

# Leadership Council Meeting Minutes: May 8, 2018 6:30pm

**Members present:** John Samford – President, Judy Coucouvanis, Ron Dechert – Vice-President, Julie Feldkamp, John Kennedy, Kris Lovelace, Shannon O’Reilly, Sue Wortman

**Guests:** Jeff Wortman – Chair of Finance Ministry Team, Karen Samford – Member of Finance Ministry Team

- The meeting was opened with prayer lead by Pastor John (6:41)
- Parking lot fund raising: who’s in charge? (Art Fair, Football, Soccer) – With Finance Ministry Chair
  - Background was given on how selling parking lot spaces for event parking got started as a way of funding youth events. This changed in January 2017 so that funds collected from parking were applied to the church general operating budget. There is now no one in charge of this activity but the church still relies on collecting this \$6,000 as part of our budget.
  - There was discussion about finding a volunteer to take on the organization of this activity since it is an easy way to earn money for the church and is a relatively short-term time commitment.
  - John Samford offered to put out a call for a volunteer to lead this project in the *Visitor*. He will also announce this and advertise this position during worship services.
- Presentation from Finance Ministry Team chair Jeff Wortman on the idea of changing the church Fiscal Year
  - Jeff Wortman provided a PowerPoint presentation explaining the benefits of changing the church fiscal year cycle.
  - There was discussion among Leadership Council and Finance Ministry members present.
  - Leadership Council endorsed the continued investigation of this proposal with the understanding that some minor changes to the Church By-Laws would be required and also with the understanding that this proposal would be brought to a vote of the congregation. Further details will be brought back to Leadership Council from Finance before any next steps will be taken on this by LC.
- Quarterly budget review
  - With members of Finance Ministry Team present Leadership Council reviewed the most current quarterly budget update sent by Betty Clark earlier in the day of this meeting (May 8, 2018) via email. There was brief discussion and no concerns.
  - There was a suggestion from within Leadership Council that we take time to discuss the deficit spending in our budget and determine if there is a way to lessen that deficit. No action was taken to plan a meeting or retreat regarding our deficit at this time. Guests from Finance Ministry were excused from the rest of the meeting.
- Approval of minutes from 4/19/18 meeting of Leadership Council
  - Minutes passed as revised
- Remarks from the President
  - Remarks included background information on topics discussed during this meeting and corrections to LC April minutes
  - John Samford also gave a brief review of our Church Leadership Retreat which happened Saturday, May 5. John will meet with Pastor John and Lily to discuss the retreat, how it went and next steps to take.
- Report from Pastor John
  - Staff hiring

- Confidential discussion regarding hiring a new Music Director
  - Parish Administrator, Carol Leyshock will be retiring. Her last day will be July 31. Pastor John will talk with a few LC members and other church members to determine the best job description for replacing her. The goal is to have the position posted by June 1.
- Stewardship update – (postponed for a future meeting)
- Facilities Ministry Team report - update on the first floor women’s restroom
  - Start date for contractors will be July 9
  - Fixtures have been ordered
- Action Items from last meeting:
  - Create a written charge for the Rental Task Force (correction in April minutes was the action taken)
  - Debrief the Phoenix report (see item 9 of President Remarks)
  - Further discussion and planning within LC on capital improvements planning (see item 10 of Remarks)
- LC meeting without Pastor John to complete Pastor John’s annual review was scheduled for Thursday, May 24 at 6:30.
- No new matters arising during the meeting

**ACTION ITEM**

1. John Samford will provide written and verbal announcements to church membership, seeking a volunteer to take over the organization of the parking lot fundraising activity.
2. Stewardship update, since we didn’t discuss this month.
3. Further discussion on capital improvement planning.

**The meeting closed with the Lord’s Prayer**

**Minutes submitted by Sue Wortman, Secretary**

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

### **Meeting Minutes of June 18, 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 5:00 pm. The 5/23/18 minutes were approved with no changes.

