

Cemetery Board Meeting
Sept 11, 2024
Minutes

Attendance: Susan Irwin, Mary Jean Raab, Mary Friend and Shannon O'Reilly; Sexton Brad Bouchie attended the last half of the meeting

Absent: Marilyn Pearson, Jamie Dylenski

Meeting called to order at 9:40 am

Devotions: Prayer led by Mary Jean based on God is good from Psalm 136, verse 1

Approval of Aug 2024 Minutes: Mary Friend made a motion to approve the minutes as presented and the motion passed unanimously.

Approval of Aug 2024 Financials: The Board discussed the sales and burials. We had a meeting at Bank of Ann Arbor with David and Fred, our investment people. This was our 6-month review, and all board members were present. Susan Irwin made a motion to approve the financials as presented and it passed unanimously.

- Shannon's sample of a Profit and Loss report that breaks out Operational Income and Expenses and Administrative Income and Expenses was tabled for our next meeting.
- \$1000 was previously approved for trees - where should the money be paid from, assuming it is done this fall. Mary Jean Raab moved to take up to \$1,000 from the trees fund and this amount would include Brad's fee for planting the trees. The motion passed unanimously.

Brad's Update:

- Brad has repaired the water spicket that someone ran over. The water had been off all weekend and Brad moved it 2 feet from the road and it is now taller, so it is more visible.
- There is still a problem with watering cans that don't get put back where they belong or old metal ones that may have developed a hole. Susan has bought 10 new plastic cans.
- Brad reviewed upcoming burials and any issues that may need to be addressed.
- Mary Jean asked Brad for his updates on Block 18, and specifically about the numbering layout of spaces on the on the consolidated drawing sent to us in early August. Brad thought his was the preferable method of numbering. Various board members asked Brad about his comfort level of laying people to rest in a less substantial container. Brad understands the method and says he is comfortable with this type of burial. The board encouraged Brad to read more, talk with other sextons where natural burials have been common for a period of time.
- Brad noted that his paperwork is up to date with the exception of the 2023 foundation list.
- Brad and Susan walked the other board members through the tree donation requests and their upcoming meeting with Kevin Elminger, how persons desiring to make donations of trees will be charged, and then paid.

Susan and Brad on the tree plan using the \$1000 approved plus the two trees approved to be planted and paid for by a donor: Brad has a list of 6 people who may be interested in donating a tree. These would all be in Block 19. Mr. Hourani is going to order his 2 trees from Rushton. Donated trees will include Brad's fees in the cost to the donor. Mary Jean indicated that Brad could set his own prices on non-contract work. The Mullins family had a tree that they had purchased that has died. They have already made arrangements with

Lodi to bring a tree out and plant it. Brad and the board need to approve third party contractors who do work at the cemetery, such as planting trees. Mr. Hourani has chosen either 1 red maple and something else or 2 red maples. Brad will handle the donated trees through his company. The trees that we buy, we will pay for and pay Brad for planting them. Susan and Brad walked around to see where to put the trees that we are going to buy. In the SW corner of Block 19 there was a tree and a bush that died. These were to camouflage the dirt piles. Do we want something there again? We will not plant trees in Blocks 17 or 20. Kevin should come and give us an opinion of where trees should go and if there are any trees that need to be removed. Susan will reach out to Kevin and set up a time.

Motion to accept the proposal for the survey of the cemetery property: We have a proposal from Mark Vander Veen to do a survey of the property. He will be verifying everything to the deeds. Susan Irwin made a motion that we go forward with the survey and the motion passed unanimously.

Motion to increase the pay of John and Karen Samford to \$100 each per month, from \$50 each per month, and make the change retroactive to June 1, 2024: When Gwen makes these payments, a combined amount has been made to John as he is the one who filled out the W-9 form. Susan Irwin made a motion to increase the pay to the Samfords from \$50 each to \$100 each retroactive to June 1, 2024, and it passed unanimously. Shannon will reach out to Karen to get a W-9 form and will get the information to Gwen to get it set up. It was noted to Brad that Karen is waiting for the 2023-2024 foundation lists.

Next steps on BLOCK #18, natural burials: Due to our full agenda the Board did not get to this item and tabled this until our next meeting.

Jamie emailed her website and DTE updates as follows:

- The Samfords have updated 10,000 records and will send them to 3.7 Designs to process by the end of the week. Jamie suggested the increase in pay for the Samfords from %50.00 each to \$100.00 each per month, with the increase retroactive to June 1, 2024. This motion is noted earlier in these minutes.
- We have a QR code for a new sign to put in the window of the building at the cemetery.
- DTE has installed the light.

