

Administrative Board Minutes
Duke Memorial United Methodist Church

The Administrative Board of Duke Memorial United Methodist Church met on August 5, 1980, in the Bradshaw Room with chairman Ed Hammond presiding. Twenty-six members were present. Following the opening prayer by Mary Whanger, the minutes of the June meeting were approved as mailed. The Treasurer's report was given by Bill Coman (copy attached).

The following reports were made:

Finance: Bill Coman, for the committee, recommended that a washer and dryer be installed in the apartment occupied by the Bill Haddocks. A motion to this effect was made and carried.

Announcement was made that Bob Weynand would be Every Member Commitment Chairman, and October 19 would be Commitment Sunday.

Council on Ministries: Mary Whanger announced the appointment of the following committee to work with Ed Smith and make recommendations on the church pictorial directory: Louis Robinson, chairman, Lucille and Tom Cranford, and Charlotte Corbin.

Church Properties: Ken Howard read a communication from George Pyne of Harris & Pyne Architects which recommended that the floor of the narthex not be carpeted. A motion for the acceptance of the recommendation was voted on favorably.

Regarding the placement of the copper downspouts which were stolen, the committee suggested the possibility of substituting galvanized downspouts painted copper, at a saving of less than \$200.00. A motion by Ran Few, seconded by Richard Boddie, to use copper replacements was passed.

Staff-Parish Relations: Fred Clark presented the following recommendations:

(1) That Mrs. Beth Neece, the daughter of Mrs. Eva Martin, be employed as church hostess for a three months trial period effective immediately. A motion to this effect carried.

(2) That Mrs. Lois Fowler, who has asked to be relieved of her duties on September 1, 1980, be named Financial Secretary Emeritus of Duke Memorial United Methodist Church. A motion of approval carried unanimously.

(3) That Anne Clark be named the acting financial secretary for a four months period. A motion was made and carried unanimously.

Methodist Men: Louis Robinson announced that the executive committee of United Methodist Men has met to plan programs for the ensuing year. Also the membership will consider future activities and a report will be made at a later date.

Pastor Ed Smith, reporting on the pictorial directory, said the committee had heard proposals from Olan-Mills and Bel Air and had decided to recommend the contract be given to Bel Air for a directory in black and white.

Bill Haddock, the associate pastor since June, described the implementation of a program of intentional visitation in which shut-ins, the sick, and other members of the congregation have been and will be visited.

Ed Smith announced a meeting of the steering committee of Every Member Commitment Sunday following the Board meeting. He expressed appreciation for the report of the Staff-Parish Relations Committee, and stated that the commissions, which have not met during the summer, would resume activities in the fall.

The meeting was dismissed with prayer by the Pastor.

NEXT MEETING: September 9 at 7:45 p. m. in the Bradshaw Room.

Ed Hammond, Chairman

Charlotte Corbin, Acting Secretary

