

Board of Deacons (“BoD”) Meeting Minutes

October 21, 2017

A. In Attendance:

- a. **Attendees:** Senior Pastor Caleb Chang, Bow-nan Cheng, Christopher Cheng (Secretary), Paul Huang, Jason Lee, Jianglin Liang, Zongkui Joe Ma, Charlene Tsang, Ji-yong Wang (Treasurer), Haiguo Wu (Head Deacon), Jimin Xiong, Jian Zhang, Tuanfeng Zhang
- b. **Invitees:** Elder David Ho*, Yanhua Yan (Incoming BoD member), Elder Ke-chieh Chu (partial meeting), Kiang-Tay Huang (partial meeting)

B. Location: Church Office conference room

C. Meeting Agenda & Minutes

- a. Meeting started at 9:12 am. Deacon Haiguo opened in prayer.
- b. Pastoral Sharing and Update (Pastor Caleb Chang)
 - i. Pastor Caleb is grateful for the church’s support during his sabbatical, especially Pastor David who served as acting senior pastor. Some fellowship and small groups have invited Pastor Caleb to share about his sabbatical experiences.
 - ii. Given the size of the church and the tight church schedule, Pastor Caleb encourages ministry leaders to carefully coordinate church activities with pastors to avoid redundancy and schedule conflicts.
 1. According to our policy, the cost for church facility rental is based on whether an event is sponsored by the church; church members are encouraged to coordinate with pastors regarding whether events are church sponsored.
 2. The board of elders and pastoral staff seeks to avoid scheduling major church-wide events more than once a month.
 3. The pastors are working on next year’s calendar and hope to have it complete by mid-November.
 4. The ministry matrix for next year will be coordinated by the church secretary.
 - iii. Upcoming Events:
 1. Thanksgiving gatherings
 2. Advent events
 3. Because both December 24 and December 31 are Sundays, there will be no Christmas Eve musical program or First night prayer service this year.
- c. Board of Elders (“BoE”) Sharing (Elder David Ho)
 - i. The Board of Elders recommended against the pastoral staff proposal to use the FY17 surplus for missions committee or social concerns ministry. Instead, the Board of Elders supports the original plan of giving the FY17 surplus to the Metro-south building fund. It was noted that church policy requires the church council to make the final decision of how to disburse the FY17 surplus.
 - ii. The Board of Elders appointed Jianglin Liang to assume the deacon term vacated by Jessica Chang earlier this year.
 - iii. The Board of Elders discussed the senior pastor transition plan, particularly contingencies if no senior pastor candidate has been identified by the time Pastor Caleb retires. The Board of Elders has a draft, but has also requested Pastor Caleb to review and give his input to the transition plan.
 - iv. The Senior Pastor Search Committee is reviewing comments from the congregation regarding the job description.
 - v. Elder Loren has researched and found that most churches in the area have a worship pastor or

minister on staff. The Cross Bridge worship team is losing a large number of its members and the Chinese Ministry also has need in this area. The Board of Elders support this idea, but requested the pastoral staff and finance committee to provide input and to determine feasibility.

- vi. The Board of Elders discussed how often pastors can preach off campus. Current policy allows pastors to serve outside for four Sundays, not to exceed ten days total. However, the Board of Elders is supportive of an idea to allow for more flexibility for pastors, particularly in the support of daughter churches.
- vii. The Board of Elders would like to have at least one person in the church office during all working hours.
- viii. For more information, please refer to the October Board of Elders minutes.
- d. Financial Report (Ji-yong Wang)
 - i. Summary of key funds (preliminary):

Funds	Offering (Sep)	Expense (Sep)	Total (Sep)	Cumulative Balance
General	\$122,560	\$130,676	(\$8,116)	\$35,486
Mission	\$15,988	\$27,753	(\$11,765)	\$28,616
Capital	\$566	\$38,974	(\$38,408)	\$451,198
CBE Fund	\$2,200	-	\$2,200	\$320,317
SCM	\$1,380	\$2,626	(\$1,246)	\$50,672
Benevolence	\$600	\$2,000	(\$1,400)	\$24,400
MS Building Fund	-	-	-	\$12,041

