Boiler and pipes – The pipe replacement was scheduled to start in July, but due to delays on other projects, they have to reschedule for the 2nd or 3rd week of August.
5. Foundation repair – Payeur returned on 7/10 and made a larger hole in the pantry/storage room wall to examine the extent of repairs needed. They confirmed that the repair will cost a total of \$48,630 (\$22,110 for excavation, grading and waterproofing, \$11,220 for rebuilding the exterior wall, and \$15,300 for interior wall repair). Steve will try to get another bid. Facilities recommends doing the repair as soon as possible due to structural issues. An unbudgeted funding request for up to \$50,000 will be made to the Leadership Council and Finance with the understanding that, if they approve, congregational approval will also be needed.
6. Pantry/storage room asbestos tile removal – Michigan Mechanical is doing the work on 7/25.
7. Flat roof – Tremco performed a water leak test on 6/13 and concluded that the leak is not from the roof but from the wall area just above the flashing. Facilities approved a quote for \$1,910 to waterproof the entire area where the flat roof meets the older wall. The money will come from the emergency repairs line item. Tremco agreed to split the \$815 cost of the water test.
8. Tuckpointing – Tremco recommended having the wall above the flat roof tuckpointed. There is also a leak in the NW corner of the church. Carol will contact Grumwell Cashero after Tremco finishes their repair.
9. Boiler storage room roof – Facilities did not approve Tremco's \$7,317 quote to rubber coat the roof over the storage room. Further action has been tabled.
10. Tree removal – Maulbetsch is removing the tree next to the 5th Ave door on 7/15. Tom Ziesemer will supervise and will request that they trim the tree next to the 4th Ave house.
11. Parsonage repairs – Randy replaced the missing/loose roof shingles, painted the living room ceiling where there were water marks, and repaired loose toilets. He has to build new window wells to replace the ones that are damaged.
12. 4th Ave house:
 - a. Stove – Tom purchased a new stove (\$629), which has been installed.
 - b. Holes in cement block – Facilities approved having Randy do the job for up to \$50.
13. External sanctuary and canopy door refinishing – Randy is sending a quote.
14. Medical loan closet – Still awaiting Randy's quote for new ceiling, lights and wall painting.
15. Gutter guards on church shed and 4th Ave house – Randy can install the guards for \$2 a linear foot, estimating \$100-\$150 total. Facilities approved.
16. Handyman/Maintenance person – Carol is having a difficult time finding someone. She will put an ad on Craig's List. Facilities approved a pay rate of \$20/hour.
17. Natural gas rates – Constellation price went down to \$3.48 for a 12 month contract (prior contract was \$3.99). Facilities decided to lock in at this rate.
18. Cleaning out stuff on the stage – Tom and John will move some of the items.

NEW BUSINESS:

1. 2017 Capital Projects:
 - a. Scott Lovelace's spreadsheet – A meeting with Leadership Council and Facilities team members will be scheduled – probably in September.
 - b. Leadership Council priority list:

- i. 1st floor and sanctuary level restrooms – We will get a quote for new windows for the men’s restroom near the sanctuary. Steve offered to do the suspended ceiling. Sue Buday plans to contact a designer for help with the women’s room.
 - ii. Hallways – Carol will contact Shamrock for a quote to refinish the floors.
2. Sprinkler system leaks/repairs – Canopy Landscape quoted \$2,500 to repair the leaks and move and replace some of the heads. We will get another quote.
3. Solar energy project – Tom has been in contact with the City of Ann Arbor and Michigan Interfaith Power and Light about their program to encourage places of worship to install solar panels as part of a broader sustainable energy initiative. He will continue to gather information.
4. Vent needed in Groundcover storage room door (under the basement stairs) – Randy will be asked to replace it and the storage room door.
5. Rental and parking requests:
 - a. One on One change in gym use – They will not be using the gym at all in July and August. The Facilities team agreed to waive the rent for those months. They still owe rent for May and June, but they used the gym no more than 4 hours per week. The team agreed to reduce the rent for those months from \$2,000 to \$1,500. They’ve cancelled summer camp and plan to restart programs in October or possibly September.
 - b. UM Nursing group – Ron Dechert said the nursing group is still interested in renting the gym for a therapy study that starts in around September. They would use the gym during office hours 2 days per week, 2 times per day for 12 week sessions. He will follow up with them.
 - c. Ann Arbor Youth Chorale – They need lounge space one Tuesday per month for social gatherings for the parents of the participating youths. Facilities agreed to rent them the lounge for \$25 per use.
 - d. Brett Foster has a part-time job downtown and would like to use the lot to park but can’t afford to pay monthly parking rent. Facilities agreed to allow him to park 2 days per week for free, with advance notice/permission as to the days. They will re-evaluate the arrangement in a month.

