

Bethlehem Cemetery Board Meeting
April 17, 2024

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

Meeting was called to order at 9:30 am

Brad's Report: Brad was not able to attend the meeting. Susan Irwin reached out to Brad by phone and he told Susan that he needs to replace the 4x4 posts and that will be around \$100. Susan still has not gotten a list of the foundations from Brad. This is a list of when the foundations were installed, Brad's company for 10 years guarantees them for 10 years. He pays the cemetery \$25 for each foundation.

Devotions: Prayer was led by Jamie Dylenski

General Updates:

- *Marilyn Pearson has agreed to become an elected member of the board.*
- The stewardship info that was mailed out had one brief reference to the cemetery in the cover letter but was not listed as one of the ministries.
- The phone that Mary Friend has for cemetery business is in Jim's name. If we want to change it to another name, Jim will have to go into the AT&T store to make changes. Can we put it just under the cemetery?
- *We need to look at getting a debit card for our checking account. We will talk about this more later.*
- Susan contacted Tom Burke about the roads and the area that did not get finished. Susan also asked if Tom would come out and ride with her so they could inspect and agree on any needed repairs/upgrades. The area around the front columbarium area needs work. Can we fix this without tearing everything out to replace it?
- In the front of the cemetery where the freeway and our property come together by the large stone pillar, we would like DTE to install a light on the pole to maybe discourage camping in this area.

Approval of March 13, 2024 Minutes: *Jamie Dylenski made a motion to approve the minutes as presented and it passed unanimously.*

Approval of March 2024 Financials: On the financials, instead of labeling sales as plots, which Shannon has confused with the term lots, we will use spaces for the individual graves. MJ will follow up with the bank about the large cash equivalents in the investments. We want this to be invested according to the formula we had devised to maximize our investments. Susan made a motion to approve the financials as presented and it passed unanimously.

Website Updates: We have received a link to the website so we can review it and start internal testing. The launch could happen soon. When this happens, the database will not be included at first but there will be a link while we finish this portion. There will be a way to donate and also to pay for spaces or burials. If someone uses this payment option, should there be a charge fee? Can Stripe handle this? The person who will monitor the emails will need chrome and if they need help, Jamie can work with them to set up the access.

The GoDaddy Link: We will not need GoDaddy for the new website. John Samford has set this up for his own use currently to facilitate his work with current cemetery records such as find-a-grave. Once the database is connected to the new website, GoDaddy will go away and John is aware of this. John had renewed GoDaddy for three years but is not asking for reimbursement. Mary Jean thinks we should reimburse him for the renewal cost. Jamie Dylenski made a motion to reimburse John for the 3-year renewal of GoDaddy. Shannon will find out the amount. The motion passed unanimously.

Old Business:

Marilyn and MJ met with Gwen about donations for the cemetery that come into the church. Gwen gave them a list of all the donations from Jun 1st of 2023 through May of this year, and it came to \$5095.00. Shannon will check with Gwen to see what her quarterly schedule is and when she does the transfers. Does she work on a fiscal year basis or calendar quarters?

The Annual report is due May 1st. Shannon will ask Betty how she is doing on the annual report. Mary Jean will write up the narrative part of the report.

The meeting adjourned at 10:55 am

Respectfully submitted,
Shannon O'Reilly, Secretary

FACILITIES MINISTRY TEAM – BUCC
Meeting Minutes of 04/16/2024

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

Absent: Tim Schenk,

The meeting was called to order at 3:25 pm.

Minutes of 03/19/2024 were approved as printed.

FINANCIAL REPORTS: Our budget for Emergencies is on target for this time of the year. Maintenance & Repairs is over budget. The Feldkamp, the Property Improvement and the McKay funds included in our budget are untouched.

BUILDING CO-ORDINATOR:

- a. Bill has finished buffing the FH and the first-floor hallway. He also repaired the picnic bench.
- b. The Stadel's have donated a used lawn mower to the church. Bill will use this for mowing at the church. We will purchase a battery-powered trimmer for his use.
- c.

