

# Leadership Council Meeting Minutes

## April 10, 2018

**Present:** John Samford – President, John Kennedy, Kris Lovelace, Ron Dechert – Vice-President, Julie Feldkamp, Sue Wortman

**Not present:** Shannon O'Reilly, Judy Coucouvanis

- **Pastor John opened the meeting with a prayer**
- **Approval of minutes from 3/13/18 Leadership Council meeting**
  - a. A motion to accept the minutes from the March LC meeting was approved as amended via email.
- **Report from Pastor John**
  - a. He appreciates peoples' help through Easter season (see his report in the Visitor)
  - b. People continue to inquire about joining. Some will be joining in a few weeks. Nice to see more children coming forward during the service. It's a good beginning.
  - c. New leadership teams seem to be coming together. There were a few issues the last few years but things have improved.
  - d. Rentals are improving – our job as LC is to take a larger view.
  - e. Stephen Ministries – matches are in the process of happening.
  - f. Pastor John's health had some setbacks but is now continuing to improve.
  - g. Lily's application to become a Member in Discernment – John and Lily met with the Church & Ministry chair in Lansing. Lily has been approved and is now officially in the Member in Discernment process. She has a mentor. It would be helpful to have her meet with LC to report progress now and then as she moves through the process.
  - h. Lily has begun to reach out to the local group, *Interfaith Round Table of Washtenaw County*. The church used to have a connection with this group but this connection has faded in recent years.
- **Agenda Review – Possible Additions**
  - i. Stephen Ministries – There needs to be further publicity and an understanding or published procedure about how to contact a Stephen Minister.
  - j. Discussion on Leadership Council reviewing and discussing the state of the church budget. Determined there was no need to discuss this each month. We could do a quarterly review of the budget. LC members can review the documentation we are sent on our own and discuss if someone has concerns or questions.
- **Brief reports from any Ministry Teams liaisons with news not included in Packet minutes**
  - a. *Welcome & Fellowship* – Briefly mentioned recent events, such as brunch on Palm Sunday and Cake Auction. Brought up the problem of people not getting word that Easter Sunrise service changed locations at the last minute. Some people did not know. There should have been a sign posted at the cemetery. Not all members are on social media and email. Worship team will discuss this at their next meeting.
  - b. *Outreach* – no new business.

- c. *Education* – Mentioned the nice collection for Ruth Ellis Center. Sunday school is winding down for the year.
- d. *Facilities report* – Facilities is on budget. Carol presented 2 invoices for repairing roof above supply closet. Two separate invoices, each less than 5,000 so they wouldn't need to be brought before LC. The slate on the roof is still causing leaking problems. Facilities will be reviewing the possibility of different roofing material rather than slate. Facilities is looking at replacing all the asphalt in the parking lot, putting in 4 inches of asphalt throughout. Costs for this will have to be approved by the congregation. Ron recommends combining capital projects so we aren't going to the congregation constantly. Other costly projects are coming, such as replacing windows. Roy and Gary Maki worked on an endowment campaign last year which was never implemented. LC needs to think how to facilitate projects. There was brief discussion on non-traditional means of financing Facilities projects, such as Grant matching funds. Pastor John again brought up the idea of selecting projects that were lower in cost but would immediately improve the appearance and usability of the church rather than more costly projects. Leadership Council originally thought some of the projects, like improving bathrooms, would be relatively low in cost but that has proven otherwise. It's difficult on the congregation psychologically to be asked again and again to support smaller projects, rather than coming up with a longer term capital improvement plan which combines projects. LC needs to determine what and how to plan for these bigger projects. We will have continued discussion about costs and prioritizing as part of a future meeting. The final meeting with Phoenix will be this Wednesday, April 11 to discuss their preliminary plan for updating the church fellowship hall. LC members are encouraged to attend.
- e. Need to have further discussion about our (LC) long term plan but not tonight. John will put this on the agenda for next month's meeting. John S. will be reviewing our by-laws to make sure financial procedures for the vote at the annual meeting are correct and ready.

- **Leadership Retreat**

- a. A motion was proposed by John S. and unanimously approved by LC to provide up to \$250 for food and rental of facilities at Journey of Faith, Ann Arbor Disciples of Christ for a leadership retreat. This retreat is to take place Saturday, May 5, from 9:00 to 3:00.