#### **MAY FINANCIAL REPORTS:**

Facilities was still below budget except for utilities and snow removal (due to extended cold/winter conditions). Emergency repairs did not reflect a recent roof repair for \$3,392. Maintenance & repair included \$890 paid to Precision Climate for condensate pump repair. M&G funds: \$30,000 was transferred from investments to the Restroom Renovation Fund following congregational approval of the Women's 1<sup>st</sup> floor restroom renovation project.

#### **OLD BUSINESS:**

1. Phoenix Construction/Dining Room Renovation – At the 6/17/18 congregational meeting the majority of attendees endorsed going forward with the combined Fellowship Hall renovation and Sanctuary air conditioning projects. Ron Dechert will take the lead in consulting with ministry teams, meeting with Phoenix to clarify the answers to some questions and making recommendations as to going forward with Phoenix or contacting another architect. The Facilities Team fully supports going forward with the combined fellowship hall renovation and sanctuary air conditioning using Phoenix as the contractor. They do not endorse contacting other architects for this project.
2. 1<sup>st</sup> floor women's restroom renovation – Kris Lovelace has continued to meet with contractors and has begun ordering materials. Randy Schneider is supposed to start work in July.
3. Men's sanctuary level restroom – The project will be completed this week.
4. Boiler pipe insulation – Tom and John I. finished the installation.
5. Roof leaks over medical loan closet – Butcher & Butcher made major repairs to the slate roof on 5/22. Another leak occurred on 6/5. We also have a new problem: bubbling paint on the interior E wall near the canopy entrance. George Frisch returned on 6/6 to review both issues and is sending out a crew to determine how to fix them.
6. Parsonage repairs –
  - a. Master bath sink cabinet – The new vanity/sink has been delivered. Awaiting Randy's scheduling.
  - b. Attic insulation – Spink Insulation quoted \$3,410. Accurate quoted \$1,635 and Pastor John liked them better. He thought they were more thorough. Still awaiting a quote from Farmers.
  - c. Roof ridge cap – Mike at Burke Roofing plans to stop by the parsonage this week to look at the roof and will send us a quote. He was also asked to give an opinion on the remaining life of the whole roof.
  - d. Patio – We will call Margolis Nursery for an assessment and quote to repair sinking pavers.
7. S parking lot repair – The Finance team thought we could use Maintenance & Repair for this project since we're well below budget on this item. However, Facilities plans to reserve the M&R funds to do window replacement, as submitted with their 2018 capital improvement plan. They recommend using Property Improvement for this expense. Carol will notify Finance and

get their approval to use Property Improvement. The work will be scheduled for the week of July 4.

8. Window replacement – Office & basement classrooms –
  - a. Office bids:
    - i. Wolverine Moore - \$1,220 per window X 5 = \$6,100
    - ii. Washtenaw Glass - \$794.50 per window X 5 = \$3,972.50
    - iii. Diamond Glass – still awaiting their quote.
  - b. Basement classroom bids:
    - i. Wolverine Moore - \$1,910 per window X 12 = \$22,920
    - ii. Meyer (fiberglass frames) – Per window unclear; total = \$14,998.
    - iii. Diamond Glass – still awaiting their quote.
  - c. Tom plans to ask the other vendors about using fiberglass. He also confirmed with the Ann Arbor Historic Commission that the fiberglass is acceptable for use on the basement windows. We will await more bids. Facilities would like to keep each project under \$5,000 in 2018.
9. Natural gas prices – We’re currently paying \$3.48/Dth. April rate was \$3.05. May rate was \$3.15. The June rate is currently \$3.12. Facilities decided to lock in the price at this rate.
10. Solar energy project – Tom and John I. consulted with Chuck Hookham, a church member and engineer, and will do more research to eventually make a proposal to the Leadership Council about solar energy options. It was acknowledged that we need to do less costly energy savings projects first, like replacing windows, changing certain lights to LED, insulating the sanctuary attic, etc. This is viewed as a long range project.
11. Boiler pump – The second condensate pump needs a seal plate (cost +/- \$980). This has been ordered and the repair will be scheduled when it’s in.
12. Another leak that had been found in the boiler room can’t be seen now because the boiler is off. We will wait until fall to have it repaired.
13. Change exit lights to LED – Tom and Ron found unusual bulbs in exit lights and will ask Gross Electric if they can be changed to LED. They plan to change other ceiling lights that remain on 24/7 to LED.
14. Sprinkler leaks – Ron Kryc will repair them.

