

NEXT MEETING OF ADMINISTRATIVE BOARD will be on Tuesday, February 3, 1976 at

7:45 p. m. in the Bradshaw Room.

Administrative Board Minutes January 6, 1976

The Administrative Board of Duke Memorial United Methodist Church met in regular session on January 6th at 7:45 p. m. in the Bradshaw Room with sixty-eight members present.

The Chairman, W. T. Coman, called the meeting to order and the invocation was given by Dr. Earl Brown.

The minutes of the December meeting were approved as previously mailed to the Board members.

At this time Mr. Coman recognized the Pastor, Rev. Edward F. Smith, who brought the recommendations of the Nominating Committee for officers of the Board for 1976. Mr. Smith made a motion that the following nominations be approved:

Chairman of the Administrative Board: W. T. Coman
Vice-Chairman of the Board: R. R. Few
Secretary to the Board: Mrs. Eunice H. Mattox

This motion was seconded by M. Laney Funderburk and the vote for approval was unanimous.

In accepting the Chairmanship of the Board, Mr. Coman expressed his appreciation for the support of the Board members in the past, and the privilege of serving as Chairman for another year. He also made mention of the fact that Duke Memorial had experienced a splendid year in 1975, and that the church indebtedness had been paid in full, thus ending the calendar year debt free. He complimented the church staff on the fine work they do, and noted that in addition to 1976 being the Bi-Centennial of our country, it is also the Bi-Centennial of our Conference and the 90th birthday of Duke Memorial Church.

At this time, he welcomed all new members of the Administrative Board who were attending their first meeting.

Mr. W. E. Self, Church Treasurer, gave an excellent financial report for the year ending December 31, 1975, a copy of which is filed with these minutes.

REPORTS:

Council on Ministries: Dr. Earl Brown, Chairman, explained to the new Board members the function of his council.

Ecumenical Affairs: Mrs. Ruth Kale announced a "World Day of Prayer" to be held on January 22, 1976 at 12 o'clock Noon in the Immaculate Conception Catholic Church.

Education: Mrs. Ella Glasson invited interested persons to attend their meeting and make suggestions for the furtherance of Christian Education in the church, stressing the fact that these are open meetings for anyone interested in attending.

7:45 p. m. in the Bradshaw Room.

Administrative Board Minutes January 6, 1976

The Administrative Board of Duke Memorial United Methodist Church met in regular session on January 6th at 7:45 p. m. in the Bradshaw Room with eight members present.

The Chairman, W. T. Cowan, called the meeting to order and the invocation was given by Dr. Earl Brown.

The minutes of the December meeting were approved as previously mailed to the Board members.

At this time Mr. Cowan recognized the Pastor, Rev. Edward T. Smith, who proposed the recommendations of the Nominating Committee for officers of the Board for 1976. Mr. Smith made a motion that the following nominations be approved:

- Chairman of the Administrative Board: W. T. Cowan
- Vice-Chairman of the Board: R. T. New
- Secretary to the Board: Mrs. Eunice H. Hester

This motion was seconded by Mr. Larry Fambartuk and the vote for approval was unanimous.

In accepting the Chairmanship of the Board, Mr. Cowan expressed his appreciation for the support of the Board members in the past, and the privilege of serving as Chairman for another year. He also made mention of the fact that Duke Memorial had experienced a excellent year in 1975, and that the church indebtedness had been paid in full, thus ending the calendar year debt free. He complimented the church staff on the fine work they do, and noted that in addition to 1976 being the 75th anniversary of our country, it is also the 75th anniversary of our Conference and the 100th birthday of Duke Memorial Church.

At this time, he welcomed all new members of the Administrative Board who were attending their first meeting.

Mr. W. E. Self, Church Treasurer, gave an excellent financial report for the year ending December 31, 1975, a copy of which he filed with these minutes.

REPORTS:

Council on Ministries: Dr. Earl Brown, Chairman, explained to the new Board members the function of his council.

Nominating Committee: Mrs. Ruth Kala announced a "World Day of Prayer" to be held on January 22, 1976 at 11 o'clock noon in the Immaculate Conception Catholic Church.

Education: Mrs. Ella Glasgow invited interested persons to attend their meeting and make suggestions for the furtherance of Christian Education in the church, stressing the fact that there are open meetings for anyone interested in attending.

Membership and Evangelism: Mr. Jack Cliff reported that his committee had adopted a three point program for the year 1976 as follows: (1) Frequent visits to shut-ins; (2) Increased membership of his committee; (3) Increased attendance at church services. He repeated his need for more members to help on his committee.