- **Revive team to take action on rentals**

The following motion was passed by Leadership Counsel:

**Leadership Council hereby establishes a Rental Task Force (RTF) comprised of the following individuals:**

**Shannon O'Reilly from Leadership Council (chair)**

**Carol Leyshock and Tom Ziesemer from the Facilities Ministry Team**

**Ken Tappe from the Finance Ministry Team**

- a. Two members from Facilities were agreed upon so that one works the internal aspects of rental and the other the external comparisons from facilities.
- b. LC needs to create a written charge for this group. This group is not about what we've done but what will we do in the future.

- **Brief Phoenix meeting report**
  - a. It was recommended we hold this meeting in the Fellowship Hall, since that's what we will be discussing.
  - b. Important that we are sure by the end of the meeting that we have all the deliverables listed in the project. We need CAD drawings/Elevation drawing – need more than blueprints. These drawings that are 3-D are one of the deliverables. We will have the list of deliverables to “check-off” at tomorrow night's meeting. John S. will be moderating the meeting. Too late for scope creep. We already told them what we want. The church committee will present to LC and that may be the time to challenge the Phoenix design based on what this committee told them they wanted. We will debrief this process to learn from our mistakes. We need to outline what the expectations for this committee were. LC needs to facilitate debriefing after each project; what went well, what could be improved.
  
- **First Floor restroom project--Plan for Special Congregational Meeting presentation**
  - a. Sunday's meeting. Approving annual report. Our By-laws do not state that the congregation needs to approve the Annual Report so there is no need for a vote on this.
  - b. Each ministry team will be asked to stand and introduce themselves, comment on anything and be there to answer any questions; conclude with Tom Z. presenting about facilities.
  - c. Women's restroom renovation – John Irwin will be presenting; Kris will have a few visuals. Being positive about presentation and excited.
  
- **No Matters arising**

**Action Items**

- Further discussion and planning within LC on capital improvements planning
- Create a written charge for the Rental Task Force
- Debrief the Phoenix report

**Meeting closed with the Lord's Prayer**

**Minutes submitted by Susan Wortman, Secretary**

## Finance Ministry Meeting Minutes – April 12, 2018

### AGENDA

- 1) Call to Order - meeting called to order at 7pm, Attendees: Jeff Wortman, Karen Samford, Ken Tappe, Mike Haab, Shannon O'Reilly, Pastor John Kennedy
- 2) Review and Approval of last month's minutes. – March Minutes were approved
- 3) Financial Review for last month – Personnel expenses looked high for this point in the year however investigation showed that we had to make two of the four pension payments for the year at this point. Noted that General Fund balance was at \$6,900. It was decided to defer a transfer from the Investment Account as there are more than \$200,000 in the single checking account to cover any check if we do happen to require more than the \$6,900. We will revisit this next month
- 4) Reconciliation for last month – Ken completed the reconciliations
- 5) Leadership Council Update
  - a) Capital Spending Decisions and Plan for 2018 – no new updates
  - b) Rental Income & Management Plan – no new updates
- 6) Unbudgeted Funding Requests –
  - 1) Women's Restroom – Fifth Ave. – this funding request for \$23,000 previously passed a vote of Leadership Council for \$23,000 ahead of the annual meeting. Finance approved the \$23,000 with reservations that there may not be enough in contingency funds due to unexpected "old building" issues. Finance will make a motion in the annual meeting to add a \$3000 contingency for a total of \$26,000. Subsequently at the annual meeting the funding request was approved by the congregation for \$30,000. Funding is expected to come from the Undesignated Funds of the Investment Account.
  - 2) Roof Repairs – Roof Repairs of \$3,093 were approved from the Property Improvement Fund.
- 7) Phoenix Meeting Update – Jeff attended this meeting for Finance. Before a final proposal can be presented additional work needs to be performed to evaluate fire suppression requirements (by the city), refinishing walls, covering pipes/radiators and including the three entry ways to Fellowship Hall. Phoenix expected to present findings and information within a month.
- 8) Planning and Implementation of a new fiscal year
  - a) Coordinate with church program calendar (i.e. June-June, July-July, etc.)
  - b) Scope? - Operating Budgets, Stewardship?, Annual Reports, Annual Meetings
  - c) Implementation Target Date
  - d) Develop a master plan in conjunction with Leadership Council – justifications and specific actions & timelines

A preliminary plan was discussed. Jeff will create a draft proposal / presentation so that we can draw out specific ideas and revisions in order to plan a specific plan. Jeff has arranged to present the initial proposal to Leadership Council on May 8<sup>th</sup> to capture their thoughts.

