Cemetery Board Meeting
Minutes
August 12, 2026

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

Devotions led by Jamie

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

- Issues pending since the last meeting – Brad is short on staff because of workers who don't come back. He has fixed water spigots, worked on tree stumps, spreading topsoil and seed where the trees came out.
- Upcoming burials, and past burials with unfinished paperwork – next burial is scheduled for Sept 18 for Constantine Creel. Will be buried on top of James Creel. Buhrer cremains in ground (2 sets) is now resolved and all paperwork has been turned in, and Brad has been paid his commission. Wahl family is waiting for headstone to be placed before James Wahl is buried. Jan Burnham memorial will be coming up sometime in the future.
- Review submitted invoice for work in previous month, not included in the contract – Brad will get an invoice to us before the end the of month payroll. Spigots were about $500 and the topsoil and seeding around $1,500.00. Marilyn Pearson made a motion approve up to $1,500 for the topsoil and seeding. The motion passed unanimously. Jamie Dylenski made a motion to approve up to $500.00 for spigot repairs. The motion passed unanimously. Brad was asked to submit proposal for work to be done in Block 1 for historical repairs. Count the number of small, medium and large stones that need work and propose a cost to repair. We have $2,200 in our fund, so how many could be repaired for this amount of money. Brad will give us a proposal at our September meeting for us to approve and then he will be able to do repairs during the fall months. Repairs on Stepp headstone was supposed to be done last year, but we missed it, so that is on Brad's list to get done this year. There are some roads that have a drop-off along the sides after the recent road repairs. Brad can fill in these areas with either clay (free dirt) or topsoil and then seed it. The sink in the office bathroom is plugged up. John Irwin tried to fix it, but we need a plumber. Brad will reach out to a plumber he knows to see if he can come out and look at it.

By consensus of agreement, this year we are not ordering or planting any new trees as we recover from the very large loss of trees from the Tornado, and a desire to have the opportunity to take a big picture view of replacement vegetation. This might include grants or help from FEMA - The Schenk family and David Burnham have asked for trees. Tracy Guyer had a crabapple tree by a bench near a columbarium. These people will be notified that we are not replacing trees this year.

Direction or approval for estimates for additional tree removal work, and seal coating of blacktop. Susan received a proposal from T. Burke as of this morning. He asked Susan how many cracks are in the roads. He added $600 for crack fill. The cost has gone from $13,142 to $13,742 which includes the additional amount for cracks. Seal coating is for the whole cemetery except for the area they just did. We had previously said we didn't need seal coating this year, but now we are saying that we need to do it this year. Shannon O'Reilly made a motion to do the seal coating this year up to $14,000. The motion passed unanimously. In another month the leaves will start coming down. Susan should talk to Tom Burke and ask if the leaves will cause a problem. Approximation for tree trimming or removal is $10,000 for an 8-hour day (work to be done by

Amstutz). Brad thinks it may take 2 days. Trees along the fence in front are all torn up and damaged from the storm. Brad feels these should be taken out. Brad thinks Amstutz will remove the trees and the bushes and grind up the stumps. We need to consider if they are an aesthetic or a safety issue. Mary Jean made a motion that tree work should be one day of finishing storm clean up and one day of removal, trimming and stump grinding of other trees designated to be removed for a total of $20,000.00. The motion passed unanimously. We should have enough in our checking account to cover both proposals. Brad thinks he has 15 trees marked for removal.

Approval of minutes: May 6 special meeting, July 8 regular board meeting, July 12 special meeting:
May 6 –Mary Friend made a motion to approve the minutes from the May 6 meeting with corrections made to spelling. The motion passed unanimously.
July 8 – Jamie Dylenski made a motion to approve the minutes from the July 8 meeting with corrections to spelling and wording. The motion passed unanimously.
July 12 – Susan Irwin made a motion to approve the minutes from the July 12 meeting as presented. The motion passed unanimously.