The meeting was adjourned at 7:17 pm.

NEXT MEETING: Monday, August 14, 2017 at 5:00 pm.

Respectfully submitted,

Carol Leyshock

Parish Administrator

Worship Ministry Team Minutes

June 15, 2017

Present: Caroline Ashenfelter, Harriette Ehnis, Pastor John Kennedy, Gary Rogers, Jennifer Vasquez and Tom Zieseemer

Absent: Arianne Abela and Sue Buday

Old Business

1. Father's Day service with special seed paper tags was well received. Display was set up at the bottom of the chancel steps using a small wooden rocking boat with fishing nets strung to allow people to hang the tags once they had added their memories. Seed tags will be planted in the same general area as those from Mother's Day.
2. The steeple bell sign-up sheet has been posted outside of the office. Matt Perros has relayed feeling more comfortable with the current plan of volunteers and usher back-up in order to get bells run prior to the 10 o'clock service. Several youth have already helped out. Sign-up will continue as planned and will be reassessed for any further need.

New Business

1. Pastor John reports that Leadership Council is moving forward with the contract to remodel the Willimann Fellowship Hall and adjacent bathrooms. Bathrooms in the office hallway will undergo renovation as early as summer/fall. The sound board needs to be replaced and rewiring in the sanctuary will need to happen. This may be part of a capital campaign depending on what quotes come in at. The process will need to be started, Jim Stadel may be able to initiate. A stewardship task force will be formed in order to steer the 3 year capital campaign improvements and to start a year round legacy of giving. Lily is currently working on faith formation that is separate for youth and our 20-something members in order to provide something meaningful for both groups.
2. Living Nativity plans were briefly discussed. Tom Z. has come up with a sign-up to include all of the necessary volunteers to manage music, costumes, actors, refreshments, traffic/parking, advertising and sound system. We need to make sure volunteers are signed up in the next couple of months so that final plans and arrangements can be made prior to December 1. Some items to consider...should the sanctuary lights be on or off in the background, what outdoor lighting will be necessary and should we look into live instrumental music or use recorded?
3. A discussion regarding changing to a new hymnal with more inclusive language shows that there are differing opinions. Loss vs. gain related to inclusion and inclusive language. The assumption that all change is good; do all things have to change, shouldn't some things remain stable? The metaphor of the church is a ship and ships are

not meant to stay docked but are meant to move ahead/forward. Some members will be reluctant to put both feet on the ship where this subject is concerned, but the conversation needs to be started. Pastor John does not feel that this conversation will lead to a quick decision, but instead will involve the congregation as a whole and should be meaningfully and deliberately considered.

4. A brief discussion before the end of the meeting in regards to looking into an alternative time to hold the monthly meeting to allow for Arianne to attend. Caroline will contact Arianne to see if she will be able to make current 3rd Thursday meetings in the fall once she and Noah have a second car; if not, what other days of the month might be an option to work out as a group.

Next Meeting-should it be in July (Art Fair) or do we take a break until August? Pastor John graciously offered the use of the Parsonage during July to avoid Art Fair if we choose to have a meeting. Since there is no urgent business and if Arianne is unavailable in July it is proposed to wait until August. Caroline will email out the final plan when it is decided.

Meeting Closed at 8:50pm.

Next meeting (possible July) August 17 at 7pm.

Respectfully submitted by

Caroline Ashenfelter

Bethlehem United Church of Christ
Member Care Ministry Team
Notes of July 19, 2017 Meeting DRAFT

Present: Jan Burnham (Chair), Mary Jean Raab, Mary Friend, Brian Paton (notetaker). Karen Goforth, Judy Coucouvanis (Leadership Council Liaison); Pastor John Kennedy; and Lily Tinker-Fortel were not in attendance.

We opened with prayer.

We discussed having some kind of recognition for the Stephen Leaders who will be starting on their training on August 1. Jan will call the office and suggest that an announcement be made before worship on Sunday and/or a prayer be made for them as they embark on their training.

We talked about new member assimilation, integration and involvement. Jan suggested a policy be developed. Mary Jean and Brian volunteered to draft a checklist of items that we think needs to happen with new members, including the items we will take on.

