

**DUKE MEMORIAL UNITED METHODIST CHURCH  
TRUSTEES MEETING  
April 7, 2009**

**Present:** Julie Allen, Devan Brown, Bill Coman, Blaine Butterworth, Shirley Few, Neal Grubbs, Ann Marie Langford, Stuart McCracken and Dottie Ritchie

**Staff:** Rev. Ginger Thomas, Joe Stevens

**Invocation:** Rev. Thomas

**Minutes:** The minutes were approved as distributed

**Presiding:** Devan Brown, Chair

**Security and Communication**

Rev. Thomas reported that Tom Chandler had contacted ATCOM concerning a security/communication system throughout the church facilities that would reach all areas of our buildings should an emergency arise. She reported that the acquisition and installation of equipment necessary to meet our needs would cost \$9,300.00. In addition, the leasing of the telephones (our present ones would not be adequate) would cost \$3,600.00 per year for four years. The Trustees decided to ask Mr. Brown to contact the Memorial Fund to see if (1) the installation of this system would qualify under the Fund's restrictions, and (2) if yes, is there money there to do it this year. In the meantime, Rev. Thomas will contact Mr. Chandler to see if there is an alternative way of accomplishing what we want at a cheaper price. She also suggested that St. Andrews and DCIA might be willing to pay part of the annual fee if the above outlined system was installed. Both will report back to the Trustees at the May meeting.

**Handicapped Entrance**

The construction of the new walkway to the handicapped entrance has been turned over to Ben Mixon and Richard Grogan to determine the grade of concrete to use and because there is no idea what might be found under the existing walkway when it is torn up. Mr. Stevens reported that this work will begin as soon as the Weekday School is out for the summer. Mr. Coman brought to the attention of the Trustees that the ramp from the sidewalk to the street needs improving and widening. This will be done when the walkway work is done.

**Canopy**

Dr. McCracken moved **THAT WE MOVE AHEAD WITH THE DESIGN OF THE AWNING OVER THE WALKWAY AS SHOWN IN A PICTURE ATTACHED TO THESE MINUTES, AS LONG AS THE CANVAS CANOPY COMPLETELY COVERS THE FRONT END OF THE ENTRANCE WAY WITH THE DESIGN STILL IN PLACE IN FRONT OF THE CANVAS AND THAT IT MATCHES THE DESIGN AND COLOR OF THE SOUL CAFÉ CANOPY.** The motion was seconded and **PASSED.**

Mrs. Few further moved **THAT, SUBJECT TO COST OVERRUNS, THE ENTIRE PROJECT BE COMPLETED BY SEPTEMBER 1, 2009.** The motion was seconded and **PASSED.**

**Inside of Handicapped Entrance**

Mrs. Ritchie reported that removing the asbestos in the entrance way under the flooring would cost \$2,400.00 and installing new tile would be another \$1,200.00. Because of these prices, the Trustees believed that alternative ways of making improvements should be investigated. It was the consensus of

the Trustees that repair of the existing floor without removing the asbestos and then patching it with new tile would work for the short term. Mr. Stevens said he would get some black tile and cut it to fit so Mrs. Ritchie and her committee could decide if it would be appropriate. Mrs. Ritchie will report back next month as to the feasibility of this proposal. One suggestion was made that indoor-outdoor carpeting could be used as an alternative to the above. The Trustees will take this matter up again in May after hearing back from Mrs. Ritchie on the above possibilities.

### **Pianos**

Mr. Stevens reported that the church owns five pianos which are not being used, all located on the top floor. Mrs. Ritchie suggested that Mr. Brown contact the District Superintendent to see if there are any churches that might like to have one or more of these, making it clear that they would be responsible for getting them out of our building. If none are found, she further suggested that we donate them to Trosa with the same understanding.

### **Cleanliness Throughout The Facilities**

At the March meeting the Trustees were very aware that the size of the church buildings really requires the services of more than one person to keep them properly cleaned. Therefore, Mr. Brown has referred the matter to the Staff Parish Committee to determine if it is possible to hire at least another person to work with Olivia in this matter. That committee is meeting this week and Mr. Brown should have a report to make to the Trustees at the May meeting.

### **Weekday School Entrance**

Mr. Stevens reported that the overhang over this entrance will be fixed next week. The looks of it will not be changed but the landing at the top of the stairs will have a sand coating to prevent people from slipping.

### **Bathrooms in Soul Café Area**

Still no work has been done in this area.

There being no further business, the meeting was adjourned.

**Shirley D. Few**  
Shirley D. Few, Secretary

**Next Meeting – will be Tuesday, May 5, 2009, 5:30 p.m. in the SOUL CAFÉ. Please let Mrs. Few, Secretary, know if you are unable to be there ([Shirley.Few@verizon.net](mailto:Shirley.Few@verizon.net)) or 489-3939.**