

**Burke Community Church
Council of Elders Meeting Minutes
December 16, 2017, 8:30 a.m.
Discussion Leader: Joe Terry**

Attendees:

Bob Ashton (Elder), Marty Baker (Pastor/Elder), Darren Brown (Pastor), Richard Dick (Elder), Curt Hammill (Elder), Gordon Kesting (Elder), Allen Miller (Elder), Joe Terry (Elder)

The meeting opened with prayer at 9:03 a.m., after the Men's Breakfast.

I. Business

Discussion Lead	Topic
Council	Approval of minutes for COE Meeting December 4, 2017
Pastor Marty	Staff update
Pastor Darren/Curt Hammill	Project management plan/risk management plan; review initial building project report
Council	Approve financing of replacement vehicles
Council-lay elders	Review pastoral bonuses

II. Meeting Notes

- a. **Minutes and schedule.** The Elders approved the minutes for December 4, 2017 regular and executive sessions. The Elders agreed to reschedule the next meeting from January 1, 2018 to January 8, 2018 because of the New Year's holiday.
- b. **Staff Update.** Covered in Executive Session minutes.
- c. **Tax Reform.** Bob recommended that the staff review the new tax law for potential impact on giving.
- d. **Project Management Plan (PMP)/Risk Management Plan (RMP).** Gordon committed to meet with Tansy Schindler to continue developing the RMP. The Council discussed the proposed monthly report format and noted that the Council needed to focus on overseeing total cost (max. \$17.2M) and draws on the construction loan (\$8.5M), and approving change orders over \$10K. Council expressed desire to make monthly report available to congregation as much as possible. Council agreed to review the monthly report format again at the January 8, 2017 meeting.
- e. **MPC report.** Pastor Darren reported that Tansy sought to submit requests for permits on January 5, 2018 and that BCC intended to sign contracts with Whitener Jackson December 21, 2017. The Council encouraged Pastor Marty to write to the congregation concerning the new building, in particular to celebrate God's provision in giving. Staff is looking into member Dave McKernan's recommendation to clear the Fire Marshal's bond for previous construction. Staff is also

investigating restriping part of the parking lot potentially to provide up to 22 more spaces during construction. Staff is also examining other options to encourage shuttle use after construction starts.

- f. Vehicles.** The Council authorized the expenditure of up to \$40K (including up to \$15K from Blessings over Spending) to purchase a used extended cab 15 passenger van and a used pickup truck to replace vehicles damaged in 2017.
- g. Fund transfers.** In order to satisfy a comment in the 2016 audit report, the Council approved the transfer of budgeted funds to the building maintenance fund contingent on the treasurer's approval. Regarding the building fund, Steffani Mears has met with one of our investment counselors to map out a strategy for maximizing return on our Certificates of Deposit—using the laddering method—while ensuring that the monies will be available as needed to pay building expenses in 2018. She also recommended that BCC shift some long-term investments from one investment firm to another whose fund recommendations have performed better. Council tentatively approved but requested additional details.
- h. Staff bonuses.** Council reviewed and approved staff bonus amounts, authorizing expenditures from Elder Discretionary Funds if needed to make up any shortfall.

The meeting ended with prayer at 12:50 p.m. and was adjourned.

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