

Cemetery Board Meeting

Minutes

October 8, 2025

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

Also Present: Brad Bouchie, Sexton

Meeting Called to Order at 9:40 am

Devotions led by Jamie Dylenski

Brad's update, when he arrives and discuss communications, specifically

- Maintenance issues: Next item on Brad's list is shutting off the water and blowing out the pipes. He will do this by the end of the month. There are a couple of spickets that need to be replaced and could be done before the water is turned on in the spring.
- New priorities, and unfinished jobs: Brad is still working on the bathroom sink that has been backing up.
- Upcoming burials? There was one on Monday, one today and one on Saturday. There is another one for Schlecht cremains that may happen on Saturday.
- Review submitted invoice for work in September not included in the contract: Brad submitted his bill for \$3,500 for spreading rock and other landscape issues and board approved the cost by consensus.

Approval of September 2025 board minutes: Jamie Dylenski moved we accept the minutes as presented and the motion passed unanimously.

Approval of September 2025 Financials: The investment reports are not yet available. Jamie thought the financials looked good. Jamie Dylenski made a motion that we accept the financial reports as presented and the motion passed unanimously.

New Sales Prices: Jamie presented new prices on Sales based on our working session. We will add a sentence that says "10% Veterans and Member discounts are only applied to burials, not to sales of burial rights" The statement about no buy backs should have "strict no buy back policy" in all caps. Under the niche pricing the comment about "weekday interment" will be eliminated as it is in the comments above. Jamie will make suggested changes and send it out to the board for approval by email.

Action on the remainder money from the Cope Trust, currently in the church checking account: Shannon moved the final distribution for the Cope Trust from the church checking account into the cemetery checking. She informed Gwen when it was done. Passed. Shannon will find out what our original motion about moving the funds to AAACF stated.

Brad had a request about donating a maple tree for a family's graves. Brad said a tree would work in that area. Our policy is that we accept requests for trees throughout the year, and then in August we see how many we need and work with Elminger to order trees and plant in September. Since we are past this time frame Brad will take the request and hold for next year's tree planting.

Website Update: A request was received from Karen Samford for posting purchases and burials before checks are cleared, and payment received. Jamie met with Samfords who had a proposal that 3.7 uploaded the

changes to the database. Declan said it would probably be \$160 every 4 months to do a monthly upload on the 1st of each month. Jamie Dylenski made a motion to approve Samford's request to have 3.7 upload monthly for a nominal change fee and the motion passed unanimously. Jamie requested our searches are only the last name (currently says first or last name). Jamie would also like to request that if someone buys more than one burial right in the niches (example 2 niches purchased at the same time), Brad should fill out a separate burial right sheet for each niche. The owner is the same for both sheets, but the name of who is going in the niche is different on each sheet.

We will continue working on 2026 pricing at our next meeting

Review of what is on the November To-Do Calendar

Meeting Adjourned at 11:15 am

Respectfully submitted,
Shannon O'Reilly, Secretary

FACILITIES MINISTRY TEAM – BUCC
MINUTES OF 10/21/2025

Team: Steve Darr, Randy Schneider, Jim Rowan LC, Gwen Mayes Office Mgr., John Irwin-IG Dani Webb IG, Michelle Loukotka IG, Jim Stadel & Bob Loukotka-Advisors

Advisors: Jim Stadel, Bob Loukotka

Absent: Jim Rowan, Dani Webb

Call to Order 3:30

Minutes of 08/19/2025 were accepted as printed.

Financials, both budgeted and unbudgeted, are at appropriate levels of spending.

BUILDING COORDINATOR:

- a. Washes A/C filter for the chapel and lounge and changes filters monthly for the office.
- b. Mows, weeds and waters the lawn at the church as needed
- c. Mows the Hewett parsonage lawn and is still working on the weeds.
- d. Will remove the picnic table from the backyard of the chur

OLD BUSINESS:

- a. The replacement of the fabric on sanctuary pew cushions is completed.
- b. Duke Roofing has completed their work on the roof.
- c. We are still waiting for the mason.

NEW BUSINESS:

- a. The Video Doorbell system will be installed on Thursday, 10/23.
- b. The items on the stage have been removed as requested by the renter.
- c. Gwen will ask AllStar if they can disable the “stay open function” on the 5th Avenue door.
- d. We authorized Gwen to install blinds on the office windows to the hallway with a cap of \$1,000.00 for the work.
- e. Gwen will look for an enclosed sign board that can be installed outside the 5th Avenue door where Information can be posted about the renters. They are currently posted on the doors.

PARSONAGES:

- a. The repairs necessary at the Hewitt Road parsonage have been completed. Some of the work was done by Bill and Reinhart is taking care of the remainder.
- b. At 437 4th Avenue the problems with mice and carpenter ants have been addressed by Reinhart.
- c. We have not received a bid for the foundation work necessary there.

