

Bethlehem Cemetery Board Meeting
January 10, 2024
Minutes

Present: Mary Friend, Mary Jean Raab, Jim Lutz, Susan Irwin, Marilyn Pearson and Shannon O'Reilly. Jamie Dylenski attended by Zoom/phone

Brad Bouchie's Report: No report from Brad as he is ill. We had a discussion about the ways we can be of more help to Brad. We will try to get Brad to meet with us this Friday morning to get his updates which include:

- Trees to be purchased and a new vendor resource (Kevin and Sally Elminger)
- Cement work to finish before Christmas.
- Collection of funeral costs still outstanding
- Update on headstones ordered and requested and including the stone for the Folk family.
- Need the foundation list from Brad.

Devotions: Jamie Dylenski shared devotions with the board

Approval of December and Year End 2023 Financials: Jim Lutz reported that December either caught up or was a little bit busy. Investment earnings for the year were just short of 25K. The year ended up about the same as 2022. Susan Made a motion to approve the financials as presented and it passed unanimously.

Approval of December 2023 Minutes: There is a typo on the first page that says bard instead of board. Mary made a motion to approve the minutes with the typo corrected and it passed unanimously.

Communication Items Needing Follow-up: Mary says no one has called in the last 2 weeks with any questions.

Follow up items:

Donation Recognition: Mary Jean reported that we are not any closer to getting a detailed list of donations coming into the church office. If you are a member, you see the donation on your church statement and Dindy sends out acknowledgments for donations to Memorials and Gifts. But if you are a nonmember, they are not necessarily being acknowledged. When donation funds are transferred from church to the cemetery, it is done in a quarterly lump sum with no detail. If someone designates the donation to something specific at the cemetery such as roads, we do not get that information. We will keep working on getting these details from the church office.

Website and DTE Updates: Jamie has had no response from DTE yet, but Susan said that DTE was here to set the pole. On the website, we need to go through the prototype to see if that is what we want and work towards the website launch.

March Visitor: Mary Jean wrote an article that she sent to the office for January then found out the Jan/Feb visitors will be combined. What do we want to say for the March Visitor? Clean up of graves is April 1st. Signs about cleanup will go up the beginning of March. The website will hopefully be up and promoted in the March article.

New Business: We received a letter from Matthews Cemetery Products announcing a price increase of 1.9% on their bronze product line effective February 5, 2024

We will discuss other new business Friday at 9:30 am or Mary Jean will be in touch with a time:

- communicating with the 600 most recent people who purchased from us and we have their addresses, first communication, a general one and asking for their updated information, phone, email, current address, etc.
- 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 is yet to be done.
- Fund Raising, should we wait for the new website? MJ

Follow up, parking lot items Future agendas:

- Gelman water quality report: Finding the background information on the reports we receive from them annually.
- Storm-damaged trees were covered in our insurance policy for years, but are not now, should they be, and cemetery pays the rate? For October agenda. MJR 1.10.24

The meeting was suspended at 10:50 am and will continue when we can meet with Brad to get his updates. Susan Irwin will reach out to Brad to verify that he can meet with on Friday, January 12th at 9:30 am.

Submitted by Shannon O'Reilly

Bethlehem Cemetery Board Meeting Continuation
January 12, 2024
Minutes

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

The meeting was called to order at 9:30 am

Brad Bouchie's Report: Brad was going to meet with the board to give us his updates, but he could not make it due to a funeral conflict. His updates include:

- Trees to be purchased and a new vendor resource (Kevin and Sally Elminger)
- Cement work to finish before Christmas.
- Collection of funeral costs still outstanding
- Update on headstones ordered and requested and including the stone for the Folk family.
- Need the foundation list from Brad.

The board did some brainstorming on things we might want to put in place going forward and will have more discussion on this in the future.

The meeting was adjourned at 10:00 am

Submitted by Shannon O'Reilly

FACILITIES MINISTRY TEAM - BUCC
Meeting Minutes of 01/16/2024

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

The meeting was called to order at 3:45 pm.

Minutes of 12/12/2023 were approved as printed.

FINANCIAL REPORTS

Maintenance & Repair is slightly overbudget. All other budgets are still in good shape.

