

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

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

**Staff:** Joe Stevens

**Absent:** None

**Guests:** Leta Loyd, Finance Committee Chair

**Invocation:** Dotty Ritchie

*Note: This meeting was held in the Prayer Room in order to appreciate the recent renovations.*

**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.

**Guest Report - Finances:** Ms. Loyd provided a summary of the various funds at DMUMC, so that the Trustees may have a clearer understanding of available funding sources for capital projects and ongoing operations, and any limitations on their use. The primary funding sources are:

- 1) Operating funds are the source for daily operations of DMUMC via the annual budget and are generally funded by pledges.
- 2) Legacy funds were formerly known as 'Endowment Funds' and are generally comprised of gifts from benefactors.
- 3) Memorial Church Fund Inc. (MCF) was originally created to fund 'major repairs' to the church property and is the primary source of funding for capital projects. The definition of 'major repairs' has been an ongoing conversation for many, many years. This fund is invested with Edward Jones and disbursements are approximately \$100,000 per year. Approximately 60-70% of the MCF is allocated before 'special' requests. Examples of these committed allocations include the elevator contract, HVAC maintenance contract, building insurance, and the pest control contract. During a discussion of how these funds are used, it was noted that it is often difficult to plan for large future expenses because tenure of Trustee membership is only 3 years, which often does

*of improvements*

not allow sufficient continuity to efficiently plan for recurring expenses and future expenses under the guidelines of the MCF policy.

The group very much appreciated Ms. Loyd's explanation of church finances, and it was suggested that the group continue to increase their understanding of the MCF and keep a closer watch on cash flow.

### **Old Business:**

Rail Painting: **Action:** Mr. Mixon will follow up on the status of this activity.

Fencing for Condensing Units: The copper in the new condensing units in the breezeway needs to be protected from theft; it was suggested a chain link 'cage' would be best. An estimate will be obtained.

Replacement Windows in Education Building: The estimated expense for this project is approximately \$50,000-\$90,000. **Action:** Mr. Mixon will ask the contractor if the project can be done in phases. No decision is necessary tonight.

Carpet: The thin grease line will be cleaned. The difference in shading is much improved.

Prayer Room Windows: This project is under review. Clarification was provided that the ~\$8,600 estimate was to remove the windows, rework and replace – no painting or ~~recanting~~<sup>recawking</sup> is included.

Library: The cleaning and reorganizing of the library is continuing.

Organ: It is possible this project will be complete next week. The group discussed how to acknowledge donors that supported this project. It was suggested that the group pick a Sunday to thank the donors during the service.

Donation Policy: **Action-** Ms. Schmitt will submit the revised policy for group review with the March 2011 minutes.

Sound (and Video) System: The 'muddiness' and popping issues will be addressed. A good first step has been taken in capturing video, although this will require an ongoing effort to post on the web. Removing the 'muddiness' and calibrating the equalizer was estimated at \$800. To break the two speakers behind the pulpit and separate these controls was estimated at \$1,400 xxx was estimated at \$300. Note this does not include an ambient (hanging) microphone, which is estimated at \$1,000. Therefore, this first part of the upgrade is expected to cost ~\$2,500. The next expense will include having remote control of the sound board. A question was posted about replacing the plug-in microphone at the chancel rail with wireless. No decision was made. It was noted that one of the existing wireless

microphones is not working and the hearing devices have not worked the past couple of Sundays. Rev. Thomas noted that with the additional worship leaders expected in the future, it would be nice to have additional options for microphones. Mr. Butterworth **MOVED** to spend up to \$2,500 for the sound system upgrades that were discussed. Dr. McCracken seconded and the **MOTION PASSED**. *Action* – Mr. Butterworth and Mr. Chandler will investigate pricing for additional wireless and ambient microphones.

Prayer Room Naming Resolution: Ms. Ritchie read the naming resolution (attached) in honor of Randolph Reamy Few. The resolution was **APPROVED**.

Parsonage Walk Through: This activity will be scheduled when all invited parties can attend.

### **New Business:**

Tree Removal Estimates (Parsonage): The estimates to remove select trees from the Parsonage property were \$300 (Warren Peters) and \$950 (Chip Henderson).

Bell Tower Improvements: It is estimated that refinishing the bell tower floors and steps will be approximately \$1,000. It was suggested that 'bell maintenance' may best be accomplished by the current ringers, and if possible, the funds that had been allocated in the past to 'bell maintenance' be applied to floor refinishing.

Mr. Mixon **MOVED** that the \$300 tree removal activity be conducted and up to \$1,000 to allocated to refinishing the Bell Tower floors. Mr. Adkinson seconded the motion. **MOTION PASSED**.

Hearing Devices: There have been several requests for new hearing devices, although it appears that the devices are not always checked out every Sunday. No decision was made on new devices, as it is not yet clear on how future sound system changes will affect the hearing devices.

Asbestos/Lead Paint Testing: During the execution of subcontracted work (Comfort Engineers) that required movement of and drilling through several ceiling tiles in the Weekday School, dust from this work was noticed in the classroom by one of the teachers, who questioned whether the tiles and dust could contain asbestos. As there were no identifying markers on the tiles, no information on the tile manufacturer or contents could be verified. The question of whether the wall paint contained lead was also posed to the Weekday School director. Although previous <sup>asbestos</sup> ~~lead paint~~ testing was thought to have been conducted, the results were not readily available. To address these concerns, samples of the materials in question (ceiling tiles and ~~wall paint~~) were collected and submitted to a laboratory for quick

later

turnaround testing. The cost of these tests was approximately \$500. Mr. Coman **MOVED** to pay the bill; Ms. Eggleston seconded. The **MOTION PASSED**. Additional discussion included potential liability for this type of occurrence, the importance of the subcontractor maintaining a clean work space, and whether it is possible to 'verify' that a room in the school is clear of the materials in question, <sup>(asbestos + lead paint)</sup> suggesting that the other rooms are similar enough to the tested room to be comfortable that they would also not contain the materials in question. No resolution to these issues was found.

Van Repair: Mr. Stevens was thanked for his extensive repairwork on the church van, which saved the church quite a bit of money. It was reported that the 'rattling' that had plagued the van for many years is no more.

There being no further business, the meeting was adjourned at approximately 7:25 pm.

Dottie Schmitt  
Dottie Schmitt

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