

Cemetery Board Meeting

April 9, 2025

Minutes

Present: Marilyn Pearson, Susan Irwin, Jamie Dylenski, Mary Friend, Mary Jean Raab, Shannon O'Reilly and Brad Bouchie, Sexton

Meeting called to order at 9:30

Devotion- Jamie read a prayer by Rabbi Kushner from the book Prayer for the World

Brad's Update:

- Standing meeting agenda item, contacts, problems, issues, we need to be aware of, and issues we need Brad to be aware of. This is a two-way street.
- The board would like to be made aware of any upcoming interments, as soon as this first call comes in to Brad. Brad will leave a text to our group text: There is a funeral on Friday the 11th for Ting. Nie is handling this funeral of cremains to be buried. Dunlevy plaque is in the drawer at the office, and Brad left her a message that he could meet her at the cemetery and give the plaque back to her. Nothing has been paid for this yet.
- Each month, we should have confirmation from Brad whether he has had any additional work outside the contract that he needs to be paid for, and report with receipts for incidental supplies or repair items he purchased. Fenceline work done for \$1000: Fenceline work on the west side was cleaned up in March and Brad took out some sucker trees in the cemetery. Winter decorations have been removed from the graves.
- What tools does Brad use for knowing which lots, plots or spaces are available, such as online database tool, 4 X6 cards or green notebook: Brad uses 3 books. One goes by name and you can find anyone that is buried, another book goes by years and was started sometime in 1975 (Brad does not use this book often, maybe a couple of times a year), the green book is the plot book that shows what is for sale and what has been sold and the blocks (the green book is the most important to Brad and probably cannot be automated). The Samfords would like to have everything automated, so they don't have to go to the cemetery and add pages and updates to the books.
- Kevin is going to be ready with the door. Jamie will give Brad Kevin's number so he can coordinate a time with Brad to get into the building to install the door.
- Mulch: Do we want to much or replace the mulch in the front with stone? We could also put stone around the veteran's memorial. Brad thinks we should stay with the mulch around the columbariums. Brad will get us a price for the stone. The Board told Brad can go ahead with the mulch around the columbariums and in the Memorial Garden.
- Some of the millings were washed away in the heavy rain we had a week ago. There is a pile of milling at the cemetery, but we need to have someone come out and look it over. Susan will contact the milling company.

Misc updates and questions:

- Dexter Cemetery - We supplied the documents requested in the subpoena we received regarding the Dexter Cemetery lawsuit.

- We have received a request for flowers from a long-distance person to put on her mother's grave. Mary Jean would like to set something up with Norton's Florists.
- Discussed Emanuel Church's request to sell 4 spaces in Block 1. The Board agreed that they could do this.

Marilyn report on Jannette Johnson ashes, requested to be moved by her daughter: Marilyn has called Lauren, the daughter and has had no response from her. Jannette Johnson's ashes are in a columbarium. Marilyn is ready to let this one go as they have not responded to her.

Gurk – Mary Jean asked Brad when he would be at the cemetery so she can meet him with the Gurks. Tomorrow at 12:30 pm will work for both Mary Jean and Brad.

Approval of Mar 2025 minutes, both regular board meeting and special meeting: Marilyn Pearson made a motion to approve March 12th meeting minutes. The motion passed unanimously. Marilyn Pearson also moved to approve the March 27th special meeting minutes. The motion passed unanimously.

Approval of Mar 2025 Financials: A motion was made by Susan Irwin to approve the financials as presented. The motion passed unanimously.

- Any actions that happened in 2024 that were not completed by 12/31/2024, or Jan, Feb, Mar sales/services, or any other matters needing review or approval? None
- Jamie update on completion of Lutz-Vogel Endowed Fund, and related activity. Jamie said they were going to keep it in cash right now until we see what the market is going to do considering the recent downturns in the market. Shannon has not posted the receipt for funds for the transfer of funds to AAACF for the Lutz-Vogel Endowment (from Cope Estate) as she needs some direction on how this should be posted. Shannon will reach out to one of the CPAs at the firm she used to work at but will wait until after April 15th as they are swamped with preparing 1040 returns this time of year.
- We need to talk about the missing trust document at the next meeting.

