

Cemetery Board Meeting
February 11, 2026
Minutes

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

Guest: Jim Rowan, BUCC President

Also Present: Brad Bouchie, Sexton

Meeting called to order at 9:30 am

Devotions: Jamie shared the poem "Heavy" that Mary Oliver wrote after one of the killings by ICE

Brad's update, when he arrives and discusses communication, specifically

- Issues pending since the last meeting: Regarding Brad's Levy – he has been waiting for Jim Bockey to return to the office so he can find out next steps
- Maintenance issues: Power is fixed and back on, all the poles have been replaced, and a new transformer was installed. One of the lights is still down, but DTE will have that back up today.
- Babyland – this will follow the Niche and Memorial Garden Weekday - \$150.00 commission, Saturday before noon - \$250 commission and Saturday afternoon \$325.00 commission.
- New priorities, and unfinished jobs: It's not been too busy right now. Next up will be the water turned on and spickets repaired in the spring and mulch the flower beds.
- Upcoming burials, and past burials with unfinished paperwork: There is a funeral tomorrow for Hongji Shangguan for cremains in the ground.
- Review submitted invoice for work in January not included in the contract: Nothing to submit

Acknowledge Letters for Donations: For 2025 donations, Shannon prepared donation acknowledgement letters for the whole year and sent them out. Going forward, starting in 2026 we will prepare the thank you letters for donations on a quarterly basis.

Enkemann Case: We have received a copy of an email that Margorie Dixon forwarded to us stating that the Enkemann case has been closed out by the Michigan Department of Attorney General.

Approval of January board minutes: There were various spelling corrections on the January minutes. Jamie Dylenski moved to approve the minutes with the noted corrections. Marilyn Pearson seconded the motion, and it passed unanimously.

Approval of January Financials: Shannon made corrections to page 2 of Excel sheet and passed out new copies. Mary Friend made a motion to approve the corrected financial reports. Susan Irwin seconded the motion, and it passed unanimously.

Approval of the financial one-page report from the 2025 Calander year: Shannon noted some corrections to the board on the 2025 Annual report that will be included in the packet at the congregational meeting at the church's fiscal year-end. AAACF said if donations come in through the website, it will go into a second investment account with them. Last year they experienced a 15% growth. Motion by Susan Irwin and second by Marilyn Pearson to approve the 2025 Annual Report with corrections. The motion passed unanimously.

Review of investment reports for 2025 from BOAA: The January meeting with the bank was an informal meeting that Mary Jean, Jamie & Shannon attended. The Bank said everyone is very concerned about the economy and some countries are selling T-Bills back to the US. The value of the dollar is also going down. Our investments are diversified and are invested at 50/50. Jamie was very comfortable with the outcome of the meeting. Jim asked for clarification on meetings with the bank and if we prefer to have a joint meeting with the church or if we would like our meeting separate. We are meeting with the bank again in six months and Jim will check with PJ to see if they want to join us as a combined meeting.

Who is up for election at the 2026 Annual Meeting: Shannon and Mary are up for reelection this year, Susan and Marilyn in 2027 and Mary Jean and Jamie in 2028

Update on continued work on the website: Some items have been corrected and there are still some issues they are still working on.

List of future items to review with the church insurance policy: Tabled

Discussion with Jim Rowan about future meeting agenda for the Executive Committee of the church

Review what is on the March To-Do Calendar: March will start spring cleanup, signage needs to be ordered, and Susan will submit a write-up for the March visitor about the grave clean up.

The meeting was adjourned at 11:05 am

Respectfully submitted,
Shannon O'Reilly, Secretary

FACILITIES MINISTRY TEAM – BUCC
Meeting Minutes of 02/17/2026

Team: Steve Darr, Randy Schneider, Jim Rowan LC, Gwen Mayes Office Manager, John Irwin, Dani Webb, Michelle Loukotka

Advisors: Jim Stadel, Bob Loukotka

Absent: Dani Webb

Call to order: 3:30 pm

Review of Minutes for 01/20/2026 were accepted with one correction under Essential Maintenance: Reinhart did not get the gutters cleaned at either parsonage before winter began. They will have it done as soon as the weather permits.

FINANCIALS: The overall amounts used in both our budget and our unbudgeted accounts are appropriate for this time of the year.