Brian suggested that each new member be assigned one of us for purposes of integration and involvement. There appeared to be a consensus around this suggestion.

Jan talked about creating a profile of the membership, broken down by various categories, but we ultimately decided not to move forward with that at this time.

We talked about our responsibility to look at the membership rolls in odd numbered years. Based on our discussion, Jan is going to ask the office/Karen Samford to pull from our regular Member Care attendance, etc. report those who have not contributed or attended since July 1, 2014.

We discussed our website page. We talked about what kinds of pictures we might include and the text.

We plan to have our next regular meeting on August 23 at 7:00. It will be a working meeting to focus on the membership rolls and what communication we would like to make to those who have not been attending or contributing.

We closed with the Lord's prayer.

Submitted by Jan Burnham, Chair

Bethlehem United Church of Christ
Member Care Ministry Team
Notes of June 21, 2017 Meeting

Present: Jan Burnham (Chair), Mary Jean Raab, Karen Goforth, Mary Friend, Brian Paton (notetaker) and Judy Coucouvanis (Leadership Council Liaison); Pastor John Kennedy; Lily Tinker-Fortel; Kurt Schmerberg. (Chair of Welcome Ministry Team).

We opened with prayer.

Jan stated that one of our goals was to coordinate with the Welcome Ministry Team on the involvement of new members. Jan cited the Bylaws and the various responsibilities between Welcome and Member Care.

John stated that it is important to get to know prospective members. He likes to meet with prospective members, preferably at their homes if possible. John stated he believes it is also important for John advocates a Welcome packet that could be given to prospective members and/or those who just joined.

Kurt stated Welcome is working on an item to offer to people who express interest through attendance or on the website. Kurt's view is that the website should serve as a significant source of information.

The question was raised as to when we provide new people giving envelopes. We want to make sure people are aware of the opportunity to support the church financially, but not in an overbearing manner.

We discussed the proper point in the new member process to introduce the expectations of membership as stated in the Bylaws.

We discussed the idea of identifying sponsors for new members. The idea was expressed that often "assimilation" occurs organically, but we do not want to leave it to chance.

Jan stated that, during a similar discussion some months ago, Mary Jean had identified a resource on the UCC website on the subject of assimilation. After the meeting, Mary Jean sent us the link to that resource by email. The link is:
http://d3n8a8pro7vhmx.cloudfront.net/unitedchurchofchrist/legacy_url/1358/c19.pdf?1418424830

John stated there are other tools, such as a red and black pamphlet, available on the subject.

We plan to have additional faith formation opportunities, and the idea was expressed that Member Care's role is to help ensure people are aware of those (and other) opportunities, to help ensure that if new members have needs, they are aware of opportunities that can meet their needs, and that there is appropriate and periodic follow up.

The idea was expressed to potentially have periodic “newish” member events, such as a breakfast or a lunch, at which members could connect and learn about opportunities at Bethlehem.

Lily identified a way of thinking of four phases of new membership: welcome; inform; join; members.

John referenced a resource from the UCC called “You’re a Member, Now What?”

We discussed the “time and talent” form and what happens with the data and who is responsible for it.

In summary: we need something to provide people who are seeking; something to provide people who have become members; and follow up with who have joined.

John provided an update on Council activities. They are prioritizing certain capital projects in an effort to give the most “bang for the buck.” This includes remodeling certain bathrooms and refurbishing flooring and hallways. With respect to the fellowship hall, decisions need to be made about what the scope of the project is. Another idea is to create a space in the sanctuary for families with small and potentially fussy children to stay in worship but in a somewhat more comfortable space.

Lily, Kurt and Carol Durnwall are scheduled to go to Stephen Ministry Leader training July 30-August 5. Thereafter, there will be a timeline created on how and when Stephen Ministry will be rolled out.

We plan to have our next regular meeting on July 19 at 7:00.

We closed with the Lord’s prayer.

Submitted by Jan Burnham, Chair

Outreach Ministry Team Update
8/2/17

The team did not meet during July.

We have not had a team meeting yet in August due to unavailability of team members.

We are volunteering as a team on August 10th at Alpha House/Interfaith Hospitality Network.

I have met with Lily twice to get her connected with Outreach Ministry team goals and to work on our web page.

Two of the 4 supported agencies, Food Gatherers and Peace Neighborhood Center, have been sent donations of \$3,500 each. The other two will be sent this fall.

Sincerely,

Laura Seyfried, Chair
Outreach Ministry Team