

MINUTES
Meeting of the Board of Trustees
Duke Memorial United Methodist Church
Thursday, November 4, 1999

4:30 p.m.
Church Library

Attending: Carolyn Browning, Tom Carr, Holly Eggleston (Secretary), Laney Funderburk (Acting Chair), Ben Mixon, Rhodney Reade, Ruth Harper Stevens (Senior Minister). Absent: Tom Adkinson, Betty Brunson, and Louis Robinson (Chair).

Laney Funderburk called the meeting to order and asked for nominations for secretary of the Board. Holly Eggleston was duly nominated and elected, with the thanks of all. Laney reviewed the annual report of Trustees to the Charge Conference, which will be held on November 7.

Sam Keel, Operations Manager, has resigned. The Board discussed possible replacements and resources to upgrade the position. Laney indicated plans to approach the trustees of Memorial Fund for assistance. Joe Stevens has been hired on an interim basis. The two-member custodial staff has agreed to continue working. (Note: a week after this meeting both resigned.) The staff are striving to hold things together on an interim basis until the first of the year. A draft job description for the Operations Manager is attached to these minutes.

Laney then presented a report of the Image, Accessibility, and Parking *ad hoc* Committee. The Board recommended that the report be presented to the Administrative Board. The Board agreed that professional advice is needed on some issues. A copy of the report is attached to these minutes. Ben Mixon agreed to contact Hazen Stanzell (sp?) a project design firm.

A Watauga County tax notice has been received for a piece of property in Beech Mountain. A motion was duly made and passed to sell the property. Laney agreed to consult a realtor. (After discussing the possibility of listing the property with a Beech Mountain real estate firm he learned that more than \$15,000 in back club dues, interest, and assessments were payable. The property is valued at \$12,000. Furthermore, the property is not suitable for building. The realtor suggested that the church might want to sign over the property to the town for green space.)

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The computer committee recommended that the church's telephone system be upgraded to include voice mail and other enhancements. This issue was tabled.

The committee discussed the next round of repairs to the stained glass windows. A motion was made and duly passed to proceed with restoration to the "Women's Windows in the east transept, hoping that the project would be completed by Easter.

Some concern was expressed about the sanctuary sound system. No concrete solutions were offered.

There being no further business, the meeting was adjourned at 6:00 p.m.

Respectfully submitted: _____
Holly Eggleston, Secretary

Attachments: Accessibility, Image & Parking Task Force Report
Operations Manager Job Description