- 9) Setup Reviews of Finance Procedures and Budgets with Ministry Team Leaders (especially the new ones) – Karen & Jeff to address in May.
- 10) Changes to current financial reporting (have discussed with Betty after she returned).
  - a) NEW - Annual Cash Flow Overview Covering all Funds – Betty is working to address this. Jeff met with Betty on April 25<sup>th</sup> to review specific issues with report which Betty is working to refine.
- 11) Next Monthly Meeting Date – May 10, 7pm
- 12) Meeting Adjourned at 8:30 with the Lord's Prayer.

Submitted by Jeff Wortman, Chair

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

### **Meeting Minutes of April 9, 2018**

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

Absent: Rev. John Kennedy

The meeting was called to order at 4:58 pm. The 3/12/18 minutes were approved with no changes.

#### **MARCH FINANCIAL REPORTS:**

One emergency repair expense was incurred: \$773 paid to a catastrophe cleaning company after a sewer back up. Maintenance & Repair expenses included \$235 paid to Roto-Rooter to unclog the sewer back up and \$800 paid to Vedder for new pantry lights. The Parsonage Renovation Fund is now at zero after \$2021 was transferred from Property Insurance. The Feldkamp fund just received a deposit of \$8,169 (\$7,642 required minimum distribution and \$527 interest).

#### **OLD BUSINESS:**

1. Phoenix Construction/Dining Room Renovation – A meeting is scheduled for this Wednesday, 4/11/18 at 5:00pm with Phoenix, the Leadership Council, and representatives from Finance and Facilities.
2. 1<sup>st</sup> floor women's restroom renovation – This project will be on the agenda at the upcoming congregational meeting scheduled for Sunday, 4/15/18. An Unbudgeted Funding Request form has been completed and signed by Facilities, LC and submitted to Finance for their sign-off.
3. Men's sanctuary level restroom – The last phase of the project is to replace the toilets, remove the partitions, and resurface the terrazzo floors. These will be scheduled for June. Carol will order the toilets directly and will call Hutzel for a quote to install them.
4. Boiler pipe insulation – Tom and John I are installing this as they can.
5. Pantry – The new lights are installed, the walls and floor have been painted and everything has been moved back in.
6. Sorority/fraternity volunteer service day – This was canceled. They had too few participants.
7. Sewer back-ups and installing a hand blow dryer – Carol is still waiting for the restroom supplier to bring in towel samples. There was a question raised about how sanitary the blow dryers are. Ron will check with the infection control department at UM Hospital.
8. Roof leaks over medical loan closet and men's sanctuary level restroom – Butcher & Butcher came out on 4/2/18 for about the 5<sup>th</sup> time to fix the leaks. They just sent 2 invoices: \$2,371.54 for work done last fall and \$3,093.53 for work done this year. Carol has a message in to George Frisch about the excessive charge. In the meantime, Facilities approved charging the 1<sup>st</sup> invoice to Emergency Repairs and the 2<sup>nd</sup> to Property Improvement. Carol will submit an Unbudgeted Funding Request to Finance for the 2<sup>nd</sup> one.
9. Parsonage repairs – Jim Stadel repaired a couple of kitchen cabinets and the toilet. Carol has contacted Randy and is waiting for him to check out the other repairs. The laminate on the kitchen cabinets is in bad shape. Carol will ask Randy to make a recommendation about whether the cabinets need to be replaced (and which ones). After getting his recommendation, we will obtain quotes for new cabinets.
10. Solar energy project – John Irwin attended an open house on solar energy and has requested proposals for solar panel installation on Bethlehem's flat roof. It currently appears that the savings vs. cost would result in an 11 year pay back. Tom has reviewed the 2014 energy

evaluation that was done for the church. It listed several areas where improvements could save a lot of money. John will issue a full report when he has completed his information gathering.

