

Cemetery Board Meeting
July 10, 2024
Minutes

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

The meeting called to order at 9:35 am

Devotions were led by Jamie with a reading from a book titled Soul Weavings, A Gathering of Women's Prayers

Brad's Update: There was a problem with the water at the cemetery building early in July, but Brad was able to get a plumber out right away and it is fixed now at a total cost of \$1,000.00. Brad does not have the foundation list for 2023 yet but says he can recreate it from his paperwork. He also has not kept up with the list for 2024 and will also recreate this one. His June paperwork has also not been completed and we are missing information on some burials. There is a stump by the Folk grave that needs to be pulled out to lay their foundation. There is grave by the Tappe grave where the family put up a wooden fence around the graves and planted a bush behind the stone. We do not allow borders, and the bush is on another plot. We may need to have a special meeting to review the rules and make any necessary updates. Shannon will contact Brad's insurance company to get a certificate of insurance for 2024. Mary Jean will give Shannon the insurance company contact information. Cremains were found in the garage from back in 2016. The check was still attached, but obviously the check is no longer good. Brad will get the cremains in the ground. We want to give approval before any sales are made in block 17 and the \$1,000 sales price will not be offered any longer unless the board approves it.

Approval of June 2024 Minutes: Marilyn Pearson made a motion to approve the minutes as presented and it passed unanimously

Approval of June 2024 Financials: Jamie would like to set up a meeting with the bank to review our investments accounts and get a refresher on the reports. Is the cash equivalent really cash or is it invested. If it's cash, we have too much money in cash. For the last 12 or 13 months there have been no burials in the Memorial Garden. The board thought this would be used more. On the income statements we discussed reordering the chart of accounts so there is a subtotal of operational Income and operational expenses, then list any administrative expenses and income. A motion was made by Jamie Dylenski to change the layout of the income statement to show operational income and expenses and administrative income and expenses as discussed. The motion passed unanimously. Mary Jean has a debit card for the cemetery checking account and any expenses need to be approved by 2 people in an email with Shannon copied in so she has written backup for the debit card expense. This follows our protocol requiring 2 signatures on checks. The current check signers are Mary Jean, Mary, Jamie and Jim. Mary Jean will talk to Jim about remaining as a signer to be used only in an emergency. In Block 17 at the back of the cemetery, Brad sold 3 spaces at \$1,000 each. Brad indicated to Mary that this was something the Board agreed to a few years back to try to promote sales in this area. Mary Jean talked to Marty Seyfried, and he said Brad asked if he could offer spaces in this block for \$1,000 for a year to test sales in this area, but the Board would still have final approval of the sales. This price was never published anywhere and was never included in yearly price increases. The Board decided we will stop offering these spaces at \$1,000.00

Administrative Process for Handling Burial Rights Sales: After Brad fills out the purchase agreement, he leaves it for Mary who reviews and then sends paperwork on to Shannon and Karen. It appears that Karen is sending the deeds to the purchasers right away. The Board feels the deeds should not go out until the check

has cleared the bank. Going forward, Mary will give paperwork to Shannon, and she will let Mary know when the check clears the bank, then Mary will send the paperwork to Karen. If a check has bounced it could take up to 2 weeks before we get a notification from the bank in the mail, so should we wait 2 weeks before we send the paperwork to Karen? Mary Jean Raab made a motion that paperwork for the purchase of spaces will not go to records until the check has cleared the bank or the credit card charge has gone through. Jamie seconded the motion and it passed unanimously.

Follow up from the Wendy Fry Meeting: We ran out of time, so we will review this at a future meeting.

What are the most frequently asked questions, and what should our response? The calls that Mary monitors deal with questions about purchasing a grave or holding a burial and who they should talk to. There is still a problem with callbacks being made in a timely manner.

Deed Work Update and Other Issue Updates with the City: Marilyn has been researching deeds. She found the original Almendinger deed for the original acre. Then she found another deed where land had been sold to the highway department. We purchased land from the highway department for \$550.00. She went to the Equalization Department to get the plat map. Mary Jean has forwarded the information from Marilyn to Absolute Title who is trying to help us locate the various deeds that make up the property. This has not been easy as the land was purchased in sections over the years, so we need multiple deeds. Originally the cemetery was part of Scio Township before it was annexed by the City of Ann Arbor. Also, Marilyn has found that the church name is different on various documents.

Road Work Updates: We are on the vendor's list for the millings. Jim Buono Grading and Excavating is doing the millings on the dirt roads and Grant from T Burke's Asphalt and Concrete Paving will repair cracks and then seal the area repaired.

Website and DTE Updates:

- The website is ready to accept donations and payments. Jamie wants to meet with the Samfords to see the entire spreadsheet and how it's labeled to see how it will upload to the database.
- Signage at the cemetery building needs to be updated with correct phone numbers and email addresses. Jamie is going to get a QR code that when scanned will take someone directly to our website.
- DTE is coming out to install a pole for the new light.

