

DUKE MEMORIAL UNITED METHODIST CHURCH

The Trustees of Duke Memorial United Methodist Church met pursuant to due notice in regular session at the church at 3:30 PM on December 17, 2003. Attendees were Caroline Sasser; George Davis; Marshall T. Spears, Jr.; Beulah Latta; Betty Brunson; Dr. C. Fred Clark; Dillard Teer; Craige Summers; Rev. Ruth Harper Stevens; Operations Manager Joe Stevens, and Bill Self.

Following an invocation by Rev. Harper Stevens, the chair welcomed the trustees, Betty Brunson, Craige Summers and Al Buehler, who will begin their terms with the new year. Officers for the coming year were unanimously elected: Chair – William E. Self, Vice chair – Richard Grogan, Secretary – Connie Chandler.

Review and consideration of projects in progress and previously approved included:

- Accessibility and signage (including weekday school request)
- Secondary stained glass window contract – awaiting contractor
- Sanctuary building plaster repair & painting
- Middle building stairwell and other refurbishing
- Columbarium are enhancement
- Additional handrails – steps and chancel
- Concrete repairs – front of sanctuary (east side incomplete)
- Rose garden issues

New items:

- Consideration of an Endowment Development and Review Committee, as approved by Finance Committee and Administrative Board was approved. Craige Summers was asked to undertake the development of policies and procedures for this effort.
- Approval of a recognition plaque for the Coman family
- Duke/DMUMC insurance agreement – referred to M. Spears for review

The chair expressed the appreciation of the Trustees and the Church to Caroline Sasser, George Davis, and Marshall Spears for their three years of service as trustees.

There being no further business, the meeting was adjourned.

Respectfully submitted,

William E. Self, Acting