OLD BUSINESS:

- a. Gwen will order 3 yards of mulch for May 4th. Bill will pick up leaf bags.
- b. The new light bulbs for the balcony have not been ordered, but Gwen will do so.
- c. Grunwell-Cashero will be contacted to inspect the tuck pointing and Duke Roofing will be scheduled to inspect the roof.
- d. Gia had the filters in the range hood cleaned in March by Universal Power Washing.
- e. New filters or baffles have not been ordered for the range hood yet.
- f. We learned from the City Zoning Board that we **cannot** rent the kitchen to a business because they would not be contributing to our mission.

NEW BUSINESS:

- a. John's proposed budget for 2024-2025 was discussed and approved for submission to the Finance Team.
- b. Inspection of the A/C in the lounge, chapel and offices will be scheduled.
- c. The boiler backflow testing for the boiler will be scheduled.
- d. The light bulbs in the range hood have been replaced.
- e. We decided to have Bill mow at the church rather than hiring Brad from the cemetery to do it.
- f. The sprinkler system has been turned on. After discussing the actual need to use the sprinklers, we decided not to activate them immediately. We will monitor the need during the summer. The timer needs to be replaced for the unit to work properly. If we do not need the sprinkler, that cost, plus the water use and the opening/closing costs, would result in savings.

OPEN HOUSE:

- a. Ron reported that the majority of the work necessary has been done. We have no idea what size crowd to expect.

HEWETT PARSONAGE:

- a. A schedule that is mutually agreeable for Bill and the renters to have the lawn mowed will be determined.

ESSENTIAL MAINTENANCE TASK LIST

- a. Clean moats during cleanup day
- b. Continue floor buffing for 2nd floor hall, choir room, and youth room
- c. Wash AC filters for chapel and lounge; Bill will do this

- d. Change office AC filters each month; Bill will do this
- e. Clear drain on flat roof every 2-3 weeks
- f. Turn off boiler and heat tape--done

The meeting adjourned at 4:30 pm.

NEXT MEETING: Tuesday, 05/21/2024 at 3:30 pm.

Respectfully submitted,
Michelle Loukotka

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

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

Welcome Jacquie to our team

Devotional: Prayer read by Judy

Team Updates:

Dindy: Leadership Council

- Stewardship will be led by Jim Rowan
- 5th Ave Entrance spruce up: Ron will bring up to Facilities team
- Gai's kitchen closed due to health department rule that church cannot host a restaurant in a residential area

Nan: card ministry

- Update on cards sent in the past month.
- New name for Wednesday small group: "Bethlehem Community Crafters"

Mary Jean: update on Grief series

Pastor Diane:

- Pastor Diane update on home bound members in need of prayers
- Trinity Sunday: May 26th; special service being planned

New Member Letter

- Well-received

Coffee hour:

- provide coffee hour on April 21st, Jenny, Karen
- Provide coffee hour on May 19th (Pentecost Sunday)
- Pastor Diane will donate a small almost new freezer to the church

Budget Request for 2024-2025: Continue at \$850

Anniversary Open House:

- Mary Jean, Dindy and Jenny will serve as Greeters
- Diane, Karen, Nan, Jenny, Dindy will provide cookies
- Jacquie will help in Sanctuary
- Judy will help with open house set up in the Fellowship Hall

Mother's Day:

- Will provide geraniums; Jenny will research where to purchase and arrange a meeting to prepare them

Membership Review:

- Diane led a training activity by modeling a call to homebound member
- Agreed to review membership list at next meeting for current information

Our next meeting will be Wednesday, May 8th at 4PM in the Lounge.

Ongoing/Future Agenda Items:

1. Church Membership review
2. Mentoring new members
3. Welcoming visitors
4. Coffee hour
5. Prayer Requests - review process and make changes?
6. Time and Talents form
7. Mealtrain: Identify a Coordinator
8. Identifying potential team members

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

- a. June 5th

Respectfully submitted,
Judy Coucouvanis

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