

Bethlehem Cemetery Board Meeting
August 9, 2023
Minutes

Present: Mary Friend, Mary Jean Raab, Susan Irwin, Marilyn Pearson, Jim Lutz, Shannon O'Reilly

Brad Bouchie's Report: A branch came down and Brad cut up what he could, but the branch did not all come down so Amstuz will take it down when they come in to do tree work. This was not a green dot tree, and the tree can be saved. Mary Jean thanked Brad for his help and ideas for the Willimann funeral so that we could take care of that on a Sunday.

Our dumpster is rusting out. Susan called the city and was referred to Waste Management. They said they would replace the dumpster and that it should be delivered this week. Since it is a replacement and the same as before there will be no charge to change out the dumpster. We are contracted through WM so we are billed only for the service.

Devotions: Shannon led devotions by sharing some short readings about grief and/or loss that she has found comforting over the years.

Approval of July 2023 financials: \$80,000 has been transferred into Association fund to pay for the roads. We received a stock donation that the bank sold and deposited into the Association fund. We had a busy month for burials (1 burial the rest were cremains). Checking and Association funds were changed to high interest accounts. The McKay fund paid for the Willimann funeral. Mary Friend made a motion to approve the financials as provided by Betty. Susan Irwin seconded the motion and it passed unanimously.

Approval of July 2023 minutes: We pay the church \$360 a month, \$300 to Betty and \$60 for the use of the software. Betty is an employee not a 1099 contract employee. A motion to approve the minutes was made by Jim Lutz and seconded by Susan Irwin. The motion passed unanimously.

Project updates:

- Website project update: More detailed project parameters will be discussed and set later this month, and the project timeline will continue in September. There are some upcoming dates with Jamie and Mary Jean to start setting parameters with Declan's team.
- Roads project update: Roads are completed but there is one spot that needs some work so Susan has called them. Burke had said sealcoating people will take care of this when they come back to pick up their cones, but the cones are gone but repair was not done. Susan will call Burke about this.
- The garage door took more than one visit, but repairs have been made. Their recommendation is that the next time there is a problem we should replace the doors. Crawford doors is who repaired the doors and made the recommendation.

- Tree removal and trimming: We will use Amstuz for the tree removal and trimming. The original bid was around \$13,000 but we need to add the branches that came down in the windstorm so the price will be more.
- Basement at cemetery: Susan went down to the basement while it was raining and there were small pinholes in the wall and water was spurting through the holes. The question was raised if it can be patched with cement. There are companies that can inspect and determine if it needs to be patched on the inside or repaired on the outside. The sump pump drains through a pipe outside the bldg. but had caused some flooding in the graves.
- Banking: We have 4 signers on the accounts now and the resolutions are completed. It looks like the people who can make changes had not been updated since 2019.
- Gelman Water Quality Report: Mary Jean is interested in finding out the background information on the reports we receive from them annually and the history of the cemetery receiving these reports. Gelman or the inspector, has collected water samples at the cemetery. The plume has continued to move over the years. MJ wants to start a file on the whole process and what steps have been taken. Where are the previous reports? Should we have a sign on each spicket that says "not drinkable water"?

Communication items needing follow up:

- Judy Baskin: With the description of the Baskin deed, Marilyn had not been able to plot them out. She had 4 spaces and transferred one to someone else, so Judy has 3 spaces left. It is very sloppy the way the records have been updated over the years. Susan thinks Karen Samford will know how this all plots out. We need to get everything documented so we can get the letter written and finalize this.
- We have a no buy-back policy of grave sites.
- For communications, the Cemetery Board distribution list goes to all board members and Pastor Dawn and Ron Dechert. But they have not added Marilyn to the list.

Aug 27 open house from Noon to 2 PM, assignments and help we might recruit.

- A video loop with scriptures read in English and German will be recorded. Possibly some music also. Mary Jean will prepare this video. This will be set up by the rock commemorating the original church. Susan will check with Gwen on copyright issues if we want to use specific hymns.
- We will pass out roses to people who want to find a family member's grave and place the rose there.
- John Schmale and Mary Friend are getting a list of pastors who are buried here. We will only recognize BUCC pastors by placing wreaths on wreath holders on their graves.
- We need a handout or program to give to people attending the open house. Mary Jean and Shannon will work on this.
- We never had a dedication for the cross by the memorial garden. A dedication service was videoed and was going to be used in the Totenfest service, but then John Kennedy did not include it in the service. The cross was made by someone the Budays knew

(Robert Shrock). It was placed east and west so it lights up with the sunrises and sunsets.

- As cars come in, we need to greet, give them roses and handouts, and answer any questions.
- The plaque on the stone of the original church needs to be cleaned. Susan will ask Brad what we can use on it.
- Mary Jean would like to set up a Go Fund Me account. Mary Friend made a motion that we do this. Susan Irwin seconded the motion and it passed unanimously.
- We will call this the “190 Historical Celebration.”

Follow up, parking lot items:

- Both trees and roads are common topics and both candidates for a longer-term plan, perhaps five years. This has been in minutes for years but has not been done.
- Storm damaged trees were covered in our insurance policy for years but are not now. Should they be and cemetery pays the rate? This can go on the August or September agenda.