Missions: Mrs. Elizabeth Bookhout, Chairman, reported as information that the Bi-Centennial observance would begin on January 25th and continue for several months with various activities planned, all in keeping with the Bi-Centennial theme.

Stewardship: Mr. Nick Fagan reported that his committee was getting some help on the yard beautification project from the youth groups, which was very much needed and appreciated. Again he stressed the need for additional help, as the spring season would soon be here and much work should be done.

Worship: Mrs. Lee Ona Phillips spoke briefly concerning the training of ushers and introduced the new President of the Altar Guild, Mrs. Grace Cooke.

Properties: Chairman W. K. Howard reported that the renovation work necessary in the church buildings is nearing completion. He also stated that everything possible is being done to conserve energy in an attempt to keep our heating and cooling costs as low as possible. To this end some necessary controls will be installed.

At this time Board Chairman, W. T. Coman, reported that Mr. Howard and his committee had made a study of the cost to provide utilities and building services for certain approved programs conducted in our church. Mr. Howard outlined in his letter some recommendations for handling these increased costs, and his letter is attached to these minutes. Mr. Coman appointed a Special Committee to study these operational costs; to approach the various groups using our building; and work with them on a fair increase in rental fees where possible. The committee appointed is as follows: Laney Funderburk, Chairman, W. K. Howard, Mrs. Lucille Mortland, Mrs. Louise Beard, Jack Cliff, Houston Blair, Martha Crenshaw, and Rev. Edward F. Smith.

Mr. Howard stated that no progress has been made in securing a church hostess, and that he welcomes suggestions of suitable persons for this position.

Youth Members: Zeen Shoaf reported that the Youth Choir will sing in Oxford on Sunday, January 11, 1976.

United Methodist Women: Mrs. Pat Coman, President, reported that the first meeting of the Methodist Women has been held and a budget adopted for the year. She also stated that final figures for the Fall Festival proceeds were in, showing a gross income of \$6,040.00 and a net profit of \$5,025.00. Ten per cent of this profit has been allocated to Duke Memorial Church, some of which will be used to make a permanent banner to commemorate the 90th anniversary of our church, and also the Bi-Centennial of our country. Other allotments and projects will be made later.

United Methodist Men: Mr. Don Sellers reported an excellent meeting just prior to the Board meeting, with a good attendance. The speaker for the meeting was Stephanie Fountain, Consumer Protection Division of the Attorney General's office in Raleigh

Membership and Evangelism: Mr. Jack Cliff reported that his committee had adopted a three point program for the year 1976 as follows: (1) Prudent visits to shut-ins; (2) Increased membership of his committee; (3) Increased attendance at church services. He repeated his need for more members to help on his committee.

Missionary: Mrs. Elizabeth Bookout, Chairman, reported an information that the Bi-Centennial observance would begin on January 25th and continue for several months with various activities planned, all in keeping with the Bi-Centennial theme.

Stewardship: Mr. Nick Fagan reported that his committee was getting some help on the yard beautification project from the youth groups, which was very much needed and appreciated. Again he stressed the need for additional help, as the spring season would soon be here and much work should be done.

Worship: Mrs. Lee Ann Phillips spoke briefly concerning the training of ushers and introduced the new President of the Altar Guild, Mrs. Grace Cooke.

Property: Chairman W. K. Howard reported that the renovation work necessary in the church buildings is nearing completion. He also stated that everything possible is being done to conserve energy in an attempt to keep our heating and cooling costs as low as possible. To this end some necessary controls will be installed.

At this time Board Chairman, V. T. Coman, reported that Mr. Howard and his committee had made a study of the cost to provide utilities and building services for certain approved programs conducted in our church. Mr. Howard outlined in his letter some recommendations for handling these increased costs, and his letter is attached to these minutes. Mr. Coman appointed a Special Committee to study these operational costs; to approach the various groups using our building; and work with them on a fair increase in rental fees where possible. The committee appointed is as follows: James Fundabark, Chairman, W. K. Howard, Mrs. Lucille Norland, Mrs. Louise Beak, Jack Cliff, Houston Blair, Martha Greenawald, and Rev. Edward F. Smith.

Mr. Howard stated that no progress has been made in securing a church house, and that he welcomes suggestions of suitable persons for this position.

Youth Members: Ben Shost reported that the Youth Choir will sing in Oxford on Sunday, January 11, 1976.

United Methodist Women: Mrs. Pat Coman, President, reported that the first meeting of the Methodist Women has been held and a budget adopted for the year. She also stated that final figures for the Fall Festival proceeds were in, showing a gross income of \$6,040.00 and a net profit of \$2,025.00. Ten per cent of this profit has been allocated to Duke Memorial Church, some of which will be used to make a permanent banner to commemorate the 90th anniversary of our church, and also the Bi-Centennial of our country. Other allotments and projects will be made later.

