

MEETING OF THE BOARD OF TRUSTEES
DUKE MEMORIAL UNITED METHODIST CHURCH
19 OCTOBER 1993 - CHURCH LIBRARY
DR. FRED CLARK, CHAIRMAN, PRESIDING

I. ATTENDANCE. The following named individuals met in the Library of Duke Memorial United Methodist Church, 19 October 1993, to consider items contained in the attached agenda concerning property of the Church:

Dr. Fred Clark	Ben Mixon
Tom Chandler	Louis Robinson
Laurie Coffman	Tim Turkington
Dan K. Edwards	Rev. Mark Wethington
Sherry Hemmingsen	Grace C. Boddie
Sarah McCracken	

II. INVOCATION was given by Rev. Wethington with special prayers for Ken Howard and his family.

III. MINUTES OF 31 AUGUST 1993 MEETING were approved as written, by motion made by Sarah McCracken, seconded by Ben Mixon, and passed by unanimous vote of Board members.

IV. DISCUSSIONS, RECOMMENDATIONS, AND OTHER ACTIONS.

A. DURHAM INTERFAITH HOSPITALITY NETWORK (DIHN). Sherry Hemmingsen, a volunteer of the Core Committee of DIHN, explained that the Interfaith Hospitality Network (IHN) is a national network successfully operating in 27 states for the purpose of using existing community resources to help keep in tact homeless families in trying times. She stated that in Durham the Genesis Home on Queens Street turns away approximately 30 families each month because of lack of space to accommodate them. DIHN is asking certain churches in Durham, including Duke Memorial, to make space available to accommodate 2 or 3 homeless families, not more than 8 people total, 4 weeks a year during the hours 5:00p to 7:00a the following day, each day. The 4 weeks would be made up of one week each quarter and would require Duke Memorial to provide the following:

- . space for the placement of sleeping accommodations, with accessible bathrooms; (beds and necessary linens would be furnished by DIHN)
- . food for the evening meal and breakfast each day to be provided by volunteers;
- . volunteer staff as follows: 2 to serve and supervise the evening meal;
2 to provide an evening program;
2 to stay overnight; and
2 to serve and supervise breakfast.

DIHN will bring the families at 5:00p and will come for them at 7:00a the following morning, each day. The families will be cared for during the day at the Day Facility, which will provide showers. If Duke Memorial will agree to participate in the Network,

Temple Baptist has indicated its willingness to help provide support and volunteers. Families will be treated as guests.

DIHN will have one paid position, a Director for whom a job description is being prepared, with recruiting to follow. The Director will screen applicants to be guests of the Church for each of the weeks, and families will also be screened by the agency that recommends them to be guests of the Church.

Tim Turkington stated that this has been brought before the Council on Ministries and considered favorably by the Council. Tim will also ask groups of the Church to volunteer needed services. It was stated that 5 churches have agreed to participate in DIHN, and Duke Memorial and 2 other churches are being given an opportunity now to participate. A total of 12-13 churches are expected to participate in the program. Emergency Shelter and DCIA support DIHN. Additional information on the program can be obtained from the Church Office.

After discussion among members of the Board, Dan Edwards made the following motion, which was seconded by Ben Mixon, and passed by unanimous vote of Board members:

THAT Duke Memorial United Methodist Church volunteer Church facilities for use of DIHN for homeless families, as presented.

B. SECURITY SYSTEM. Louis Robinson stated that a burglar alarm system is needed not only to protect Church property, but also for insurance purposes. He has held off filing for insurance reimbursement for the last 2 break-ins until a decision is made on an alarm system. There have been 3-4 break-ins a month with an estimated total damage of \$10,000. Robinson has received proposals from John Lloyd & Associates and First Security Alarm Systems. Tom Chandler of First Security Alarm Systems presented a more favorable proposal; in addition, he has had experience with church security problems. Chandler indicated that motion detector sensors are needed in the corridors and suggested that consideration needs to be given as to when and what sections of the Church should have partitioning capabilities in the System. Also there are decisions that need to be made on what system and how to install the system, activation and deactivation of the system, and the use of key pads with 3 digit code. Robinson stated that there are an estimated 75 - 100 Church outside door keys outstanding. The Board felt that in addition to other doors of the Church, the kitchen door, which is used extensively, should also be protected as well as any particular room where expensive items of furniture/equipment may be located. Chandler suggested that the Alarm System when activated would go to the Police Department. A Contact ID can define where the alarm comes from. Present Church locks will, of course, have to be changed. Until all specifics of the proposed system can be decided, there is no way at this time that a fixed price for the system can be bid. There is available a system whereby the system can be armed or disarmed by telephone.