ESSENTIAL MAINTAINENCE TASK LIST

- a. Team: Monitor drain on flat roof over 1966 addition through the fall
- b. Drain boiler and blow down pipe
- c. Schedule inspection of heat pump and A/C in FH with CMR
- d. Check filters for heat pump & air exchanger in FH pantry & chair storage room
- e. Check shovels and salt supply for snow removal

NEXT MEETING: Tuesday, November 18th, 3:30 pm

ADJOURNMENT 4:40

Respectfully submitted, Michelle Loukotka

Member Engagement Ministry Team

October 15, 2025

Present: Jenny Foster, Judy Coucovanis, Cathleen Connell, Dindy Haab, Jacquie Katz, MaryJean Raab, Nan Lefton, Teresa Beagle, Rev Diane White

Next Steps:

- Everyone to check personal calendars and sign up to be Community Time hosts as they are able
- Judy to send out a sign-up genius for pretzel rolling on November 15 as well as a short article to be published in the Visitor, Email blast, and Refrigerator page
- Judy to discuss with Michelle and Gretchen the maximum number of pretzel orders to accept
- MaryJean to bring donut holes and cider for Totenfest Community Time on November 2
- Jacquie and Teresa to host Community Time on November 2
- Jenny to purchase White chrysanthemums for November 2
- Diane to order advent devotionals when Gwen returns next week
- Jenny to make a reservation at the Venue for the Team Christmas lunch on December 3 at noon
- Jenny to contact Lisa to add the cookie exchange on December 14 to the November visitor.

The meeting was opened with a Devotional and Prayer by Pastor Diane: emphasized constructive interactions and the importance of not labeling or limiting others based on their perceived flaws.

Updates:

Pastor Diane: discussed funeral planning and arrangements for several families, including the families of Glen Diuble, Myrna Pancost and Violet Edwards. Diane explained her policy of calling ahead before visiting someone she doesn't know, citing privacy and safety concerns. Diane expressed a desire to gather contact information for family members to ensure she can reach out to homebound members.

Nan: Card ministry update: Nan sent 7 cards since our last meeting

Dindy: Prayer chain update: members needs for ongoing prayers

Mary Jean: Will check in with the Belcher and Diuble families about sending the Journey through Grief series.

Jenny and Judy: Leadership council: Barb Schenk is resigning as council secretary, and Sally Elmiger will assume this position. BUCC Vision was finalized. Pastoral search committee continues their work

Community Time: Discussed difficulties with sign-ups and all team members were encouraged to review their calendars to determine dates they can serve as host. Discussed setting up a "clean up" date to organize the youth room cabinets.

Totenfest: November 2: Jenny will purchase cut white chrysanthemums to be distributed to families of those remembered during the service. She will ask the office to set up tables and chairs in the youth room for Community time. MaryJean will bring donut holes and cider for Community Time and Jacquie and Teresa will host.

Pretzels: It was agreed that the recent pretzel rolling event was a big success. Pretzels distributed on Sunday were much appreciated. Plans for the pretzel rolling event on November 14th and 15th are well underway. Judy has submitted an article for the November Visitor, Refrigerator page and email blasts announcing this event and she has generated a Sign-Up genius for those interested in rolling. It was agreed that pricing would be: \$2.00 for each pretzel, \$10.00 for 6 pretzels and \$20.00 for 12 pretzels. The logistics for pre-ordering are still being worked out. They debated whether the pretzel rolling should be a fundraiser or tied to a specific cause such as room refurbishment projects at the church. The group agreed to further discuss the purpose of the fundraiser at their next meeting, and Dindy will check on existing pretzel rolling funds from Women's Fellowship.

Advent Calendars: The group discussed alternatives to chocolate advent calendars due to rising prices and ethical concerns. Jacquie suggested exploring German chocolate options from World Market. They decided to investigate creating a craft-based advent gift with the help of Diana Slaughter, Nancy Pieske and the Sunday school youth, aiming to provide something meaningful for homebound seniors. Jenny agreed to report back with more details about the alternative gift idea.

Christmas Plans and Activities: The team decided to hold their team Christmas lunch on December 3rd at noon at The Venue. Jenny will make a reservation. The group decided to host a cookie exchange during Community Time on Sunday December 14th with church members bringing a dozen cookies to exchange. Cookies will need to be labeled with Allergen information. Jenny will ask Ron Dechert for this information. She will also ask Lisa to announce the exchange in the November Visitor.

Rotating Shelter: Katie Rowan has asked our team to consider helping with the Rotating Shelter Program scheduled for March by providing snacks and hosting if possible.

Volunteer Appreciation Sunday: Discussed the possibility of a volunteer appreciation Sunday at Thanksgiving: will continue discussion at next meeting

Ongoing and Future Agenda Items:

- Volunteer Appreciation Sunday
- Pretzel Rolling
- Coming Home Sunday
- Time and Talent survey
- Community time
- Membership Review - Any updates to report?
- Choir Appreciation Sundays
- Grief group
- Suggestion box/board
- Current events discussion small group formation
- Care Card Ministry - Follow up on idea for Sunday school students to create cards (sign their names on the artwork)

Next Meeting Dates:

November 19th, December 3rd

Respectfully submitted,

Judy Coucovanis

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