

Burke Community Church
Council of Elders Meeting Minutes
November 6, 2017, 6:30 p.m.
Discussion Leader: Dave DuHadway

Attendees:

Bob Ashton (Elder), Marty Baker (Pastor/Elder), Richard Dick (Elder), Dave DuHadway (Elder), Curt Hammill (Elder)

The meeting opened with prayer at 6:45 p.m.

I. Business

Discussion Lead	Topic
Council	Approval of minutes for COE Meeting October 21, 2017
Pastor Marty/Allen Miller	Budget review; staff recommendation for 2018 video venue budget item; attendance review
Pastor Marty	Staff update
Council	Congregational Meeting- review agenda, discuss feedback from 5 November information meeting, review talking points
Curt Hammill	MPC update; project management plan/risk management plan

II. Meeting Notes

- a. **Minutes.** The Elders approved the minutes for October 21, 2017 regular and executive sessions.
- b. **Budget update.** Pastor Marty committed to ask Steffani to add explanatory comments to the budget overview to be distributed at the congregational meeting to calm potential fears over inappropriate reductions in some ministry (e.g., that reductions in Children's Ministry resulted from a zero-based review of activities and more closely aligned budget to actual expenditures; that childcare was moved to the budget lines of the ministries actually using the childcare; that the staff purchased several items in 2017 that will not need to be included in 2018). Council agreed to eliminate the video venue budget line pending staff recommendations to the Council on the way ahead. Council reviewed recent attendance, noting that October average attendance was lower than any October since 2013. Council discussed possible reasons, potential impacts on giving, and agreed to continue to monitor closely the trends in attendance. Council also noted the encouraging number of attendees who are choosing to join BCC as members.

- c. **Congregational Meeting.** Upon reviewing the membership rolls, the Council determined that the quorum for the 18 November meeting would be 177. The Council confirmed the agenda below for the congregational meeting.

Elders set the agenda for the congregational meeting and distributed responsibilities.

- a. Gordon will open with prayer and oversee the quorum count. Bob and Richard will conduct the count.
 - b. Pastor Marty will report on the state of the church.
 - c. Allen will introduce Brian Buchanan to deliver the treasurer's report.
 - d. Allen will then review the proposed 2018 budget and ministry plan and oversee the vote on the budget by show of hands. Bob and Richard will count the vote.
 - e. After the vote, Allen will thank the outgoing Elder Nominating Committee members (Jim Hassett, Deb Gresham), introduce the new Committee (new members Chuck Key, Mary Anne McKernan; incumbents Carol McFadden, Ron Hawthorne, Vince Crum), and oversee the vote by show of hands. Bob and Richard will count the vote.
 - f. Curt will present the status of the building program and oversee any required vote on that program (to be determined after the 16 November review of the contractor's bid on the project). Bob and Richard will count any vote.
 - g. Bob will recognize the deacons and their ministries. He will seek a motion to adjourn and adjourn with prayer.
- d. **MPC report.** Pre-decisional items covered in Executive Minutes. The general contractor now estimates 18-20 months for construction, causing BCC staff and construction team to consider doing required renovations in parallel with new construction rather than adding an additional four months to the total construction time if the renovations follow the completion of the new building. The Council reviewed the status of the current trustees and agreed to consider prayerfully a potential replacement for Mickey Garverick, who has asked to be relieved. Mickey has made it clear that he is willing to stay on until a new trustee is in place. Curt reported that he planned to work with Tansy Schindler on a Master Integrated Schedule and that Gordon and Bob would continue to work with her on the Risk Management Plan. Tansy has asked that the Council review her proposed monthly report format at the 18 November meeting.
- e. **Staff update.** No new items.

The meeting ended with prayer at 9:30 p.m. and was adjourned.

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