Chandler provided the following as his best estimate of cost: \$5,500 - \$6,000 for security of the Church buildings, plus \$300 - \$500 a door for electric locks, with key pads with 3 digit code. The Board suggested that a portion of the system be done at a time, the system chosen having a capability of expanding. Chandler estimated that maintenance would cost approximately \$204/year.

After discussion, the following motion was made by Ben Mixon, seconded by Sarah McCracken and passed by unanimous vote of the Board:

THAT the proposal of First Security Alarm Systems be accepted and that the Church set aside \$6,000 to be used for the system and equipment as necessary, and that an additional \$500/door be made available for doors when necessary.

The Board felt that to purchase and install whatever system is decided upon, access will be needed to Memorial funds, and Dr. Clark stated that he has already mentioned this to Bill Self. Chandler has donated a camera and monitor for the door to access the elevator.

C. NORTH CAROLINA WORKPLACE REFORM MISSION. Rev. Wethington stated that the North Carolina Workplace Reform Mission is a special project of the North Carolina Council of Churches in accordance with the Council's commitment to workplace safety. The Mission has asked for space at Duke Memorial for a desk, phone and filing cabinet to be used, at no cost to the Church. It was stated that the room across from St. Andrews Society can be made available for this purpose. Courtney Smith, member of Duke Memorial, will coordinate responses of churches to workplace safety. The room will be used 8 hours/day; the length of the project is unknown.

After discussion, Dan Edwards made the following motion, seconded by Grace Boddie, and passed by unanimous vote of the Board:

THAT space be provided by Duke Memorial United Methodist Church for the Coordinator of efforts of the NC Workplace Reform Mission project of the NC Council of Churches.

Some concerns of the Board members were expressed about this activity, and Rev. Wethington agreed to express these concerns to Courtney Smith.

D. MISCELLANEOUS.

1. CEDAR STREET PARSONAGE. Dr. Clark stated that the parsonage has been sold for an amount of \$177,000. The deed was prepared for signature of Trustees, and Trustees present signed the deed at the meeting before a Notary Public of the Real Estate Company; other Trustee signatures will be obtained individually.

2. CONTRACT ON COMPUTER SYSTEM EMERGENCY. Rev. Wethington suggested that consideration be given to eliminating present cost of a contract for Emergency System Service which is \$576/year, and that efforts be made to get cheaper service.

3. LAWN CARE. The cost now for care given the lawn is \$4,500/year. Rev. Wethington suggested, and the Board agreed, that the Church consider bids from among members of the Church for this service. The services now consist of mowing, edging sidewalks, and blowing off walks.

4. CLEANING SERVICE CONTRACT. Satisfaction was expressed with service now being provided under the contract for cleaning that is now in existence. After brief discussion, Dan Edwards made the following motion, seconded by Sarah McCracken, and passed by unanimous vote of the Board:

THAT the cleaning contract now in existence be renewed for another year.

5. BACK OF STAGE WINDOWS, WHITFORD HALL. Ben Mixon indicated that he has talked with Robinson about this, and Mixon suggests that some type of wood fencing material be considered rather than metal for the rail to eliminate the present hazard in this space.

6. CHURCH CARILLON. Rev. Wethington indicated that Bob Irvine will contact appropriate individuals concerned with the Duke Chapel Carillon and ask for references of a qualified source to come to Duke Memorial and give a recommendation of the kind of maintenance needed and an estimate of costs of maintenance.

7. CHURCH DOORS. Louis Robinson stated that it is estimated that the front doors of the Church can be repaired for approximately \$15,000; whereas, an estimated amount of \$40,000 will be required to replace the doors. After discussion, the Board agreed that the 2 front doors of the Church be taken to D.C. May for repair.

8. EDUCATION BUILDING AND FIRST FLOOR HALL BEHIND SANCTUARY. Storm windows for the Education Building and painting and carpeting the first floor hall behind the Sanctuary were discussed, but no action was taken. These are considered to be energy saving measures.

9. MINIBLINDS FOR JOY CLASS AND LOUNGE. This is being considered now but more time is needed for discussion of this topic with Laurie Coffman.

10. SIGNAGE FOR CHURCH. Members of the Board agreed to ask Richard Grogan to prepare a color rendition of proposed signage for the Church and board-mount this for review. Robinson will then be asked to get 2 estimates of costs for the Administrative Board's consideration, along with identification of funds.

Meeting adjourned at 6:15p.

Grace C. Boddie 11-8-93
Grace C. Boddie, Secretary

CONCUR:

Dr. Fred Clark, Chairman

DUKE MEMORIAL UNITED METHODIST CHURCH

TRUSTEES MEETING

Agenda - October 19, 1993

Prayer

Approval of Minutes

Reports:

Interfaith Hospitality Group

Security System

Old Business

New Business

Adjournment