

Cemetery Board Meeting  
August 14, 2024  
Minutes

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

The meeting called to order at 9:32 am

Brad was unable to attend this morning's meeting, so we do not have an update from him.

For our devotion, Jamie shared a prayer with the board.

**Approval of July 2024 Minutes:** Jim Lutz has agreed to continue as an emergency check signer. A motion was made by Susan Irwin to approve the minutes as presented and it passed unanimously.

**Approval of July 2024 Financials:** When the paperwork from Brad comes in after the month has ended, Shannon includes the sales and burial statistics in the current month. The board decided that the statistics need to be listed in the month they occur so Shannon will go back and fix the statistics sections of the financials. Some of the June and July activity is in the July reports and some of the July activity is in the August reports. The remains found from 2016 are now in the ground. The husband and wife are both buried, and someone brings flowers and maintains the grave. Do we need to do anything else since the cremains were not buried when they thought they were? Mary, Mary Jean and Susan met with Brad last week and it was agreed to pay Brad \$100.00 commission for burying these ashes. Jamie Dylenski made a motion to accept this fee, and it passed unanimously.

**Other Financial Decisions:**

- Approval of Absolute Title Invoice: We received an invoice for \$1,000.00 from Absolute Title for the search of the deeds for the cemetery property. Jamie Dylenski made a motion to approve this expense, and the motion passed unanimously.
- Where should we book the roads expense, should we use money from the roads fund first? Susan Irwin made a motion to use monies in the roads fund to offset the roads expenses, and it passed unanimously.
- Credit card processing fees when purchases are made: When donations are made through the website, we are not charged a fee by Stripe. But when a purchase is made by credit card, we are charged a fee of about 2.9% by Stripe. Jamie Dylenski made a motion to charge 3% to our customers who pay for sales or burials by credit card. The motion passed unanimously. The board also stated that the customer needs to be advised of this fee before the charge is made so there are no surprises.
- When we have a sale, we want to hold off on sending the deed to the purchaser until the check has cleared the bank. Shannon will let Mary know and she will then inform the Samfords that the deed can go out.

- Barbara Cope Estate – We are supposed to receive a bequest from her estate, that is in a Perpetual Care fund at BOAA. There are 5 recipients including BUCC and the cemetery. 5% will go to the cemetery for historical maintenance. It is in the name of her family, Lutz/Vogel, who are buried in Block 1.

**Response back to Wendy Fry on most recent drawing for BLOCK #18:** We received a revision of the concept from Wendy Fry with our suggestions incorporated. Susan suggested we call it block 18 as there is not currently a block 18. When Mary Jean, Mary and Susan met with Brad last week this was one of the things they discussed with him. He is not licensed to use Roundup to clear the land, but he does know someone who is. We need to work on costs such as landscaping, purchase cost of the space and the cost of the burial.

**The list of things that need to be done monthly:** Susan thinks we needed to have the furnace cleaned this year. In the spring the paint on the fence was touched up in the front. The items for August are either done or will be scheduled.

**Request for survey work to be done on East side of the property:** Mary Jean sent an email to Mark Vanderveen from Midwest Consulting about doing a survey but has not heard back yet. Mary Jean will reach out again.

**Road Work Updates and Watering Station Upgrades:** The sealcoating is done and looks good. This should buy us about 4 years on these roads. For the millings, the supplies are here, and we are on their schedule. We replaced or repaired 5 or 6 water spickets that were bad. Susan also bought 10 new watering cans.

**Website and DTE Updates:** 3.7 Designs are near the end of the database work. Items to be automatically generated, such as deeds once the database is filled in will need to be tested. These documents that are automatically generated can also be printed to keep with the current deeds as backup. The Samfords will enter the data from the sale into the database as they have been doing. DTE has staked out the new light pole.

The next regular board meeting is scheduled for 09/11/24

We have a meeting at the bank next Tuesday, August 20<sup>th</sup> at 11:00 am

The meeting was adjourned at 11:00 am

Respectfully submitted,  
Shannon O'Reilly, Secretary

**FACILITIES MINISTRY TEAM – BUCC**  
**Meeting Minutes of 08/18/2024**

**Team:** Steve Darr, Randy Schneider, Ron Dechert  
Invited Guests: John Irwin, Dani Webb, Michelle Loukotka  
Advisors: Jim Stadel, Bob Loukotka

Call to Order: 3:25 pm.  
Minutes of 07/16/2024 were approved as printed.

**Financials**

- a. Maintenance & Repairs, Emergency Repairs—at appropriate level for first 2 months of fiscal year.
- b. Unbudgeted funds: Feldkamp Trust, Property Improvement, Heating/Cooling and the McKay Trust are also good.

**BUILDING MANAGER:**

- a. Working on installation of new signs for the parking lot.
- b. Weeding area adjacent to 5<sup>th</sup> Avenue entrance and along the fence.

