

**Burke Community Church  
Council of Elders Meeting Minutes  
May 13, 2017, 8:00 a.m.  
Discussion Leader: Curt Hammill**

**Attendees:**

Marty Baker (Pastor/Elder)      Dave Pennington (Elder)                      Darren Brown (Pastor)  
Curt Hammill (Elder)              Allen Miller (Elder)

The Meeting opened with prayer at 8:30 a.m.

**I. Business**

Discussion Lead	Topic
Council	Approval of minutes for COE Meeting May 1
Pastor Baker	Staff update
Pastor Brown/Curt Hammill/Jack Law	MPC update; 0900- MPC cost analysis update (Law), thoughts on MPC role (Law)
Council	May Congregational Meeting- confirm quorum count; review agenda and confirm roles; confirm elder coverage for information meetings and review talking points; review available slides, including resolutions to be submitted to congregation for vote.
Pastor Brown/Curt Hammill	Modular disposal; de-scoping plan; project management plan review

**II. Meeting Notes**

- a. **Elder Dave Pennington.** At Dave’s last meeting, the Elders thanked him for six years of faithful and fruitful service on the council. This godly and encouraging man will be much missed.
- b. **Minutes.** The Elders approved the minutes for 1 May. They also confirmed that the presence of four elders constitutes a quorum, according to BCC’s by-laws.
- c. **Staff Update.** Pastor Darren noted that he had met with BCC facilities staffer Philip “Peanut” Ashton to notify him that the Elders had approved a modest salary increase to reflect his increased responsibilities, especially in the area of security. All agree Philip has performed superbly, and that his willingness to take on additional responsibility should be recognized.
- d. **Master Planning Committee (MPC) Update.** Master Planning Committee Chair (MPC) Jack Law shared extensive MPC work done to assess the risk that the building cost estimates provided by Whitener & Jackson (W&J), our building contractor, might underestimate the actual cost. Using varied assumptions ranging from optimistic to pessimistic, the MPC employed the Monte Carlo model to assess the range and probability of hard construction costs. In the end, they projected with high confidence that even in the worst case scenario—in which current costs are badly underestimated—we could have high confidence (over 96%) that the actual cost would be

within BCC's range of affordability. The Elders marveled at how God continues to make a way for us.

- e. Elder Curt Hammill noted that the risks associated with the planned building would be reduced over the course of this year prior to signing a building contract in late fall, if the congregation approves. The Council should receive improved cost estimates based on the 50% design drawings—along with W&J error projections—in the coming weeks, with the 80% design drawings due on 19 July, and the 100% drawings on 13 September. Once the fixed-price construction contract is signed, most risk is then assumed by the builder, and the \$1 million the Council plans to allocate for contingencies (such as “bad soil” that would not support the building) will largely become a management reserve to fund the inevitable changes.
- f. **Congregational Meeting.** The Elders reviewed plans for the 21 May Congregational Meeting, at which member will be invited to vote on a new elder (Dave DuHadway) as well as the design, cost limit, and debt load for the new building. Curt led the discussion by walking through the draft slide presentation, and the council affirmed the roles that various elders will play. The Council affirmed that 172 members are required for a quorum.
- g. **Modular Trailer Sale.** Pastor Darren said he had agreed with Pastor Kim of the First Virginia Baptist Church on the sale of two of the three modular trailers currently used for classes, meetings, and prayer. In accordance with earlier discussion among the staff and elders, the elders opted to balance our role as church stewards with our desire to bless this Korean church plant by selling the modulars below their probable value. BCC will retain the third modular to serve as the construction management office, saving the expense of renting one.

The meeting ended with prayer at 11:45 a.m. and was adjourned.

Next COE meeting is scheduled for Monday, 5 June, at 6:30 p.m.

Respectfully submitted by  
Allen Miller for  
Richard Dick,  
Clerk of the Council of Elders