Approval of July financial reports and June investments reports:
A correction that needed to be made to the Excel report was found. Jamie Dylenski moved to approve the July financials with the necessary corrections made. The motion passed unanimously.
June investment reports – The reports were approved by consensus.

Review of what is on the September To-Do Calendar, time permitting by Susan

Parking lot and details to not lose track of:

- ✓ Request for two DBA's. Bethlehem Cemetery Association Ann Arbor and Bethlehem Cemetery Ann Arbor.
- ✓ Work on burial of Pet ashes
- ✓ New signage as you enter the cemetery.
- ✓ Bylaw amendments as presented to the Leadership Council

At this time the meeting was adjourned and the board moved to an executive committee discussion.

Meeting adjourned at 11:30 am

Respectfully submitted,
Shannon O'Reilly

FACILITIES MINISTRY TEAM – BUCC
Meeting Minutes of 08/18/2026

Team: Steve Darr, Randy Schneider, Jim Rowan LC, Gwen Mayes, John Irwin, Dani Webb, Michelle Loukotka, Pastor Mtthew
Advisors: Jim Stadel, Bob Loukotka
Absent: Dani Webb

Call to order: 3:35 pm

Review of Minutes of 07/21/2026 were approved as printed.

Financials:

a. We have not received reports for July

BUILDING MANAGER:

a. Bill continues to mow and do grounds work at the church.
b. Additional tasks under Gwen's direction.

OLD BUSINESS:

a. We have not received a bid yet from Jon Brooks to refinish the 4h Avenue sanctuary doors. He has spoken with John Irwin and indicated he will do them in September and the bid would be approximately the same as when he did them previously
b. John reported hat he is working on the form for Church Mutual Insurance Company.

NEW BUSINESS:

a. Gwen reported that the insurance premium increased by approximately 9.5% for the 2026-2027 year.
b. Steve reported on new security measures that will be taken to prevent a vehicle being driven through the doors at the 4th Avenue canopy entrance and the 5th Avenue doors.

PARSONAGES:

a. Pastor Matthew reported that there is nothing that needs to be done at the parsonage.

ESSENTIAL MAINTENANCE TASK LIST:

a. Team: clear the drain on flat roof

The meeting adjourned at 4:20 pm.

NEXT MEETING: Tuesday, September 8th at 3:30 pm.

Respectfully submitted,
Michelle Loukotka

Leadership Council Minutes
Bethlehem United Church of Christ
August 27, 2026 meeting via Zoom
6:00 p.m. – 7:45 p.m.

Attendees: Jim Rowan, Ron Dechert, P.J. Lindemann, Teresa Beagle, Pastor Matthew Hogue-Smith, Jenny Foster, Judy Coucouvanis, Diana Slaughter, Katie Rowan, Michelle Loukotka, Mary Jean Raab

Absent: Steve Darr

Old Business

1) July Minutes – Approved, will be sent to Gwen Mayes.
2) Pastor Dawn's Departure – Brief review of events, the consensus was that all went well.
3) Pastor Matthew's Arrival – Brief review, consensus was that things went smoothly.
4) Safety & Security Committee – Ron reported that their request for a Grant was approved for $1,500 to purchase new AED (Automated External Defibrillator) units. The Committee would like an additional $1,500 to replace an older AED unit and add more units. (Ron mentioned that this is the second Grant they have had approved recently. One was submitted last year for $1,500 and will be used to improve the lighting in the church parking lot. The Committee has determined that the new fixtures will be solar powered and be motion detectors.) Going forward, the Committee would like to submit another Grant to use for putting in four bollards as barriers for the Fourth Avenue and Fifth Avenue pedestrian entrances. These bollards would have planters on top of them to improve their appearance. It was moved and approved by Leadership Council to take the estimated $5,000 amount needed from Facilities' to be determined funds for the four barriers with planters, additional AED units and fire blankets.
5) Personnel Subcommittee Report – Ron reported that this subcommittee met last week with Pastor Matthew. They are currently finishing a review of the employee evaluation forms with a goal to have them ready for the next review process in April. They are also updating the Employee Handbook.
6) Football Parking Update – Jim reported that the responsibilities for this important fundraiser have passed from Jennifer Vasquez to himself and Diana Slaughter. There will be 21 reserved spots for season pass holders plus 13 or 14 daily spots. They are reviewing the materials and sign-up process to ensure that enough spaces are kept available for the season pass holders, as this has been an issue in the past.
7) Pastoral Relations Committee Update – Leadership Council was informed that PJ Lindemann has agreed to serve as the representative from the Executive Committee, as well as the liaison for the Pastor.

