

Bethlehem Cemetery Board Meeting
Minutes
May 6, 2026

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

Absent: Marilyn Pearson

Meeting called to order at 9:15 am

The bench across from the cemetery building was built by Mr. Keating 70 years ago and was donated to the cemetery. Linda Keating Plumb is talking to Arnett to get the bench seat rebuilt. Since it was donated to the cemetery the insurance may pay something towards the repairs. Brad said he can get a form to pour a cement bench which includes side pieces that would look very similar to what has been there. Brad said he could do this for under \$500.00.

For the insurance claim, Jamie feels we may get around \$11,000.00. The maximum for the trees according to the policy is \$5,000.00. Jamie is keeping on top of the claim with the insurance company.

Jamie would like to reach out to the Greek church and let them know how much this was going to cost us and would they be willing to make an announcement about donations. Mary Jean has been looking into setting up a Go Fund Me account and this can be done for non-profit organizations.

Approval of bills:

- Brad submitted his invoice for cleanup by email in the amount of \$9,270.00. Shannon O'Reilly made a motion to approve and pay this invoice through Brad's 05/15/26 payroll. The motion passed.
- Amstutz bill for emergency cleanup is \$25,000.00. Susan Irwin made a motion to approve the invoice for emergency cleanup. The motion passed.
- Jamie Dylenski made a motion to move \$50,000.00 from the Cemetery Association investment account into the Cemetery Checking account to cover the bills from the cleanup, both the invoices we have received and the bills we expect to come in. The motion passed.
- 3.7 invoice for uploads and website updates is \$878.40. Jamie Dylenski moved to approve payment of this bill, The motion passed.

- Estimate from Arbor Fence for \$5,990.00. They need a deposit of \$3,000.00 to start. Mary Jean Raab made a motion to give permission to sign the DocuSign agreement to move ahead with fence repairs and send them a \$3,000.00 deposit. The motion passed.

There are still many headstones that were pushed over during the tornado from the trees that came down. Mary Jean thinks we need a proposal of what Brad needs to repair (stand up) the headstones. We need proposals for all off contract work so we can approve the work before it is started.

Susan will reach out to Amstutz to see when they can finish up the tree work and grind the stumps. Originally Amstutz said about six weeks before they could be back. Susan will see if that is still the timeline. She will also ask if they have any idea of the remaining cost.

The board is going to ask Brad to put up caution tape around the holes where trees have been removed. There will be many people in the cemetery with Mother's Day and Memorial Day coming up so we want to make sure there are no accidents. If he had time to fill the holes that would be fine, but the priority is to at least get caution tape up.

For the roof, the insurance company will determine if the whole roof needs replacing or if we can just replace shingles.

Adjourned at 10:00 am

Respectfully submitted,
Shannon O'Reilly, Secretary

Cemetery Board Meeting

May 13, 2026

Minutes

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

Also Present: Brad Bouchie, Sexton

Devotion-Prayer led by Jamie Dylenski

Update on Insurance process: Dan (the adjuster who came to the cemetery to determine the damage) has closed out his part of the insurance claim and turned everything over to Josh. Jamie is still waiting to hear from Josh.

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

- Issues pending since the last meeting – Water is on except for in the old section, Block 1. Grass is being mowed. After Memorial Day repairs will be done on one of the spickets that has rusty pipes. Brad will buy the mulch for the cemetery next Monday so he can mulch before Memorial Day.
- Maintenance issues, Tornado issues, Fence, Trees, Roof, Roads – Brad tried to pull out the stump by the columbariums, but it is too deep so Amstutz will have to grind it out. Brad will put stakes and caution tape around the holes where trees have been removed.
- New priorities, and unfinished jobs
- Upcoming burials, and past burials with unfinished paperwork – Burial last Monday. Upcoming burial for Seitter this coming Saturday.
- Review submitted invoice for work in previous month, not included in the contract. Block 1 and give us a quote for all damaged stones. Brad presented his invoice for cleanup after the tornado and it was approved.

Approval of March Minutes: Marilyn Person made a motion to approve the minutes as presented with some minor spelling corrections. The motion passed unanimously.

Approval of April board minutes: Shannon corrected some spelling errors and the minutes were approved.

Approval of April financials and March investment report: A motion was made by Susan Irwin to approve these reports as presented. The motion passed unanimously.

Brad's Contract updates, review and vote: Corrections were made and approved last month. Brad Bouchie and Mary Jean Raab signed the contract today at the meeting, so the amended contract is now in place.

