

Bethlehem Cemetery Board Meeting
February 14, 2024

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

Meeting called to order at 9:30 am

Brad's Report: Brad worked on 15 foundations and will email list to Susan by end of the day. There will be some donations of trees in the spring by people who have family graves. Brad talked to Kevin Elminger at the tree farm and will probably go next week to see what we can get. The Folk family is waiting and comparison shopping for a headstone. Jamie will follow up with Toby. For the Dylenski plate, Brad is trying to find out if a bronzed photo will work, and what the pricing will be. Brad should have this info by our next meeting. Regarding the Ballios headstone, she had signed a contract and paid the fees but the headstone has not been made. There were problems with the order and the stone was not made. Brad has been in touch with Inch (stone vendor) and it is in process now. Mrs. Ballios thinks the check has been cashed, but Brad has the check in the drawer. Mary Jean and Mary shared Mrs. Ballios concerns with Brad. Brad has grown his business tremendously and has been talking to someone to help him out on the paperwork side of his business.

Devotions: Led by Jamie Dylenski

Review of January 2024 financials – Financials were reviewed instead of approving because investment piece is not ready yet. Shannon did not get the rest of the training with Betty in December (as Betty and her husband contracted covid), but she is working on the reports and will meet with Betty when she returns from Georgia in March if they are not yet complete. January and February financials will be presented at our March meeting for approval. Memorial & gifts transfers list from BUCC does not tie out to the actual funds list from Gwen.

Approval of January 2024 minutes: Typo on first page Capital H instead of lower case. Jim moved to approve the minutes with this correction. The motion passed unanimously.

Review of Banking annual meeting from February 7, 2024:

- What should be done with the cash from the Treasury note that expired and turned to cash, in our Association account? David at the bank could not tell us when the Treasury note came due. This is in cash currently (see Mary Jean's text or email). Fees on all the accounts (BUCC and Cemetery) are at .058% (1/2%)
- Both accounts had been under Global Total Return until 2022 and then we moved to global Balanced
- Copies of Investment reports that come in the mail each month are forwarded to Shannon and she will scan this each month and send them to the board members.
- What should we do with the cash. Split the cash from the Treasury note and invest the way the acct has been set up for the Global Balanced Jamie made a motion to this effect.

Brad's contract areas of concern, suggestions and plan of action: We will look at this at a future meeting and may need to update information in the contract about Brad running his business out of our office.

Website answers needed and plan going forward: Jamie is having a zoom meeting with the Samfords today about the information and processes that they are involved in. She is working on Pricing Sheets, Rules & Regulations and Find-A-Grave areas on the website. The web people asked if we were comfortable with electronic signatures. How do we feel about testimonials on the website. We can talk about this at the next meeting.

Donation recognition and questions remaining needing answers from Gwen: Mary Jean and Marilyn will follow up with Gwen as she transferred \$2,890 from Church Memorials & Gifts for the 4th quarter of 2023, but the list that she sent us only totaled donations of \$910.00.

Spring Cleanup: Easter falls on 03/31/24 so we would like to put off cleanup for a week after that date. Susan will communicate with Brad.

Meeting adjourned at 11:00

Submitted by Shannon O'Reilly

BUCC Leadership Council

Meeting Minutes

Feb 1, 2024

5:30-7:00 pm (ZOOM Mtg)

Attendees: Ron Dechert, Jim Rowan, P.J. Lindemann, Barb Schenk, Pat Huibregste, Pastor Dawn Christenson

Opening Prayer- Pastor Dawn – meeting started at 5:35

- 1) Update on ministry team volunteers FY 24/25 needs assessment – Reviewed overall status. 9 open positions, 9 unknown, and 11 confirmed will continue. We need to reach out to people to get commitments.
- 2) Rental property policy and fees – Gwen brought it to Ron’s attention that there are currently no cancellation charges. We need to review rental rates overall to see if they need to be increased, both one-time and long-term rentals. Also review how we are tracking payments due. Gwen is managing it well. Ron started an Excel review of costs per square footage. Dawn has some sample contracts she can share.
- 2) Schmale lounge display thoughts from members – Jim Judson suggested using the glass cases in Schmale Lounge to set up a display honoring past volunteers. Jim R. noted that could be a very large project and that access to Schmale Lounge is somewhat limited, and volunteers to assist Jim may also be limited. In addition, how do we identify and select which volunteers we should recognize? We would inevitably leave someone out. LC agreed not to take this on at this time and to give some thought to other more effective ways to recognize volunteers across the board, e.g. a volunteer appreciation gathering.
- 4) Update on Anniversary committee plans - Meeting held on 1/19. Talked about continuing the Bethlehem Through the Ages, raising profile of the church – article in the Observer or on MLive, MJ Raab has MLive connection. We need a hook – maybe the diversity of who we support in the community by donations or rentals. Also, second addition built 1932 – 1936, at the end of the Great Depression. We specifically hired out of work Ann-Arborites to build it. MJ attended meeting about the bicentennial at the city. Ron contacted Amy Karbo at the city, who agreed to add our events to their website and promote on social media. In conjunction with the Ann Arbor Bi-centennial events, considering an open house potentially Saturday 4/13, hosting tours of the building with a short concert. LC discussed and agreed it was worth pursuing.
- 5) Updates from the pastor – Lent is upon us, ecumenical services are planned. Ash Wed – First United Methodist, Maundy Thursday – First Congregational, Good Friday – Bethlehem. Lenten bible study on “lament.” Will work into the services as well. By-laws committee formed and had first meeting. Establishing goals & objectives, will be totally transparent.
- 6) Ministry team updates
Facilities – all stable with the building right now. The elevator upgrade will be no sooner than next year, possibly a year or two later. Cost of \$28k

