

## Finance Ministry Meeting Minutes – August 10, 2017

### AGENDA

1. Call to Order *Meeting called to order at 7:00pm,  
Attendees: Ken Tappe, David Greene, Jeff Wortman, Shannon O'Reilly,  
Pastor John Kennedy*
2. Review and Approval of July minutes. *Approved by Consensus.*
3. Financial Review for last month *No problems or issues were raised with the reported results for the month or Year to Date. There are questions about rental income for the rest of the year with the forecast becoming quite soft regarding future rentals with 1on1. Question about breakdown on rental income, and One on One arrears (discussion under #11-2 below) U of M Nursing wants to use our gym (Ron Dechert has been talking to them) and this could help our 2017 shortfall in rental income. It is expected to take at least a month to get a revised forecast on rental income.  
Investments, we withdrew \$53K based on results from the first half. Fortunately our ending balance at 7/31/17 was about \$25K higher than the beginning balance at the start of July, so we more than made up what was withdrawn. We need to look at how we should manage McKay funds for 2018 in the budget preparation process. (John transferred between McKay funds temporarily to cover shortfalls in the community fund. This transfer is a temporary situation that will be corrected with a new, more spread out distribution put in place so that McKay (distributions for community funds will be constant proportions between operating budget and McKay community fund and not front end loaded for the operating budget.*
4. Reconciliation for last month *Ken still does not have reconciliation numbers for June and needs July. He has talked to Carol.*
5. Leadership Council Update *Rental rates should be determined by Leadership Council (LC) and rents should be paid at the beginning of the month. Ken met with Carol and Facilities, and they thought there was going to be a group (building rental committee?), but this has not been done. Facilities should not have to deal with leases or money. They should only be responsible for what needs to be done to the room(s) to get them rentable. There's nothing wrong with making money to further our mission, but we need to have guidelines and fees in place to make this process easier. Finance should be involved in the discussion of fees versus long-term rentals as opposed to onetime events. Finance will wait for further direction from LC regarding how Finance is to participate. Stewardship – John met with a member to see if he would be willing to work on Stewardship and get the legacy giving going. He will talk to John next week when he comes back from vacation. Fellowship hall – Phoenix has presented an initial rendering and a committee made up of various people from Facilities and LC has been named. This group will sit down with Phoenix and start fine tuning what we want and what needs to be done. Air conditioning will be piggy-backed on the sanctuary air conditioning, and bid is around \$70K, so extra funds can be used for electrical upgrades to handle the air.*
6. Unbudgeted Funding Requests
  - A. Updated report on all requests
  - B. Intergenerational Mission Trip \$500 *Jeff went ahead and approved this expense because the trip was imminent and they needed the money. Lily is still working to understand the process.*

C. Foundation repair - \$50,000 – EXPEDITED for congregational meeting 8/13 so it can be completed before colder weather. We are expecting other bids ahead of a final decision. *Currently we have bids from Payeur Co. Payeur has done extensive analysis and is highly respect by many in the congregation.*

7. Update on the 3-5 year capital plan currently with Leadership Council -- *LC has identified "low hanging fruit" of remodeling the bathrooms and refinishing the floors. Other than that, LC has not worked through the list. Finance Ministry has not seen unbudgeted funding requests for these anticipated projects.*

8. Communication topics

A. Will investigate possible Amazon Smile link to add to the church's website. – Open, Jeff *Still on Jeff's "to do" list. Should there be a snapshot of financial status in the Visitor or bulletin to keep it in front of the congregation? Once a month – status of pledging? Anything else? Let John know and he will communicate that to Carol. Jeff will talk to Carol to get some background of what has happened in this area before.*

9. Update on Building Rental with Community Music School of Ann Arbor - Ken *Looked at the lowest proposal of \$900 for 9 months and have upped that to \$500.00 per month for a total of \$4,500 for the nine month period. This was a BUCC meeting to discuss the proposals received from CMSA2. This group would like to see annual report/financials to determine viability of the organizations ability to rent.*

10. Other Topics

1) New Insurance Policy and Cost Reductions - not sure how this will affect 2017 *John Irwin presented new policy which is less premium cost and increases to full replacement instead of functional replacement. Wants to start 09/01/17. Will get a prorated refund from current carrier and cost for the rest of the year would be paid at a lower rate. Loss on income in the policy is only \$10K. We could get \$100K of coverage for \$100.00. We would like an increase the loss of income coverage of the policy. Jeff moved we up this level to \$200K. Jeff will notify Sue Buday of this requested change.*