Future meeting agenda for the Executive Committee of the church and 5/19/26 leadership meeting including desired changes in by laws and our request for two DBA's.:

- Mary Jean has requested that the organization chart for the church show that the cemetery reports to the congregation with a dotted line showing this change on the chart
- We would like to do away with term limits. The cemetery is a complicated business, and it takes a long time to understand the operations. With term limits we are always trying to get people up to speed on the cemetery operations which can disrupt the flow of the work.
- DBA requested - Bethlehem Cemetery Association Ann Arbor
- DBA requested - Bethlehem Cemetery Ann Arbor.
- Applications for DBA's must be made online, and the cost is \$10.00 per DBA. Mary Jean can apply for these, and we can reimburse her for the cost.

Block 18: Brad suggested we mark off spaces. Brad and Mary Jean will meet in the next week to take a look at this block to see where we should mark graves. The natural burials should be treated the same as the Memorial Garden, where the spaces cannot be paid for in advance, but payment is due when the burial is to take place. We had an inquiry about a green burial and Brad told them we were not quite ready to start these burials. This block has been mowed. Mary Jean foresees the pricing should be the same as purchasing a space with an opening and closing cost (for example \$1,900.00 for the space plus \$1,775.00 for the opening and closing cost.)

Review what is on the June To-Do Calendar: Normally we determine in June what needs to be done to the roads in July. At the front in the circle, that is the oldest road area, and they are starting to get the tiny cracks. Susan has determined areas that need some work, but we would like to have these areas “hot” patched instead of replacement. Brad will investigate a company that the Clinton cemetery used that came in with an infra-red heater that heated and patched and everything was then molded together. We can then look into this process further.

New Business:

- Mary Jean passed out information about state regulations for cemeteries.
- Avery Oil - We don't use enough oil to qualify for a discount. They will fill our tank in the summer months when costs are lower.
- Pet burials – we will talk about this at the June meeting. Full body or only cremains?

Jamie Dylenski made a motion to adjourn at 11:30 am

Respectfully submitted,

Shannon O'Reilly, Secretary

FACILITIES MINISTRY TEAM-BUCC

AGENDA FOR 05/19/2026

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

Advisors: Jim Stadel, Bob Loukotka

Call to Order

Review of Minutes of 04/217/2026

FINANCIALS: Maintenance & Repairs, Emergency Funds

Unbudgeted Funds—Feldkamp, Property Improvements, Heating/Cooling, McKay

BUILDING MANAGER:

- a. Continue working on tasks from Randy's walk-through
- b. Mowing at the church and Hewett parsonage

OLD BUSINESS:

- a. Update on request for additional bike rack
- b. Leak in sanctuary ceiling remains on hold

NEW BUSINESS:

- a. Change in work necessary on flat roof areas

PARSONAGES:

- b.

ESSENTIAL MAINTAINENCE TASK LIST:

- a. Update on gutter and downspout cleaning at both parsonages

NEXT MEETING: Tuesday, June 16th at 3:30 pm

ADJOURNMENT

Member Engagement Ministry Team Minutes

May 13, 2026,

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

Absent: Cathleen Connell

Quick recap:

The member engagement team meeting focused on updates about various church members and upcoming events. They reviewed plans for Volunteer Recognition Sunday, where they will display a banner for people to share how they volunteer. They discussed scheduling changes, moving to 2:30 PM meetings. The team also planned future activities including a potential church anniversary celebration and discussed implementing a lead system where team members would take responsibility for specific activities throughout the year. Additionally, they addressed the need to gather member feedback through suggestion boxes and discussed the possibility of bringing in a marketing person after the new pastor arrives.

Next Steps:

Pastor Diane:

- Follow up with Cheryl Grant, Dani Webb, Chuck Buss, David Burnham, Karen Goforth, Sally Jaworowski
- Follow up with Gwen regarding changes to the Prayer Request Form
- Take the lead for a Grief group

Jenny/Judy:

- Schedule and confirm future meeting dates (August 12, September 9, October 14, November 18, and tentative Christmas lunch for December 2nd.
- Check with Jim Rowan if member care team is expected to provide coffee hour for the annual meeting on June 7th and arrange coverage if needed.
- Pencil in a date (e.g. August 23rd or 30th) for a possible Heritage/Coming Home Sunday and coordinate with archives team if possible.
- Find out from Diana Slaughter if Rally Sunday/education event is planned for September and get the date.
- Put out time and talent forms by the banner on Sunday and ensure they are available for congregation members.
- Consider implementing a suggestion box (possibly at community time, youth room, or sanctuary entrance) for member feedback/ideas.