No other ministry team updates.

7) Stewardship Program – We need to start the process. Jim Rowan is willing to support again. Need to determine how we want to approach the congregation. Last year, materials were sent out by mid-April. We need to have a good idea of the budget from the ministry teams / finance team first. P.J. will talk to Tom to get that process moving. Dawn said our new associate conference minister (Lawrence) for church growth and vitality may have helpful input for us.

8) Additional items – Pastor Dawn's 6-month review is due. LC needs to determine how to best conduct the review and if a congregational survey would be helpful. Would like to have input from LC, ministry team leaders, Pastor Diane, and staff at a minimum.

9) Dismiss meeting ended at 7:00

BUCC Leadership Council

Meeting Minutes

Feb 29, 2024

5:30-7:00 pm (ZOOM Mtg)

Attendance: Ron Dechert, Jim Rowan, P.J. Lindemann, Barb Schenk, Dindy Haab, Pastor Dawn, Pat Huibregste arrived at 6:30

Meeting started at 5:40 p.m.

Opening Prayer- Pastor Dawn

- 1) Update on ministry team volunteers FY 24/25 needs assessment (see pdf attachment)
Reviewed openings for next fiscal year, 13 positions. Need to keep it in front of the congregation in weekly and monthly emails and in refrigerator page, as well as in Sunday morning announcements. Jim will announce it this Sunday 3/3. Possibly rotate announcer, other LC members, encourage people to ask us questions. By-laws committee concurrently reviewing ways to combine teams to reduce number of elected positions to ease the burden.
- 2) Request for funds from BUCC Anniversary Committee, update – Committee recommended an open house Saturday 4/20, 3-4:30 in the afternoon, followed by concert from 4:30 to 5, followed by refreshments. They would like to do balloons, pamphlets, banners in advance to advertise, and possibly German pretzels from Saline. Estimating \$500-\$1,000. Other snacks/beverages will be inexpensive. Motion was made to allow up to \$1,000 in for the open house. Motion passed.

Event is posted on A2 bicentennial events page. Ron will contact the city with some tweaks to the event posting. Groundcover plans to be there and will include an article on Bethlehem in an upcoming issue. Ron has invited Buddhist group and will reach out to Pentecostal, and potentially Gai's could provide some of the refreshments. Judy Coucouvanis is putting together volunteers for the event.

- 3) Request to use of youth room on Palm Sunday
Shalom Community Church would like to do a "test run" with a service at 10 a.m. They would pay for the use of the space. Some furnishings will need to be moved out or at least consolidated. We'll probably need to get chairs upstairs for them – short rack fits on elevator and holds ~40 chairs. Motion made and approved to allow the test run. We'll tell them to park in the parking structure or Muehlig. Extend an invitation to the brunch if Jan Eadie thinks that it would not present any issues. Jim will announce to the congregation on 3/3.
- 4) Updates from the pastor – Updates from the pastor – Pastor Dawn has been working reduced hours from home for 2 weeks, due to COVID. By-laws committee underway; will share covenant agreement, goals and objectives with the congregation as soon as complete.

Ecumenical services: Maundy Thursday at FCC, Good Friday at Bethlehem 7p.m. A very powerful and

meaningful service is planned. There will be a service at noon at the First Baptist Church as well.

5) Ministry team updates

Facilities – boilers have two bad valves, \$12k total - \$6800 hardware, \$5200 labor. Parts will hit this year and labor next year budget. Work will be likely be done in June. The replacement is necessary to prevent a catastrophic failure. Received a \$1500 grant to assist. Elevator upgrade is not due until 2028 as of now – date keeps changing, \$28k estimate.

Education – Lenten project, Heifer project, collecting spare change. Goal \$2,500.

