

## ADMINISTRATIVE BOARD MINUTES

### Duke Memorial United Methodist Church

The Administrative Board of Duke Memorial United Methodist Church met October 7, 1980, in the Bradshaw Room, with Chairman Ed Hammond presiding. Thirty-six members were present.

Following the invocation by Don Sellers, minutes of the September meeting were approved as mailed. Bill Coman gave the treasurer's report (copy on file.) The following reports were given:

Council on Ministries: Mary Whanger suggested that any groups desiring reservations for Christmas functions at the church should call the office right away. She also outlined plans for Laity Day October 12, 1980.

Finance: Bill Coman, Finance Chairman, reviewed the proposed budget for 1981. Following discussion, he recommended its acceptance. The motion was carried.

Church Properties: Ken Howard reported that roof repairs have been completed and that work is in progress on window leak in west transept and on carpet for the administrative offices.

United Methodist Women: Louise Ervin reported that members enjoyed having Dr. Thomas Langford as guest speaker at their recent meeting.

United Methodist Men: Louis Robinson reported that Mr. Haddock had presented a most interesting program on his trip to Israel at their meeting earlier this evening.

Director of Christian Education: Margaret Anne Biddle gave an update on church school staff recruitment. All vacancies have been filled. She further reported that United Methodist Youth Fellowship is enjoying excellent adult leadership.

New Business: Pastor Ed Smith recommended the formation of a fund parallel to Memorial Church Fund, Inc., to be devoted to pushing an endowment for operating expenses of Duke Memorial. (Copy of proposed endowment fund attached.) The Administrative Board approved the incorporation of Duke Memorial Fund, Inc., on lines parallel to Memorial Church Fund, Inc., and authorized the Trustees of Duke Memorial United Methodist Church to transfer to this corporation such memorial gifts and bequests as donors or survivors of persons memorialized direct. The members of the Board of Directors will be members of Duke Memorial United Methodist Church.

The meeting adjourned with prayer by Mr. Haddock.

Next meeting: November 11, 1980, at 7:00 p.m., in Lillie Duke Class Room.  
Charge Conference will meet at 8:00 p.m. in Lillie Duke Class Room.

*Ed Hammond*

Ed Hammond, Chairman

*Beulah Latta*

Beulah Latta, Recording Secretary



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Council on Ministries: Mary Whanger suggested that any groups desiring reservations for Christmas functions at the church should call the office right away. She also outlined plans for Unity Day October 12, 1980.

Finance: Bill Coman, Finance Chairman, reviewed the proposed budget for 1981. Following discussion, he recommended its acceptance. The motion was carried.

Church Properties: Ken Howard reported that roof repairs have been completed and that work is in progress on window leak in west transept and on carpet for the administrative offices.

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The meeting adjourned with prayer by Mr. Haddock.

Next meeting: November 11, 1980, at 7:00 p.m., in Little Duke Class Room.  
General Conference will meet at 8:00 p.m. in Little Duke Class Room.

Bonnie Latta, Recording Secretary

Ed Hammond, Chairman