United Methodist Men: Mr. Don Sellers reported an excellent meeting just prior to the Board meeting, with a good attendance. The speaker for the meeting was Stephanie Fountain, Consumer Protection Division of the Attorney General's office in Raleigh.

Mr. Coman, Chairman, reappointed the following committees for 1976:

Parsonage: Mr. Thomas B. Cranford, Chairman, Mrs. Eunice Mattox, Miss Anne Garrard, Mrs. Pat Coman, Thomas S. White, Jr., M. G. Copelan, W. Lewis Shipp, and Mrs. Janet Smith*(ex-officio).

Music: Mr. George Cleeves, Chairman, Mrs. Virginia Thomas, Mrs. Sarah McCracken, Oliver Upchurch, Dr. Brantley Watson, Mrs. Melba Bartholomew* (ex-officio), and Mrs. Ruth Phelps* (ex-officio).

*Ex-officio members of these committees indicates non-voting members.

Church Property Committee: W. K. Howard, Chairman, Mrs. A. H. Borland, Mr. J. H. Chappell, Mr. and Mrs. Jesse Cole, Marcus G. Copelan, Thomas B. Cranford, Nick Fagan, Otis Kimrey, M. J. Martindale, Phillip Umstead, W. E. Whitford, Dr. Marcus Hobbs.

Mr. Coman read to the Board letters which he had been directed to send to the following: Mrs. Isawa Tanaka, Misses Dorothy and Elizabeth Wilson, and Mrs. C. D. Barclift. Copies of these letters are attached to these minutes.

Rev. Robert L. Wallace announced a workshop to be held on January 12th from 7:30 to 9:30 p. m. at St. Paul Methodist Church. Twelve classes will be offered, which will be beneficial to workers in various phases of church activity.

Rev. Edward F. Smith expressed a hearty welcome to all newcomers on the Board, and expressed appreciation to those whose terms had expired due to length of service. He emphasized that these Board meetings are open sessions and invited discussions of any church matters at any time. Mr. Smith reported that since the last meeting he had made 15 home visits, 93 hospital visits, attended 28 meetings and held 17 counseling sessions.

The meeting was adjourned with prayer by Mr. Wallace.

W. T. Coman
William T. Coman, Chairman

Evelyn J. Petty
Evelyn Petty, Acting Secretary

Mr. Coman, Chairman, reappointed the following committee for 1955:

- President: Mr. Thomas E. Crawford, Chairman, Mrs. Eunice Watson, Mrs. Anne
- Secretary: Mrs. Pat Coman, Thomas E. White, Jr., W. C. Copelan, W. Lewis Shipps
- and Mrs. Janet Smith (ex-officio).
- Trustees: Mr. George Cleeves, Chairman, Mrs. Virginia Thomas, Mrs. Sarah McCracken,
- Misses Dorothy and Elizabeth Wilson, and
- Misses Dorothy and Elizabeth Wilson (ex-officio), and
- Misses Dorothy and Elizabeth Wilson (ex-officio).

Ex-officio members of these committees indicated non-voting members.

- Trust Property Committee: W. K. Howard, Chairman, Mrs. A. M. Borland, Mr. J. H.
- Ward, Mr. and Mrs. Jesse Cole, Thomas E. Copelan, Thomas E. Crawford, Mrs.
- Ward, Mrs. Orla Kinney, W. J. Vandenberg, Phillip Wessard, W. L. Whitford, Dr. Watson
- and Mrs. Orla Kinney.

Mr. Coman read to the Board letters which he had been directed to read to the following: Mrs. Laura Tanaka, Misses Dorothy and Elizabeth Wilson, and Mrs. E. D. Hurdell. Copies of these letters are attached to these minutes.

Rev. Robert J. Wallace announced a workshop to be held on January 15th from 10 to 2:30 p. m. at St. Paul Methodist Church. Twelve classes will be offered, which will be beneficial to workers in various phases of church activity.

Rev. Edward F. Smith expressed a hearty welcome to all newcomers on the Board, and expressed appreciation to those whose terms had expired due to the length of service. He emphasized that these Board meetings are open sessions and invited discussion of any church matters at any time. Mr. Smith reported that since the last meeting he had made 15 home visits, 93 hospital visits, and 28 meetings and held 17 counseling sessions.

The meeting was adjourned with prayer by Mr. Wallace.

William T. Coman, Chairman

Evelyn Betty, Acting Secretary