Jacquie: Create sachets with hugs and kisses for Father's Day; Jenny will make the enclosure cards

MaryJean: provide cake for Volunteer Recognition Sunday

Everyone:

- Review the list of yearly activities and consider leading/co-leading at least one activity for the upcoming year; communicate preferences before or at the August meeting.

Devotional: Pastor Diane read a devotional reading emphasizing the importance of not judging life circumstances and trusting in God's presence.

Updates:

- Nan provided updates on the card ministry and she sent 10 cards since the last meeting.
- MaryJean continues to send the journey through grief series to 3 families
- Pastor Diane Provided updates on the health of various members and funerals for Norma Crouch, Steve Schwartz's mother, Arlene Finkbeiner, Joyce Dwiggins. She also proposed a change to the scripture passage on the Prayer Request form to Philippians 4:6 and noted that Sally Jaworowski has volunteered to refresh the pew racks by replacing old and non-functional items.
- Dindy provided an update on the Prayer Chain

Pretzel Rolling

- The recent pretzel rolling event was successful, with about 84 dozen pretzels sold and approximately \$500 in revenue. The team discussed logistics for future events, including potentially combining sign-ups for rolling and cleanup, and considered scheduling the next event for October 9th and 10th. The group also addressed the handling of funds, deciding to maintain a designated pretzel fund rather than allocating the money to the general church budget, with PJ expected to make the necessary financial adjustments.

Nominations

- Michelle Loukotka has agreed to be the chair of the Worship Ministry Team and Teresa Beagle has agreed to be the Executive Secretary.

Upcoming Meetings

- The group decided to change their meeting time to **2:30 PM** and skip the July meeting. The group agreed to continue with their typical second Wednesday schedule for future meetings, starting with August.
- Upcoming Meeting schedule: August 12th, September 9th, October 14th, and November 18th at 2:30 Lunch on December 2nd from 12-2 PM.

Volunteer Recognition Sunday:

- The team discussed plans for Volunteer Recognition Sunday, focusing on how to display and collect information about volunteering activities. They agreed to announce the initiative during the service and have Judy and Teresa hold up the banner while Jenny explains the purpose. MaryJean is providing a cake for Community Time.

Coming Home/Heritage Sunday:

The team discussed plans for a community event, considering two possible dates in late August (23rd or 30th) and proposed holding Community Time in the gallery where church archives are displayed.

Member Engagement Activities

The team discussed upcoming church activities including Rally Sunday, pretzel rolling in October, and TotenFest in November. They agreed to implement a lead system where each team member would take responsibility for leading at least one activity throughout the year, with co-leaders as needed. The group also discussed implementing a suggestion box to gather feedback from congregation members about church activities and interests, potentially placing it in the sanctuary entrance and/or youth room. Pastor Diane volunteered to lead the grief group initiative and mentioned she would follow up with Kurt about materials from the Stephens Ministry program.

Ongoing and Future Agenda Items:

- Pretzel Baking: Judy
- Coming Home/Heritage Sunday
- Community time
- Membership Review - Any updates to report?
- Choir Appreciation Sunday
- Grief group: Pastor Diane
- 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 Date: June 10 at 2:30 PM in the Lounge or virtually at

Zoom Meeting Link:

<https://us06web.zoom.us/j/85032853579?pwd=Jeq5efUbfzDSSlMsbMPpP4tEox4Cum.1>

Respectfully submitted,

Judy Coucouvanis

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

Outreach Ministry Team Minutes May 17, 2026

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

Rotating Shelter:

We would like to host again next year. Improvements that we could make are clearer communication with the shelter especially about pickup of men's belongings on the last day, turning off the alarm, expanded recruitment of volunteers, more robust food offerings.

Evangelical Homes of Michigan Event:

The informational presentation and luncheon went well and was attended by about 25 people. We were very pleased to donate \$1474. In the fall, we could consider what next steps we might take to build our connection with EHM.

Dementia Friendly Church:

Mary Jean attended a presentation at EHM. We could consider having a presentation on this topic here.

Groundcover News:

It was suggested that we invite Lindsay Calka, Managing Director of Groundcover, to an Outreach meeting to explore how we can celebrate our partnership and increase our connection. Groundcover has hosted two coffee hours for us and filled 5 overnight slots for the Rotating Shelter.

Katie will find out the amount of our rent support. We would also like to expand Bethlehem's visibility as Groundcover's partner in the community. Also, is there another nonprofit that might use a space in the church?

Habitat:

Our volunteer day is August 8. We will need four volunteers and someone to provide lunch on site for 10 - 12. We will be working with another church that day.

Our next meeting will be August 23 after church.

Respectfully submitted, Katie Rowan

