

Bethlehem United Church of Christ Leadership Council Minutes

June 13, 2017

Present: Sue Buday - President, Judy Cocovanis, Kris Lovelace, Shannon O'Reilly, Karen Samford, and Pastor John Kennedy

Not Present: Ron Dechert, Sue Wortman

Pastor John opened the meeting with the reading of Psalm 100 and prayer.

- **A motion to accept the minutes of the May 9, 2017 meeting was approved.**

Pastor John's Report –

The three Stephen Leaders will be attending training in August. In the fall there will be classes for Stephen Ministers.

John and Lily are meeting regularly. She is working to set up an intergenerational mission trip. There will be a mission trip just for youth.

John stated we have received a substantial bequest from Lois Haeussler.

He is working on getting people for the Stewardship Team.

- **A motion to accept the Resolution authorizing Ken Tappe and Jeff Wortman to direct Bank of Ann Arbor regarding our Investment Account was approved.**

- **A motion to accept the unbudgeted funding request from Finance to use Hutzell funds to cover Ground Cover rent for July to December was approved.**

Sanctuary Lighting – the Leadership Council agreed to move forward with the sanctuary lighting project as approved by the congregation in Jan 2016.

Fellowship Hall Renovation – the Leadership Council along with members of the Facilities Team will be working on a plan for renovation of the fellowship hall.

Capital Improvements –

Following discussion on prioritizing the list of capital improvements, it was agreed the Facilities Team should obtain bids for all structural issues.

It was decided prioritization of capital projects should be done by Pastor John, Sue Buday, Ron Dechert, and Steve Darr and Tom Ziesemer from the Facilities Team, bringing it back to the leadership council for final approval.

Website – It was decided ministry teams will send any changes to the office.

Action Items –

Pastor John will form the Stewardship Team with the help of Sue Buday

Shannon O'Reilly will follow up with the Finance Team on:

Authorization of Ken Tappe & Jeff Wortman to direct Bank of Ann Arbor regarding our Investment Account

Hutzell funds to cover Ground Cover rent for July to December

Sanctuary Lighting

Sue Buday:

See that the list of Leadership Council and Ministry Team Members shows ONA representatives
Assist Pastor John in forming the Stewardship Team

Contact the Facilities Team concerning:

Sanctuary Lighting

Obtaining bids for all structural issues

Hallway and entry painting

Renovation of the two restrooms on the first floor in the office hallway and the one on the
sanctuary level

Schedule a meeting to develop a plan for renovation of the fellowship hall

Schedule a meeting to prioritize Capital Projects

The meeting was closed with the Lord's Prayer.

The next regular Leadership Council meeting will be Tuesday, July 11th at 6:00 PM.

Submitted by Karen Samford, Secretary

Finance Ministry Meeting Agenda and Minutes– June 8, 2017

AGENDA

1. Call to Order 7:05 pm
 - a. Shannon O'Reilly, Ken Tappe, Dave Greene, Jeff Wortman (via phone)
2. Review and Approval of May minutes. *Approved by consensus*
3. Financial Review for last month *Pledged giving above target, non-pledged down. Jeff will talk to Carol about One and One and future rental prospects. Subsequent discussion with Carol indicates rental income looks good at this point as long as 1on1 does not change plans.*
4. Reconciliation for last month *Ken has reconciled the last two months and everything balances.*
5. Leadership Council Update *Meeting is next week, so nothing to report yet.*
6. Unbudgeted Funding Requests
 - a. \$675 Tree Removal funding request from Welcome. *Welcome will fund this from their parking lot pretzels. Approved by consensus.*
 - b. \$3600 funding for McKay over commitment of funds in the Community fund. Hutzel funds proposed to cover \$3600 covering rent for Ground Cover (July-December) as Outreach. This will indirectly provide Community funds for Pastor John of \$1900 for the remainder of the year. *Motion made by Jeff Wortman to approve this request – Seconded, and approved unanimously. Jeff will take this to the LC for their approval as the request was initiated by Finance after discussions and reviews with Laura Seyfried (Outreach), Sue Buday and Pastor John. Subsequently this was approved by Leadership Council.*
 - c. Welcome Ministry - \$4,999 for 5th Ave awning. *Funding will come from Welcome funds and will come in under \$5K. Approved by consensus.*
 - d. \$1,700 Plaque for Welcome Covenant. *Funding from Welcome funds. Needs approval by Leadership Council.*
 - e. \$16,000 Sanctuary Lighting *Previously approved by congregation, but later withdrawn by Facilities thinking “get-by” solutions would be possible. That did not happen and panel has continued to deteriorate. LC and FMT need to approve. Is there anything in congregational meeting minutes stating the request was withdrawn? Shannon will check with Karen Samford. If this is the case, it would need to go back to congregation. Otherwise LC and FMT can approve to move forward. FMT approved by consensus. Update: since the meeting it has been determined that approval from the congregation remains in effect. This project and funding are approved.*
7. Update on the 3-5 year capital plan currently with Leadership Council *Waiting for LC to meet and prioritize.*

