

Bethlehem Cemetery Board Meeting  
November 8, 2023  
Minutes

Present: Jim Lutz, Mary Jean Raab, Mary Friend, Jamie Dylenski, Shannon O'Reilly on speaker phone, and Advisor Marilyn Pearson. Absent Susan Irwin.

**Brad Bouchie's Report:** The water has been turned off outside and the lines blown out. The new sump pump has been installed, and Brad was starting to look for new trees in South Lyon to plant with the \$500 budget established. Mary Friend made a motion for a contingency of an additional budget if needed, for a total of \$1000 to get trees planted this fall. The motion was seconded by Jamie Dylenski and passed unanimously.

**Devotions:** A prayer was offered by Jamie, and she offered to do devotions at the December meeting.

**Approval of October 2023 Financials:** Jim reported October was a very smooth month. Jim Lutz made a motion to approve the financials as submitted by Betty Clark. The motion was second by Jamie Dylenski and passed unanimously.

**Approval of October 2023 minutes:** Mary Friend made a motion to approve the minutes of the 10/11/2023 regular meeting and the special meeting on 10/26/2023 as presented. The motion was seconded by Susan Irwin and passed unanimously.

Mary Friend reported there were no new communication issues needing board input at this time.

**Approval of New Price Sheets:** The new price sheets provided by Susan were approved with two changes, the cost of deed transfers will be 10% of current single plot cost and duplicate or replacement deed will be \$100.00. The motion was made by Jim Lutz and second by Jamie Dylenski. The motion passed unanimously. Mary will communicate the Approval with changes to Susan Irwin.

**Website Update, DTE and Water Issues:** Jamie provided an update that the Website project was moving long and on track for completion. She also reported that the new light pole would be installed shortly. And she is looking into the billing for the storm water runoff on the City of Ann Arbor water bill.

**Article for the December Visitor:** What is our message for the month?

**Property Lines, Survey:** Marilyn is looking for a survey that shows our property lines. Mary Friend found a survey from 1955, in the basement of the Church.

Jim Lutz made a motion to keep the Christmas gifts to the staff the same as last year, except Betty who would receive a \$500 check as Christmas and retirement gift combined.

Meeting adjourned at 11 AM, motion by Jim and second by Jamie

**FACILITIES MINISTRY TEAM - BUCC**  
**Meeting Minutes of 11/21/2023**

Present: Steve Darr, Michelle Loukotka, Tim Schenk, John Irwin IG, Ron Dechert LC, Gwen Mayes Office  
Absent:

The meeting was called to order at 3:20 pm.

Minutes of 10/17/2023 were approved as printed.

**FINANCIAL REPORTS:** We continue to be within our budget. If the weather prediction of a mild winter is correct, this should continue. By July 2024 we will have to make a decision about our gas contract. The gas futures are significantly higher than our current rate; this could make a significant difference in our budget for 2024-2025.

**BUILDING COORDINATOR:**

- a. Bill has cleaned the hallway in the 1933 addition using the buffer; we may ask him to buff again with polish. He will be directed to clean the FH floor.
- b. He will no longer be doing yard work at the Hewett parsonage; that is the renter's responsibility.
- c. He will put a padlock on the old men's room outside the FH.

**OLD BUSINESS:**

- a. The 4<sup>th</sup> Avenue doors will have to be refinished in the spring. We will contact Brooks Painting for a quote; they have done them once before.
- b. Lance, Precision Climate, has not done the boiler repair or CSD1 testing yet; Gwen has reminded him.
- c. Gwen will call CMR to inspect the heat pump & A/C in FH.
- d. Gwen will contact a fence company in regard to the fence around the play yard.
- e. Reinhart has taken care of the cast iron pipe failure in the 4<sup>th</sup> Avenue house and also took care of problem with the outside faucet.
- f. New LED bulbs have been installed in the fixtures above the chancel. As other fixtures in the sanctuary need new bulbs, we will consider using LEDs. There is a significant cost increase over using incandescent bulbs.