**NEW BUSINESS:**

1. Insurance letter about paying \$612 more per year for terrorism risk insurance – John I. contacted the Church Mutual insurance representative and discussed his research findings. Facilities recommends not paying this additional premium. Carol will email the Leadership Council and Finance with this recommendation.
2. Parish Administrator transition – Carol’s last day is July 26. Transition plans were discussed.
3. Hall floor buffing – Ron Kryc offered to do this for the church. Tom will buy the supplies.

**RENTALS:**

1. Rental task force – They meet tomorrow, June 19.

**TABLED ITEMS:**

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

The meeting was adjourned at 6:35 pm.

**NEXT MEETING:** Monday, July 9, 2018 at 5:00 pm.

Respectfully submitted, Carol Leyshock, Parish Administrator

## **Member Care Ministry Team Minutes May 21, 2018**

Members present: Jenny Foster, Sue Buday, Jacquie Katz, Mary Jean Raab, Judy Coucouvanis  
Absent: Gary Maki

Jenny opened the meeting with a devotional reading titled Touch of Love

Judy reported from the Leadership Council that they are looking for someone to take over parking duties for the special money making events. The youth have been responsible for this but is now a line item in budget.

The women's bathroom across from the office will be undergoing remodeling beginning in July. Thomas Burton has been named music director. They are discussing changing the fiscal year to coincide with church year.

Committee member updates.

Sue sent cards to Paul and Barb Marshall and Bev Hanselman. There was discussion about sending birthday cards and it was decided to send birthday cards to those 80 and older. There was discussion on sending cards to visitors but the office is already doing that so we aren't going to.

Jacquie is going to contact people from the meal train list to see if they would be willing to provide a meal for members in need due to illness.

Mary Jean said we are not receiving weekly attendance sheets and it was felt that monthly updates seemed to be adequate.

### **Old Business**

We discussed checking the attendance to bring up visitors, lapsed members who have recently attended and youth in Sunday school.

An Alzheimer presentation will be on June 18 at 7:00 p.m. in the Gallery. Jenny will talk to the presenters to see if it is necessary to have 10 people attend and do they have to make reservations. Our members are encouraged to attend.

### **New Business**

We should take turns taking prayer requests up to minister so our team will be more visible. Also suggested that we write a request so that we will always have a request to take up. We should check with the balcony and it was noted that the south door to the balcony is often locked.

Jenny is meeting with finance team at their request.

There was discussion regarding a parish nurse. Julie Seitz is going to talk to Sandy at First Presbyterian church on the duties and process of having a parish nurse. Mary Jean said EHM also have a service to provide parish nurses. It was decided we need more discussion and assessment of the need.

Jenny is going to invite Kurt Schmerberg from Welcome Team to attend one of our meetings.

Other ideas for our ministry is to get more members involved in activities. We should follow up with time and talent sheets and see who is involved. Sometimes people only need to be asked.

We will publicize our ministry through the Visitor and encourage people to check out our bulletin board.

There will be no meeting in June but will have Alzheimer presentation on June 18.

Next meeting will be July 16 at 4:00 p.m.

Meeting adjourned at 5:15

Update:

Kurt Schmerberg will be attending our July meeting

Walk-ins are welcome for Alzheimer presentation but they encourage reservations.

Submitted by Jacquie Katz