2) Rental Reduction and Rental Forgiveness – discussed that we need to document a Bethlehem process to that will be used as a guideline for reviewing and approving decisions on such matters. *One on One does not have a contract/lease according to Carol. Finance believes a hard stance should be taken with a for profit organization such as 1on1 that all rent must be paid up before Bethlehem provides access to the space. Additionally our opinion is that rent should be paid in advance before using the building. Should this go to Sue Buday and LC? Pastor John will talk to Sue Buday to figure out a resolution to this situation.*

11. Next Meeting – September 14th at 7pm

12. Meeting adjourned with the Lord's Prayer at 8:20 with

Submitted by Jeff Wortman, Chair

## **Facilities Ministry Team – Bethlehem UCC**

### **Meeting Minutes of August 14, 2017**

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

Absent: Rev. John Kennedy, Tom Ziesemer, and Michelle Loukotka

The meeting was called to order at 5:03 pm. The minutes from July 10, 2017 were approved with one correction, changing the third paragraph under Property Insurance Discussion to read: Facilities recommends reducing the Cemetery Board's portion of the annual premium to \$1,000...

#### **JULY FINANCIAL REPORTS:**

Maintenance & repair expenses are running high, at 71% of budget. Multiple July expenses include repair of a broken window (\$209), new stove for 4<sup>th</sup> Ave house (\$629), lock changes at parsonage (\$162), new security light on 4<sup>th</sup> Ave house (\$93), flat roof water test (\$407), church shed repairs (\$275), and tree trimming next to 4<sup>th</sup> Ave house (\$325). The McKay report shows that \$1,000 was temporarily transferred from the property maintenance fund to the community benevolence fund because that fund had been depleted. The money will be replaced later this year.

#### **OLD BUSINESS:**

1. Property Insurance – Leadership Council and Finance both approved the proposed Church Mutual policy. Finance requested additional lost revenue coverage of \$200,000 for an additional premium of \$200 per year. John Irwin will contact the agent to request a September 1 start date. Facilities accepted Leadership Council's decision that the cemetery portion should be \$800 per year, in accordance with the insurance representative's estimate.
2. Phoenix Construction/Dining Room Renovation – The architect submitted a preliminary plan. The Leadership Council has formed a committee to work with Phoenix: Sue Buday, John Kennedy, Ron Dechert, Steve Darr, Tom Ziesemer, and Michelle Loukotka. Steve will contact Phoenix to schedule a meeting.
3. Sanctuary air conditioning – on hold pending decisions regarding the dining room renovation.
4. Sanctuary lights – Vedder installed the new dimmer panel on July 24.
5. Boiler and pipes – The owner of Precision Climate, John Erickson, informed us that his wife just passed away. He will contact Carol around August 16 to schedule the work.
6. Foundation repair – A request to spend up to \$50,000 was approved by the Leadership Council and Finance, and by the congregation in a special meeting held 8/13/17. Steve is getting a quote from one other company before proceeding with the repair work. At Kris Lovelace's suggestion, the contractor will be asked to remove a small, sunken piece of sidewalk near the front of the church, which will then be landscaped.
7. Pantry/storage room asbestos tile removal – Michigan Mechanical removed the tile in both storage rooms in the Fellowship Hall on 7/25. We will not do anything to refinish the floor until after the foundation is repaired and decisions are made regarding the dining room renovation.
8. Flat roof – Tremco repaired the entire area where the flat roof meets the older wall. The cost was \$1,884.50, just below the quoted price of \$1,910. We are also due for a full warranty inspection this year. Carol will call Tremco to schedule it.