**OLD BUSINESS:**

- a. Tremco inspected the flat roof off the youth room and found no problem with the caulking. They suggested the leak may have occurred due to bowing of a window in the youth room.
- b. Still no response from the State about the elevator upgrade.
- c. The new bulbs for the balcony lights will be installed on Wednesday, September 4<sup>th</sup>.
- d. The new hand rail has been installed at the 4<sup>th</sup> Avenue canopy entrance.
- e. The new boiler valves will be installed after Labor Day.
- f. John I. is waiting for a quote from The Insurance Board. Brotherhood Mutual has visited and will provide their quote soon.

**NEW BUSINESS:**

- a. Corporate Cleaning submitted a bid of \$1,675.00 to deep clean the main kitchen. A bid was also requested from D Poole Cleaning but there has been no response.
- b. Gwen also requested a bid from Corporate Cleaning to strip and wax the 1<sup>st</sup> and 2<sup>nd</sup> floor hallways and landings [\$1,53.00], the youth room [\$1,326.00], and the choir room [\$871.00]. We voted to do the kitchen, the hallways and landings, and the choir room. The work is scheduled to be done Tuesday, 09/03 through Friday, 09/06/2024.
- c. Dani volunteered to refinish the 4<sup>th</sup> Avenue sanctuary doors. We accepted the generous offer.
- d. A tree branch is resting on the NE corner of the flat roof of the 1966 addition. This needs to be trimmed to prevent damage to the roof.
- e. Gwen informed us about a wireless doorbell that one of our renters has used to alert them to members of the group who needed to be let into the building. She has ordered

two; they should arrive Monday, 08/26/2024. This eliminates the need to prop the door open or station someone at the door until everyone has arrived.

- f. A new permanent NO SMOKING sign was requested at the 5<sup>th</sup> Avenue entrance. Gwen ordered that and it should arrive next week.
- g. On 08/22/2024 Duke roofing submitted a bid to make repairs on a T&M basis with a not to exceed of \$6500. This includes a lift rental for 2 days although I think we would only need it for 1. This also includes 2 techs for 2 8-hour days. In a perfect world we would get completed in 1 but I just can't price it that way. My hope is that this lands closer to \$4k or under but the lift is a big part of the cost.

**PARSONAGES:**

- a. The renter in the 4<sup>th</sup> Avenue houses reported standing water in the basement following rains. He was directed to call Reinhart; they are taking care of the problem.

**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 adjourned at 4:30 pm.

**NEXT MEETING: Tuesday, 09/10/2024 at 3:30 pm.**

Respectfully submitted,  
Michelle Loukotka

Bethlehem United Church of Christ  
Member Care Ministry Team Meeting  
Wednesday August 7, 2024, 3:00pm

Present: Jenny Foster, Dindy Haab, Nan Lefton, Mary Jean Raab, Karen Goforth, Jacquie Katz, Teresa Beagle

Welcome: Teresa Beagle, Leadership Council, to our team

Devotional: Prayer of St. Francis read by Jenny

Team Updates:

Teresa: Leadership Council

September 8, We will have a special Congregational meeting in the Youth Room to address "The Spirituality of Leadership." Rev. Lawrence Richardson will be the guest speaker.  
ASSOCIATE CONFERENCE MINISTER OF CHURCH VITALITY AND TRANSITIONS

- *We discussed the idea of circulating a Survey, asking attendees what Programs they would like to see happening or attend at Bethlehem.*

Pastor Dawn is coordinating the event with Pastor Richardson, and we will ask her input as to whether or not this would be an appropriate time for introducing this survey to the congregation.

- Ron Dechert has been added to the Facilities Team.
- Ground Cover has been approached about issues pertinent to their use of the building.

Nan: Card Ministry

- Nan gave an update on cards sent in the past month, and Homebound people to contact about delivery of Communion.
- Nan will create a Member Care Enclosure Card to include in greeting cards sent to congregational members.  
(Jenny Foster, Dindy Haab, Nan Lefton, Mary Jean Raab, Karen Goforth, Jacquie Katz, Teresa Beagle, and Judy Coucavanis, [membercare@bethlehem-ucc.org](mailto:membercare@bethlehem-ucc.org))
- Nan will send Thank You cards to Pastor Dawn and Dani Webb, for all the materials provided in the Pride Booth. Also, forward pictures to Member Care that will appear in the next Visitor Page.

Dindy Haab: Prayer Chain

- The little ones are still in need of prayer.

Coffee Hour: Providers

- August 11, Kevin and Sally Elmiger

- August 18, (Open)
- August 25, Jacquie Katz and Karen Goforth
- September 8 – No Coffee Hour since we will have the special
  - Congregational gathering in the Youth Room, “The Spirituality of Leadership.”

