

Leadership Council Meeting Minutes: September 11, 2018

Present: Ron Dechert – Vice President, Julie Feldkamp, Kris Lovelace, Shannon O'Reilly, Pastor John Kennedy, John Samford- President, Sue Wortman

Visitors: Jeff Wortman – Chair of Finance Ministry Team, Karen Samford from Finance Ministry Team

- Opening Prayer –Meeting opened at 6:30 with this week's lectionary readings and a prayer by Pastor John
- Presentation on the possibility of shifting BUCC's fiscal year: Jeff Wortman, Finance Ministry Team Chair
 - Proposal/ideas presented from Finance Ministry Team
 - Discussion regarding the benefits and possible complications of this idea
 - Need to review necessary changes to our current by-laws
 - Reviewed church calendar to schedule a meeting of the congregation to vote on this proposed change. Congregational meeting to vote on this and the necessary changes to our by-laws to correspond to this shift in the church will be held November 11.
 - Motion was made and accepted by LC to endorse Jeff and Finance ministry's proposal to move the BUCC fiscal year to June 1 through May 31 effective 2019
 - John S. will send out an announcement to current ministry chairs in anticipation of this change
- Phoenix Project
 - Latest info on bids presented by Ron Dechert, Project Point Person
 - Phoenix has been working hard to meet deadlines for getting us the additional information we requested
 - Radiator removal would be an additional cost – heat and AC assist coming into fellowship. This would not replace heating
 - Steve Darr wants to look into cutting concrete to see if there's a leak. Facilities would have to figure out where to fund that.
 - LC agreed on having vinyl flooring throughout the project, not carpet
 - Light fixtures – leaving lighting at midrange
 - Motion to ask Phoenix to itemize electrical for us. No second for this motion so it was not presented for a vote
 - Funding of these renovations presented by Jeff Wortman, representing Finance Ministry team
 - Discussion regarding proposal
 - Motion to recommend to congregation the Finance Ministry Team proposal for funding the Phoenix project – passed unanimously
 - Brief discussion on planning presentation for Congregational Meeting on September 23
- Approval of [minutes from 8/14 meeting of Leadership Council](#) (this link goes to the entire packet, including Leadership Council minutes from both July and August) – *This approval was postponed until the next LC meeting in October.*

- Report from Pastor John
 - Leadership retreat being planned for Saturday, September 29
 - There are a growing number of children at worship which is a positive
 - Mary Cantor is now working as the new parish administrator
 - Working on worship services being more participatory and joyful
 - Ann Arbor News writer came to possibly do an article on the veteran display in the lounge. This person was also interested in our covenant displayed in the sanctuary and would like to come back and do an article on the process we went through to become an ONA church and commit to remain a downtown church
- Reports from Ministry Teams liaisons – *postponed for next LC meeting*
- Pastoral Review Process Task Force Proposal
 - Discussion about Annual Review process task force
 - The following motion was passed to establish a Task Force on the Annual Pastor Review process:

A task force is established to recommend details of how the bylaw-mandated Annual Pastor Review by the Leadership Council shall be handled.

The details will include but are not necessarily restricted to

- Form/Document to use
- Action steps and timing
- Pastor's role
- Counsel's role
- Wider BUCC leadership's role
- BUCC staff role

The Task Force will be headed by Vice President Ron Dechert who is free to elicit assistance from Counsel, BUCC leadership (both Ministry Teams and other bodies), the Michigan Conference, and wider United Church of Christ.

The Task Force's recommendations will be presented to Council which will then decide how to proceed.

- Meeting was adjourned and ended with the Lord's Prayer.