**NEW BUSINESS:**

1. S parking lot repair – A quote was received from Ann Arbor Asphalt. They recommended redoing the entire lot, removing 4” of pavement and base and replacing with 2” base and 2” asphalt. Tom is getting 2 more bids.
2. Natural gas prices – We’re currently paying \$3.48/Dth. The new prices are down to \$3.05. We’ll wait a month and see how the prices trend. Carol will also check with Lakeshore.
3. All church clean-up day – Scheduled for Saturday, 4/21/18

**RENTALS:**

1. Rental task force – Per Ron, Leadership Council will designate a leader and charter for the group.
2. Ann Arbor Symphony Orchestra – We never heard back from them and can assume they’ve chosen another venue.

**TABLED ITEMS:**

1. Sanctuary air conditioning – on hold pending decisions regarding the dining room renovation.

The meeting was adjourned at 6:20 pm.

**NEXT MEETING:** Monday, May 14, 2018 at 5:00 pm.

Respectfully submitted,

Carol Leyschock, Parish Administrator

## **Education Ministry Team Minutes - April 4, 2018**

Present: Jane Schmerberg-chair, Jan Eadie, Julie Feldkamp, Eileen Koprowski, Nancy Pieske and Karen Samford

Not Present: Wanda Modica, Diana Slaughter and Lily Tinker Fortel

**The meeting was opened with prayer.**

**Mission Project** – Eileen will bring paper bags for the youth to pack the food items collected for Ruth Ellis Center. The Vasquez family will deliver them. Over \$400 was donated at the Palm Sunday Brunch. Jane expressed appreciation for everyone who helped with the brunch. The crosses made by the Sunday school were great table decorations. We will use the banners next year.

We decided against having the sub sandwich sale on April 22 as there are so many after church functions during April.

The money collected two years ago for the orphanage in Ethiopia is still waiting for a home due to changes in the Ethiopian government. We decided we would like to donate half to Ruth Ellis Center and half to Ozone House. Jane will run this by Pastor John and work on getting checks out.

Lily is exploring a trip to the Heifer International Village at Howell Nature Center for the youth and other interested members of Bethlehem. Perhaps this could be a tie in to our mission project next year.

**Easter Sunday** – Thank you to Lily for making Easter baskets for all of the children for the Easter morning service. They were amazing! They contained healthy treats (organic baby crackers and gummies), wooden eggs or rattles, games, Play-Doh, Devo magazines, and more. They were individually put together for different ages. What a great way to tell our kids that we care. Perhaps this may be a new tradition.

**End of the Sunday School Year and Graduation Recognition** – We are changing the date for the picnic to June 3<sup>rd</sup>. It will be a family Sunday and we would like the service to be a youth friendly service.

**Summer Sunday School** – We will see if Kelsey would be up to making the pre-school a one room class adding K-6 during the summer.

**Scholarship Applications** – Information will in the refrigerator page as well as the May Visitor.

**Family Fun Night** – The next Family Fun Night is May 25<sup>th</sup> 6:30-8:30.

**Adult Faith Formation Classes** – Lily is exploring several topics for upcoming adult and parent faith formation classes. Eileen suggested the Mindfulness workshop put on by ICPJ as an adult opportunity.

**Lois's Corner** – Jane has not yet been able to get together with the designer, we will work on it over the summer.

**The meeting was closed with the Lord's Prayer.**

**Next meeting will be May 2nd.**

**Submitted by Karen Samford**



## **Member Care Ministry Team**

Minutes April 23, 2018

Members present: Sue Buday, Jenny Foster, Jacquie Katz, Mary Jean Raab

Absent: Judy Coucouvanis

Meeting opened with a devotional on Duty, Obligation and Love

### **Old Business**

Life Choices presentation will follow our meeting. Mary Jane said she expected around 10 people to attend. Representatives from Evangelical Homes of Michigan will be giving presentation.

Jenny reported that the care notes display will be expanded to include more topics dealing with additional issues. Pastor John is in full support and offered support if we need another or larger display case.

Care cards - Jenny had purchased greeting cards for members who are ill or have lost a loved one. She sent cards to Gary Maki, Janet Chin and Ruth Willimann.

It was discussed that we should consider sending cards to visitors or members who have recently attended after a long absence. Jenny will check with the office to see if this is already being done.

