

DUKE MEMORIAL UNITED METHODIST CHURCH
TRUSTEES MEETING
April 5, 2011

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

Staff: Joe Stevens, Ginger Thomas

Absent: Tom Chandler, Ben Mixon, Bill Coman

Invocation: Rev. Thomas

03-01-2011 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:

Bell Tower Improvements: Mr. Adkinson reported that the floor repair work in both bell towers had been completed. Boards were replaced by church members Tim Langford and Tom Adkinson where necessary. Accent Hardwood Flooring refinished the floors.

Library: Ms. Eggleston reported that over 300 hours had been invested in the library project so far in 2011. Last Sunday (April 3, 2011) a book sale was held in the Bradshaw room.

Sound System: Mr. Butterworth reported that cable was run to the Lullaby room and the video works very well now. There is a new video/TV screen in the Lullaby room as well. 15 hearing devices have been documented, although several of these often 'wander'. There does not seem to be a need to purchase additional devices at this time.

HVAC: Mr. Stevens reported that the system is in and the fencing has been installed. The system is now being tested and is close to being 'up and running'.

Parsonage: Rev. Thomas reported that several small furnishings (lamps, tables) had been received/refurbished by members of the congregation. An estimate of \$2,413 was received from Accent Hardwood Flooring to sand, stain and refinish the parsonage hardwood floors. The 'problem tree' on the property was removed and motion lights have been installed. Some touch up painting needs to be done, but the existing colors may be difficult to match. A suggestion was made that in the future we may

want to consider having a palette of interior colors to choose from to make touch-ups easier. This group may also want to consider having a 'parsonage committee' to deal specifically with parsonage tasks. Mr. Adkinson reported that a 'hands-on' committee could be assembled to support this effort.

Organ: The organ project has been completed and sounded wonderful at Sunday's service. Rev. Thomas noted that staff had decided to recognize the donors to the organ project at Homecoming.

Prayer Room Dedication: A formal dedication is in the planning stages and will be held May 15, 2011.

Contracts: The old elevator maintenance contract was ended and a new contract with Otis Elevator Company has been initiated, which will save \$2,200 per year. This is a five year contract and will be evaluated every year, with increases not to exceed 5% each year.

Old Business:

Contract Review: A discussion was held on how the Trustees should be involved in future contract review opportunities. Dr. McCracken made a **MOTION** that the Trustees Chair will appoint one person from the group as the point person to deal with contracts as necessary and present to the group for approval. Mr. Adkinson seconded, and the **MOTION PASSED**.

Finances: Ms. Ritchie and Rev. Thomas met with Tim Smith, Bill Self, and Leta Loyd to review several financial items. There is a \$40,000 receivable on the church books (due to the church from the Trustees account) for work done under the Trustees budget. These 'unexpected' financial items can cause a cash flow problem, as these maintenance bills can be fairly large, and are often unexpected. It would be helpful if we could alert Tim Smith each month as to what the facilities' expenses will be.

The Legacy Fund will transfer the full amount into the ~~Trustees~~ **CHURCH** budget this year, rather than in monthly installments, which will help cash flow, but will also sacrifice interest income throughout the year. The bigger picture on facilities spending is critical. We need to communicate more effectively to the congregation on the building needs. With all of the visible 'improvements' that have recently been completed, the congregation may incorrectly assume a financial health with respect to the physical plant that is not entirely correct.

Annual pledges are decreasing which can't sustain the church building. We need to creatively evaluate other revenue sources. A capital campaign was suggested.

Building Use Policies: “A copy of the current ‘Use of Facilities: Policies and Procedures’ and ‘Room Request Form’ was provided to the group for reference in this discussion. The office staff would appreciate guidance on the Building Use. Some areas that may benefit from clarification include the use of the building for fund raisers (especially for non-profits), and member use in for-profit enterprises. A **MOTION** was made to add wording to the ‘Building Use Policy’ to include the following: “...*unless approved in advance by the pastor(s) and/or by the Trustees.*” Ms. Eggleston seconded, and the **MOTION PASSED**. The Trustees will continue to evaluate whether the church is maximizing the fees in the fee schedule.

There being no further business, the meeting was adjourned at approximately 7:40 pm.

Dottie Schmitt
Dottie Schmitt

The next meeting of the Trustees will be held on **Tuesday, May 3, 2011 at 5:30 pm in the Soul Cafe**. Please notify Dottie Schmitt if you cannot be present.