

Cemetery Board Meeting
March 13, 2024

The meeting was called to order at 9:38 am

Brad's update: Brad is not in attendance as he is sick today, but he sent his updates to Susan Irwin to share with the board. Brad has new posts to put in block one so no one drives in that area. He will install the posts this week. He has new locks for the chains. He plans to get new trees next week from Kevin Elminger's company. We authorized \$1,000 to purchase trees and he will charge us to plant them. He has 2 or 3 families who want trees, and he will get these and plant them at the family's expense. Do we want the mulch freshened up before Easter? We decided it could wait. Does Brad use something like Preen to keep down the weeds? Susan asked Brad for the foundation list that was supposed to be sent to Susan last month. We would also like an update on the staff person that he planned on hiring to help him with his paperwork. We need an updated certificate of insurance for Brad's company. Mary knows where these are kept in the church office and will check to see if we have the current certificate or not.

Devotion-Prayer: Jamie shared a beautiful prayer from the Jewish tradition with the Board for this morning's devotions.

Approval of February 14, 2024 minutes: Marilyn and Mary Jean were the board members who were going to talk with Gwen about the cemetery donations, not Jamie. Mary Jean asked Marilyn if she would like to come on the board as an elected member instead of a consultant when the new fiscal year starts in July. Marilyn said she will think about this and get back to us. Mary Jean also asked Jim to be an advisor going forward and he agreed. A motion to approve the February 14, 2024 minutes as presented was made by Jamie and passed unanimously.

Approval of January and February 2024 financials: Mary Jean talked about the trend of burials declining over the years, and what we can do going forward to try to reverse this trend. Are there other things we can do that will generate more revenue for us? Marilyn shared info she had received from Arborcrest Cemetery that they are developing an area where you can be buried with your pet. Marilyn asked Gwen about the cemetery envelopes in offering envelope packet. There are supposed to be 4 envelopes per year for cemetery donations. Gwen duplicates the order so there should have been an envelope for the first quarter of 2024 in the packet. On the list of Easter donations, the cemetery was not listed as a fund on the form. They also ask for Mother's Day donations, and we would like the cemetery to be on that list so people will see that and consider a donation to us.

Jim reported that the month of February was almost nonexistent for financial activity. There was only one burial and no sales. Shannon gave an overview of the financial reports as the format has changed since we are now using Quickbooks instead of the church's ACS system for our accounting. Mary Jean – Communicated with David at the bank about getting the percentages the way we had agreed to at past meetings and that cash should be reinvested. We have a sizable balance in our checking account. Susan made a motion that we move \$15,000 to the Association investment. This motion passed unanimously. Mary made a motion to approve the January and February financials, and the motion passed unanimously.

Brads contract areas of concern, suggestions, plan of action: We will talk about this more at future meetings.

Website Update: Jamie is frustrated with the website people. She worked with John and Karen Samford to get the information for the database to the web people, but they have not moved forward on this yet. She is going to ask them for a zoom meeting to address some of the ongoing issues.

The deadline for the next visitor is March 15th and Mary Jean will write an article to be included.

Jim made a motion to adjourn the meeting and it passed unanimously.
The meeting was adjourned at 11:00

Respectfully submitted,
Shannon O'Reilly

FACILITIES MINISTRY TEAM - BUCC
Meeting Minutes of 03/19/2024

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

The meeting was called to order at 3:35 pm.

Minutes of 02/20/2024 were approved as printed.

FINANCIAL REPORTS: Our budget is on target for this time of the year except the Maintenance & Repair account. M&R is currently about \$3,800.00 over budget. That will increase when we are billed for the new valves on order for the boilers. There are sufficient funds in Emergency Funds to cover these expenses.

BILL'S WORK:

- a. He has been working on clearing the stage in the gym in advance of the Open House on April 20th. This involves primarily putting Christmas decorations back into the normal storage area.

OLD BUSINESS:

- a. We voted in favor of replacing the light bulbs in the balcony chandeliers. We need to acquire the necessary bulbs and arrange for scaffolding to be set up in the balcony.

NEW BUSINESS:

- a. A work day will be scheduled for exterior cleanup on Saturday, May 4, 2024.
- b. The kitchen rental by Gai's Kitchen will end on April 10th. The Zoning Board served us with a citation because a restaurant cannot be operated in a residential area. In the future we **can** rent to anyone who only wishes to use it to prep food for sale at some location other than the church.
- c. We are investigating replacing the filters in the hood over the kitchen cooktop with baffles. Baffles are preferred by insurance companies.

OPEN HOUSE:

- a. Two banners will be ready soon to advertise the Open House. One will be put on the fence on 5th Avenue and one will be on the sign in front of the 1932 addition. Each banner is 4 ft. by 10 ft.
- b. The committee has volunteers who will be in various areas of the church to explain the history of that part of the building as well as our current use of that space. Following the Open House a 30-minute concert will be presented in the sanctuary by the choir and Naki; this will include the anthem that was commissioned for the 150th anniversary. Refreshments will be served in the Fellowship Hall to end the program.

HEWETT PARSONAGE:

- a. We are responsible for lawn care; Bill will do the work. The renters will be contacted to determine a convenient time for this to take place.

ESSENTIAL MAINTENANCE TASK LIST

- a. Test boiler backflow for City of Ann Arbor
- b. Clean moats during cleanup day

The meeting adjourned at 4:25 pm.

NEXT MEETING: Tuesday, 04/16/2024 at 3:30 pm.

Respectfully submitted,
Michelle Loukotka

Bethlehem United Church of Christ
Member Care Ministry Team Meeting
Wednesday March 6, 2024, at 4 PM

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

Devotional: Prayer by Pastor Diane

Team Updates:

Dindy: Leadership Council

- Nominations for Elected positions: suggest potential nominations to Ron Dechert and feel free to approach church members to encourage volunteering for a position; many are needed
- Boiler issues: boiler needs new parts which will cost \$6800.00 from this year's budget and labor costs will be \$5200.00 from next year's budget
- The Shalom Mennonite community will hold a church service on Palm Sunday in the youth room to determine if they would like to rent the space; they will be invited to brunch

Nan: card ministry

- Update on cards sent in the past month.

Mary Jean: update on Grief series; will send 1st booklet to Mary Sands

Pastor Diane:

- New member informational meeting was March 3 and new member Cathleen Connell to be received March 17th.
- Pastor Diane taking communion to shut-ins.

Coffee hour:

- Pastor Diane will provide a cake for coffee hour on March 17 to welcome new members. Jacquie Katz will help Judy with set up and Nan and Judy will clean up
- provide coffee hour on April 21st, Jenny, Karen

Church Entrance: Making 5th Ave entrance more welcoming: Dindy will ask LC to work with Facilities and Bill on this

Anniversary Open House:

Mary Jean, Dindy and Jenny will serve as Greeters
Diane, Karen, Nan, Jenny, Dindy will provide cookies
Judy will help with open house set up

Membership Review:

- Agreed to periodically send greeting cards to the entire congregation on special occasions/holidays
- Discussed reaching out to members via phone and Diane proposed a caller training activity led by her; agreed to provide this at our next scheduled meeting

Our next meeting will be Wednesday, April 10th 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
6. Prayer Requests - review process and make changes?
7. Time and Talents form
8. Mealtrain: Identify a Coordinator
9. Identifying potential team members

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

- a. May 8th
- b. June 5th

Respectfully submitted,
Judy Coucouvanis

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