

Burke Community Church
Council of Elders Meeting Minutes
July 2, 2018, 6:30 p.m.
Discussion Leader: Allen Miller

Attendees:

Dr. Marty Baker (Senior Pastor), Richard Dick (Elder), Dave DuHadway (Elder), Curt Hammill (Elder), Allen Miller (Elder), Joe Terry (Elder)

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

I. Business

Discussion Lead	Topic
Council	Approve minutes for COE Meeting June 16, 2018
Allen Miller	Update the council on the recommendations regarding the Treasurer's role under the new constitution
Council	Meet with Construction Liaison; review status of construction, INTEC relationship, INTEC request for BCC endorsement
Council	Discuss plans, agenda for offsite
Council	Discuss possible candidates for leadership training
Pastor Marty	Brief Council on proposed BCC security plan
Dave DuHadway	Brief Council on schedule for rules of order training
Pastor Marty	Provide staff update

II. Meeting Notes

- a. **Minutes.** Elders approved the final version of the minutes from the June 16, 2018 meeting.

- b. **Treasurer.** Allen briefed the Council on his recent meeting with BCC Director of Operations Steffani Mears and BCC Treasurer Brian Buchanan to discuss the expanded role of the Treasurer under the proposed new BCC constitution. The meeting addressed several questions posed by the proposed constitution, including whether the treasurer should be a lay person (as currently), a staff person, or an Elder; and whether the treasurer can delegate authority. The three attendees considered the advantages and disadvantages in holding a volunteer responsible for the daily and weekly handling of funds by BCC staff or, on the other hand, holding a staff treasurer accountable for executing the church's fiduciary responsibilities. The group focused especially on how best to align responsibility and authority, and will meet again before the next Council meeting and Allen will report the group's recommendations.

- c. **Offsite planning.** The Council discussed the agenda for the upcoming staff-elder offsite, concluding that the main focus should be strategic planning, including staffing and staff development planning, the identification and development of both staff and lay leadership, and how best to imbue staff and congregation with a comprehensive understanding of BCC's direction and strategy. Offsite attendees will also look at the church's mission strategy.
- d. **Leadership Training.** The Council asked Pastor Marty to request from BCC staff and lay ministry leaders lists of candidates for planned fall leadership training. The Council requested the inputs by August 15, 2018.
- e. **Construction Liaison.** Tansy Schindler updated the elders on construction progress and the status of permitting reviews. She briefed the Council on letters to be signed by an elder for delivery to the architect, clarifying BCC's understanding of charges for contract administration and reimbursable expenses; she also requested Council approval of a new change order, PCO #10, which covers storm piping & roof drains to divert water away from the basement, fire wall lengthening per code (drywall & glazing), and site lighting (re installation of bollards & relocation of two parking lot lights). The Council approved PCO #10 in the amount of \$49,146 and Curt signed on behalf of the Council.
- f. **Updated Security Plan.** Elders deferred this issue to next meeting because Pastor Darren was absent (serving at Camp Alpine).
- g. **Training on Robert's Rules of Order.** Dave outlined the background of Robert's Rules and committed to preparing training for both the Council and the congregation before the special congregational meeting on BCC's updated constitution.
- h. **Staff Update.** Pastor Marty provided an update on the searches for a worship associate and a youth pastor in Executive Session.

The Elder meeting adjourned following a closing prayer at 9:24 p.m.

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