

Bethlehem United Church of Christ Leadership Council Minutes

December 12, 2017

Present: Sue Buday - President, Judy Coucouvanis, Shannon O'Reilly, Karen Samford, Sue Wortman and Pastor John Kennedy

Not Present: Ron Dechert, Kris Lovelace

Other Attendees: John Samford, Cresson Slotten, Kathy Warner, Jeff Wortman

The meeting was opened with prayer by Pastor John.

- **A motion to accept the minutes of the November 14, 2017 meeting was approved.**

Nominating Committee – Kathy Warner and Cresson Slotten presented the slate of officers for next year.

- **A motion to accept the slate of officers presented by the Nominating Committee was approved.**

Finance Ministry Team – Jeff Wortman

The Church's year end finances are expected to be about where we had thought, still leaving a deficit. Offerings are \$37,000 short year-to-date with pledges about \$15,000 short. Rental revenue may be \$5,000-\$10,000 short depending on payment by One on One. Jeff pointed out the need for rental income.

Looking at the budget for this coming year, the Finance Team sees a decline on revenue side and an increase in budget requests.

The Finance Team would like to change the Church's fiscal year to mid-year beginning in 2018. The Leadership Council was in agreement and Finance will bring something back for approval.

Member Care Ministry Team – provided a list of members who have not been active from 2014 to present. After making attempts to contact these persons, Member Care recommends they be dropped from the roles.

- **A motion to remove inactive members from the roles as recommended by Member Care was approved.**

Facilities – update from Ron Dechert

Phoenix has submitted plans and estimated costs for Fellowship Hall. Ron, Sue Buday and Kris, will attend a meeting with Facilities on January 10th to go over the plans.

Rental Requests –

Ann Arbor Symphony and School of Nursing have submitted requests for rentals in 2018 however more detail is needed. Sue Buday will talk to Carol about the School of Nursing COPD request to find out what they are doing and suggest we increase the rental if they are able to pay more to compensate for added space they use.

Rental Task Force – We discussed the need for a Rental Task Force to include someone from Facilities, Finance as well as someone from the Leadership Council to be in charge, Shannon volunteered. Sue Buday will ask Ron White to attend our meeting in January.

- **A motion to have the Annual Meeting on January 28, 2018 was approved.**

Officers will be installed February 4th with a gathering on February 3rd, 7:00-9:00 PM for all Ministry Team and Leadership Council members and their spouses. Sue Buday will approach Fellowship to coordinate the event with everyone asked to bring an appetizer.

Action Items –

Sue Buday:

Meet with Carol about the School of Nursing COPD request.

Ask Ron White to attend our meeting in January.

Ask Fellowship to coordinate the gathering for Ministry Team and Leadership Council members and their spouses on February 3rd.

Leadership Council:

Figure out what needs to be accomplished in 2018.

NOTE - The January meeting will start at 6:30.

The meeting was closed with the Lord's Prayer.

The next regular Leadership Council meeting will be Tuesday, January 9th at 6:30 PM.

Submitted by Karen Samford, Secretary

Facilities Ministry Team – Bethlehem UCC

Meeting Minutes of December 11, 2017

Present: Steve Darr, John Irwin, Tom Ziesemer, Michelle Loukotka, Ron Dechert, and Carol Leyshock

Absent: Rev. John Kennedy

The meeting was called to order at 5:05 pm. The minutes from November 13, 2017 were approved with no changes.

NOVEMBER FINANCIAL REPORTS:

Again, total facilities expenditures were within budget because of lower insurance and caretaker expenses. Maintenance & Repair and Emergency Repairs are over budget. November emergency repairs included: \$650 to ML Quality Painting for painting several exterior sanctuary window frames, \$550 to Roto-rooter for a parsonage drain back-up, and \$408 to Precision Climate for boiler switch repairs.

Memorial & Gift Funds: \$4,850 was paid to Grunwell-Cashero from the Feldkamp Fund for masonry repair. McKay funds of \$816 were used for the men's sanctuary level restroom renovation.

OLD BUSINESS:

1. 2018 Facilities operating budget – The revised budget was reviewed and approved.
2. Phoenix Construction/Dining Room Renovation – A preliminary budget was received. Steve will schedule a meeting with Phoenix and the BUCC committee in January.
3. Foundation repair – S wall – Payeur Foundation Co. finished the work on 12/8/17.
 - a. \$32,420 has been paid so far. An additional drain pipe was requested – extending to the street. Payeur said this would add \$1000-\$1500 to the total cost.
 - b. The sump pump was not installed. Dennis from Payeur said it was completely dry where the sump pump would have been installed and it was not needed. They will return and install one later if necessary.
 - c. Steve will schedule his crew to drywall the interior walls.
 - d. There are electrical lines lying on the floor, exposed. One of them is hot. Carol will call Vedder.
 - e. We will ask the caretaker, Brad, to paint the pantry floor.
4. Exterior sanctuary door refinishing – Randy never finished the job before winter.
5. 2017 Capital Projects:
 - a. Leadership Council priority list – 1st floor restrooms and hallways:
 - i. Men's sanctuary level restroom – \$3500 approved from McKay Property Maint.
 1. \$3016 spent to date.
 2. Hutzel will be quoting new faucets, urinal flush handles, & drain covers
 - ii. Men's and women's 1st floor restrooms and hallway – These still await Leadership Council decisions.
6. 2018 Capital Projects: Discussion tabled until January meeting. Leadership Council requested Facilities to review and prioritize Scott Lovelace's list.
7. Slate roof repairs – Butcher & Butcher did more repairs above the medical loan closet due to a new leak. They inspected a leak above the locker room off the gym and said it appears to be coming from a limestone cap, part of the masonry. They'll send a quote.

8. Light under 5th Ave canopy – The light is much improved after the globe light opposite the 5th Ave door was replaced. Facilities believes there is no need for any more lights.
9. Boiler pipe insulation – John at Precision Climate quoted \$1300-\$1400 to insulate the new pipes they installed last spring. Or he can purchase insulation for about \$240 and we can do it. Carol will call John and ask him to place the order. We'll install it.
10. Programmable thermostats – Precision Climate said that to install programmable thermostats would be prohibitively expensive, \$1100 - \$1200 per room. Facilities will not pursue this.

NEW BUSINESS:

1. Bonus for caretaker, Brad Gabriel – Facilities approved a bonus of \$100. Carol will ask Pastor John if we can use McKay money.
2. Tree limb in backyard – There is 1 limb that is rather low and Homeschooler children have been climbing on it. Facilities decided to remove it. Carol will call Brad Bouchie to see if he can do it.
3. Rental inquiry from Ann Arbor Symphony Orchestra – They inquired about renting the sanctuary for senior concerts on several Monday afternoons during their 2018-2019 season. They would like permission for food and beverages to be consumed in the sanctuary. Facilities agreed this would be acceptable with the following fees: \$225 for renting the sanctuary (nonprofit rate), \$60 sexton fee, and \$100 cleaning fee. Carol will send this recommendation to the Leadership Council for review.
4. UM School of Nursing – Ron said they want to commit to sessions throughout 2018, a minimum of 2 days per week. Some sessions would be 4 days per week. Summer sessions would be conducted in the dining room due to the heat.

TABLED ITEMS:

1. Sanctuary air conditioning – on hold pending decisions regarding the dining room renovation.
2. Scott Lovelace's spreadsheet – to be discussed in January, 2018.
3. Solar energy project – Tom and John I. are working on this.
4. Office window replacement – to be reviewed with other capital priorities.
5. Basement window repainting – There is deterioration of many of the basement window frames. To be reviewed with other capital priorities.

The meeting was adjourned at 6:50 pm.

NEXT MEETING: Monday, January 8, 2018 at 5:00 pm.

Respectfully submitted,

Carol Leyshock, Parish Administrator

Education Ministry Team Minutes

December 6, 2017

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

Not Present: Diana Slaughter

We started by wrapping Christmas gifts for the children.

PreSchool – Kelsey is doing a very good job. She is using “Whole People of God” but filling in with other activities when the suggested ones don’t seem fun.

Kelsey will be out of town on the 17th and perhaps over the Christmas holidays.

The following have agreed to fill in:

17th Nancy Nicholson teaching with Eileen Koprowski as volunteer

Jane will ask Jennifer to do the Walk & Talk with her

24th Nancy Pieske teaching with Jane Schmerberg as volunteer

31st Jane Schmerberg Teaching with Karen Samford as volunteer (if Diana isn’t available)

Christmas Play, Advent Workshop, Potluck –

Saturday, Dec 9 – Children are to arrive at 10:00 for practice, Wanda, Julie, Jane, Lily and Karen will help. Lily will order pizza, we can use plates from the youth room, Jan and Wanda will bring cookies and Julie will bring veggies and ranch dip. Jane will bring bottles of water.

Sunday, Dec 10 – Children are to arrive at 9:00 for dress rehearsal.

Potluck – Jan has this covered.

Advent Workshop – Nancy will set up on Sunday morning.

Youth Mission Project – The staff are helping by asking people to bring various clothing items three different weeks during advent.

Lois’ Corner - The project was approved by the Leadership Council with the caveat that they must approve the final plan and materials.

Friday Family Fun Night – will be this Friday with everyone invited. There will be Fun Nights on the 4th Friday of each month.

We talked about moving our next meeting, but it will be on the regular date - Jan 3 at 6:30 in the lounge.

The meeting was closed with the Lord’s Prayer.

Submitted by Karen Samford