

**Burke Community Church  
Council of Elders Meeting Minutes  
February 5, 2018, 6:30 p.m.  
Discussion Leader: Dave DuHadway**

**Attendees:**

Bob Ashton (Elder), Marty Baker (Pastor/Elder), Darren Brown (Pastor), Richard Dick (Elder), Dave DuHadway (Elder), Gordon Kesting (Elder), Allen Miller (Elder), Joe Terry (Elder)

The meeting opened with prayer at 6:30 p.m.

**I. Business**

<b>Discussion Lead</b>	<b>Topic</b>
Council	Approval of minutes for COE Meeting January 20, 2018
Richard Dick	Confirm Fairfax County notified of trustee appointments
Pastor Darren	Attorney recommendations on BCC governance
Pastor Marty/Pastor Darren	After action review of off-site items not covered in 2018 budget discussions, staff development plan, video venue plan and timelines, executive pastor responsibilities
Pastor Marty/Pastor Darren	Staff update

**II. Meeting Notes**

- a. **Minutes.** The Elders approved the minutes for January 20, 2018 regular and executive sessions.
- b. **Trustees.** Richard briefed the Council that the requirement to notify the court concerning BCC trustees applied only to changes in trustees. Richard will modify the Council tickler to reflect the clarification.
- c. **BCC governance.** As proposed on January 20, 2018, the Council established a subcommittee to work with Pastor Darren on church governance. Curt, Joe, and Richard agreed to serve. Pastor Darren indicated that he and Steffani were soliciting inputs from the various user groups with which they are involved concerning governance structures; Council also discussed seeking review from another attorney, possibly one in the congregation who has experience in church legal matters.

- d. **Staff update.** Pastor Darren stated that the church had finalized its contract with Bethany Hardy, staff counselor.
  
- e. **After-action review of 2017 offsite items.** Pastors asked to discuss only the short term staffing plan, highlighting 2018 needs for a worship associate, part-time special needs coordinator, and part-time special events coordinator. Pastors committed to discuss the long-term staffing plan at the March 5, 2018 meeting.
  
- f. **Building project.** Pastor Darren discussed plans to use social media to help address the imminent loss of parking spaces, as well as offering small gift incentives to use the parking shuttles. The Council discussed proposed options for addressing any environmental impact from a fuel tank which had been buried under today's existing building and agreed with the staff to set aside an escrow fund to cover any impacts. The Council approved setting aside \$40K in a certificate of deposit to cover the escrow. The escrow will come back to the church with interest if, as is likely, the construction process uncovers no environmental issues associated with the tank.
  
- g. **Farewell for former elder.** The Council approved Donita Strong's proposed agenda for the February 25, 2018 farewell to former Elder Joel Bales and Maggie.

The meeting ended with prayer at 8:30 p.m. and was adjourned.

Respectfully submitted by  
Richard Dick,  
Clerk of the Council of Elders