

**DUKE MEMORIAL UNITED METHODIST CHURCH
TRUSTEES MEETING
February 1, 2011**

Present: Tom Chandler, Tom Adkinson, Stuart McCracken, Dotty Ritchie, Blaine Butterworth, Holly Eggleston, Ben Mixon, Dottie Schmitt

Staff: Joe Stevens

Absent: None

Guests: None

Invocation: Dotty Ritchie

01-04-2011 Meeting Minutes: Ms. Schmitt read minutes from the previous meeting, which were then approved with corrections by the group.

Property Manager's Report: Mr. Stevens provided a summary of work completed during the last month; a copy of this report is attached.

Old Business:

Carpet: Discussion was held regarding the seam in the newly laid carpet in the hallway behind the sanctuary. A seam that falls in front of the men's restroom seemed more noticeable than the other seams. This issue was observed during installation, and various layouts of the carpet were attempted, but did not seem to make a difference. This could be a shading issue, or a nap problem, and may improve over time. There is one piece of carpet left over that may improve the appearance. If not, the manufacturer (Mohawk) would need to be contacted to check their inventory for additional carpet from the same run. Overall, it was agreed that the new carpet was a very successful project and greatly improved this area. Mr. Stevens and/or Mr. Mixon will provide an update at the next meeting.

Organ: Dr. McCracken reported that the date for the repair is set and the work will be completed before Easter. A follow up email with details is attached.

Sound System: Mr. Butterworth noted that a meeting is scheduled for Thursday, February 3 to discuss.

Air Conditioner: This project will be completed in approximately three weeks.

Prayer Room Windows: An estimate of approximately \$8,700 was received for painting these windows. It was noted that these windows receive a great amount of rain from the roof, as well as a lot of direct sunlight, causing the paint to age more rapidly than other windows. The

estimate was to paint the windows in place and did not include doing any cleaning or maintenance to the stained glass. It was suggested that with the extent of painting and sash repair required, it may be necessary to obtain another quote. *Mr. Mixon will continue to investigate options.*

Library: Ms. Eggleston reported that the library has been dusted, cleaned, and the children's books had been sorted. 18 boxes of books have been stored to the left of the stage and in the closet at the entrance to the Education Building. A potential book sale is being discussed as a possibility to best dispose of these books. A professional librarian has counseled that removing the novel section may be a good way to make room in the library. Ms. Eggleston noted this is a long term project involving inventory of existing books, cleaning, and organizing.

Donation Policy: Comments were received on the Donations policy. Ms. Schmitt will provide a revised version at the next meeting.

Parsonage Report: Ms. Ritchie noted that the Discipline requires an annual examination of the property which took place December 21, 2010. Ms. Ritchie will meet with Reverend Thomas on February 9, 2010 to review a set of smaller tasks. Steed Rollins is making a list of the bigger items. These tasks will be prioritized to make efficient use of time and budget.

New Business:

Finances: Mr. Atkinson noted that the Memorial Fund seems to be paying for more than capital improvements. Mr. Mixon noted that a 20 year budget has been prepared which shows that the Memorial Fund will not be able to cover these long term anticipated costs. There is currently no plan to address this potential short fall. A discussion was held as to how to best restrict these funds for their intended purposes. Mr. Atkinson will provide another update on the Fund next month. Ms. Ritchie noted that the Trustees will increase their request during the budget cycle to cover more operating costs (insurance, maintenance, cleaning supplies, etc.) from the annual budget rather than the Memorial Fund. It was noted that given the current financial circumstances, it is not likely the budget will be able to pick up all of the operating costs that may now be coming out of the Memorial Fund. It was suggested that it may be beneficial to the group to have a clearer understanding of how expenses are assigned to the Memorial Fund; Ms. Ritchie will invite the Finance Chair to a future meeting to explain the process.

Prayer Room: The Trustees were approached for name suggestion for the newly renovated Prayer Room. An appropriate label also needs to be

identified. It was suggested that a small label similar to the one on the History Room would be appropriate. The name 'Few Prayer Room' was suggested in honor of the renovation fund donation.

Other Business: Ms. Ritchie noted that the church is paying Ms. Judy Laskolet \$2,000 per year to open and close the church on Sundays, and collect bulletins after each service. The question was posed to the group whether this cost was one that could be saved by having volunteers take on these duties. The group agreed that the current situation was best and agreed to suggest no changes.

2011 Budget: The budget will be voted on mid-February, so we are currently operating with the 2010 budget.

There being no further business, the meeting was adjourned at approximately 6:30pm.

Dottie Schmitt
Dottie Schmitt

The next meeting of the Trustees will be held on **Tuesday, March 1, 2011 at 5:30 pm in the Prayer Room.** Please notify Dottie Schmitt if you cannot be present.