BILL'S TASKS:

- a. The reflectors he installed at the 4th Avenue driveway needed to be adjusted so that you can see them as you came down the street from both directions. John I. reported that they are no longer there and some sort of "light stick" is in their place. We will address this problem after the weather warms up.
- b. Gwen will speak to him about buffing the FH floor; this will need to be done in a way that makes it available for the Sunday coffee hours. Gwen also pointed out that buffing the 2nd story hallway at this time of the year would be futile. We have rentals in the gym through the winter that generate a lot of traffic there. Those can be done after those rentals are finished.

OLD BUSINESS:

- a. The thermostat for the Gallery has not been installed yet. John volunteered to look at developing operating procedures.
- b. Steve, John and Tim will coordinate closing on the 3rd Sundays through March.

NEW BUSINESS:

- a. Gai's Kitchen hopes to return to work next week. The staff is recovering from COVID. Their aim is to provide meals for pick up Monday through Saturdays.
- b. A new handrail for the north exit from the sanctuary has been approved. Ann Arbor Fabrication will make the handrail. The installation will be dependent on the weather; the temperature must be above 40 degrees.

PARSONAGE:

- a. The 4th Avenue house will be vacant as of February 1st. The renter's have purchased a house. They are aware that this is earlier than the end of their lease. Reinhart will put the house back on the market for rent.

ESSENTIAL MAINTENANCE TASK LIST

- a. Continue floor buffing: 1st & 2nd floor halls, choir room, youth room & FH
- b. Monitor interior for water leaks from roof
- c. Monitor salt buckets at exterior entrances

The meeting adjourned at 4:15 pm.

NEXT MEETING: Tuesday, 02/20/2024 at 3:30 pm.

Respectfully submitted,
Michelle Loukotka

Bethlehem United Church of Christ
Member Care Ministry Team Meeting
Wednesday January 10, 2024, at 4 PM

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

Absent: Beth Wenner, Karen Goforth

Devotional: Judy: <https://www.ucc.org/daily-devotional/go/>

Team Updates:

Dindy: Leadership Council

- Holy week will include joint services with local churches; i.e. Maundy Thursday with First Congregational Church
- Pride doors being restored by Dani
- Radio broadcasts have ended, generating significant monthly savings
- Radio Fund has been changed to Broadcast Fund
- Committee to revise Bylaws is being identified
- Chili Cook-off: February 4th
- Display in Gallery has been well-received: Kudos to Archives Committee
- Nominating Committee: accepting members
- MJ reminded us that the Conference Minister of Church Vitality and Transitions started last week and Pastor Diane Clarified that Pastor Dawn has already initiated contact with him <https://michucc.org/#:~:text=Relying%20on%20the%20Holy%20Spirit,Staff%20starting%20January%201%2C%202024.>

Pastor Diane: Lenten Devotionals to be ordered by Gwen; including

- <https://www.augsburgfortress.org/store/product/9781506496603/Gathered-into-One-Devotions-for-Lent-2024-Large-Print-Edition>
- https://www.thepilgrimpress.com/products/bend-2024-lent-devotional?_pos=1&_sid=532134fc3&_ss=r

Mary Jean: Grief Series:

- Continues to offer series to family members of those who have passed away

Nan: card ministry

- Update on cards sent in the past month

Misc:

- Cookie exchange was a huge success
- Jenny requested that member care team be notified by the pastors of any individuals who are joining the church; Pastor Diane agreed
- Judy will organize coffee hour for 1/27/24

Membership Review:

- We worked in teams to review the Membership Directory to identify who is active in the church, who has little involvement in church activities, who has dropped membership or passed away. Jennie and Judy are meeting with the Pastors next week to discuss findings and ways to move forward with this information.

Member Care Schedule:

- Jenny updated the team on proposed activities for the year;
- Add to future agenda: Welcoming visitors to the church; Mentoring new members, pairing MC team member with another church member for coffee hour set up.

Our next meeting will be Wednesday, February 7th at 4PM in the Lounge

Ongoing/Future Agenda Items:

1. Church Membership review
2. Mentoring new members
3. Welcoming visitors
4. Coffee hour partners
5. Prayer Requests - review process and make changes?
6. Time and Talents form
7. Team Goals - what should Member Care team focus on this year? (bring ideas to the forthcoming meetings)
8. Mealtrain: Identify a Coordinator
9. Stephens Ministry status
10. Back church entrance; more welcoming?

Meeting dates for February - June 2024 at 4 PM in the Lounge

- a. February 7th
- b. March 6th
- c. April 10th
- d. May 8th
- e. June 5th

Respectfully submitted,
Judy Coucouvanis

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