

Cemetery Board Meeting
October 9, 2024
Minutes

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

Absent: Marilyn Pearson

Also in Attendance: Brad Bouchie, Cemetery Sexton

Meeting called to order at 9:41 am

Brad's Update:

- The trees are in and planted and they are being mulched right now. Do we want to mulch all the trees, so it looks uniform. The consensus is that we should do this for the smaller trees. The trees have all been watered. Water bags can be purchased for the trees so when they are filled, it slowly releases to water the trees. Kevin suggested plastic barriers to put around trees to keep the deer out. Brad will get some this week. We have the bill from Kevin and Shannon will issue the check
- Block signage: Jamie asked Brad if other cemeteries have these signs and did, and if he knows where they got them. He says other cemeteries have these types of signs. The company that gave Jamie the quote is proposing \$20.00 per post to install. The Board asked Brad if he would be willing to install the posts, and he said he could easily dig post holes and install the posts. These could be placed by the water spickets or another obstacle to avoid having to mow around another item.
- There were several funerals, and everything went well. There were funerals last Friday and every day this week.
- A credit card processing fee of 3% - if we had a price list for Brad that showed the cost if paid by check and another price if paid by credit card, that would be helpful. Shannon will work on this.
- Mary Jean had a question about Catholic burials at our cemetery and if the cemetery had been blessed. Brad said the priest performing the service usually blessed the burial area (ground or niche).

For our devotions, Jamie let us in prayer.

Approval of September 2024 Minutes: Susan made a motion to accept the minutes as presented and it passed unanimously. Mary Jean shared minutes from meetings in the late 1980's, and we reviewed some of the items that were being discussed during that time.

Approval of Sept 2024 Financials:

- Jamie asked if we had insurance. Mary Jean said we are on the church's policy but coverage for tree damage from storms has been dropped. Jamie thinks we should have a copy of the policy. Facilities is the group spearheading this and Jamie is going to ask Steve Darr or Michelle Loukotka if she could also be involved as a representative of cemetery

- Mary Jean asked where the reports reflected sales and burials, and the amounts collected. She thought the format was different this month. MJ will let her know where this info is.
- Burials in Memorial Garden should be reflected in the month the burial takes place
- We are holding off on releasing deeds until the checks have cleared. Does this apply to the transfers of deeds as well. We will discuss timing on this.
- Jamie made a motion to approve the financial statements and it passed unanimously.

Other Financial Matters:

- We reviewed the sample income statement Shannon had prepared that broke out Administrative and Operational receipts and expenses. It was decided to stay with the QuickBooks standard Profit and Loss reports
- Jamie gave the board a recap of the reports we received from Fred at BOAA. We are currently at 50/50 Growth/Fixed. We could go to 60/40 Growth/fixed. Jamie did not feel that there was a lot of risk of going to the 60/40 split. This is still conservative. The election could affect the outcome. The consensus from the board is that we want to go to the 60/40 split. We will wait until the next meeting to formalize this, which will be after the election, to make changes. Jamie will ask Fred how often we can make any changes in this regard and how this would affect the management fees we are charged by the bank.
- Mary Jean reviewed the information from Kim L at BOAA on Barb Cope's endowed trust. The bank had the cemetery under the church, so the paperwork went to Gwen. We have not seen the paperwork yet. They plan on distributing the funds by the end of the year, and we will be responsible for setting up our own endowed trust.

An update on the survey of the cemetery property(s) has been tabled until next month.

The next steps on BLOCK #18, natural burials, that had been tabled at our September meeting, will again be tabled until next month at Mary Jean's request.

Website update and block signage proposals to consider:

- Burial data has been uploaded to the website and it looks good. We will be able to test it before it goes live.
- Signage – Jamie thought Arnett's quote for signs designating the blocks in the cemetery was outrageous. Their quote was for Brass, and we have had brass stolen from the cemetery. The QR code sign can be attached to a post in front of the office building. The block number signs will be brown to match the color of the sign as you enter the cemetery. These signs are aluminum. The sign can say "Block" with the number below it. Jamie wants to order one sign per block and see where we need to add more. Three blocks have the number plus an addition ending in A. for example, 2 and 2A. Do we want the green metal posts or wooden posts. The posts will be 4 feet above ground level. It is \$38 for a sign and \$38 for the green posts. Can they come with the sign attached to the post? Jamie is going to order the signs. This was approved by consensus.

We did not get a chance to review the calendar for the rest of the calendar year and begin planning for 2025 prices.

Our visitor article could be about the volunteer activities and a reminder about the donating RMD's at year end to the cemetery. Susan will write the article about her volunteer group that cleaned up the Memorial Garden.

The next meeting will be November 13, 2024

The meeting was adjourned at 11:25 am

Respectfully submitted,
Shannon O'Reilly, Secretary

FACILITIES MINISTRY TEAM – BUCC
Meeting Minutes of 10/15/2024

Present: Steve Darr, Randy Schneider, Ron Dechert, Jim Rowan, Gwen Mayes
Invited Guests: John Irwin, Dani Webb, Michelle Loukotka

Call to Order: 3:25 pm.

Minutes of 09/10/2024 were approved as printed.

Financials

- a. Maintenance & Repair and Emergency Repair budgets are in good shape.
- b. Unbudgeted funds: Feldkamp Trust, Property Improvement, Heating/Cooling and the McKay Trust are also good.

BUILDING MANAGER:

- a. Jim Stadel is assisting Bill with digging holes for new parking signs; our equipment was too small.
- b. Weeding area adjacent to 5th Avenue entrance and along the fence and mowing continue.

