The Administrative Board of Duke Memorial United Methodist Church met November 11, 1980, in the Lillie Duke Class Room with Chairman Ed Hammond presiding. Thirty-eight members were present.

Following the invocation by Rev. Maurice Ritchie, minutes of the October meeting were approved as mailed. Ed Hammond offered a tribute to Mrs. Zelle Borland, who died recently. This was followed by silent prayer. Bill Self gave the treasurer's report (copy on file). The following reports were given:

**FINANCE:** Bill Coman, Finance Chairman, reported that as of 11-10-80, $204,000 of the proposed budget of $227,000 had been pledged. The committee feels that it will be able to report a balanced budget by January 1, 1981. It recommended reduction of the following items in the proposed budget:

1. Council on Ministries $1,500
2. Utilities 6,000
3. Repairs 500

**Total** $8,000

Motion was made and approved that our pastors' salaries be set at $48,382.26, our single-figure asking Conference payment at $55,397, and ministerial education at $1,500. The committee further recommended that the storage tanks on the south side of Memorial Street be kept filled and in reserve for emergency use and that oil in the tank on the north side of Memorial Street be used next year as needed to balance the utilities figure.

**CHURCH PROPERTIES:** Ken Howard asked for approval of expenditures for the following items:

1. Carpeting for church offices and corridor about $3,600
2. Three office chairs for church secretaries about $500
3. Drape/curtain units for two basement classrooms about $1,200
4. Upgrade Aldersgate Classroom for use as a meeting room as well as classroom up to $2,000

Motion was made and approved by the Board.

**UNITED METHODIST WOMEN:** Louise Ervin reported that Ruth Phelps presented an interesting program on DCIA at their November general meeting. Louise also emphasized our Fall Festival which will be held November 12, 1980.

**UNITED METHODIST MEN:** Louis Robinson reported that A. B. "Chick" Craig presented a delightful travelogue of his most recent visit in Russia at their meeting earlier in the evening.

**DIRECTOR OF CHRISTIAN EDUCATION:** Margaret Anne Biddle reported that a very successful Sunday School celebration was held October 16, 1980. She also announced that a special program will be held the first Sunday in Advent at 5:30 p.m. Bill Roth, our intern from Duke Divinity School, was introduced to the group.
The Administration Board of Due West Independent School District met November 11, 1988, to set the budget goals for the next school year. Following the presentation by the Finance Committee, minutes of the October meeting were presented.}

The following budget report was presented:

**Budget Report**

**Revenue:**
- Pupil Attendance
- Tuition
- Federal
- Other
- Total

**Expenditure:**
- Instruction
- Salaries
- Supplies
- Total

Motion was made and seconded that our budget, subject to approval of the Board of Trustees, is approved.

The following becomes effective January 1, 1989.

**Budgetary Limitations:**
- New schools need for support of educational improvements for the year.
- 2,000,000
- 2,000,000
- 2,000,000
- 2,000,000
- 2,000,000

The Board requested that funds be allocated as follows:

1. Contingency fund
2. Tuition
3. Federal
4. General
5. Governor's

Approved by the Board of Trustees.

The following report was presented:

**Director of Curriculum and Instruction:**

The Director of Curriculum and Instruction reported that a new curriculum will be presented at the next meeting.

The Board of Trustees was thanked for their support and dedication to the school district.

Next meeting will be held on November 22, 1988, at 8:00 a.m. in the Board Room.
SENIOR PASTOR: Ed Smith advised that work will begin in the near future to update our church rolls.

WORSHIP: Eunice Mattox reported that our weekly Advent devotions will begin December 3, 1980.

NEW BUSINESS: Shirley Few made a motion that a resolution be drafted in memory of Mrs. Zelle Borland and that a copy be sent to the family. Motion was approved.

Pastor Ed Smith dismissed the meeting with prayer at 7:45 p.m. Charge Conference followed at 8:00 p.m.

Next meeting: December 9, at 7:45 p.m., in the Bradshaw Room.

Respectfully submitted

Ed Hammond
Chairman

Beulah Latta
Recording Secretary
SECRETARY ROYER: After receiving their work all members of the honor club will please submit to me the best笑了 to

WOMEN'S: Notice that reports from our women have been selected and will appear in the honor club bulletin.

December 3, 1980

YESTERDAY'S: Students were made aware of a recommendation for grading memorials for class. Notice that the full recommendations are approved.

Next meeting: December 3rd at 7:45 p.m. in the Fraternity house.

Secretary Royer

Chancellor