

Facilities Meeting Minutes of 12/12/2023

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

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

Minutes of 11/21/2023 were approved as printed.

FINANCIAL REPORTS: Our budget still looks very good. John has received additional information regarding increases in natural gas prices. We will discuss this again following the winter heating season.

UPDATE ON BILL'S DUTIES: He will be directed to continue buffing floors of 2nd story hallways, choir room, youth room and fellowship hall.

OLD BUSINESS:

- a. The new signage on 4th and 5th Avenue will be installed tomorrow.
- b. CMR came out today and found that the heat pump in the sanctuary was "froze out". He reset it and it is working correctly at this time.
- c. Gwen has contacted several companies about repairing the fence on 5th Avenue but has not had any responses.

NEW BUSINESS:

- a. There were problems with the heat at the end of November. Triage was done [which included draining the boiler and cleaning the skimmer] to restore heat where it was not working. To finish the repair, new thermostats are needed in the Gallery and the Upper Room, the valves on wall radiators need attention or replacement, and the pressure gauge for the 1933 addition needs to be replaced [we will delay this until spring unless it fails completely prior to that]. Gwen also requested review or updating of operating procedures if they exist. If not, she recommends they be created.
- b. We need to find someone to close the building on the third Sundays for January through March.
- c. John reviewed the update he received from our gas supplier regarding current rates. Our contract expires in July; we will continue to monitor this and make a decision about a new contract after the end of the heating system.

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: January 16, 2024 at 3:30 pm

Respectfully submitted,
Michelle Loukotka

BUCC Leadership Council Meeting Minutes

December 7, 2023

05:30pm-07:00pm

Note: This is a combined November/December meeting to accommodate holiday scheduling

Attendees: Ron Dechert, Jim Rowan, P.J. Lindemann, Barb Schenk, Dindy Haab, Pat Huibregste,

Pastor Dawn Christenson

ZOOM link: Provided by Pastor Dawn, separate email

1) Open prayer- Pastor Dawn Meeting started 5:33

2) Pastor Dawn report

- Lent week - Dawn has reached out to other area churches and gotten interest in having some combined services. First Congregational has offered to do the Maundy Thursday service. Others to be planned / confirmed.
- Pride doors - \$1500 grant received. Dani is willing to assemble and paint the doors, making them more weather-proof than the last set. Pastor Dawn asked if they can use the youth room. LC agreed that would be fine.
- Radio broadcast actions – We are changing to broadcast via phone – radio broadcast is ending as of 12/31/23. Monthly savings of close to \$1,000. Radio is \$1,000, phone is ~\$50, depending on number of users. WAAM contacted Dawn, asking us to reconsider, offering to reduce to \$600. P.J. needs to talk to Gwen to have update the account name to “Worship Broadcast & Technology” Need to notify anyone who uses a radio envelope in the future that we will redirect to this account.
- By-laws revision task force/plans – Pastor Dawn thinks a team of 6 maximum should review the by-laws in detail and make recommendations for changes. She has some congregation members in mind. Team to be approved by the LC. Goal is to form the team by mid-January. We’ll need to have an extra short meeting prior to then, maybe Jan 11 or 12, to approve the team.

3) Special congregational meeting?

- LC passed a motion to override Roberts Rules to allow for remote meetings for council and teams. This eliminates the need for special meeting.
- By-law revision to allow for remote meetings – this will be added to all proposed by-law changes for the annual meeting.
 - Who, How, Procedural policies

4) Anniversary committee update, additional plans

- Bethlehem Through the Ages this Sunday 12/10. Pastor Dawn will present.
- Discussed having another potluck or all-church activity – maybe chili cook-off Feb 4th?
- Need to put together a task force / work group to plan larger celebration in the summer.
- The gallery display is going well and the archives team continues to add to it.
- Jim Rowan will try to connect and meet with the team.

5) Nominations Committee plans/discussion

- The year is already half over, so we need to start thinking about it.
- Ron will prepare a spreadsheet to show the openings we'll have in June.

6) Elevator retro-fitting update

- Facilities wants to have this added to the budget next year and cover it at the annual meeting.
- Timetable has been changed, so we can wait until then. Facilities is confirming the final deadline, but it is likely end of 2025.
- No grants have been identified thus far, but we'll continue to look.

7) Minitry team updates

- Facilities – reflectors placed at the driveway
- Education – got a new monitor / DVD player. They were happy with how the Advent Workshop went.
- Member Care – distributed Advent calendars and devotional books to elderly and shut-ins. It went very well. Considering going through the directory and determine ways to reach out to people.
- Mary Jean Raab requested names of all recipients of BUCC scholarships. Gwen has provided names back to 2007. She'd like to get essays from the recipients to let the church know how the funds were used.

9) New business

- Youth choir from Minnesota contacted Gwen, renting sanctuary for concert January 31st. Would like the church to provide a meal for them.
- Dawn and Ron met with Pastor Jo and Pastor Jason from the Mennonite Shalom group to review if Youth Room would work for them. They are currently paying \$1500 a month elsewhere. They are still considering and will get back to us. We did not quote a rate to them yet. \$1500 would be in line with our other rentals.
- Chinese Healthy Cuisine - ~18 hours a week to rent kitchen Tues, Thurs, Sat., Typical rate would be ~\$200 a week for six months for start-up rate, then raise the rates later on.
- Parsonage – rental income will come to us after the first month – first month to Reinhart.
- Soccer group – Mon Wed evenings, Sat AM, Nov – April, \$5,000 income.
- NEXT MEETING: Jim Rowan not available on Jan 25th for LC meeting. Reschedule to Feb 1, 5:30, via Zoom.

10) Meeting adjourned 7 p.m.

Bethlehem United Church of Christ
Member Care Ministry Team Meeting
Wednesday December 6, 2023, at 4 PM (virtual)

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

Absent: Beth Wenner, Karen Goforth

Old Business-

- a. Advent Deliveries to Home bound members: everyone agreed the deliveries generally went well and members were appreciative of the contents. Some members had unknown addresses or were not available.
 - b. Card ministry: Nan updated us on cards sent to date and she was given new names to include.
 - c. Grief series: Mary Jean reported on those receiving the series and new names were suggested.
 - d. Final plans for Coffee hour and Cookie Exchange on December 17th:
 - i. Dindy will check with Gwen about gloves and paper plates
 - ii. We will need 2 tables for coffee hour and 2 for the cookie exchange
 - iii. Judy, Karen, MaryJean and Dindy will set up
 - iv. Jenny will bring ziplock bags
 - v. Pastor Diane will bring apple cider
 - vi. Judy and Pastor Diane will provide festive decorations
 - vii. Dindy will oversee the cookie exchange
 - viii. Nan and Jenny will oversee cleanup
- *following our meeting it was agreed that Christmas cards for BUCC scholarship recipients would be available for signature

New Business

- a. Connecting with current church members and friends of BUCC: Discussion tabled until January

Our next meeting will be Wednesday, January 10th 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
8. Back church entrance; more welcoming?

Meeting dates for January - June 2024 at 4 PM

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

Respectfully submitted,
Judy Coucouvanis

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