September Visitor topic, how we finance the work of the cemetery, and beginning of raising funds to cover at least the road work and the tree work, including planting new trees.

The next meeting is September 13, 2023

The meeting was adjourned at 11:15 am.

Submitted by Shannon O’Reilly

FACILITIES MINISTRY TEAM - BUCC
Meeting Minutes of 08/15/2023

Present: Steve Darr, Michelle Loukotka, Tim Schenk, John Irwin IG, R. Dechert LC, Gwen Mayes
Absent:
Guest: Rev. Dawn Christenson

The meeting was called to order at 3:30 pm.

Minutes of 07/11/2023 were approved as printed.

FINANCIAL REPORTS: This month the reports were not received until yesterday; Gwen has established the 5th of the month as the date they are due in the future. It appears that everything is at appropriate levels of spending for this point in the fiscal year.

UPDATE ON BILL'S TASKS: Bill has returned to work following a medical leave. Working at the Hewett parsonage he is painting the closet in the NW bedroom, the upstairs hallway where the laundry chute was closed off, installing smoke detectors, and installing deadbolts on the front door, the door from the kitchen to the breezeway and the exterior door in the sunroom as required by the City. His next project will be to refinish the 4th Avenue doors to the N and S narthexes at the church. He will also remove the signs for the old restrooms in the foyers outside the FH; they are no longer functional.

OLD BUSINESS:

- a. The range hood in the kitchen was cleaned on August 1, 2023 by Universal Power Washing.
- b. New batteries still need to be installed in the attic fire detectors.
- c. Steve will replace the water-damaged tiles in the YR.
- d. Next week a new door will be installed at the foot of the stairs outside the emergency exit at the front of the sanctuary. This door will open only from the interior and it should solve the problem of people sleeping there.
- e. To date no source for additional funding to update the elevator has been found. The deadline was extended to 2025; we will continue to seek funds and also start budgeting funds in the intervening years.
- f. During the search for funds for the elevator we found and applied for a grant to increase energy efficiency. We will not know until December if it will be awarded to us. If so, we plan to add new insulation in the attic of the sanctuary and to the attic of the gym.

NEW BUSINESS:

- a. Reinhart will negotiate a rental contract for the Hewett parsonage following the inspection by the City for changes necessary to bring it to code for a rental property. This contract will be for 1 year starting November 1, 2023. The renters are doing a full- house renovation and have requested they be able to rent by the month if it is not finished by that time. They will also rent the garage only for September and October 2023.
- b. We requested that Reinhart take over the repair of the kitchen cabinets.
- c. Following the most recent power outage, the refrigerator in the YR is no longer working. No decision was made about replacing it.

ESSENTIAL MAINTENANCE TASK LIS

- a. Bill will be asked to buff the floor in the FH when time allows.

The meeting adjourned at 4:35 pm.

NEXT MEETING: Tuesday, September 19th at 3:30 pm.

Respectfully submitted,
Michelle Loukotka

BUCC Leadership Council Minutes
August 30, 2023
(In-person, Schmale Lounge)
05:30pm-07:00pm

Attendees: Ron Dechert, Jim Rowan, P.J. Lindemann, Barb Schenk, Dindy Haab, Pat Huibregste, Katie Rowan, Mary Jean Raab, Jenny Foster, Judy Coucovanis, Sue Erwin, Eileen Koprowski, Jane Schmerberg
Meeting started at 5:32 p.m.

1) Open prayer- Pastor Dawn

2) Welcome of invited guest – Ministry Team Leaders

Current situation:

No volunteers “in the hopper”, no Outreach chair, no Nominations chair or team, no Worship chair, no Fellowship chair or team, Council short one member. Ron opened for discussion to brainstorm solutions and get updates from teams.

3) Ministry Team plans and needs-invited guest

- Can we overlook bylaw that people can only have one elected position? Co-chairs technically not allowed either, but we do it. Outreach has 4 members, all elected elsewhere. LC discussed and decided not to pursue at this time.
- Need to find people not currently involved. Several names were suggested to be approached.
- We could do project/event based volunteers for Fellowship to lighten load. Host potlucks, suggestion to have evening event with contra dancing.
- Education – Rally Day: 9/10, collect school supplies for Alpha House and Peace Neighborhood, Ozone House, coffee hour with donuts and other packaged treats.
- Youth – Refrigerator died with power failure, replacement cost probably below insurance deductible. Checking with facilities or possibly we could pay with Memorials and Gifts fund. Youth this year – 4 kids potentially, 1 said no longer interested, Kick-off event at Schmerberg’s cottage. No response from others. CROP walk is 10/15, usually shared with Outreach, starts at Zion. Looking into co-op youth group with other churches in the area; may host a congregational game night.
- If meetings change date/time, please let office know.

4) Adjournment of invited guest General support for quarterly meetings. Next one Dec 7th? Ministry leads left at 6:15

5) Approval of July Council minutes (if available) Approved as written and discussed.