OLD BUSINESS:

- a. The leaking windows in the 1966 addition will not be replaced this year.
- b. The state denied our request for a variance on the elevator update. Gwen has asked Otis Elevator for a bid. The date for completing this has been extended to 2028.
- c. Installation of the new boiler valves has been completed.
- d. Corporate Cleaning's work in the kitchen has been accepted and paid for.
- e. Duke Roofing has completed their repairs on the slate roof.
- f. About 10 people were here 10/12/2024 to help with the exterior clean up.
- g. Wolverine Glass will repair the window on the west side of the FH.

NEW BUSINESS:

- a. The hand rail at the base of the stairs to the sanctuary across from the library has pulled out of the wall. Steve will check this and arrange for repair.
- b. Jim Rowan, Pastor Dawn and PJ Lindemann will meet with Renaissance Organ Wednesday, October 23rd to discuss solutions to the continuing problem with the organ.

PARSONAGES:

ESSENTIAL MAINTENANCE TASK LIST

- a. Bill: drain boiler and blow-down pipe through April
- b. John I. or Jim S. turn on boiler and heat tape
- c. Turn off outside spigots on church and 4th Avenue house. Daily Rain has winterized the automatic sprinklers.
- d. Team: Clear drain on flat roof; Dani checked that today.

The meeting adjourned at 4:00 pm.

NEXT MEETING: Tuesday, **11/19/2023** at 3:30 pm.

Respectfully submitted,
Michelle Loukotka

Bethlehem United Church of Christ
Member Care Ministry Team Meeting
Wednesday October 9th, 3:00pm

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

Devotional: Prayer by Pastor Diane

Team Updates:

Nan: Card Ministry: 6 cards mailed since last meeting

Mary Jean: to send Grief series to Steinaway family

Teresa: LC update:

- Potential rental of youth space to Friendship Adult Daycare
- Elevator requires updating to meet state of Michigan code requirements
- Organ also requires repairs/servicing
- Pastor Dawn having foot surgery soon
- Lisa Reach has started her position; Nan will send a welcome card
- October 13th is date for Lombard Report review

Pastor Diane: update

Discussion: Presentation by Dani Webb to MCT and Bethlehem Crafters on September 12 was informative and well received.

Coffee Hours: November 17th: Jacquie and Judy will set up

December 15th: church wide cookie exchange: "bring a dozen, take a dozen"

Membership Review: October 30th at 3PM

Totenfest: November 3rd: MC will provide seed packets

MC Holiday Get together: December 3rd at the Venue for lunch

Advent: Diana Slaughter checking on where to order chocolate advent calendars

Pastor Diane will order 50 Advent Devotionals from Pilgrim Press

Next Meeting: November 20th at 3 PM: Bring Christmas cards and wrapping paper

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
9. "Choir Recognition" luncheon
10. Homecoming Day

Respectfully submitted,

Judy Coucouvanis

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

Outreach Ministry Team Minutes
Oct. 20, 2024

Present: Eileen Koprowksi, Mary Jean Raab, Katie Rowan, Jane Schmerberg

CROP Walk: Bethlehem had 6 walkers and raised \$1848, surpassing our goal of \$1500.

Education Ministry Team Back to School Drive: Thirty+ backpacks were collected as well as two boxes of school supplies. These were distributed to Peace Neighborhood Center and Alpha House.

Distribution of Budgeted Funds: Katie will request Gwen to cut checks:
Alpha House: \$3000
Food Gatherers: \$3000
Peace Neighborhood Center: \$3000
SafeHouse Center: \$1474

Mary Jean will deliver the check to Alpha House, Jane to Peace Neighborhood Center, and Katie to Food Gatherers and SafeHouse Center.

Katie will ask Dawn if she has a contact at SafeHouse. If she does not, Mary Jean will try to establish one. Katie will also ask Dawn if she could write an informational article about SafeHouse for the Dec. Visitor.

November Food Drive: There will be an article in the November Visitor promoting a food drive benefitting Food Gatherers. Katie will talk to the pastors regarding an altar display on Thanksgiving Sunday.

Peace Neighborhood Thanks for Giving Dinner: This fundraising effort will take place on November 7.

Holiday Appeal: We will again ask the congregation for Meijer, Target, and Kroger gift cards for Peace Neighborhood Center and Alpha House. We will add SafeHouse to the organizations receiving gift cards. The Sunday School children will make a box for the gift cards for the sanctuary.

A line item for SafeHouse will be added to the Bethlehem donations website page.

Katie will create a flyer for the December Visitor and Friday emails beginning Nov. 22. The flyer will include links to our organizations' wish lists and for direct monetary donations.

EMT will again ask for donations of hats, gloves, mittens and scarves for the Mitten Tree.

We will ask that all of the above donations be given by Dec. 15.

January Visitor: Katie will write an article reporting on the Thanksgiving food drive and the Thanks for Giving dinner.

Evangelical Homes of Michigan: Mary Jean and Marilyn Pearson are on the board. MJ reports: “. . . attended a meeting there yesterday, 10/14. We meet once every other month. EHM has been with Outreach, as we have donated to them, and do service projects, recently just some Christmas caroling. This year anyone who wants to Carol should call Lauren Stephens at 734.2231721. At times EHM is a resource of course to Member Care.

In the last two months, given out contact information for home care to two BUCC members needing such.”

Katie will look into organizing caroling in December.

Next Meeting: Sunday, Jan.5 after church

Respectfully Submitted,
Katie Rowan