Care Meals – We discussed having a network to provide meals for members who are recovering from surgery or illness if they wish. There is a list of people on the time and talent form who have volunteered to provide a meal. The details need to be ironed out.

There will be a presentation on the topic of the 10 warning signs of Alzheimer disease on Monday, June 18 at 7:00 p.m. Registration will be necessary and we must have at least 10 people. We will advertise in the Visitor.

Attendance Report – Mary Jean had categorized the attendance reports into 6 categories: young adults, very active under 80, new members- 3 years + , recent lapsed, lapsed, and 80+. We will discuss each group and determine who we feel we need to contact. We'll share the young adult list with Lilly and Katie.

### **New Business**

Jenny suggested we divide responsibilities of the team and asked for members to choose what they would like to do. Sue will handle the care card ministry, Jacquie will work on the meal ministry, Mary Jean will continue to work on attendance reports. We will work jointly on suggestions for presentations. Jenny will handle the care notes display and ordering.

Jenny will also follow up on the grief ministry booklets. Journey Through Grief.

We would like to have a page put in the Visitor explaining our purpose and introducing the

Member Care Team. Jenny will work on this.

Judy Coucouvanis was absent but sent her report on Leadership Council.

1- Leadership Retreat will be May 5, 2018 from 9 am to 3pm at Journey of Faith Church. All members of ministry teams are invited. We should RSVP church office.

2- Leadership Council has formed a rental task force which is charged with reviewing building rental procedures and rates.

3- They are waiting to hear from Phoenix regarding “code review” (especially fire) with the city of Ann Arbor before proceeding with the Fellowship Hall project.

Meeting adjourned at 6:40 pm  
Next meeting May 21 at 4:00 pm

Submitted by Jacquie Katz

## Fellowship Minutes 4/8/18

Attendance: Via Email - Jan Eadie, Sue Irwin, Kris Lovelace, Sue Muir and Jane Ziesemer

Our planned April 8<sup>th</sup> meeting was cancelled so we met online.

### 1. Palm Sunday Brunch Review for 2019

- a. Jane – Set up 14 tables of 7; only buy 1 apple juice and 1 orange juice; keep warming ovens at 200 degrees instead of 250; recruit for clean-up; pancake station worked beautifully this year; Sign-Up sheets brought 8 egg dishes, 5 sides, 9 baked goods and 1 Gluten.
- b. Jan – recommends Mac & Cheese for kids and, yes on recruiting a clean-up crew.
- c. We all agreed it was another success. We had 95 in attendance. Donations of \$463 all went to the Ruth Ellis Center.

### 2. Fiesta Taco Bar Brunch – May 6

- a. Provide Meat (6 lbs. each) – Jane, Jan and Sue Irwin (each providing less salt taco seasoning mix
- b. Fliers/Website/Monitors – Sue Muir
- c. Announcements: 4/8 & 4/15 – Jane; 4/22 – Katie Rowan; 4/29 – Jane
- d. Sign-Up sheets are for attendance only
- e. Dishwashers – Patti Maki is handling recruitment. We plan to use paper only for placemat and napkin.
- f. Shopping – Jane and Tom – **Costco** – 1 bag KS tortilla chips plus 1 bag from Kroger; **GFS** – 1 bag of chopped lettuce and 1 other bag from Kroger; 5 lb. container of Roman tomatoes, 1 bag of thick shredded Mexican cheese, 2 boxes (48 each) taco shells, 5 pouches (12 each) 6” flour tortillas, 1 sour cream, 1 large Mild Chucky Salsa; **Kroger** – 8 cans of vegan refried beans, 3 large onions. **\*This may change as sign-up continues.**
- g. Beverages – 8 pitchers of lemonade, 7 pitchers water, coffee
- h. All meat and beans will be in crock pots
- i. We will set tables that morning – Sue & John Irwin, Jane & Tom, Sue & Roy and Jan have all agreed to help if needed. (not sure we’ll need everyone)
- j. Donation basket – Habitat Trip
- k. Clean-up – Sue & Roy Muir, Sue and John Irwin, Jane & Tom, Kris & Scott. We will add to this list.

### 3. Education Picnic

- a. Jane suggested we provide **assistance only** this year. In the past, we have helped with budget. Consensus was Education should buy the food.

Submitted by Jane Ziesemer, Chair