8. Communication topics

- a. *Amazon Smile. How to use it and how it helps BUCC Jeff will get this started. We should target updates on the Refrigerator page and/or the Visitor. We will investigate possible link to add to the church's website. Jeff will work on this over the summer. Coincidentally, Donna Whitney wrote a great article for the visitor – Thanks Donna!!*

9. How can we help Lily in her role and with her budget? *Discussed working session with Lily and will schedule this for late June or July when Jeff is in AA.*

10. Investment Fund –

- a. *\$50,000 withdrawal completed In operating checking account to cover part of projected deficit.*
- b. *Resolution submitted to Leadership Council as required by BoAA to authorize Jeff Wortman and Ken Tappe to conduct transactions with BoAA on behalf of the church. Expect approval next week. Update: Leadership did approve the resolution which will need to go to BoAA*

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

Analysis completed

- a. *For budget planning purposes this fall we will revisit forecasting of McKay annual distributions which have fallen for the last two years. 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 in the fall budgeting cycle. This needs to be more conservative than the guidance we have been getting from JP Morgan. We will also need to review the use and plans for McKay funds with Pastor John as the funds are ultimately at the discretion of the Sr. Pastor.*
- b. *Funding request for Hutzler funds to support Outreach due to over commitment of McKay Community distribution. See above motion*
- c. *A possible \$1500 adjustment related to sections leaders and the Congregational Fund. Under review Jeff thought this had been reduced from \$8,000 to \$6,500, but Arianne says she was not aware that this had been reduced. It looks like we approved transferring the full \$8,000 so Jeff will research this when he gets back in town. A better understanding of section leader plans, time requirements and rates should be reviewed.*

12. Other Topics

- a. *Lois Haeussler has left a wonderful gift to the church. Part of that gift is air conditioning for the sanctuary (costs and requirements are under discussion with Jay Hartford, Lois' executor.). It most likely makes sense to renovate the fellowship hall (with AC) at the same time as the AC will have to come from below the sanctuary. Jay is open to that idea. Carol Leyshock checked with Jay Hartford regarding the confidentiality of the gift. It is Lois' request the amount of the gift/donation not be disclosed but is acceptable to acknowledge that the gift of air conditioning has been made.*

13. Next Meetings – July 13th at 7pm

14. Adjourn

Facilities Ministry Team – Bethlehem UCC

Meeting Minutes of June 12, 2017

Present: Steve Darr, Rev. John Kennedy, John Irwin, Michelle Loukotka, Ron Dechert (LC Liaison), and Carol Leyshock.

Absent: Tom Ziesemer and Erich Santifer

Present at beginning of meeting: Andrew Hayton, Church Mutual

The meeting was called to order at 5:00 pm. The minutes from May 8, 2017 were approved with no additions or changes.

MEETING WITH ANDREW HAYTON, CHURCH MUTUAL INSURANCE REPRESENTATIVE

Andrew returned to answer multiple questions from the group. Church Mutual's options appear to provide the best coverage at a significant savings over our current plan. A major difference, however, is their exclusion of coverage for tree removal after storm damage. It was decided that the Cemetery Board would be invited to the next Facilities meeting to discuss their concerns.

MAY FINANCIAL REPORTS:

Maintenance & repair expenses remain within budget with no unusual expenses. There was a posting error to the 4th Ave house utilities line item which will be corrected. The Randall Scott Company was paid \$2,820 from the Property Improvement Fund to tile the Medical Loan Closet floor. The McKay Property Improvement fund distribution will increase to \$1,490 per month beginning in June.

OLD BUSINESS:

1. Phoenix Construction Proposal – Sue Buday signed the proposal for the concept plan and budget. The Leadership Council still needs to pull together a committee to work with Phoenix. Steve plans to have a preliminary meeting with Mark Hiser from Phoenix this week.
2. 2016-2017 Capital Projects –
 - a. Parsonage renovation – Painting of the siding is finished. The project is complete.
 - i. All invoices have been paid. Final cost for the project: \$ 97,409.
 - ii. Other recently identified minor repairs are mentioned below.
 - b. 4th Ave women's restroom renovation – All invoices have been paid. Final cost \$15,758.
 - c. Nursery and pre-school room improvements – All invoices paid. Final cost \$13,146.
 - d. Medical loan closet floor repair – Invoice for \$1,180 has been paid. Project is complete.
 - e. Boiler and pipes – additional pipe replacement is scheduled for early July.
3. Parsonage repairs – Water leaks on living room ceiling, loose toilets in 2 bathrooms, damaged window wells – Carol will call Randy to schedule repairs.
4. Foundation repair – Payeur returned on 6/12/17 to examine the inside of the south wall where Steve drilled a hole. They will return to drill a larger hole and provide a firmer estimate.
5. Flat roof – Tremco scheduled a water leak test for 6/13/17.
6. Boiler storage room – Water leakage. Tremco will give a quote to rubber coat the roof over it. Steve will send a proposal to Sue Buday and Jeff Wortman to hire a structural engineer to assess the safety of that room and the repair cost.
7. Slate roof – Butcher & Butcher completed all repairs May 8. Final invoice for \$8,240 was paid. Their repair report indicates that the leak in the NW corner is due to limestone taking in water and is not a roof issue. Carol will Call Grumwell-Cashero after Tremcoe results are received.
8. 4th Avenue house – Lily Tinker Fortel moved into the house the week of May 15.