BUILDING MANAGER:

- a. Monitor salt supplies
- b. Bill is continuing to work on some of the items from Randy's walk-through of the building.

OLD BUSINESS:

- a. The CDS testing of the boiler has not been completed.
- b. The bid from Glass Doctor for \$1,158.39 to replace 3 windows in the basement was approved.
- c. The Food and Drink policy is circulating among LC members and awaiting additional input before finalizing.
- d. LC is investigating a possible Preservation Grant to assist with the State-mandated safety measures for the elevator.

NEW BUSINESS:

- a. Today Duke Roofing looked at a roof leak near the gym where a gutter was repaired. The flat roof over the youth room appears to be failing. A stopgap measure was taken. Bids will be sought to replace both that roof and the smaller flat roof over a portion of the first floor of the 1966 addition.
- b. A new pipe leak in the boiler was repaired recently. The original leak has yet to be taken care of. Water feed valve failed and flooded the boiler. The part has been ordered.
- c. There was also a problem with the heat exchanger for the fellowship hall. CMR has completed that repair.
- d. The hot water in the second floor men's room had been turned off recently due to a significant leak. A new cartridge has been ordered.

PARSONAGES:

- a. Reinhart has a party interested in renting Hewett Road for April through June. We agreed Judy should pursue it even though it is for a very short period.
- b. The lease on 4th Avenue is due for renewal on 04/01/2026. We agreed to continue for another year at the same rental rate.

ESSENTIAL MAINTAINENCE TASK LIST

- a. Gutters and downspouts at both parsonages need to be cleaned.
- b. Continue to monitor the interior for roof leaks.

The meeting adjourned at 4:20 pm

NEXT MEETING: Tuesday, March 17th, 3:30 pm.

Respectfully submitted,
Michelle Loukotka

Member Engagement Ministry Team Minutes

February 25, 2026

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

Next Steps:

- Nan: send cards as requested
- Diane: check with Oliver about the possibility of printing chat comments from online worship Services to note attendance
- Judy: ensure Lisa and Gwen receive pretzels as a thank you for their help with pretzel ordering and set up
- Diane: finalize details for Maundy Thursday service with Dawn and communicate with Jenny for Observer Ad
- Judy and Jenny: review and potentially set future pretzel rolling dates and coordinate with key participants to get on the church calendar
- Cathleen: cross out all 830 service times on outdated member care cards for current use
- All team members: think of and share with Judy and Jenny names of potential candidates for open elected offices, including secretary and worship team
- All team members: review time and talent form to finalize distribution with the upcoming stewardship campaign; consider placing forms on a table during community time
- All team members: consider volunteering to act as greeters at holy week services at Bethlehem to welcome guests and encourage return visits
- All team members: sign up for open community time slots for March and April

Devotional: pastor Diane opened the meeting with a blessing poem by John O'Donohue and a prayer for guidance and inspiration

Updates:

- Pastor Diane provided updates on several church members
- Dindy shared prayer chain updates
- Nan shared card ministry update and she sent 13 cards since our last meeting
- MaryJean will begin sending the grief series to Cindy and Greg Mast and will continue to send the series to David Burnham
- Judy updated the group on the next pretzel rolling event set for March 14th; sign-up genius is open for sign ups and order forms are ready
- Jenny is organizing the BUCC ad for the Ann Arbor Observer; the cost will be

split between member engagement and leadership council with each contributing \$266.85. The 1/8 page ad will include the schedule for holy week activities.

- Procedures for community time have been added to the sign-up genius and are posted inside the black cabinet in the youth room.
- Time and talent form has been updated but we should review it next meeting

Welcoming Visitors: discussed strategies for welcoming new attendees, including having member engagement team members act as greeters at services and distributing welcome materials. The team also addressed the need to update and distribute new welcome cards for the church. In the meantime, Cathleen will cross off 8:30 service on current welcome cards.

Nominations for Offices: the group discussed member engagements responsibility to present eligible candidates to fill all open elected positions as identified in the Bylaws.

Ongoing and Future Agenda Items:

- Time and Talent survey: March
- Mother's day flowers
- Nominations for open leadership positions
- Volunteer Appreciation Sunday
- Pretzel Baking: Set Future Dates for 2026
- Coming Home Sunday
- 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)

Respectfully submitted,

Judy Coucouvanis

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