9. 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 Grunwell-Cashero.
10. Tree removal/trimming – Maulbetsch removed the tree next to the 5<sup>th</sup> Ave door and trimmed the tree next to the 4<sup>th</sup> Ave house on 7/15. The tree removal was paid by Welcome Special Projects. The trimming came out of Maintenance & Repairs.
11. 4<sup>th</sup> Ave house – Holes in cement block – Randy repaired them.
12. Gutter guards on church shed and 4<sup>th</sup> Ave house – Randy installed the guards.
13. Shed door repair – Randy repaired it.
14. External sanctuary and canopy door refinishing – Randy came again and is sending a quote.
15. Medical loan closet – Randy quoted \$2200 for new ceiling, lights and wall painting. Waiting to see if the rental from the UM School of Nursing comes through before doing the repair.
16. Vent needed in Groundcover storage room door (under the basement stairs) – Randy is quoting.
17. Storage door next to art room – Randy thinks he can repair it.
18. Music room ceiling & light replacement – Randy is sending a quote.
19. Parsonage repairs – Randy has to build new window wells to replace the ones that are damaged. He has also been asked to repair the patio where his crew had to dig up about 2' X 2'.
20. Handyman/Maintenance person – We have hired Brad Gabriel at a pay rate of \$20/hour. His first day was today.
21. Sprinkler system leaks/repairs – Getzen Outdoor Services' quote for NTE \$1,226 was approved by Steve to be paid from Emergency Repairs, and the leak was repaired on 8/8/17. Several heads were replaced also, so there is now full water coverage on the lawn and flower beds.
22. 2017 Capital Projects:
  - a. Scott Lovelace's spreadsheet – Ron stated that Leadership Council decided to start with the main entry areas which are the most visible to newcomers – 1<sup>st</sup> floor & sanctuary level restrooms and hallways. They will try to prioritize the remaining work later.
  - b. Leadership Council priority list – report from Ron Dechert:
    - i. 1<sup>st</sup> floor and sanctuary level restrooms – Leadership Council reviewed the spreadsheet with quotes and estimates for the sanctuary level men's room. They did not approve window replacement. They would like us to proceed with getting bids for the remaining work. LC will give more direction later regarding the 1<sup>st</sup> floor men's and women's restrooms.
    - ii. Hallways – Leadership Council approved the American Building Services quote to refinish the slate and terrazzo floors in the main floor hallway and stairs. We are getting a separate bid from Shamrock for the tile floor in the office hallway. LC plans to consult with a designer for paint color suggestions and possibly help with designs for the two 1<sup>st</sup> floor restrooms.
23. Solar energy project – Tom was not available to give an update.
24. Rental and parking requests:
  - a. One on One change in gym use – Finance disapproved of the Facilities team's decision to reduce the rent from \$2,000 to \$1,500 for May and June. Carol has been unable to reach Jonathan Kronberg and will keep trying. Discussion tabled until next month.
  - b. Fisher House (for Veterans and their families) – through Tom Wright, requested free use of the sanctuary on Nov. 3 & 6 to rehearse for a benefit concert at Hill auditorium. Tom Ziesemer enthusiastically supports the request and will donate his services as sexton. Facilities endorses the request for the donated space. We will notify Leadership Council.
  - c. Erich Santifer request to rent the gym – tabled until next month since Pastor John, Tom and Michelle are absent.

- d. Community Music School of Ann Arbor – The group proposed 3 rental options to use multiple classrooms starting in late August/early September. A committee of Finance and Facilities members met on 8/10/17 to review the request and made a recommendation to LC and Finance. The Leadership Council met on 8/8/17 and decided that they should be directly involved in the negotiations and decision making. Pastor John will arrange a meeting with their Executive Director, himself, and Sue Buday. Leadership Council needs to consider several issues, including: Appropriate rate schedule, the group's expectations for physical space improvements, and the impact on church functions.
- e. Common Cycle request to rent (for a small fee) a classroom to store bikes and hold repair clinics – Facilities recommends denying the request as not a good fit for BUCC.
- f. UM Nursing group – Ron Dechert said the nursing group has been awarded a grant and is actively recruiting participants in their study. They would begin in October and would use the gym during office hours 2 days per week, 2 times per day for 12 week sessions. They should be contacting us soon.
- g. Per Ron Dechert (LC Liaison) Leadership Council decided that they will take responsibility for all rental approvals. Facilities should make recommendations to them. It was Ron's opinion that this should involve longer term contracts, not one off requests.

**NEW BUSINESS:**

1. Drain clog in the men's basement restroom – Roto-Rooter was here for 3 days searching for the clog. They finally cleared it by removing the toilet. The final cost was \$1,400, approved by Steve to come from Emergency Repairs.
2. Toilet replacement – Hutzel is coming on Wednesday 8/16 to replace the flange and flush valve and reset the toilet.
3. Basketball hoop safety strap – this was replaced last week by On Time Installation at no charge, since it was under warranty.