New Business:

- **Motion to allow the veterans brass seal to be placed on the niches of veterans, when the family provides the seal to Brad:** If passed, this change will be made in the rules and regulations at the next annual review, with an effective day of 9/11/2024. Brad refers people to the funeral home or the VA organization to order these and then he puts them up when he gets them. Mary Friend made a motion to allow these medallions to be added to the niches and it passed unanimously.
- **New procedure adopted:** board members may receive mail and packages at their home address, when found most convenient. Any board member can have packages or mail delivered to their home address as we have no delivery options at the cemetery.
- Susan had a request from a neighbor that would like to bring a group to come out to cemetery to do a service project. The group is made of 4 or 5 Catholic families whose children need to do a service project. This falls under "Caring for the Dead" in their service program. Susan and Brad walked around the cemetery, and they came up with pulling weeds in the memorial garden. The Board was agreeable to this project

At this time, Brad was excused from the meeting.

Request from Ron Dechert: An email request came from Ron Dechert that MJ shared, and a brief discussion followed. Due to time constraints this morning, we will review this next week at a special working session when all members can attend.

Visitor articles are due by September 15th

The meeting adjourned at 11:00

Respectfully submitted,
Shannon O'Reilly, Secretary

FACILITIES MINISTRY TEAM – BUCC
Meeting Minutes of 09/10/2024

Team: Steve Darr, Randy Schneider, [Ron Dechert A]*
Invited Guests: John Irwin, [Dani Webb A] Michelle Loukotka
Advisors: Jim Stadel, Bob Loukotka

Call to Order: 3:35 pm
Minutes of 08/18/2024 were approved as printed.

Financials

- a. Maintenance & Repairs, Emergency Repairs—at appropriate level for first 3 months of fiscal year.
- b. Unbudgeted funds: Feldkamp Trust, Property Improvement, Heating/Cooling and the McKay Trust are also good.

BUILDING MANAGER:

- a. To date 1 new parking sign is installed. Bill will continue to work on the remainder.
- b. Weeding area adjacent to 5th Avenue entrance and along the fence continues.

OLD BUSINESS:

- a. Tremco suggested we contact JMD Building Restoration to look at the windows that may be leaking. This JMD was here Friday, 09/06 and they will send a bid.
- b. Still no response from the State about the elevator upgrade.
- c. The new bulbs for the balcony lights were installed on Wednesday, September 4th.
- d. Next week Precision hopes to provide us with an installation date for the new boiler valves.
- e. We will continue our property insurance policy with Church Mutual.
- f. Corporate Cleaning completed cleaning and waxing the hallways and landings and the choir room. They cleaned the kitchen but Gwen will address an issue before payment is issued.
- g. Members of the Team are removing the tree branch on the 1966 flat roof today.
- h. Solid Rock Church used the new doorbell and they were very pleased with the result. Other renters will receive instructions for their use as soon as possible.

NEW BUSINESS:

- a. We accepted a bid from Duke Roofing to repair the broken slates on the roof. This will be done on a T&M basis not to exceed \$6,500.00. Duke's hope is that it will be closer to \$4,000.00.
- b. A day to work on clean-up of the grounds is scheduled for Saturday, 10/12/2024.
- c. One window on the west side of the FH was broken; someone threw a ball through it. Wolverine will look at it the week of 09/16/2024.

PARSONAGES:

ESSENTIAL MAINTENANCE TASK LIST

- a. Bill—wash A/C filters in the chapel and the lounge
- b. Bill—change A/C filters in office monthly
- c. Team—monitor drain on flat roof through the fall

The meeting adjourned at 4:30 pm.

NEXT MEETING: Tuesday, 10/15/2024 at 3:30 pm.

Respectfully submitted,
Michelle Loukotka

*[A] = Absent

Bethlehem United Church of Christ
Member Care Ministry Team Meeting
Wednesday September 18*, 3:00pm

Present: Jenny Foster, Dindy Haab, Nan Lefton, Mary Jean Raab, Jacquie Katz, Judy Coucouvanis, Pastor Diane White
Absent: Karen Goforth, Teresa Beagle

Devotional: Pastor Diane: Zebediah 3:17

Team Updates:

Nan: Card Ministry

Dindy Haab: Prayer Chain

Mary Jean: Electronic Pledging coming next year

Pastor Diane:

Has restarted visits to the homebound

Lisa Reach (administrative assistant) starting next week

October 13th is date for Lombard Report review

Coffee Hour: October 6th: Jenny will set up; others to help as able

Leadership Presentation Review: Attended by Judy, MaryJean and Jacquie who agreed it was a positive experience; those who couldn't attend look forward to viewing the recording

Agreed to encourage church members to wear name tags

Membership Review: Discussed new and ongoing assignments

Diane will request that the most current Directory be sent to team members

*Note: This meeting was rescheduled from 9/12/24 due to a presentation to the Member Care Team and Bethlehem Crafters by Dani Webb on her journey as a transgender woman.

Ongoing/Future Agenda Items:

1. Church Membership review
2. Mentoring new members
3. Welcoming visitors
4. Coffee hour
5. Prayer Requests - review process and make changes?
6. Time and Talents form
7. Mealtrain: Identify a Coordinator
8. Identifying potential team members
9. "Choir Recognition" luncheon
10. Homecoming Day
11. Totenfest
12. Advent plans

Future Meeting Dates: Oct 9, Nov 20 at 3PM

Respectfully submitted,

Judy Coucouvanis

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