**NEW BUSINESS:**

- a. We discussed the retrofitting of the elevator that is mandatory by January 2028. Schindler Elevator is offering a discount if we proceed at this time. It requires 50% down and moving ahead in the near future; final payment is due at completion. We decided to wait with this major expense.
- b. The commercial refrigerator in the sacristy failed. Repairs would cost approximately \$2000.00 and replacement would be approximately \$3,500.00. The primary use is to store flowers for Sunday services which are normally delivered on Friday. Flowers have been provided for only 10 of the last 52 Sundays. Flowers for funerals are delivered the day of the funeral so they are not refrigerated. Based on the costs and the limited use, we decided to use the refrigerator in the kitchenette off the Lounge when necessary. This unit is used for staff lunch storage and Gwen said it is empty most of the time. If we find this solution does not fulfill our needs, we will address it again at that time.
- c. An inspection of the tuck pointing was due in 2023 but was not done. We will schedule Grunwell-Cashero for early 2024. This inspection is done every three years.

**PARSONAGE:**

- a. The Hewett parsonage was turned over to the renters November 1<sup>st</sup>

- b. Brooks Painting did a very nice job of refurbishing the kitchen cabinets.

**ESSENTIAL MAINTENANCE TASK LIS**

- a. Floor buffing: 1<sup>st</sup> & 2<sup>nd</sup> floor halls, choir and youth room, FH
- b. Check interior for water problems from the roof
- c. Monitor salt buckets and shovels at the entrances

The meeting adjourned at 4:15 pm.

**NEXT MEETING:** Tuesday, **December 12** at 3:30. Note: This is the SECOND Tuesday.

Respectfully submitted,  
Michelle Loukotka

Bethlehem United Church of Christ  
Member Care Ministry Team Meeting  
Wednesday November 15 at 3 PM

Present: Pastor Diane White, Jenny Foster, Mary Jean Raab, Dindy Haab, Judy Coucouvanis, Nan Lefton, Karen Goforth

Absent: Beth Wenner

Guest: Diana Slaughter

Devotional- Jenny opened the meeting with a devotional authored by Gwen Flowers

Old Business-

1. Meeting dates for January - June 2024 at 4 PM
  - a. January 10<sup>th</sup>
  - b. February 7<sup>th</sup>
  - c. March 6<sup>th</sup>
  - d. April 10<sup>th</sup>
  - e. May 8<sup>th</sup>
  - f. June 5<sup>th</sup>
2. Coffee hour
  - a. Totenfest coffee hour was well received. Thank you to Mary Jean Raab, Jenny Foster, Jacquie Katz, Harriette Ehnis, Jamie Dylenski, Michelle Loukotka for contributing German cookies. Delicious!
  - b. We agreed to provide coffee hour on Sunday December 17<sup>th</sup> and host a cookie exchange; "Bring a dozen, Take a Dozen." Each of us will provide 2 dozen cookies (one dozen for cookie exchange and one dozen to serve). An invitation to participate will be placed in the Visitor, Refrigerator Page and Facebook page.
3. Advent Plans:
  - a. Gifts: We assembled gifts of Advent calendar, devotional and card for homebound members. Distribution was determined. Thank you to Diana Slaughter for facilitating the ordering of the calendars..
  - b. We agreed that Advent Devotionals would be available in the sanctuary on Sundays for church members to take. They can leave a donation if they like.
4. Council Report: No report
5. Journey Through Grief Series: Mary Jean Raab: Mary Jean reported that Vickie H has requested that the series be sent to Anthony since Vickie is receiving the series from the funeral home.
6. Pastor's Report—a list of homebound members was distributed.
7. Card Ministry Update, Nan – Nan distributed a copy of the spreadsheet she is keeping of cards sent.

Our next meeting will be Wednesday, December 6<sup>th</sup> at 4PM in the Lounge

**Ongoing/Future Agenda Items:**

1. Church Membership: Review Bylaws
2. Review member care Visitor article for directory updates
3. Prayer Requests - review process and make changes?
4. Time and Talents form
5. Team Goals - what should Member Care team focus on this year? (bring ideas to the forthcoming meetings)
6. Mealtrain: Identify a Coordinator
7. Stephens Ministry status

Respectfully submitted,  
Judy Coucouvanis

Cc: Gwenda Mayes, parishadministrator@bethlehem-ucc.org