The meeting was adjourned at 6:35 pm.

**NEXT MEETING:** Monday, September 11, 2017 at 5:00 pm.

Respectfully submitted,

Carol Leyshock

Parish Administrator

## Worship Ministry Team Minutes

Thursday, August 17, 2017

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

Absent: Arianne Abela, Sue Buday and Tom Zieseemer

### Old Business

1. Living Nativity planning continues to move forward with Tom Z. organizing. An updated sign up has been made to reflect an increase in volunteers desired for acting parts and technical assistance. Question from the group for Tom: What if any outdoor sound/speakers will be needed and do we need to notify Jim Stadel to see if those needs can be met? Also, clarify the timing needs for the nativity. Will the story be present twice and if so what are the starting/ending times?

### New Business

1. Pastor John discussed update from the last Leadership Council meeting. This included some updates to the rental agreement for non-profit vs. for profit organizations. New rates are going to be established and clearly outline how a group qualifies into a category. The Fellowship Hall improvement task force will be meeting to discuss plans that will eventually be presented to the congregation for approval. This will include air conditioning and electrical upgrades to be completed following the foundation work that has been approved up to \$50,000. The website continues to get a facelift. The 4 compass point values for our church will be presented on the page and the new UCC motto "A Just World For All" is also included. A new canopy will be added to the 5<sup>th</sup> Ave. entrance and a new plaque with the mission statement will be placed at the 4<sup>th</sup> Ave. entrance.
2. Discussion regarding a better way to communicate special needs in the service, ie Baptism, to the openers commenced. It was decided that we could ask Carol L. if she feels the office staff/volunteers could group email the openers when these events occur. Also discussed was a safety net for the openers to make sure if someone is unavailable their duties are covered. Currently they arrange amongst themselves, but in the case of a last minute emergency they should fall under a ministry to have more support. Altar Guild was discussed as the likely candidate, which also falls under Worship Ministry.
3. Group discussed changing our meeting day and time in order to better accommodate Arianne's schedule. At this point in time the decision is made to continue with the 3<sup>rd</sup> Thursday at 7. This item can be revisited in the future.
4. Plans for Heritage Sunday will continue for October 8 in order to maintain it's relationship with Oktoberfest to be held October 6<sup>th</sup>. Pastor John would like input from Archives Committee but will set the final plan. Arianne has already been planning music that will be done by church choir instead of German choir. Readings will be done in English only this year in order to keep time to a minimum and attention to a maximum.

5. Plan for a recognition of Gail's 25 years of service to the church are moving forward. Jennifer V plans to put together a book included personal stories and pictures that are submitted by congregation members. A cake and hors d'oeuvres will be ordered in order to encourage the congregation to remain following the 10 o'clock service on September 24<sup>th</sup> where they can visit with Gail. Harriette will take care of flowers and contact Andy to make certain this date will work. Caroline will email Jim and Katie Rowan regarding special music offerings from the bell choir and Bethlehem Strings. An announcement will be made this coming Sunday since Gail is still away on her summer holiday. An invitation will also be sent out to the congregation (minus Gail) to let them know of the event.
6. How many Christmas Eve services should be offered due to the holiday falling on Sunday. It is suggested to have only one service in the morning at 10 o'clock and then look at 2 vs. 3 services in the evening. Pastor John will speak with Lily to see if she is interested in organizing and leading the 5 o'clock service. Who will run the sound board for multiple services also needs to be taking in account. Gary will not be here that day so arrangements need to be made to make sure all services that are offered are covered.
7. Communion in September-intinction; October-pews (none on Heritage Sunday); November-intinction with candles for Totenfest.

Closing Prayer

Meeting Closed at 9:00pm.

Next meeting September 21, 2017 at 7pm.

Respectfully submitted by

Caroline Ashenfelter

# **Bethlehem United Church of Christ**

## **Member Care Ministry Team**

Notes of August 23, 2017 Meeting

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

We opened with prayer.