9. Sanctuary lights – Finance approved the renewed Vedder quote of \$16,000 to replace the dimmer panel. It awaits Leadership Council approval.
10. Holes in cement block in 4th Ave house – Steve will follow up again with the mason.
11. External sanctuary and canopy door refinishing – Carol will follow up with Randy.
12. Handyman – There are two different needs at the church:
 - a. Skilled handyman – Carol found 2 prospects. Facilities approved calling them if Randy is too busy to do the door refinishing.
 - b. Maintenance person – Multiple tasks don't require skill. It's been difficult to find someone to do this work. Carol will call other churches in the area for possible referrals.
13. Parsonage roof replacement – Facilities decided that full roof replacement can wait 1-2 years. Steve will follow up with Randy about replacement of the ridge cap and small patches.
14. Air conditioning the sanctuary – Koch & White cannot quote it without engaging the services of an engineer. Still waiting for a quote from Robertson-Morrison. Carol will follow up.
15. Natural gas rates – another quote from Constellation was reviewed. Prices seem to have gone down. We will let the rates float again and reconsider next month.
16. Changing locks – All locks have been changed on the parsonage and 4th Avenue house.
17. Medical loan closet – Still awaiting Randy's quote for new ceiling, lights and wall painting.
18. Archives relocation – At the request of the Archives Committee, the archives will not be moved to the former medical loan closet. Facilities approved use of the Gallery to store portraits and some display cabinets. Other items might be displayed in other rotating locations.

NEW BUSINESS:

1. Work days that need to be scheduled:
 - a. Clean out the pantry/storage room for the pipe and foundation repairs. John Irwin will schedule it. Steve will call Michigan Mechanical about removing the asbestos tile.
 - b. Items from old medical loan closet need to be removed from the stage and the janitor's closet in the basement needs to be cleaned out. These were tabled until next month.
2. Stove at 4th Avenue house – The oven won't work. It will cost \$over \$300 for a new circuit board. Facilities approved the purchase of a new stove. Tom will be asked to purchase it.
3. Gutter guards on church above shed and 4th Ave house – Lots of debris was cleaned out of those gutters. Carol will ask Randy to install the guards.
4. Security issues at 4th Ave house – a couple of guys have been hanging out behind the house.
 - a. Facilities approved having Jim Stadel install a security light on the SW corner.
 - b. John Irwin will trim the bushes in the back.

The meeting was adjourned at 7:08 pm.

NEXT MEETING: Monday, July 10, 2017 at 5:00 pm.

Respectfully submitted,

Carol Leyshock, Parish Administrator

Education Ministry Team Minutes

June 7, 2017

Present: Jane Schmerberg-chair, Jan Edie, Julie Feldkamp, Wanda Modica, Eileen Koprowski, Nancy Pieske, Karen Samford, Diana Slaughter and Lily Tinker Fortel

Lily opened the meeting with prayer.

Scholarships –

Applications were reviewed with all applicants meeting the qualifications as set forth by the McKay Scholarship Fund.

Sunday School year-end wrap-up –

Teacher Appreciation and Graduate Recognition were very nice. Much thanks to Lily.

Next year it would be nice to include the Sunday School children.

The picnic was a big success; large games from the library were a great idea, thanks to Jan and the Fellowship Team for the food.

Summer Sunday School –

The sign-up sheet for teachers is up.

Nursery volunteers will continue to be there unless two adults sign up to teach.

Sunday School Teacher for ages 2-5 –

Lily is getting the job opening posted with basically the same description.

Mission Project –

Representatives from Washtenaw Refugee Welcome and Muslim Social Services will be in church on Sunday to receive the check for the money we collected.

Washtenaw Refugee Welcome would like to maintain a relationship with our church.

Newsletter and Articles –

Thank-you to Lily for putting together news for the Visitor and the note sent to the students.

Teaching our youth –

Lily went to a conference in Chicago with topics on reimagining children and youth ministry and keeping church relevant in our world. She would like a time to share ideas with the team and Sunday School Teachers. We will move our next meeting to July 12 when Lily can tell us about the essential elements of a spiritual tool kit for youth. We will meet at Jane's cottage for dinner and discussion.

Lois Haeussler gift –

Lois Haeussler left a gift of \$10,000 for "Sunday School." The money has been deposited into the Church School Fund. Thank you to Lois – we can think about creative ways to use the money.

Play Area in the Sanctuary –

The Education, Worship and Welcome Teams will form a task force to create a child friendly place in the sanctuary.

The meeting was closed with the Lord's Prayer.

Next meeting will be moved to Wednesday, July 12th at 6:30 p.m.

Submitted by Karen Samford