We do not have, and should have DBAs for Bethlehem Cemetery Ann Arbor, and Bethlehem Cemetery Ann Arbor Association. Forms are readily available, and the registered agent needs to sign. This will preserve the names for us and no one else in the state can use them. There is a small registration filing fee, maybe \$10 each. A motion was made by Shannon O'Reilly to register these DBAs and it passed unanimously.

Website updates and any related changes, answers from Declan, or new questions for anyone:

- The photography of the cemetery will cost \$400 to \$500. This company that does ariel photos was recommended by Declan. A motion was made by Mary Friend to purchase the ariel photos for \$400 to \$500. The motion passed unanimously.
- Declan's price to add the photos or any other updates to the website is \$150/hour.
- Should we post Burial costs on the website? We had not wanted to do this previously as there are many variables, but we send the burial sheet to the funeral homes. Marilyn Pearson made a motion to add the price list for burials on the website. The motion passed unanimously. At the bottom of the price sheets, we will add "updated and the date" so we know if it is the most recent version.

General Liability Insurance update, Jamie's report, and next action: Scott from the insurance company told Jamie the insurance for the columbariums would be approximately \$1,200 per year. We are covered under the church's insurance policy. We would need to reimburse the church for this expense. Scott told Jamie that the trees are covered but we have a \$2,000 deductible. A motion was made by Mary Jean Raab to submit the bills

for the tree damage that happened in an ice storm in a previous year for reimbursement. The motion passed unanimously.

We want to get on the Leadership agenda to go over some concerns including adding the columbariums to the insurance policy.

Mary Jean is informally looking into getting internet service at the cemetery.

We reviewed what is on the April-May To-Do Calendar sent out by Susan. Cleaning at the office and garage need to be done.

Our Visitor article can be about donations with Mother's Day and Memorial Day occurring in May.

The meeting was adjourned at 11:30 am

Respectfully submitted,
Shannon O'Reilly, Secretary

FACILITIES MINISTRY TEAM – BUCC
Meeting Minutes of 04/15/2025

Team: Steve Darr, Randy Schneider, Ron Dechert

Invited Guests: Jim Rowan LC, Gwen Mayes, John Irwin, Dani Webb, Michelle Loukotka

Advisors: Jim Stadel, Bob Loukotka

Absent: Dani Webb

Call to order: 3:22 pm

Review of Minutes of 03/18/2025 Accepted as printed.

Financials, budgeted & unbudgeted: The overall amounts are appropriate for this time of the year.

BUILDING MANAGER:

- a. Bill continues to do chores as directed by Gwen.
- b. Wash A/C filters for chapel and lounge.
- c. Change office A/C filters monthly.
- d. Mow lawn at church and Hewett parsonage.

OLD BUSINESS:

- a. Steve will talk further with Vedders about adding an additional surge protector for the organ.
- b. The LC treasurer and the Finance Team will work on an investment plan for the church's portion of the Barbara Cope endowment funds.
- c. Ron has done research on fabric for the sanctuary pew covers. Randy has a friend who may be interested in the project if we do not find members who are willing to undertake this.

NEW BUSINESS:

- a. The floor tiles on the second floor are starting to break. This will be addressed at a later date.

PARSONAGES:

- a. The Hewett Road parsonage is being rented month-to-month at this time. The renters anticipate moving out in July.
- b. Bill will contact them to establish a mowing schedule.

ESSENTIAL MAINTENANCE TASK LIST:

- a. Clean the moats at spring clean-up day
- b. Have Boiler Backflow test done for the City. Hutzel is scheduled for 05/08/2025.
- c. Schedule CMR to inspect FH & sanctuary heat pump. Bill and Jim will check the filters in the FH pantry and the chair storage room.

The meeting adjourned at 4:09 pm.

NEXT MEETING: Tuesday, May 20th, 3:30 pm.