The meeting was adjourned at 11:40 am

Respectfully submitted,
Shannon O'Reilly

FACILITIES MINISTRY TEAM – BUCC
Meeting Minutes of 7/16/2024

Present: Steve Darr, Randy Schneider, Jim Rowan LC, Gwen Mayes Office Mgr., Dani Webb IG, John Irwin IG, Michelle Loukotka IG, Ron Dechert Guest

Absent:

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

Minutes of 06/18/2024 were approved as printed.

FINANCIAL REPORTS: Just two payments have been made from our budget to date.

BUILDING CO-ORDINATOR:

- a. Mowing at church and Hewett Parsonage
- b. See Essential Maintenance List

OLD BUSINESS:

- a. The new office A/C unit passed the City inspection.
- b. Duke Roofing was reminded that we are still awaiting their bid to repair broken slate.
- c. No response from the State regarding the elevator upgrade variance we requested.
- d. Bulbs for the balcony chandeliers have arrived; installation will be done soon.
- e. Valves for the boiler have finally arrived, no installation date at this time.
- f. The new hand rail at the 4th Avenue canopy entrance could not be installed Saturday, June 22nd because there is no exterior access to power in that area. It will be completed this week.

NEW BUSINESS:

- a. A leak from the flat roof on the 1966 addition was discovered July 10th during heavy storm. Tremco anticipates being here the week of July 22nd. The roof is still under warranty.
- b. Two separate security incidents occurred on July 11th involving two members of GroundCover and three staff members. A married couple of GroundCover members pitched a tent at the 5th Avenue entrance the previous night; when told they needed to vacate, the male became verbally abusive to our staff member. Gwen informed Lindsay [GroundCover supervisor] that they were no longer allowed on the property. After they were given this information and left, Bill found more of their belongings in our recycling bin. As he was removing them, the male pushed him to the ground. The police were called and a report was taken. We discussed the possible use of visible security on the property. At this time the staff will practice extreme vigilance about people on the property. GroundCover is responsive to problems that occur and are working diligently to eliminate the members who cause these problems.
- c. John I. is speaking to two more insurance companies who could provide property insurance. Our current carrier, Church Mutual, has indicated a significant premium increase will occur when the policy renews.
- d. A member reported that the automatic door opener at the 5th Avenue entrance was not working Sunday, July 14th. Gwen checked this July 17th and found that the battery was dead; it has been replaced.
- e. Michelle and Bob were in the kitchen this morning and realized that the exterior of the stove, ovens and island are greasy to the touch. The floor mats are also sticky with grease. Ron will ask the kitchen manager at the Delonis Center for a recommendation for a commercial kitchen cleaner.
- f. Gwen reported that we are a beneficiary of the Barbara J. Cope Trust. The Facilities Team will receive 15% of the Trust's revenue to be used for building upkeep.
- g. Ron reported some floor tiles in the FH are cracking. This is where the cement was cut to repair a leaking pipe. Gwen inspected these with Bill today; it appears that the tile cracked in response to settling of the concrete. Bill will replace the two worst tiles.

HEWETT PARSONAGE:

- a. The current renters have requested a 6-month extension of their lease; this will run until April.

ESSENTIAL MAINTENANCE TASK LIST

- a. Bill—wash A/C filters in the chapel and the lounge
- b. Bill—change A/C filters in office monthly
- c. Team—monitor drain on flat roof through the fall

The meeting was adjourned at 4:30 pm.

NEXT MEETING: Tuesday, 08/20/2024 at 3:30 pm.

Respectfully submitted,
Michelle Loukotka

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

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

Devotional: "Stilling Storms" by Pastor Diane

Meeting Schedule – Agreed to Change meeting time to 3:00 pm for future meetings

Team Updates:

- Nan: card ministry
- Mary Jean: Grief series: will begin sending to James Sivacek
- Pastor Diane: Homebound church members and visits
MC Team members will help with visiting homebound church members and will bring communion if needed.
Diane will organize materials and we will sign up for visits

Coffee hour:

- Provide coffee hour on: July 28th: Jacquie and Judy
- Nan will help on on July 21
- Coffee Hour Procedure document reviewed; post in the kitchen and on the bulletin board

Welcome Desk improvements –

- Folders with brochure and other Information
- Think about moving welcome area to the back of Sanctuary

Membership Review - continue discussing membership status. (set aside a separate meeting time; Jenny will send out possible dates.)

Misc: when a church member becomes aware of the death of another church member; please notify pastors and the church office

Future meeting dates are as follows: August 7, Sept 11, Oct 9, Nov 20 at 3PM

Ongoing/Future Agenda Items:

1. Homecoming Sunday
2. Church Membership review
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
10. Visitor article author

Respectfully submitted,
Judy Coucouvanis

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