

## Cemetery Board Meeting

December 11, 2024

### Minutes

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

Meeting called to order at 9:35 am

**Brad's Update:** Brad sent Mary Jean an invoice for expenses and labor for delivering and planting trees and spreading mulch. We need to go through Brad's contract line by line when we are setting it up for the next 3 years to make sure we are specific enough on what his contract covers. And if he submits an invoice for reimbursement over and above the contract, we need to be more specific on what is covered when we make a motion to approve payment of his invoice.

Jamie led us in devotions with a reading from the book *Soul Wandering* by Lyn Klug

**Approval of November 13, 2024 Minutes:** Jamie Dylenski moved we approve the minutes as presented and it passed unanimously.

**Approval of November 2024 Financials:** Jamie sent an email to Jenna at the bank about the process to get the year end distribution from the investments. Jamie would like Jena to respond in writing with the process for moving the year-end earnings from Perpetual Care to the Association fund. Susan moved to approve

- Does the checking account have adequate balance? Yes
- Do we need to ask Jenna for our distribution of our interest into our checking? We discussed the distribution and since Jena said we could take it any time, the board decided by consensus to wait on this distribution.
- Should we now set a date to meet with the BOAA investment people to go over year-end reports? We previously decided we would like to meet every 6 months, but a date has not yet been sent. Will we meet with the BUCC representatives and the bank around February and then set our 6-month meeting forward from that meeting date.

Susan Irwin made a motion to accept the November 2024 financials as presented and it passed unanimously.

**Finalize the 2025 price lists and plan for mailing to funeral home directors and personal delivery to funeral home directors:** Prices to be paid to Brad for commission on sales and Burials are in his contract. Shannon will make sure what is on our price sheets is the same as what is in Brad's contract. A Copy of new price sheet should also be saved on the volunteer's computer at the church office and Jamie would like the sheets in the excel format to send to Declan. Member and Veteran sales are only available for Niches and Memorial Garden. as the burial is included in that cost. Burials will have the 10% discount available. Marilyn Pearson moved to approve. She then amended the motion to include wording about Member and veteran discounts on the burial sheet. Susan shared a list of funeral homes and how many funerals we had through these funeral homes. Mary Jean asked if anyone would like to take some of the funeral homes and reach out personally to develop a relationship with them (MJ, Jamie and Marilyn chose homes to reach out to). First, we need to get funeral director's name included in the address, then MJ can create mailing labels. Jamie will reach out to Paul Marshall to see if he knows who should get the letters at various funeral homes. Mary Jean is going to create a new letter.

**Land Survey update concerning various notes added and reviewed a third time before Midwest Consulting registers with Washtenaw County:** No one has checked behind the tree line to see where the stakes are. The coffee shop appears to be encroaching on our property. In the southeast corner the fence is inside the lot

lines, so we have more property there. Mark Vanderveen is going to update the survey with some notes about various issues before the survey has been filed. Marilyn said we have a drainage ditch in the back, but it has over time filled in with vegetation. Mark is going to the city to see if there are any easements for drainage so they can be documented. Mark will send a final copy of the survey that includes final notes. The final survey will be filed with the Register of Deeds office with the county.

**Website training date and time to be set:** Jamie would like to get a few dates that we are all available for training that she can give to Declan. Jan 7, Jan 9 afternoon or Friday Jan 10 were suggested.

**New working session date needed to work on rules and regulations, and thank you notes for donations:** Tabled until a future meeting.

**Christmas cards and money gifts to staff:** In the past we have given gift cards to the staff at Christmas as a thank you for all their work. This year gift cards will go to Karen, John, Brad, Gwen and Shannon. Jamie Dylenski moved to give each of the staff a \$50.00 Target gift card. The motion passed unanimously.

Marilyn Pearson moved that Susan talk to Brad to verify that he has not paid Elminger's for the trees he ordered, and if not, that the cemetery pay the Elminger invoice and deduct the amount for \$630.70 from Brad's invoice. The motion passed unanimously.

**Brad's invoice for services and expenses:** Jamie Dylenski made a motion to approve the bill submitted from Brad for payment. Discussion – we need to break out mulch purchase and straw as expense reimbursement and put the rest into labor. Mary Jean wants to know what the cost is for the tree guards as she feels that this should also be broken out as expense reimbursement. His invoice lists this as installation, so is purchase cost included or not. Susan will talk to Brad to get clarification on what is an expense and what is labor. Shannon will go through this year's records to see what else we may have paid to Brad over his contract rate. Motion to pay Brad's bill passed.

Review the calendar for December MJ will remind the coffee shop not to plow snow against our fence.

- Brad asked to please turn in foundation lists for 2023 and 2024
- 2025 Price list review was discussed earlier in the meeting. See notes about this subject above.
- January Visitor article and Blurbs for weekly bulletins - January and February Visitor will be combined.

Adjourned at 11:40

Respectfully submitted,  
Shannon O'Reilly, Secretary

**FACILITIES MINISTRY TEAM – BUCC**  
**Meeting Minutes of 12/17/2024**

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

Call to Order: 3:27 pm.

Minutes of 11/19/2024 were approved as printed.

**Financials**

- a. Maintenance & Repairs, Emergency Repairs—The total funds in these accounts are at appropriate levels for the fiscal year.
- b. Unbudgeted funds: Feldkamp Trust, Property Improvement, Heating/Cooling and the McKay Trust are also at appropriate levels for the fiscal year.

**BUILDING MANAGER:**

- a. Bill is draining boiler and blow-down pipe per the Essential Maintenance List.
- b. He replaced the faucet in the kitchenette off the Lounge.

**OLD BUSINESS:**

- a. We do not have a bid from Renaissance Organ for repairs to the sanctuary organ yet. This will be sent to Jim Rowan when ready. After this is received, we will bundle it with the proposal to provide lightning strike protection and the proposal to bring the elevator up to code for presentation to the congregation.
- b. The sump pump and discharge line in the boiler room were replaced December 9<sup>th</sup> by Hutzell Plumbing.

**NEW BUSINESS:**

- a. The Barbara Cope Permanent Endowment funds have been received. The bank is awaiting information from the attorney regarding exactly how the Endowment is to be set up. The bank thinks this will require a separate bank account with the Facilities Team acting as the Trustees.
- b. Gwen will contact group that may rent Youth Room to check their current situation.

**PARSONAGES:**

**ESSENTIAL MAINTENANCE TASK LIST**

- a. Bill—continue to drain the boiler and the blow-down pipe through April

The meeting adjourned at 4:00 pm.

**NEXT MEETING: Tuesday, 01/21/2025 at 3:30 pm.**

Respectfully submitted,  
Michelle Loukotka