

ADMINISTRATIVE BOARD MINUTES
Duke Memorial United Methodist Church

The Administrative Board of Duke Memorial United Methodist Church met November 11, 1980, in the Lillie Duke Class Room with Chairman Ed Hammond presiding. Thirty-eight members were present.

Following the invocation by Rev. Maurice Ritchie, minutes of the October meeting were approved as mailed. Ed Hammond offered a tribute to Mrs. Zelle Borland, who died recently. This was followed by silent prayer. Bill Self gave the treasurer's report (copy on file). The following reports were given:

FINANCE: Bill Coman, Finance Chairman, reported that as of 11-10-80, \$204,000 of the proposed budget of \$227,000 had been pledged. The committee feels that it will be able to report a balanced budget by January 1, 1981. It recommended reduction of the following items in the proposed budget:

1. Council on Ministries	\$1,500
2. Utilities	6,000
3. Repairs	500
Total	\$8,000

Motion was made and approved that our pastors' salaries be set at \$48,382.26, our single-figure asking Conference payment at \$55,397, and ministerial education at \$1,500. The committee further recommended that the storage tanks on the south side of Memorial Street be kept filled and in reserve for emergency use and that oil in the tank on the north side of Memorial Street be used next year as needed to balance the utilities figure.

CHURCH PROPERTIES: Ken Howard asked for approval of expenditures for the following items:

1. Carpeting for church offices and corridor	about \$3,600
2. Three office chairs for church secretaries	about \$500
3. Drape/curtain units for two basement classrooms	about \$1,200
4. Upgrade Aldersgate Classroom for use as a meeting room as well as classroom	up to \$2,000

Motion was made and approved by the Board.

UNITED METHODIST WOMEN: Louise Ervin reported that Ruth Phelps presented an interesting program on DCIA at their November general meeting. Louise also emphasized our Fall Festival which will be held November 12, 1980.

UNITED METHODIST MEN: Louis Robinson reported that A. B. "Chick" Craig presented a delightful travelogue of his most recent visit in Russia at their meeting earlier in the evening.

DIRECTOR OF CHRISTIAN EDUCATION: Margaret Anne Biddle reported that a very successful Sunday School celebration was held October 16, 1980. She also announced that a special program will be held the first Sunday in Advent at 5:30 p.m. Bill Roth, our intern from Duke Divinity School, was introduced to the group.

ADMINISTRATIVE BOARD MINUTES Duke Memorial United Methodist Church

The Administrative Board of Duke Memorial United Methodist Church met November 11, 1980, in the Little Duke Class Room with Chairman Ed Hammond presiding. Thirty-eight members were present.

Following the invocation by Rev. Maurice Ritchie, minutes of the October meeting were approved as mailed. Ed Hammond offered a tribute to Mrs. Zella Borland, who died recently. This was followed by silent prayer. Bill Self gave the treasurer's report (copy on file). The following reports were given:

TREASURER: Bill Conner, Finance Chairman, reported that as of 11-10-80, \$204,000 of the proposed budget of \$227,000 had been pledged. The committee feels that it will be able to report a balanced budget by January 1, 1981. It recommended reduction of the following items in the proposed budget:

1. Council on Ministries	\$1,500
2. Utilities	6,000
3. Repairs	500
Total	\$8,000

Motion was made and approved that our pastors' salaries be set at \$48,382.26, our single-figure asking Conference payment at \$22,397, and ministerial education at \$1,500. The committee further recommended that the storage tanks on the south side of Memorial Street be kept filled and in reserve for emergency use and that oil in the tank on the north side of Memorial Street be used next year as needed to balance the utilities figure.

CHURCH PROPERTIES: Ken Howard asked for approval of expenditures for the following items:

1. Carpeting for church offices and corridor	about \$3,600
2. Three office chairs for church secretaries	about \$200
3. Drapery/curtain units for two basement classrooms	about \$1,200
4. Upgrade Aidsage Classroom for use as a meeting room as well as classroom	up to \$2,000

Motion was made and approved by the Board.

UNITED METHODIST WOMEN: Louise Evin reported that Ruth Phelps presented an interesting program on DCLA at their November general meeting. Louise also emphasized our Fall Festival which will be held November 12, 1980.

UNITED METHODIST MEN: Louis Robinson reported that A. B. "Chick" Craig presented a delightful exhortation of his most recent visit in Russia at their meeting earlier in the evening.

DIRECTOR OF CHRISTIAN EDUCATION: Margaret Anne Biddle reported that a very successful Sunday School celebration was held October 16, 1980. She also announced that a special program will be held the first Sunday in Advent at 5:30 p.m. Bill Roth, our intern from Duke Divinity School, was introduced to the group.

SENIOR PASTOR: Ed Smith advised that work will begin in the near future to update our church rolls.

WORSHIP: Eunice Mattox reported that our weekly Advent devotions will begin December 3, 1980.

NEW BUSINESS: Shirley Few made a motion that a resolution be drafted in memory of Mrs. Zelle Borland and that a copy be sent to the family. Motion was approved.

Pastor Ed Smith dismissed the meeting with prayer at 7:45 p.m. Charge Conference followed at 8:00 p.m.

Next meeting: December 9, at 7:45 p.m., in the Bradshaw Room.

Respectfully submitted

Ed Hammond
Ed Hammond
Chairman

Beulah Latta
Beulah Latta
Recording Secretary

SENIOR PASTOR: Ed Smith advised that work will begin in the near future to update our church rolls.

WORSHIP: Eunice Hattor reported that our weekly Advent devotions will begin December 3, 1980.

NEW BUSINESS: Shirley Few made a motion that a resolution be drafted in memory of Mrs. Nellie Fordland and that a copy be sent to the family. Motion was approved.

Pastor Ed Smith dismissed the meeting with prayer at 7:45 p.m. Charge Conference followed at 8:00 p.m.

Next meeting: December 9, at 7:45 p.m., in the Bradshaw Room.

Respectfully submitted

Ed Hammond
Chairman

Bonnie Latta
Recording Secretary