New Business

1) Executive Committee/Cemetery Board Meeting – Jim and Mary Jean reported the two groups met for an overview of the Cemetery's background and history as well as information on cemeteries in general. The

plan is to lay groundwork for how to continue to work together going forward with a vision for the future. Another meeting has been scheduled for September 20.

2) Church Facebook Page – Jim and Pastor Matthew led a discussion of the BUCC Facebook page, how interaction has increased over the past 30 days, and whether there needs to be a written process with guidelines or moderators. The consensus was that less review is best for an open and transparent FB presence. Jim, Ron, Diana and Pastor Matthew will review protocol and handling of FB matters but meanwhile things will continue as currently set up by going through Pastor Matthew.
3) Formation of Ad Hoc Grants Committee – Pastor Matthew led a discussion regarding setting up a centralized committee to do the research and writing required for Grants for large amounts of money.
4) Sunrise Easter Service – Mary Jean reported that these services started in 2015 and were done for several years out at the Cemetery. The next Easter is March 28, 2027 with sunrise at 7:25 a.m., services started at 7:15 a.m. in previous years. It was agreed that consideration of holding this service should be done by the Worship Committee, with the Cemetery Board. The Worship Committee is scheduled to meet with Pastor Matthew on September 8.

Ministry Team Updates:

a) Ron reported that on Wednesday, October 21, BUCC will host the Interdenominational Safety and Security meeting. These meetings usually last about 2 hours.
b) Gwen received a request from the Buddhist group to place a sign on our fence for their group. Currently Solid Rock has a sign on the fence. It was suggested that BUCC also place a sign there. Pastor Matthew will follow up with Gwen regarding a banner for the church. There should be some consistency for these signs regarding size and content.
c) Jenny reported that Membership is working on communicating with the people who filled out Time & Talent forms and following up with the respective Team leaders to respond to people who indicated an interest in activities pertinent to their teams. She also reported that Membership is considering forming a Gardening Group to assist with maintenance of the church grounds.
d) Katie reported that Outreach is hoping to increase the number of participants from BUCC for this year's Crop Walk in October. They are also working to encourage volunteers from BUCC to help out at the Hope Clinic.

Jim mentioned that the next Executive Committee meeting will be September 17.

Meeting adjourned at 7:45 p.m.

Outreach Ministry Team Minutes
August 30, 2026

Present: Mary Jean Raab, Katie Rowan, Jane Schmerberg, Pastor Matthew Hogue-Smith, Guest: Dawn Gemler - Shelter Association of Washtenaw County (SAWC), Community Partnership and Volunteer Specialist

SAWC presentation: Dawn Gemler
We had expected to give feedback to our guest Dawn Gemler about our experience hosting the Rotating Shelter last March. Instead, Dawn presented recent changes to the county's plan for sheltering individuals during the winter months. **The Rotating Shelter program has been paused for this winter.** Instead, there will be two overnight sites at Ypsilanti churches with increased capacity (40 instead of 25) for men and women as a replacement. In addition, there will be two sites serving as Daytime Warming Centers, one at the Delonis Center and one at St. Lukes Episcopal in Ypsilanti. These overnight and daytime sites are two components of a comprehensive plan still being developed to address the needs of the unhoused in our county.