Finance Ministry Meeting Minutes – June 14, 2018

- 1) Call to Order 7:00. Attendees: Shannon O'Reilly, Ken Tappe, Karen Samford, John Kennedy, Jeff Wortman
- 2) Mike Haab sent an email to Jeff resigning from Finance Ministry. Mike's contributions will be sorely missed.
- 3) Review and Approval of last month's minutes. *Approved*
- 4) Financial Review for last month *Reviewed revenue and expenses, but nothing major jumped out. General bank account balance was very low, but M&G is in same account in the bank account so any checks would be covered. Pledged giving is around 46% so we are ahead. McKay looks good. We have partnered with Peace Neighborhood and if we feel someone has a legitimate need Peace interviews and vets them, then we can help with McKay funds. Facilities still has quite a bit in Maint & Repairs (2/3 of budget left).*
- 5) Reconciliation for last month. *Ken reviewed and everything looked ok.*
- 6) Leadership Council Update
 - a) Discussion with LC went very well on May 8 and LC has indicated they would like to proceed. Dates for the fiscal year were discuss along with changes to other typical meeting which will be incorporated in a more specific, detailed proposal by the end of summer. *This will be an early fall focus.*
 - b) Update on Parking Lot revenue – football Saturdays and Art Fair. *John Samford will lead this for 2018, but if we don't get someone to head this up, John thinks we should take it out of the budget for next year.*
 - c) Phoenix Project Update. *Presentation for the congregational meeting on Sunday is being finalized. Pastor John, Jeff, Ron Dechert and John Samford will meet Saturday afternoon to simplify and finalize the PowerPoint presentation*
 - d) other
- 7) Unbudgeted Funding Requests –
 1. Sealing & restriping parking lots - \$4,566. *Finance has reviewed this, and unless there is additional spending we don't know about, we would like Facilities to use their budget. But if they have funds committed, we pre-approve them to do this using funds from property improvement. Karen will follow up with Facilities on this with Steve and Carol.*
 2. From Lily – For Habitat she has a travel and donation estimate of \$4,500.00 and has funds from this year and last year. *Spending would be "up to" \$4,500.00. Approved.*
- 8) Planning and Implementation of a new fiscal year
 - a) Detailed proposal needs to be completed. See item 6a above.
- 9) Completed Reviews of Finance Procedures and Budgets with Ministry Team Leaders (especially the new ones) – John Samford (LC), Jenny Foster (Member Care)
- 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.

11) Next Meeting: It was decided to not have a formal meeting in July unless something showed up in financials or new requirements dictated a meeting was required. The next meeting will be August 16th.

12) Meeting Adjourned @ 8:35 with the Lord's Prayer.

Finance Ministry Meeting Minutes – August 15, 2018

- 1) Call to Order 7:00. Attendees: Shannon O'Reilly, Ken Tappe, Karen Samford
- 2) Financial Review for last month: The only item noted was the full year rent payment by the nursing group. We feel a better way to handle this type of payment in the future would be to put it in a pre-paid rent account and move payments monthly to the operating income as opposed to showing the rental income (for the year) all in the month it is paid. This will be reviewed and discussed with Betty Clark.
- 3) Leadership Council Update
 - a. Phoenix is currently sending their plans to various companies for bids on portions of the project (electrical, plumbing etc.) They are asking for the lowest cost versions at this point and feel the totals will be in the same \$543,000 ballpark. Should we want to go with higher grade flooring, etc. there would be additional cost. Phoenix is also providing separate costs for additional items including covering pipes and radiators on the north and west walls, cutting into concrete floor to explore for water leak, adding electrical at the back of the sanctuary and removing the office on sanctuary level near the elevator.
 - b. Plans to seek congregational approval of the Phoenix project on September 16th or the 23rd are underway.
- 4) Unbudgeted Funding Requests –
 - a. None
- 5) Next Meeting: September 6, 7pm.
- 6) Meeting Adjourned with the Lord's Prayer.

Finance Ministry Meeting Minutes – September 7, 2018

- 1) Call to Order 7:00. Attendees: Shannon O'Reilly, Ken Tappe, Karen Samford, Jeff Wortman
- 2) Financial Review for last month: As the financial reports are not out for August at this point there was nothing to review since the previous meeting. We did discuss plans to transfer funds from the investment account to cover the negative balance in the general fund under the Bethlehem Checking account. Overall there is over \$300,000 in the checking account so there is no issue of overdrafts. We will wait to see the August report and plan to transfer that amount plus an additional \$10,000 to cover the operating budget near term. All Finance Ministry team members will review the August reports for special issues when the reports are released.
- 3) Reconciliation for last month. *Ken will do this when the reports are available.*
- 4) Financing options were discussed and decided on for the Phoenix project using a combination of donations in M&G, the Investment unrestricted funds and a loan for \$120,000 to \$150,000. After discussing loan option related to Cornerstone and Bank of Ann Arbor it was decided to go with Bank of Ann Arbor as they are our bank and hold all Bethlehem funds. BOAA has been very helpful in working through the application requirements. Finance will have a presentation for LC in their next meeting as bids and choices are finalized. This will be the basis of a presentation to the congregation on September 23rd.
- 5) Plans to change the fiscal year and feedback from the initial LC review were discussed. Jeff will finalize a detailed, more specific presentation for LC in their next meeting. We are targeting a late October congregational meeting for a vote to change the fiscal year and associated by-laws.
- 6) Leadership Council Update
 - e) Work continues on completing bids and details for the Phoenix project
 - f) Plans to seek congregational approval of the Phoenix project on September 23rd are underway.
- 7) Audit
 - a. Karen will make calls and look into firms that could provide Bethlehem with a financial audit of our books as required every three years by or by-laws. We prefer to do it this year otherwise we will have to wait until after April 15, 2019.
- 8) Unbudgeted Funding Requests –
 1. Unbudgeted Funding Request for Youth Room Improvements - \$3000. Approved
- 9) Next Meeting: October 11, 7pm.
- 10) Meeting Adjourned @ 8:25 with the Lord's Prayer.

