

March 6, 1962

The regular meeting of the Official Board of Duke Memorial Church took place on Tuesday evening, March 6, at 7:45 in the Church parlor. Dr. John Glasson, chairman, presided over the session which was opened with prayer by Mr. Bishop.

Following the reading by the secretary of the minutes for the January 2, February 5 and February 18, meetings, all of which were approved, brief reports from the commissions were made. Mrs. Dozier, for Education, stated that registration for next year's day school was in progress and that vacation Church School had been set for the week beginning July 15; Mr. Fowler, for Membership and Evangelism, reported on continuing visitation, which included contacts with members who have not been to church recently; Mr. White, for Stewardship and Finance, announced advanced gifts for the Crusade totaling \$2,800 and said the preparation of the new budget would soon be under way.

According to Mr. Dozier, plans for the Crusade were progressing and a meeting of the captains and majors was scheduled for March 20, at which time workers would be selected. He asked the Board members to provide leadership by being Pace Setters in the early stages of the Crusade.

Mr. Jones presented the Treasurer's report for eight months ending February 28. Receipts amounted to \$57,320.85 and disbursements \$56,554.80. The cash balance was \$2,465.30.

Mr. Cliff, who attended the Durham District Conference on Jan. 30, gave a brief report of the proceedings.

The meeting was turned over to the Commission on Missions, Mrs. Borland, chairman, for a study program on Latin America. Prepared by Mrs. Spencer Erwin and conducted by members of the Wesleyan Service Guild, it dealt with the work of the Methodist Church in four phases of missions -- churches, schools, social welfare and literature.

The meeting was dismissed with prayer by Mr. Bishop.

Respectfully submitted,

Charlotte Corbin

Charlotte Corbin, Secretary

1953

Dear Mr. [Name],

I have received your letter of the 15th and am pleased to hear that you are interested in the [Project Name]. The [Project Name] is a [description of project] and we are currently [status of project].

I would like to discuss the details of the [Project Name] with you and see if we can reach an agreement. Please let me know when you are available for a meeting.

I am sure we can find a mutually beneficial arrangement. Please contact me at [phone number] or [email address].

I am looking forward to hearing from you soon.

Sincerely,
[Name]

[Address]