Churches who have previously served as Rotating Shelter sites are now being asked to provide **50 - 60 hot or cold lunches, Monday - Thursday** during their assigned week for the Ypsilanti Daytime Warming Center. Our dates are **Mon. March 8 - Thurs. March 11.**

Pastor Matthew suggested asking the other churches that share our building to partner with us in providing these meals. He will send out a letter to them, and also to Lindsay Calka of Groundcover.

Words of Love & Affirmation: Pastor Matthew
Pastor Matthew presented the idea of Bethlehem members joining him in offering downtown passers-by the opportunity to receive "a word of encouragement from your neighbors at Bethlehem Church." He had noticed the large amount of foot traffic associated with Sonic Lunch, and other groups promoting their messages. We would do this with no agenda other than spreading positivity and being open to conversation if desired by those opting to receive a card from us. If we experiment with this and find it to be successful, this could be an ongoing Outreach endeavor. Pastor Matthew will take the next steps in printing cards to hand out and finding those interested in participating with him.

McKay Community Benevolence Funds Update
The Community Benevolence portion of the McKay Funds are to be used at the discretion of the pastor in consultation with Outreach, as stated in the McKay documents. The fund has a $34,588 balance as of Aug 16, 2026. In the most recent budgeting cycle, Leadership Council decided to use virtually all the fund's monthly

interest ($1325) to support Groundcover rent. Therefore, not as much interest will accumulate as previously to grow the balance. In the current church budget Groundcover rent support was increased to $1325 per month (from $600.) This appears as income to the BUCC operating budget. Katie outlined last year's expenditures from the fund as well as examples of larger expenditures in the past 10 years. Both the pastor and the Outreach Ministry Team can bring requests for funding consideration. It was agreed that the we should be using these funds for the intended purpose of community benevolence, but also preserving a portion of the balance for larger needs that may come up.

CROP Walk
Oct 4, 1 PM Gather, 2 PM Sendoff
First United Methodist Church
Please consider walking and invite others
Announcements in church:
Sept 6 Katie
Sept. 13
Sept 20
Sept. 27 Jane
Fundraising Goal - Last Year's Total + $1 = $1773

Hope Clinic
There are many ways to volunteer, individually and in a group and many different tasks in addition to the Farm Stand. Katie will coordinate future group volunteer days and simplify the signup procedure.

From Leadership Council
Member Engagement will be communicating info from the Time and Talent forms soon.

Deferred until next meeting:
Allocation of Budgeted Funds
EHM Brochures and Thank You Notes
Kroger and other Community Rewards
Building Our Team
Additional Leadership Council Updates

Our next meeting will be Sept. 27 after church.

Respectfully submitted,
Katie Rowan

Worship Team-BUCC

August 18, 2026

Meeting Minutes

Team Members: Michelle Loukotka, Shannon O'Reilly, Sue Buday, Alice Dechert, Pastor Matthew.

This is the Worship Team first time meeting with Pastor Matthew

New Business

Team member to act as secretary – duties include setting up Agenda and responsible for the minutes. Sue Buday agreed to be the team secretary.

Discuss upcoming events.
Heritage Sunday is on Sunday, August 30, 2026. Bethlehem is celebrating its 193rd birthday. Pastor Diane is responsible for the service that Sunday. Member Engagement will provide a birthday cake to be served during Community Time.

Pastor Matthew's installation will be held in the Spring of 2027. The installation service needs to be planned for a Saturday to include other Conference ministers. Pastor Matthew would like a member from each ministry team to be part of the planning committee.

The piano in the sanctuary needs repairs. We reviewed Naki's letter to Jim Rowan and Michelle will let Jim Know we approved her request for $900 for the repairs.

We spent the rest of the meeting reviewing the responsibilities of the Worship Committee.

The meeting adjourned at 4 pm.
Respectfully submitted,
Sue Buday