FACILITIES MINISTRY TEAM – BETHLEHEM UCC
Meeting Minutes of September 10, 2018

Present: Steve Darr, John Irwin, Tom Ziesemer and Michelle Loukotka, Mary Cantor, Ron Dechert

Absent: Rev. John Kennedy

The meeting was called to order at 4:30 pm. The 8/20/2018 minutes were approved as printed.

AUGUST FINANCIAL REPORTS:

The total Facilities budget is @ 71% - slightly over the perfect 67%. There were no charges against Emergency Repairs this month. The remaining costs for the windows being replaced in the art room & class room B will be charged at \$3,141.00 to M&R and \$2,449.00 to Feldkamp. We still have not been billed for lawn care. The \$3,972.50 cost of the new office windows was paid from the McKay Property Maintenance fund.

OLD BUSINESS

1. Phoenix Construction has provided LC with a cost breakdown for the Sanctuary A/C & the Fellowship Hall renovation. The bids came in under the anticipated budget. Based on that Phoenix also included 4 Alternate Plans that could be added to the plan. LC will decide on exactly which items to include in the presentation to the congregation at the meeting September 23rd. They will also explain how the Finance Team proposes to fund the project[s].
2. The first-floor women's room was finished today with the installation of the threshold [the first one was broken in transit]. One partition was lightly damaged during installation & will be replaced. The result is beautiful & functional.
3. The significant rains we experienced recently did not produce any leaks in the medical loan closet. It appears that Butcher & Butcher's last repair has solved the problem.
4. Our property insurance company responded that installation of a lightning rod would not affect our premium when John Irwin inquired.

No response was received to Tom's inquiry to Guardian Equipment in Novi.

5. Mary reported on the rentals through December & asked whether a Sexton was needed for each one—not for every one. The UM School of Nursing is renewing for 2019.
6. Mullins pinned the bumpers in the north parking lot; the project is now complete. Dr. Sandweiss has paid his portion of \$590.00.
7. Facilities approved including the new land line installed for Groundcover in our bill to lower the cost to Groundcover. They will pay an additional \$19.95 per month to BUCC--\$15.00 for the line & \$4.95 for voice mail.
8. Tom Ziesemer & Shannon O'Reilly were the only members of the Rental Task Force available for the meeting 8/27/2018. They discussed putting information on the website, making adjustments to the current rental fee schedule & compiling a list of rooms available with specific descriptions of the types of uses possible for each.
9. Mary will contact Lance at Precision Climate again about scheduling the second repair on the condensate pump.
10. Ron, the handyman, has returned to work after a lengthy illness. Tom reviewed the current work list with him & gave him Carol's calendar of scheduled building needs.
11. All Star Alarm gave an estimate of \$1,000-\$1,500 to install a signal repeater & 3-4 smoke alarms in the sanctuary attic. There would be no additional charge to monitor these. Tabled to 2019.
12. Noel at Vedder's quoted \$4,575.00 to change the lights in the gym to LED. The ballasts would be removed & the lights [replacing 250 watt bulbs with 56 watt LED] would be installed directly. We will consider this further in 2019 after we figure an idea of savings we can realize. He is also investigating in the 5th Ave. entrance. The 2'x4' light above the volunteer desk in the office will be replaced with LED; Ron will do that.
13. One on One was asked to remove their equipment from the gym & locker room. They called to inquire if keys had been returned & ask about return of their deposit. We have found no record of a deposit. Tom will contact them again; if they produce proof of a deposit, we will act accordingly.
14. Steve authorized 10 outlets replaced in the youth room; Jesse will install them. Use McKay funds to cover the costs.
15. Tom asked Brad to clean the moats.