Jan asked Kurt and Lily to speak about their recent experience in attending Stephen Leader training. Kurt spoke positively about the experience in attending the training with 400 other people whose focus was to bring Christ into lives of others. Kurt stated that the system Stephen Ministry has in place is very thoughtful and complete. Each potential problem was responded to with one or more solutions. Kurt felt that if we follow the system the program will be very successful. Kurt stated that John, Lily and he intend to meet next Thursday and put into place a plan. Kurt stated Carol Durnwall was unable to attend the training and hopes she still will. John stated Carol's registration was cancelled timely and the Church is either in process of or shortly will be reimbursed for the cancellation. John stated that Carol Leyshock will know about the status of the reimbursement; Lily stated the team would check with Carol next week.

Lily seconded many of Kurt's comments and stated she thinks there is significant work to be done.

Some next steps are to select and train Stephen Ministers and also to identify care receivers. Kurt stated he believes we have all the elements necessary to have a successful program.

Pastor John highlighted the necessity of maintaining confidentiality in the program.

John, Lily and Kurt plan to meet next week and identify what roles each would play both in a primary and backup role. Some include building awareness in the congregation and identifying potential Stephen Ministers. Kurt stated they intend to put together a roadmap and will likely ask the Member Care Ministry Team for our help in building awareness; they obtained some materials for building awareness.

The next Stephen Leader training is in January, and John, Lily and Kurt intend to discuss Carol's role in the Stephen Ministry program in their meeting next week.

Jan raised the subject of the ongoing role of Friends in Ministry. Kurt stated that some of those people may be interested in being Stephen Ministers. He also stated that there is likely still a need for visitation of members who do not need or want a Stephen Minister.

After the discussion of the Stephen Leader program, we started going through the list of 80 people who have not attended (so far as we know) or contributed since at least July 2014. We will continue this discussion at our September 2017 meeting.

We plan to have our next regular meeting on September 20 at 7:00.

We closed with the Lord's prayer.

Submitted by Jan Burnham, Chair



## Outreach Ministry Team Meeting Notes, September 5, 2017

Attendees: Sue Muir, Roy Muir, Mary Jean Raab, Jamie Dylenski, Eileen Koprowski, Jane Nicholson Schmerberg, Laura Seyfried

Introductions were shared along with each member's meaning of "outreach" with common themes of connecting to community, collaboration, paying it forward, doing God's work collectively, and partnering with effective agencies.

Upcoming BUCC volunteer opportunities

- Peace Neighborhood Center - September 15 and September 26 - Sue Muir
- Food Gatherers Community Kitchen - October 1
- Alpha House/ Interfaith Hospitality Network - October 1
- CROP Walk - October 15 (the OMT agreed that this has been a Youth led and congregation supported activity for many years)

Active outreach program updates

- Faith & Food Garden: Tom Ziesemer has stated that the garden at Bethlehem Cemetery needs work and more volunteers to continue. Suggestion of returning to raised garden in church yard next year was discussed. Volunteers are still needed to continue any program. More conversation needed to gather all information.
- Community Kitchen at Delonis Center: Regular volunteers are usually able to cover the meal prep (first) shift but new volunteers are needed for the serving (second) shift on the first Sunday afternoon each month.
- Alpha House: volunteer scheduler/coordinator still needed. The dinner will now be served from 6:30-7:30pm and the kids activity will overlap from 7-8.
- Peace Neighborhood Center: Volunteering starts in September with Friday morning produce distributions and 4th Tuesday after school meals. Sue Muir is the contact person for both volunteer opportunities.

Other Outreach opportunities brought forward in the past two months:

- CROP Walk: the Bethlehem Fjords team is looking for walkers and financial supporters
- Habitat 4 Humanity: the OMT is looking forward to hearing more from Lily on future plans
- Friends in Deed Circles Program:-the OMT is not interested in participating in this program as a group at this time
- Mens Rotating Shelter: Bethlehem will not be hosting this season (2018) unless/until we have a volunteer coordinator
- Fisher House Vets Group Fundraiser: more information is needed to learn how OMT might be involved in this effort

OMT web site page:

Lily has been helping with the updates. The OMT discussed including links to other community outreach volunteer opportunities for Bethlehem members to consider. Team members will send organization links to Laura along with a quote/comment about the activity. OMT would also like to include links to our funded partners' fundraisers since that is another way BUCC can support the organization if they are not able to volunteer their time.

