

Ginger Thomas

From: Ginger Thomas <gingerthomas@dukememorial.org>
Sent: Thursday, March 08, 2012 1:59 PM
To: Neil (nstroud@nc.rr.com); stroud.neil@epa.gov
Cc: Ginger Thomas (gingerthomas@dukememorial.org)
Subject: Trustees next steps

Hi, Neil,

Since we've been playing phone tag, I thought I should go ahead and email you some of my thoughts on next steps for Trustees.

First, you need to contact leaders of the Memorial Church Fund Board of Directors to discuss the Trustee proposal of borrowing \$50,000 and desiring to have a meeting very soon for the board to discuss and hopefully approve this. Al Buehler is the President (489-2128 or buehler@acpub.duke.edu) and Bill Self is the Secretary/Treasurer (383-1830 or wesnccpa@aol.com). I recommend actually discussing all this with Bill Self first to get him in the loop and get any recommendations he may have, then contacting Al Buehler. If you would keep me in the loop by cc'ing me on emails or emailing me to let me know where we are after phone calls are made, that would be helpful. It would be ideal to get this approval before the 3/19 Finance Cmte meeting and the 3/20 Church Council meeting. Finance and Church Council don't meet again until May, but it's also likely that in May the Council already has a full agenda. Let's just see what we can do.

Second, for paying for the shrub removal that's already been done, you should email or call Tim Smith, Duke Memorial's Financial Secretary, here in the church office (683-3467 ext. 105 or timsmith@dukememorial.org) to let him know Trustees approved the use of the \$800 remaining from the 2011 budget money designated for the heat/AC software upgrade to be used now for the shrub removal.

You also should be in touch with Leta Loyd (419-1663 or LRLnccpa@nc.rr.com) and Tony Nicholson (544-2114 or 493-0584 or anicholson@macroclaw.com) to discuss the Trustees' approval of using about \$700 of remaining 2011 and 2010 Spence Kale/Herbert Chappell Garden Legacy Funds for the remaining shrub removal bill payment. Tony is the Chairperson of the Legacy Fund Cmte, and he and I already talked about this before the Trustees meeting and he said this would be OK if the Trustees approved since the church has used so little of this fund since its inception. Leta can tell you the annual distribution amounts that were available in 2011 and 2010, you can explain to her the decision Trustees made, and she will be the one who works with Tim Smith to make a special distribution from this fund to the church's general account so that Tim can pay this bill, and she will also be the one to make record of this and report it to the Legacy Fund Cmte. This cmte meets next Wed, so it would be good to have all these conversations underway so they can report it to the cmte. You should probably give Tim Smith a heads-up that all this will be taking place too.

On moving forward with the fencing and lighting in the playground, Susan Grubbs (Trustee and Weekday School Director) has told me that the Weekday School Parents Council approved the use of their funds to install the two lights that Joe Stevens recommended at the Trustee meeting. You should contact Joe about beginning this work and Susan Grubbs and Tim Smith to close the loop about the funding. For the fence, you should talk with Joe Stevens about beginning this work, asking him to keep Harriet Putman and Susan Grubbs in the loop about the timing of the work so as not to disrupt our children's programs' use of the playground, and make sure Joe, Harriet, and Tim Smith are in the same loop about how much the bill will be and that Harriet's PMO program is paying for it (up to \$650).

On the parsonage work, the blue will be fine for the sofa. I'm wondering again about the length, and I'm sorry I can't remember what you told me. Is it one of the long ones? I'm also wondering if the fabric is water- and stain-resistant. Do you know? With the age of our kids, I'm wondering if an investment in a quality sofa cover might help protect the sofa for the next years.

I also forgot to mention at our meeting another need that the surplus money can be used for in the immediate future. Some sets of our lower level windows do not have blinds and need them. I have put up temporary blinds, basically paper and cumbersome to work with, but Joe has had a blind company come and measure to put up standard blinds like the ones through the rest of the house. Will you touch base with Joe to find out the price that was given and how/when we can proceed with those? Talk with Joe about this, but I'm thinking that if it's an insignificant amount, maybe less than \$300, that this is along the lines of something Joe would simply do without getting Trustee approval, but if it's more, or if Joe thinks it's necessary, I would ask you to send out an email for basic approval of that, rather than waiting for another month until our next meeting.

The last thing (whew!) is that you'll need to work with Megan Jones (683-3467 ext. 100 or meganjones@dukememorial.org) in the church office to get the Trustees meetings on the church calendar. First Tuesdays at 5:30 (except not in July) will be easy enough to add, and the Apr 16, 7pm, Soul Cafe meeting for Trustees - Rooftop Presentation.

That's all for now. Thanks, Neil, for jumping into this with both feet! Let me know if I can help in any way.

Peace,
Ginger

Ginger A. Thomas

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