NEW BUSINESS:

1. Lily & the youth requested approval to begin a 4-stage renovation of the Youth Room. We agreed & also approved funding their request to have plastic diffusers replaced in the 22 fluorescent lights at a cost of \$11.90 each. We will charge to Property Improvements.
2. In the area to the left of the 5th Avenue door where the tree was removed, there are many new trees sprouting from the remaining roots. We will ask Brad how to proceed to eliminate these.
3. There were items stolen from the Fellowship Hall recently on a Sunday morning. If the doors to the north & south narthexes are opened prior to the ushers' arrival, someone needs to monitor traffic from outside. Even with the door into the 1923 addition open, access to both the sanctuary & the Fellowship Hall is available.
4. No design and/or cost estimate has yet been developed for the men's room on the first floor. Tabled until 2019.
5. Tom & John I. turned over a report developed from their investigation of possibly placing solar panels on the flat roof to Ron to share with LC. There is a meeting with Chuck Hookham scheduled for 10/3/2018 which is open to those who are interested.
6. Pastor John requested that Facilities change their meeting night; Monday is his day off & he would like to be present at our meetings. Initially we agreed on the first Tuesday of the month; after Tom contacted Betty about having accurate financial reports available, we opted for the second Tuesday at 4:00. This will allow Ron & Pastor John to proceed to the LC meeting that evening.

NEXT MEETING: Tuesday, October 9, 4:00 pm.

Meeting adjourned at 6:15 pm.

Respectfully submitted,
Michelle Loukotka

Member Care Minutes

September 17, 2018

Present: Jenny Foster, Judy Coucouvanis, Mary Jean Raab, Gary Maki, Jaquie Katz

Pastor Kennedy

Absent: Sue Buday

Jenny opened meeting with a devotion.

Old Business

Prayer request cards will be available for next Sunday's service 9/23/18. They will be given out by ushers and available in the pews. Jenny will announce before the service that they will be collected during first hymn. It will also be mentioned in the bulletin. The card will have prayer requests on one side and praise on the other side.

Members of Member Care will greet at the north and south doors after the service. Pastor John will greet at the front of the sanctuary.

Advanced Care Directive

Julie Seitz is working on this presentation. It was decided that February would be a good time to have it. It will probably be on a Sunday after church with a light lunch served. There needs to be at least 20 people signed up to attend. More details to be worked out at a later date.

Gary Maki reported on the Planned Giving Program which he and Roy Muir have been working on. The goal of the program is to provide information to the congregation on the planned Giving Program on our website and to provide resources for development of personal estate plans for congregation members that encourage contributions to BUCC. He presented a tentative time line but it may be amended if we change our fiscal year to coincide with our program year.

Rides for Sunday Service

Jenny placed an announcement in the Visitor for people who needed a ride or would be willing to provide a ride to notify her. She has received no response. At this time Tamsen Marshall is the only person who requests a ride.

New Business

Judy reported that Leadership Council created a Task Force to develop a Pastoral Annual Evaluation. Ron Dechert will head it and will contact people to serve and assist in this effort.

Leadership Council has endorsed Jeff Wortman and the Finance Ministry's proposal to move the BUCC fiscal year to June 1 through May 31 effective 2019. This will coincide with the program year. This change requires amending our bylaws, so there will be another congregational meeting to do so on November 11 after worship.

We were reminded of retreat September 29 and encouraged to attend.

Pastor John reported on Stephens Ministry. We have 3 Stephen Leaders, Kurt Schmerberg, Lily Tinker Fortel and Pastor John. Their role is recruitment, training, continuing education, and supervision. They have trained 4 Stephen Ministers who are Eileen Koprowski, Jane Schmerberg, Liechen Escott, and Vickie Hoxie. Three of the Stephen Ministers are assigned to care receivers at this time.

We received an updated list from Bethlehem Friends ministry for homebound members. Pastor John mentioned that they have been operating for some time without pastoral leadership and direction. He questioned what makes them a Ministry and what is their mission. He is open to help them regroup and train people who want to reach the needs of members. He is also willing to train Friends to do home communion. We will work together with Friends in Ministry to serve the congregation.

Crop Walk is September 30. We discussed walking together as a group.

Jenny suggested we provide a meal for the youth group. We will plan on doing that in the future

Jacquie reported there are 10 people signed up to provide meals for members who are ill or recovering from surgery, etc. An article appeared in the Visitor but no one has requested it.

Next meeting will be October 15 at 4:00 p.m. in the lounge.