

**Burke Community Church  
Council of Elders Meeting Minutes  
September 3, 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), Allen Miller (Elder), Joe Terry (Elder)

The meeting opened with prayer at 6:40 p.m.

**I. Business**

Discussion Lead	Topic
Council	Approve minutes for Pastor-Elder offsite, August 17-18, 2018
Pastor Darren	Update Council on lawyer response to constitutional questions, lawyer and bank responses to COE query about urgency of constitutional changes
Council	Review current draft of BCC Constitution; decide on likely date for special congregational meeting
Pastor Darren	Present construction items for Council decision (PCO 13, added fencing, additional parallel parking, baptismal font)
Strategy subcommittee	Review way ahead for strategy
Allen Miller	BCC investments
Council	Pennington farewell
Pastor Darren	Update Council on status of audit report
Pastor Darren	Update Council on staff budget preparation
Pastor Darren	Update Council on staff planning for 2019 budget and ministry plan
Pastors Marty, Darren	Update Council on status of BCC security plan
Pastors Marty, Darren	Provide staff recommendations for individuals who should be considered for leadership training

**II. Meeting Notes**

- a. **Minutes.** Elders approved the minutes of the August 17-18, 2018 Pastor-Elder offsite as executive session minutes.
- b. **Constitutional changes.** Pastor Darren indicated that he was still waiting on a response from the BCC lawyer and that Steffani Mears sensed no urgency from the bank on having the new constitutional changes in place. The elders agreed to aim to execute the changes

to the constitution before the church needs to begin drawing on the construction loan. The Council asked Pastors Marty and Darren to recommend a new date for the special congregational meeting.

- c. **Construction.** Pastor Darren outlined PCO 13, focused on funding the additional costs imposed under ASI 3, which provided more realistic cost estimates from subcontractors once they had received the final requirements. The Council tentatively approved funding PCO 13; an elder will review, approve, and sign the PCO on behalf of the Council once Whitener and Jackson (W&J) provides the final version with a final cost [Richard Dick, Clerk, signed PCO 13 on September 10, 2018, in the amount of \$147,645]. Pastor Darren reviewed the fencing changes W&J has proposed in order to provide BCC more parking spaces during construction; the Council approved funding the fencing changes. With respect to the baptismal font, the Council authorized the staff to make the best choice among options considering cost, safety, insurance requirements, and aesthetics.
- d. **Strategy.** The Council asked that the staff populate the strategy with specific, measurable goals. The Strategy Subcommittee will assist Pastor Darren in identifying and specifying goals.
- e. **Investments.** Allen Miller briefed the Council on the investments BCC is using to safeguard and grow its reserve funds until they are needed. He noted that BCC currently invests \$838K to cover its “rainy day” fund (two months of operating expenses) and the church’s sinking fund (to cover routine and urgent building repairs). Allen asked the Council to consider whether the current investment balance (40% in financially conservative stocks and 60% in bond funds) was appropriate in view of the current financial environment. The Council elected to shift the balance to 50% in each category. The Council covered other investment issues in executive session.
- f. **2019 Budget.** Pastor Darren indicated that the auditor had still not delivered the most recent audit report and that the staff would follow up. The Council reviewed pre-decisional budget considerations in executive session. Similarly, the Council addressed leadership training and the BCC security plan in executive session.
- g. **Army Chaplains’ Conference.** Pastor Marty briefed the Council on his very successful teaching and counseling sessions during the Chaplains’ Conference.

The Elder meeting adjourned following a closing prayer at 10:24 p.m.

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