Homebound Contacts:

- Jacquie: Michelle Collica was not available. No answer when Madeline Peters was contacted. Luise Kienzle living at Silver Maples in Chelsea. Jacquie will continue to try to reach her.
- Karen called Evelyn Steinaway, who requested not to be contacted At this time.  
Esther Pieske , not available.
- Mary Jean visited Jan Burnham (her son lives with her. She is doing well, and MJ believes she might start coming to Bethlehem again if there was something she could be involved in.

Membership Review:

- Next Meeting to Review Membership: September 18, 3:00pm, Schmale Lounge

New Business:

Nan will contact Dani Webb about speaking to Member Care and Community Crafters about the Transgender Transition experience. Dates suggested were September 11 or October 9 at 2:30pm. The gathering will be held in Schmale Lounge.

Nan suggested a “Choir Recognition” luncheon in the Fellowship Hall. To be discussed further at a later date.

“Homecoming Day” – some discussion on holding this in October or November.

**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

*Please advise me of your thoughts on the Card Enclosure. Changes? Additions?*

Respectfully submitted,  
Nan Lefton

Cc: Gwenda Mayes, [parishadministrator@bethlehem-ucc.org](mailto:parishadministrator@bethlehem-ucc.org)  
Judy Coucouvanis

**Bethlehem United Church of Christ**

Membercare Ministry

[membercare@bethlehem-ucc.org](mailto:membercare@bethlehem-ucc.org)

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

## Outreach Ministry Team August 18, 2024

Present: Eileen Koprowski, Mary Jean Raab, Katie Rowan, Jane Schmerberg, Barb Schenk

**Council Report:** Barb informed us of a possible rental by Friendship which serves intellectually/developmentally disabled adults. They are interested in using the Youth Room and occasionally the gym. There will be an organ concert in the sanctuary on Oct. 10. It is Naki's hope that this will be part of a series. The presenters would like to not have to pay to rent the sanctuary. Nothing has been decided yet, but a determination about how to cover costs associated with the event may be made at the next council meeting.

**CROP Walk:** Crop walk will be on Sunday, October 6, 1:00 PM, at Zion Lutheran. This is the 50th year of the walk and a fundraising goal of \$50,000 has been set. We will begin publicizing through announcements in church, Visitor, and Friday emails. Walkers can sign up to join Bethlehem's team, the Pllamas, and there will be a link in the September Visitor. Donations can be made on this page, on the BUCC website donation page, and by check to the church office. Materials pickup date has not been set yet.

**Neighbors in Need:** This offering is handled by the church office and Outreach doesn't have to do anything.

**Thanksgiving Food Drive:** It was suggested that we make a special effort to collect canned goods during November.

**Food Gatherers:** Two volunteer days have been scheduled, Feb. 15 and April 19. Sign up links will be available closer to these dates.

**Budget:** The amount listed in the budget is the same as last year. Since we requested 2.25% of the total budget, this amount should have been adjusted to reflect the change in the total budget. This was not done in time for the annual meeting since all the charts and materials had already been prepared when this was brought to attention. After discussion, including PJ who is council treasurer, we decided not to adjust our budgeted amount since that is what was approved by the congregation and that is what they are expecting. When next year's budget is being prepared we will clarify whether our budget is to be based on the the previous year's income, or the total expenses.

To aid in our recollection of our budgeting request we referred to the the request made for the 2023-24 budget year:

On Wed, Mar 22, 2023 at 8:56 PM Roy Muir <roymuir@umich.edu> wrote:

Tom,

This is following up on your email about the budget for the Outreach Ministry Team. For the past couple of budget years our team recommended that the OMT budget be linked to the overall congregational budget, and for the current year that is 2.25% of the larger budget.



While we had hoped that the church might make incremental increases each year, in light of the Council's recommendation for reductions in all programs we suggest that the OMT budget for 23-24 stay at 2.25%. This of course will reduce the final budget along with the congregational budget. And if Finance ultimately feels that the OMT budget should be reduced further, OMT will understand.

Roy & Sue Muir

**Distribution of Budgeted Funds:** It was decided to distribute our funds later in the fall. We would like to continue to support our three partner agencies - Alpha House, Food Gatherers, and Peace Neighborhood Center. Pastor Dawn received a request for support from Safe House and we discussed how we might support them. Ideas were to donate a portion of our budgeted funds, have a drive for items on their wishlist, include them when we distribute holiday gift cards, and help raise awareness of their mission through informational Visitor articles. One suggestion was that we give \$3000 each to Food Gatherers, Alpha House and Peace; \$1400 to Safe House; and cut the checks in November. We will make our final decision at our next meeting.

**Purple Run:** Eileen suggested the Purple Run, which supports SafeHouse, as a possible event to support next year.

**Expanding Our Team:** Jane suggested that Kelly Williams might be interested in joining OMT and agreed to contact her.

**Next Meeting:** Sunday, Oct 20 after church Respectfully Submitted, Katie Rowan