

ADMINISTRATIVE BOARD MINUTES SEPTEMBER 3, 1974

The Administrative Board of Duke Memorial United Methodist Church met Tuesday, September 3, 1974, at 7:45 p. m. in the Bradshaw Room with the Vice-Chairman, Bill Coman, presiding.

The invocation was given by Mr. Hubbard.

The August minutes were approved and filed.

Bill Self, treasurer, gave the treasure's report, a copy of which is on file in the minutes. He also announced that the Finance Commission hopes to present a proposed budget for next year at the October Board meeting. Sunday, November 10<sup>17</sup> was announced as Every Member Canvass day.

Reports:

Maintenance and Grounds, Ken Howard, Chairman, announced that some emergency repairs on the rear of Sanctuary Building are in progress; painting in the Educational Building is to be begun as soon as possible. He announced that the sub-committee working on the hiring of a Church Hostess has a very excellent prospect and feel this position will soon be capably filled. Mr. Coman thanked Mr. Howard for his constant contributions to the smooth running of the church plant, and he in turn expressed gratitude to Mr. Martindale for his "behind the scenes" work.

Council on Ministries, Chairman Ed Hammond, announced that visits by Sunday School teachers into the homes of their students are in progress. He announced that Mission Study will be the second and third Sundays in January.

Membership and Evangelism, Jack Cliff, Chairman, announced the first fall meeting of this committee to be a dinner meeting September 25.

Social Concerns, Houston Blair, chairman, reported the Day Care Center for the elderly is going satisfactorily, and that the program, Contact Ministry, is doing a tremendous job.

Stewardship, Nick Fagan, chairman, is still greatly in need of more man power in overseeing landscaping and grooming of the grounds.

Policy and Procedures, Bob Weynand, chairman, announced a meeting of the committee for September 16.

United Methodist Women, Mary Whanger, reported the continued weekly Wednesday workshops for the Fall Festival, the dates for this year's festival being October 25th and 26th. The August meeting of Methodist Women honored the Methodist Retirement Home members.

United Methodist Men to hold their first fall meeting October 8. This is also to be the date of Administrative Board meeting.

Mr. Hubbard announced that under the auspices of a past Charge Conference and a called meeting of the Church membership, the Trustees were authorized to sell the old parsonage and apply the money to the church indebtedness, and that sale is in process now though not completed. A meeting of the Committee on Nominations and Personnel was announced for September 9. The date of the next Charge Conference is November 26th.

The meeting was dismissed by prayer given by Mr. Boddie.

*Eunice H. Mattox*  
Eunice H. Mattox, Secretary

*M. Lancy Funderburk*

The Administrative Board of Duke Memorial United Methodist Church met Tuesday, September 3, 1974, at 7:45 p. m. in the Bradshaw Room with the Vice-Chairman, Bill Goman, presiding.

The invocation was given by Mr. Hubbard.

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Bill Self, treasurer, gave the treasurer's report, a copy of which is on file in the minutes. He also announced that the Finance Commission hopes to present a proposed budget for next year at the October Board meeting. Sunday, November 10 was announced as Every Member Canvass day.

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The meeting was dismissed by prayer given by Mr. Boddie.

Janice H. Mattox, Secretary