#### OMT publicity ideas

- Invite each funded partner/volunteer/OMT member to share a 5 minute story during a 10am service so it can be included on the radio broadcast. Similar to the Washtenaw Refugee Welcome check presentation done during this past summer.
- Host lunch and learn with presentations by representatives of the funded agencies.
- Partner with the Stewardship Campaign to bring the funded agencies' stories to the congregation to help show what some of their pledged/donated dollars are supporting

#### Other topics:

- Question was raised about the durable medical equipment and the space it is taking up in the church. The OMT, although not responsible for this project, agrees that this should be turned over to another agency in the community who does this full time. MJ Raab will suggest this to the office staff.
- Jane Schmerberg, from the Education MT shared a possible mission project in support of the Ruth Ellis House in Detroit and Ozone House in Ann Arbor.
- Conversation about how to best represent Bethlehem's in-kind donation to GroundCover News to the wider community and to our own congregation.
- Stephens Ministry timeline update shared

Meeting adjourned with a closing prayer at 8:00pm

Next meeting: Tuesday, October 3, 6:30pm-8:00pm at BUCC

Submitted by Laura Seyfried, OMT chairperson

## Fellowship Ministries Minutes

August 22, 2017

Attendance: Jan Eadie, Kris Lovelace, Sue Muir, Jane Ziesemer

Meeting was called to order at 9:30 a.m.

1. October 6 – Oktoberfest – much of our meeting was spent planning this event.
  - a. We are only selling 230 tickets. They will be sold on Sundays after each service, stopping by the office during the week or calling the office and reserving tickets. We want to encourage folks to buy packs of 8. We will once again reserve a whole table (8) but the party must be present at 6:00 p.m. Tickets go on sale September 10. Volunteers in the office will be given written instructions.
    1. Beer and Wine - 1 ticket = \$4.00 and no refunds if not used (beer is \$260 for 2 kegs and wine is \$116 for 2 cases or 12 bottles. Leftovers will be bought back. Bob Loukotka is facilitating the purchase). The permit is already in the making thanks to Carol Leyshock.
    2. Pretzels – 1 ticket for \$4 = 4 pretzels in a bag (Michele is considering)
  - b. Menu – Brats/Hot Dogs (large), German Potato Salad, Spatzen, Sauerkraut, Chips, Pies (need 29), Water/Lemonade, and Beer and Wine. We will use a 16 oz. cup but fill to 12 oz. for the beer and a 9 oz. cup but fill to 6 oz. for the wine. We are pricing out the cost of brats, sauerkraut and potato salad at Metzger’s just to have an idea of their cost. (Tom talked with Metzger’s and they can’t sell us potato salad. Don’t have the space.)
  - c. Kris has offered to coordinate decorating the dining room. Sign-up sheets will go up September 3 for Dining Room Set-up, Dining Room Monitors, Parking Attendants, Welcome Hosts, Window Servers, Pies, Pot Scrubbers and Clean-Up.
  - d. Kitchen Coordinators are Bob Walker (haven’t heard back from him since we changed the date back), Paul Marshall and Debbie Belcher. Harriete Holzapfel will coordinate the Spatzen makers. (I got her approval today at church)
  - e. We want to place a sign at the serving window telling folks what their meal ticket includes. I’ll get Tom to work on that.
  - f. Music – It was discussed that German music (Bob L has tapes) be played from 6-7 p.m. and the band would play from 7-9 p.m. with or without one 15-minute break with band approval.
  - g. Proceeds will go to Facilities and a tithe to a non-profit.
  - h. Jane and Tom will purchase all paper products, cutlery and condiments.
2. Women’s Advent Evening
  - a. Sue Muir provided quotes from Simply Scrumptious and Knights in case we decide to go with catering either the appetizers or desserts or both. After discussion, it was decided that we have sign-up sheets for folks attending to bring either and appetizer or a dessert if they are able. The hosts will then be in charge of their table settings, centerpiece (and a dish if they so choose).
  - b. We are going to move from a dinner plate for each guest to a salad plate so there are more options left for those going through the line toward the end.
  - c. Jane is still working on obtaining entertainment. Any ideas, please let her know.
  - d. We will once again, have a few husbands around to help in the kitchen. 😊
3. The Veteran’s lunch after church on November 12 and the Living Nativity on December 1 will be discussed at our next meeting.

The meeting was adjourned at 11:00.

Submitted by Jane Ziesemer, Chair