Finance – Reviewed YTD financials, only \$19k deficit 8 months into the year, versus budget of \$92k. Bank of Ann Arbor meeting, reviewed the investment accounts strategy and performance in 2023. All funds invested the same way, roughly 50/50 fixed income (bonds) and equities (stocks) and are performing well. Our fee is a competitive .58% due to all Bethlehem combined accounts total value (McKay endowment, McKay scholarship, 2 cemetery funds, and church fund.)

Member Care - Sending out notecards for Lent/Easter to everyone in the directory.

6) Stewardship Program

Meeting March 7th, 6 – 7:30 p.m. with Rev. Richardson from the Michigan Conference re. raising money & stewardship. Jim would like us to stay on as a team for maybe 15 minutes to wrap up. Jim will start assembling supplies.

7) Additional items

Request from congregation member that we announce to reserve the church parking lot for elderly church members and park at Muehlig's or out front, now that attendance is increasing. Jim will add to announcements on 3/3.

8) Dismiss Meeting adjourned at 6:57 p.m.

FACILITIES MINISTRY TEAM - BUCC

Meeting Minutes of 02/20/2024

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

Absent: Michelle Loukotka

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

Minutes of 01/16/2024 were approved as printed.

FINANCIAL REPORTS: Our budget is still within parameters for this time of the year.

BILL'S WORK:

OLD BUSINESS:

- a. Gwen and Dawn will work on the final steps of operating procedures for heating.

NEW BUSINESS:

- a. The valves on both boilers will be replaced. Both boilers are in working condition; neither was cannibalized to repair the other. The south boiler has been capped off and the flue closed to conserve heat. This makes it impractical to alternate between the boilers on a yearly basis due to the costs involved to close one and open the other. Lance will order the valves; they should arrive by mid-April. This will be a two-person job requiring 3 to 4 days. Each valve weighs 150 lbs. and installation requires building a pulley system.
- b. The people who run the sound board and the live-streaming equipment requested that the light fixtures in the balcony be upgraded to LEDs. On overcast Sundays it is particularly difficult to operate in the current dim lighting. The total cost to do the main floor and the balcony would be approximately \$2,000.00. It also requires setting up scaffolding in each area to change the chandeliers. Most of the recessed lighting requires working from the attic.
- c. A new vacuum has been purchased for the cleaning staff. The old one was no longer working after being used to vacuum leaves in the 5th Avenue foyer. A bagged vacuum will be in the maintenance closet to use when leaves need to be vacuumed. Corporate Cleaning will also provide a leaf blower for Jackie to use for that purpose; this should result in vacuuming of the leaves being required on a minimal basis.

ESSENTIAL MAINTENANCE TASK LIST

- a. Clean air conditioning filters in lounge & chapel, they are located in the cinema room and in classroom E
- b. Floor buffing: 1st & 2nd floor halls, choir and youth room, FH
- c. Monitor salt at entrances

OVER

The meeting adjourned at 4:10 pm.

NEXT MEETING: 03/19/2024 at 3:30 pm.

Respectfully submitted,

Michelle Loukotka

Bethlehem United Church of Christ
Member Care Ministry Team Meeting
Wednesday February 7, 2024, at 4 PM

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

Absent: Beth Wenner, Karen Goforth, Mary Jean Raab

Devotional: Prayer by Pastor Diane

Team Updates:

Dindy: Leadership Council

- Working on rental policy for church building
- Discussing proposal to use lounge cabinets to highlight volunteers at BUCC through the years.
- Continuing to search for members to fill leadership and team positions.
- Anniversary committee is coordinating activities with the City of Ann Arbor
- Stewardship will be led by Jim Rowan

Pastor Diane:

- Lenten Devotionals will be placed in the Sanctuary for church members and distributed by Diane when she visits homebound members.
- New member informational meeting March 3 and new members to be received March 17th.
- Virginia Washington passed away.
- Pastors sending personal notes to visitors.

Mary Jean: no new report

Nan: card ministry

- Update on cards sent in the past month.

Misc:

- MC will host coffee hour on February 18th.

- MC will provide a cake for coffee hour on March 17 to welcome new members.

Membership Review:

- Agreed to send Easter cards to the entire congregation. Reviewed script provided by Judy and agreed that Gwen could order Easter cards.
- We will meet at the church to assemble/mail the cards to 211 households.
- Discussed reaching out to members via phone and Diane proposed a caller training activity led by her; tabled until March meeting.

Our next meeting will be Wednesday, March 6th at 4PM in the Lounge.

Ongoing/Future Agenda Items:

1. Church Membership review
2. Revising new member letter
3. Mentoring new members
4. Welcoming visitors
5. Coffee hour partners
6. Prayer Requests - review process and make changes?
7. Time and Talents form
8. Mealtrain: Identify a Coordinator
9. Back church entrance; more welcoming?

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

- a. April 10th
- b. May 8th
- c. June 5th

Respectfully submitted,

Judy Coucouvanis

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