6) Selecting date for Sept meeting

- Ron is out 9/22-29, LC to flip meeting dates with Finance. LC meet 9/21 6 p.m. and finance to meet 9/28. P.J. will talk to Tom and make sure there is a Sept meeting.
- Finance items to review: 1) Audit is past-due. Who? Cost? 2) Pastor Diane’s deferred comp accrual reporting. 3) CPA for tax filing? Has it be done yet for FY 22-23?

7) Plans for anniversary committee

- August 26, 1833 was first sermon. Potentially plan full year with a culminating event.
- Meeting will happen after Rally Day events conclude. LC needs to set up the committee, Jim offered to be the liaison, but the committee does the work. Needs to clear things with LC.

- Pat talked to someone at Ann Arbor Library. She is willing to digitize our archives for free. Per Ron, Diana Slaughter said some of it is already there. Archive committee can help coordinate this. Ron will talk to them.

8) Update on parsonage

- All work for city completed except 3rd deadbolt, still need to do it.
- Rugs and carpets cleaned, rental agent thinks it still smells. Ron will get Damp-Rid.
- Kitchen cabinets still pending – facilities is looking for someone to delaminate, sand, and paint. It's in the rental contract to be done by Nov 1. May end up replacing anyway.
- Lease is for \$3400 a month for one year, beginning Nov 1, 2023. After that, month-to-month extension is possible. Church will be responsible for lawn care, renters will handle snow removal.

9) Update on letter of agreement with Pastor Diane

Total will be around \$15k – Sept 15, 2022 – Jul 1st, 2023. Ron will get the final number to P.J. for the accrual.

10) New business?

- Bethlehem Facebook communications group page posting guidelines – someone requested to be able to post directly to the BUCC Communication Group page without waiting for admin approval. LC needs to determine the rules. Who and how should we address this? Consider community standards, access, admins. Members only? Are there current group members that need to be removed? Currently posting is on pause, and admins must approve.
- Samfords have requested remote access to cemetery files. Current data storage doesn't allow for that – if you have access to one file, you have access to them all. Need to have some kind of software security assessment.
- We need to consider password protecting the directory link.
- Tracking of attendance on livestream. Should someone watch and record info during service?
- Non-functional committees – how to handle? Do we officially disband any of them? Rename or repurpose? Current structure is unwieldy. For now, teams with no members will just be left as-is.

11) Adjoin Meeting adjourned at 7:20 p.m.

Member Care Meeting:
Wednesday August 16, 2023 @ 4 PM

Present: Pastor Dawn Christenson, Jenny Foster, Judy Coucouvanis, MaryJean Raab, Dindy Haab, Nan Lefton

Devotional: Nan
"Gender Consent" by Matt Laney

REPORTS

Leadership council Report: Dindy

- Hewitt Parsonage is on track to be rented in the fall. A renter has been identified.
- Providing Daycare at the church has been rejected due to unreasonable requirements from the city of Ann Arbor
- Council is in support of 190th BUCC birthday celebration;
 - a committee will be designated to take the lead in planning activities
 - City of Ann Arbor is also celebrating its bicentennial
- Council is planning to schedule a meeting with all BUCC elected officials in the near future

Journey Through Grief Series: MaryJean

- Currently sending books to family members of those church members who have passed away
- Will report monthly to MC
- Will review list for Totenfest to make sure hasn't missed anyone

OLD BUSINESS:

- Care Card Ministry: Nan will coordinate the transition to Busy Christian Hands
- MC will provide coffee hour after church on August 27. MaryJean has ordered a cake at coffee hour in honor of the anniversary.
- Membership: continue to discuss potential members to invite to join our team
- Blue Attendance Forms: used by the ushers to record the actual number attending church service on Sunday morning.
- Friendship pads: Pastors will remind those attending church to sign the pads
- Updated Directory: A link will be provided in Sunday's refrigerator page
- MC will provide an opportunity for church members to sign birthday cards for our "most senior" members when we provide coffee hour.

NEW BUSINESS

- Team_Goals for this year: Celebrate 190th anniversary; ongoing discussion

- Radio broadcast: Committee is researching alternatives to using the radio. Each week the broadcast costs \$230. Member care might help support this ministry by trying to determine how members and visitors join in church services; in person, via live stream, recordings, broadcast, etc. We will continue to discuss this. Support continuing radio broadcast for now. Rev. Dawn will research possible grant funding
- Church Member check in: ongoing discussion; send out 'thinking of you' cards on birthdays?

Meeting closed with the Lord's Prayer at 5:15 PM

Ongoing/Future Agenda Items:

1. Care Card Ministry
2. Member Care to provide coffee hour at TBD dates
3. Member check in: ongoing
4. Prayer Requests - review process and make changes?
5. Additional team members? Ongoing discussion
6. Team Goals - what should Member Care team focus on this year? (continue to brainstorm)
7. Stephens Ministry: Updates
8. Time and Talents Form: still being used?
9. Mealtrain: Identify a coordinator
10. New Pictorial Directory: might be nice for Anniversary year; table for now

Respectfully submitted:

Judy Coucouvanis

Meeting schedule - Future Wednesday meetings through the end of 2023

September 27: Judy absent, Mary Jean will provide devotional; Nan will record minutes

October 18

November 15

December 6