

**Burke Community Church
Council of Elders Meeting Minutes
June 5, 2017, 6:30 p.m.
Discussion Leader: Richard Dick**

Attendees:

Bob Ashton (Elder)	Marty Baker (Pastor/Elder)	Darren Brown (Pastor)
Richard Dick (Elder)	Dave DuHadway (Elder)	Curt Hammill (Elder)
Gordon Kesting (Elder)	Allen Miller (Elder)	

The meeting opened with prayer at 6:35 p.m.

I. Business

Discussion Lead	Topic
Council	Approval of minutes for COE Meeting May 13, Congregational Meeting May 21
Council	Install Dave DuHadway as elder; discuss honoring Dave Pennington (rotated off the council); review elder responsibilities, including communion; review elder contact data
Pastor Baker/Pastor Brown	Staff update
Pastor Brown/Curt Hammill	MPC update; project management plan (PMP) review
Council	May Congregational Meeting- conduct after action review
Council	Pastor-elder offsite- discuss goals, potential agenda, attendees, logistics, etc.

II. Meeting Notes

- a. **Elder Dave DuHadway.** The council welcomed Dave onto the council.
- b. **Minutes.** The Elders approved the minutes for 13 May regular and executive sessions. They also approved the minutes for the 21 May congregational meeting.
- c. **Council responsibilities.** Moderator suggested that, in view of the urgent requirement to discuss the PMP, the council postpone the review of elder responsibilities (and elder contact data) to the next meeting. Council approved. Dave DuHadway volunteered to serve as Dave Pennington's under study in setting up 11 June communion. Gordon Kesting volunteered to host a hail and farewell at his house on 16 June, to include honoring Dave Pennington.
- d. **Staff Update.** Pastor Darren informed the council that the staff would soon be interviewing the top two candidates for Women's Ministry Assistant.
- e. **Master Planning Committee (MPC) Update.** Curt led discussion of draft PMP.

- Gordon suggested that PMP should focus on risk mitigation.
 - Council discussed the change authorization limits currently in the draft- Curt noted that the limits were the same as used on previous BCC building projects, that the MPC had reviewed the limits and did not conclude that they should be changed. Council agreed that the council could adjust the limits later if needed to ensure the Construction Liaison (CL) was able to respond to contractors in a timely manner.
 - Council discussed the relationship between the CL and the MPC.
 - Council discussed the current critical path for groundbreaking to occur in mid-December or before. The permitting process appears to be the critical path. The next items to facilitate the submission of permits are the upcoming detailed design review meetings at BCC, particularly the 80% construction design review currently scheduled for 19 July, since the 80% design drawings must accompany the permitting request.
 - Pastor Darren reviewed with the council the encouraging progress in working with three lenders toward a construction loan and mortgage.
 - Gordon offered to work with CL on risk management and to suggest helpful risk management training for her. The Council agreed to provide Curt comments on the draft Project Management Plan for consolidation and forwarding to Pastor Darren and the CL. Pastor Darren will update the PMP and provide the plan back to the Council for final review.
 - Pastor Darren updated the council on the basement renovation, noting that much of the surprising cost increase in the latest detailed proposal could be attributed to an administrative error on the part of the contractor (giving an unrealistically low previous cost estimate) and to requirements for more extensive heating, ventilation, and air conditioning (HVAC) and roof work than previously identified. Council authorized staff to proceed with the basement renovation, assuming a satisfactory review by the MPC.
- f. **Congregational Meeting After Action Review.** The elders praise God for His gracious provision in providing a quorum, in promoting unity in the meeting, and in superintending the results, and particularly note the importance of pre-meeting prayer (arranged by Melisa Cassell). The elders expressed appreciation for the expertise and graciousness of the MPC members and Elder Curt Hammill in the information meetings and in the congregational meeting itself.
- g. **Pastor-elder Offsite.** Council reviewed the general plan for the off-site, currently scheduled for Friday, 30 June, at 6:30 p.m. and Saturday, 1 July, 9 a.m. to 3 p.m. at the Ashton's. Pastor Marty volunteered the help of Mary Ann Compher in arranging catering. Bob Ashton volunteered to set up the agenda.
- h. **BCC By-laws review.** Pastor Darren updated the council on the review of the BCC constitution by the church's lawyer. Darren will provide the summary document to the council.

The meeting ended with prayer at 9:45 p.m. and was adjourned.

Next COE meeting is scheduled for Saturday, 17 June, at 8:00 a.m. In view of the upcoming Pastor-elder Offsite 30 June- 1 July, the council elected to cancel the previously scheduled 3 July meeting. Thus, the council's succeeding meeting is scheduled for 15 July.

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