

MINUTES
BOARD OF TRUSTEES
DUKE MEMORIAL UNITED METHODIST CHURCH

JUNE 16, 1983 - 5:00 P.M.

MEMBERS PRESENT

Mr. Teer, Chairman	Mr. Jones
Mr. Faggart, Minister	Mr. Self
Mr. White	Mr. Few
Mr. Coman	Mr. Spears

The minutes of the April 25, 1983 meeting of the Board were read and approved.

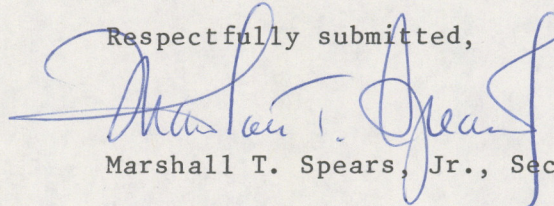
In regard to keys to the Church, it was suggested that the holders of all keys be identified. It was further suggested that the person to be employed as Properties Manager should keep a record of all keys.

Mr. A.B. Craig presented to the Trustees for discussion a proposed job description for the position of Properties Manager. Several revisions were suggested; and the Trustees thereafter unanimously recommended that the revised job description be submitted to the Administrative Board for adoption.

Upon motion made and unanimously adopted the Board expressed its appreciation for the long, faithful and diligent service which Ken Howard has given to the Church in regard to the maintenance and operation of its properties. The secretary was requested to send a letter to this effect to Mr. Howard on behalf of the Board of Trustees.

There being no further business, the meeting was adjourned.

Respectfully submitted,



Marshall T. Spears, Jr., Secretary