Respectfully submitted,
Michelle Loukotka

Wednesday April 9, 2025, at 3:00PM

Present: Judy Coucouvanis, Jenny Foster (via telephone) Mary Jean Raab, Jacquie Katz, Cathleen Connell, Teresa Beagle, Pastor Diane White, Dindy Haab, Nan Lefton

Absent: Karen Goforth

Devotional: Pastor Diane: Reading: "Risk Taker"

Updates:

- Prayer Chain: Dindy
 - Dindy reported on updates to the prayer chain. She also asked Teresa and Cathleen to join the "prayer warriors" and explained the prayer chain processes.
- Leadership Council: Teresa
 - Teresa reported Groundcover has renewed its contract
 - Organ repair work requires installation of a new surge protector before work on the organ can proceed
 - A Search committee for settled pastor is being organized by Pastor Dawn
 - Sessions to review the proposed new Bylaws have been announced and members are encouraged to participate
 - Annual Meeting of the Congregation will be June 1st; team reports are due May 1st
 - Coffee hour on Sunday morning has been moved to the Youth Room unless otherwise noted
 - Possibility of a Grief group; ongoing discussion
- Card Ministry: Nan
 - Nan has begun taking cards to coffee hour so that church members can add personal notes and signatures to the cards. This has been well received
 - Nan sent out 13 cards from March 12- April 6.
- Pastoral Care: Pastor Diane
 - Pastor Diane continues taking communion to church members and will continue to do so through Lent and beyond as needed.
 - Pastor Diane has sent 26 cards with personal notes to members who haven't been at church for a while.
- Grief Series: MaryJean
 - MaryJean continues sending the Series to 3 individuals

College Care Cards:

- Jenny is gathering the names of college students to receive a gift card in preparation for finals week. The money to purchase the cards will be from the Youth and Young adult Ministry. Suggestions for cards were Door Dash or Target.

Mother's Day Flowers:

- Judy will purchase geraniums and set them up for display on the altar for Mother's Day. They will be available for mothers to take after the service. Church members in attendance will also be encouraged to take a geranium in honor or remembrance of a mother.

Coffee Hour:

- April 27-Jacquie will set up and Jenny will clean up. Outreach (Habitat) will be providing snacks and collecting monetary donations.
- May 18 – Cathleen and Nan will host Coffee Hour.

Graduation Sunday

- Pastor Diane will propose date of June 8th
- Graduates will be listed in the Visitor
- MC will provide gift bag; Jenny

Misc. Discussion/Suggestions:

- Cathleen suggested that a future youth Sunday School project might be to make cards for Easter or other holidays. Cards could be copied in bulk.
- Updated Directory will be provided to the church membership after Easter
- Pastor Diane will discuss possible options for a grief group with Kurt and Stephens Ministry program
- Jenny suggested MC recognize church members in the Visitor who are using their talents to engage in church related activities ;i.e. a "Member Spotlight": MC will continue discussion
- Suggestion Box and/or Message Board: continued discussion
- Current Events small group discussion; continued discussion

Future Meeting Schedule:

- May 14, 2025
- June 11, 2025

The meeting was adjourned at 4:20pm.

Remaining Planned Activities for 2025:

- Father's Day: Kisses and Hugs Chocolates
- Graduation Sunday: Gift for High School Students and Recognition of any High School or College Graduate: potential date of June 8th
- Totenfest: seed packets
- Advent: Devotionals and Calendars

Respectfully submitted,
Judy Coucouvanis

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

Outreach Ministry Team Minutes March 16, 2025;
May 18, 2025

Present: Mary Jean Raab, Eileen Koprowski, Katie Rowan, Jane Schmerberg
March 16

2025-2026 Budget Request

We will request the same amount that was budgeted for this year: \$10474

Outreach Memorials & Gifts

There is \$976 in this fund. Katie will check with Gwen to see if the donors had special intentions for their gifts.

EHM Senior Solutions

Mary Jean reported that she had attended the EHM monthly meeting. There was a presentation about advanced directives and home care. Mary Jean has given this information to some members in need of this good resource. We could host a similar presentation here if desired. The foundation is raising money and Mary Jean would like to see Bethlehem contribute in the future. Marilyn Pearson from our congregation is also on the board.

Next meeting: May 4

May 18 (rescheduled from May 4)

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

Shelter Association

Dawn Gemler, Community Partnership & Volunteer Specialist from the Shelter Association, was our guest. We discussed the possibility of Bethlehem hosting a week for the Rotating Shelter. In order to move forward we would need to secure a chair/co-chair for this project as well as support from Pastor Dawn and Leadership Council. There is the possibility that county funds towards utilities could be available to us. The shelter particularly needs a space for 2 added weeks in April. There will be an Open House on May 29th, 5:30 - 7 PM that we are invited to attend.

Respectfully Submitted, Katie Rowan