

ADMINISTRATIVE BOARD MEETING
Duke Memorial United Methodist Church
June 12, 1984

The Administrative Board of Duke Memorial United Methodist Church held its regular meeting June 12, 1984 at 7:30 p.m. in the Bradshaw Room with 26 members attending.

Laney Funderburk called the meeting to order and gave the opening prayer.

The minutes of the previous meeting were approved as mailed.

The Treasurer's Quarterly Report ending April 30, 1984 was given by James Long and filed with the minutes.

FINANCE COMMITTEE:

James Long reported on meeting held May 22, 1984. Members were urged to turn in pledges regularly. Members will receive a computerized statement and informative letter for the second quarter. Committee for Every Member Canvass is as follows: Bill Coman, Chrm., Anne Clark and Mr. & Mrs. Charles Medlin.

Council on Ministries:

Laney Funderburk reported the Retreat proved to be very helpful.

Building and Grounds:

Ben Mixon reported needs to be taken care of are as follows: Paint parsonage on outside, telephone system, new stage curtain to be purchased and purchase a microwave oven and sell coffee urns. Choose a desirable location for installation of washer and dryer which we already own. After discussion of stage curtain and location for washer and dryer, the following motions were passed. Ed Hammond moved to support Ben Mixon's request to Board of Trustees regarding stage curtain and Oliver Upchurch seconded it. Lois Funderburk made a motion to install washer and dryer in old kitchen located in the Sanctuary Building and it was seconded by Shirley Few. The following items will be taken care of with Memorial Funds: Blinds for Whitford Hall, repair drapery rods in Bradshaw Room, roof work, air conditioner, windows and signs being made for identification of Church.

United Methodist Women:

Maxine Blair reported that a Circle had been organized at the Method Retirement Home and U.M.W. would meet July, 11th. from 10 a. m. to 2 p.m for Fall Festival Workshop, devotion and covered dish luncheon.

United Methodist Men:

Laney Funderburk reported plans for Sunday Breakfast and Terrific Tuesday.

New Business:

Bob Cox said he would be willing to drive Church Van. He commented on the fine Worship Service that Bob and Hazel Terhune participated in and would like for Special Worship Services to be taped.

ADMINISTRATIVE PAGE

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STAFF:

Ted Troutman is working at building up Youth Program.

Rick Haverly said there would be a Retreat for Specific Jobs.
Bible School will be held June 25th through June 29th.

Pastor Tom Faggart reported the following:
Anree Mitchell, hostess, has resigned, Ellen Metcalf, Associate
Pastor of Evangelism and Visitation will assume duties June 13th,
Ted Troutman, Student Intern Pastor, is being indoctrinated,
reception for new staff and wife following Worship Service June 17th
and Staff Members will work with Group of Members and build up
Childrens' Division.

The meeting adjourned after closing prayer by Pastor.

Respectfully submitted,

Laney Funderburk, Vice Chairman

Doris Blalock, Secretary

NEXT BOARD MEETING will be
Tuesday, Sept. 11, 1984 at 7:30 p.m.
YOUR ATTENDANCE IS URGED!

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