

MINUTES
Meeting of the Board of Trustees
Duke Memorial United Methodist Church
February 1, 2001

4:00 p.m.
Church Library

Attending: John Allen, Anne Clark, George Davis, Laney Funderburk (Acting Chair), Ed Hammond, Ben Mixon, Carolina Sasser, Marshall Spears, Joe Stevens, Ruth Stevens, and Dillard Teer.

Laney Funderburk called the meeting to order and gave the invocation. Minutes of the November 30, 2000 meeting were approved. He welcomed new members of the Board, John Allen, George Davis, Carolina Sasser, and Marshall Spears.

Rita Sorenson, Chair of an *ad hoc* committee (composed of Susan Teer, Shelly Turkington, Erica Sasser, Debby Fetyshun, and Sid Allen) to refurbish and decorate the "crying room" reported good progress. She distributed an estimate of expenses totaling approximately \$11,000. There was an early misunderstanding that the committee had \$20,000 available for the project, but the actual amount is \$10,000. Trustees approved a motion to approve the \$11,000 for the project, with \$10,000 coming from the Bowles Memorial gift and \$1,000 from Church funds.

The Educational Building window cladding project is complete. The sound system problem caused by squirrel gnawing on wiring is about to be completed. The large stained glass window on the Duke Street side is being removed for restoration which will take about 3 months. The scaffolding will be removed in the interim. Landscaping approved in November is virtually completed. Mr. Funderburk announced that an anonymous donor has given \$15,000 toward the beautification project.

The AA group has asked permission to paint their room, the kitchen, and hallway at their expense. Trustees gave their approval. Several projects are ongoing: 1) possibility of a volley ball court in the back parking area; 2) parking lot repairs and clean up in the large paved lot in the back area adjacent to the road and railroad; 3) landscaping the columbarium area; 4) repositioning the TV camera to the balcony or better viewing by the choir and crying room; 5) repainting exterior doors; 6) refurbishing or replacing the chandeliers in the narthex; 6) developing a fire and evacuation plan for the educational building.

Mr. Teer suggested that a plaque be prepared to recognize Herb Chappell's work on the beds near the sanctuary. The board also approved a plaque recognizing Bill Bowles for his gift to redecorate the crying room.

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Minutes of the Meeting of the Board of Trustees

February 1, 2001

Mr. Funderburk asked for nominations for Chair of Trustees. Following several unsuccessful attempts to get members to accept the nomination, Mr. Funderburk was nominated. He discussed conditions of accepting the nomination, first a procedural matter because he is not a member of the board. Ms. Stevens agreed that the nomination was appropriate. He agreed to serve for the year under the further condition that members of the board would agree to undertake assignments to move several projects forward. All agreed and he was elected Chair. Dr. Hammond was duly nominated and elected vice-chair. Ms. Browning was nominated as secretary; in the event she is not able to serve, Ms. Clark agreed to serve. Attached to these minutes are assignments for trustees to explore before the next meeting in late March.

There being no further business, the meeting was adjourned at 5:00 p.m.

Submitted by: _____
Laney Funderburk, Chair and Acting Secretary

Attachment

Assignments
Board of Trustees
Duke Memorial United Methodist Church
February- March, 2001

1. Parent's Morning Out, Weekday School and Sunday School Fire and Evacuation plan for the Educational Building.

Caroline Sasser, Anne Clark

2. Clean up and improvements to paved parking lot and area between the fence and railroad on Memorial Street.

Marshall Spears, John Allen

3. Investigate Developing Volleyball Court in unpaved lot on Memorial Street and beautification of the lot, consulting with the owner of the property next door.

George Davis, Carolyn Browning

4. Columbarium Landscaping. Consult with Richard Grogan and get together with Greg Sims of Designer Landscapes to work on request for proposal/bid.

Tim Langford, Ed Hammond

5. Prepare wording for plaques commemorating Herb Chapell for his work on the Azalea and Camellia garden next to Sanctuary, and recognizing Bill Bowles for his gifts in memory of Mrs. Bowles for refurbishing the crying room.

Laney Funderburk

6. Investigate next steps for the parking, image, beautification project.

Ben Mixon, Dillard Teer

7. Seek bids for:

- a. Painting outside doors throughout the church
- b. Replacing chandeliers in the narthex
- c. Relocating TV cameras to the balcony

Joe Stevens

DANIEL S. ADDISON
DESIGNS
617 Morehead Avenue
Durham, NC 27707
(919) 682-9349

To: Holly Eggleston

1. Re-upholster 6 swing doors into sanctuary with vinyl & brass nail heads on Narthex side. Select a color that looks best in the room, probably and "old" red/brown will compliment wood paneling.
2. Polish wood on walls to bring luster into area.
3. Paint walls going up each stairwell and walls in Narthex on front door side same color as tan about chair rail in Lullaby Room, will show painter where to stop new color at top of stairs.
4. Two chairs covered in a tapestry, same tapestry for table runner, not this tapestry or chair. These are example of type look.
5. Paint ceiling, ceiling white or slightly off white
6. We have ordered three light fixtures. Will provide more light.

Estimate for budget purposes only

Upholstery labor, 6 doors, \$175 each	\$1,050
Vinyl Fabric for doors	900
Paint labor, polish wood (not including paint & supplies)	1,200
Two (2) chair frames	300
Upholstery, +- 6 yards @ \$60/yd	360
Upholstery labor, w/brass nail heads	600
Table runner fabric, 2 yards @ \$60/yd	120
Labor for runner	120
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TOTAL	\$4,640

Draft
Job Description
Property and Operations Manager
Duke Memorial United Methodist Church

The Property and Operations Manager (POM) is responsible for the effective maintenance, cleanliness, and upkeep of the Church. The POM reports to the Senior Minister. The POM oversees the janitorial staff and is responsible to the Trustees for recommending repairs and for budget support. The POM is not a full-time position.

Regular and Routine Cleaning

- Oversees regular and routine cleaning and janitorial service
- Insures that church facilities are ready for services and programs
- Maintains cleaning supplies inventory
- Insures that bathrooms are clean and paper products available
- Replaces light bulbs throughout the property as needed
- Keeper of the keys
- Responsible for and oversees opening and closing of the facility

Regular and Routine Maintenance

- Oversees regular and routine servicing of all HVAC equipment
- Maintains and oversees operation of sound systems
- Oversees security system and telephone
- Responsible for small repairs and arranging for outside contractor
- Inventories all electric panels, telephones, gas inlets, water mains, fire extinguishers, smoke alarms, elevator operations

Maintains Church Van

- Routine service and gas
- Manages recruitment and training of volunteer drivers

Works with Trustees to recommend and oversee outside work

- Regular troubleshooting
- Contacts vendors and secures estimates for work to be done for approval by Trustees
- Oversees and approves work by outside contractors
- Responsible for working with trustees on all budget matters, including proper insurance coverage

11/23/99