- ii. General Fund budget summary - up to September 30, our total expense is at 19.6%, and our total offering is at 21.5% of the total annual budget. The targeted percentage is 25% (3 month complete in the fiscal year).
- e. FY17 Surplus Discussion (Ji-yong Wang / Haiguo Wu)
 - i. The FY17 surplus beyond what church policy and previously resolutions required to be given to Metro-south and disbursed to general reserve and capital funds is \$14,984.72. Church policy states that this amount is to be disbursed according to church council decision.
 - ii. Additionally, because expenses last fiscal year were lower because we were searching to fill two pastoral positions, church policy requires the general reserve fund to have \$31,237.40 less than is currently in it. The council could potentially draw from this general reserve fund excess, but this amount would likely need to be returned at the end of this fiscal year.
 - iii. The church council had delayed its decision last month to provide council members an opportunity to propose alternatives to giving the money to the Metro-south building fund. During that period, the pastoral staff proposed disbursing the extra FY17 surplus to the missions and social concerns ministry with instructions to give those funds to a specific external cause and to give some of the church general reserve fund excess to Metro-south building fund.
 - iv. The Board of Deacons recommends giving \$15,000 to the Metro-south building fund as per the original proposal, because of both Metro-south need and previously committed mother church

obligations. This recommendation recognizes that 1) if the missions and social concerns ministry has need, they can always do additional fundraising in the church; 2) this recommendation is consistent with the pastoral staff proposal which also sought to support Metro-south; 3) there are many on the deacon board who also serve on the social concerns and missions committees who agree that this is the most urgent need.

f. Building permit discussion (Elder Ke-chieh Chu and Kiang-Tay Huang)

- i. Elder Ke-chieh and brother Kiang-tay came to address questions that the Board of Deacons had regarding permits and property projects.
- ii. Elder Ke-chieh expressed that building codes are not his area of expertise. He agrees that the church should obey all government regulations. However, applying for building permits do have a cost in time and money.
- iii. Brother Kiang-tay noted that there are two types of regulations, ones related to zoning and ones related to building. Where there are regulations, permits may also be involved. If the church later finds that a permit was required for a project that was not permitted, the church at that time must confirm with the town that regulations were followed and must address any deficiencies.
- iv. When executing projects, there are also items that don't require permits. In particular, the 2009 International Building Code used by the state says that "sidewalks and driveways not more than 30 inches (762 mm) above adjacent grade, and not over any basement or story below and are not part of an accessible route"¹ do not need permits.
- v. Regarding the upper parking lot, the church has decided not to pave it due to environmental and drainage restrictions and regulations.
- vi. Regarding the lower level lot, the church has not paved it because of the church's private septic system. If the church connects to the town sewer, the church will then have opportunity to pave the lot but will first have to get town approval due to environmental and drainage regulations which may be difficult.

g. Technology Update (Jason Lee)

- i. The church is in process of moving its Internet service from RCN to Verizon FiOS. The goal is not to enable church members to watch movies but to improve Internet stability for ministry purposes. Bandwidth is still throttled for guest access. The church can't completely divest from RCN because of phone service. Eventually, the phone lines may be moved to Verizon FiOS, but it will take more research.
- ii. Cross Bridge has been investigating the possibility of printing in color. Deacon Jason has purchased a color printer/copier and is also investigating a reliable and cost-effective printer strategy for the future. The printing budget item has been moved under the technology committee budget.
- iii. Brother Eric has installed a new WiFi thermostat by the nursery.
- iv. Deacon Paul asked whether the A/V system in the chapel can be upgraded. During this past weekend, recordings of the workshops given by a guest speaker were unintelligible. Also, Sunday school teachers have been requested not to use microphones in the chapel due to the reverberance in the chapel, but it then becomes difficult to hear them. It is also difficult to hold events in both room 216 and the chapel at the same time because sound leaks through the walls and doors.

h. Stewardship update (Jian Zhang)

- i. Property projects

¹ International Code Council. "Chapter 1 - Scope and Administration." 2009 International Building Code (13th Printing). Accessed October 21, 2017. <https://codes.iccsafe.org/public/chapter/content/4632/>. Page 3.

1. The stairway from the upper level parking to the main building is complete. A sign encouraging pedestrians to use the handrail and lighting has been installed. PVC tubing will also be installed onto the handrail to make it easier for people to grip it.
 2. A larger septic pump with 167% more horsepower has been installed, because the previous temporary septic pump was not keeping up with demand on Friday nights and Sundays.
 3. A used 2016 Chevy Express Van with 11,000 miles has been purchased as per the board's direction last month to support students living on the north shore.
 4. A quote has also been received for adding railings to the church office front steps.
 5. Planning continues for building a deck to the left of the main entrance between the sidewalk and the driveway above the hill.
 6. A quote has been received for paving a spot for the newly purchased van and for paving the walkway from the upper level parking and the 151 building. The board recommended that the newly purchased van be parked in front of 151 garage during worship and Sunday school time on Sundays, eliminating the need to pave an additional spot for the van.
 - a. **Deacon Bow-nan motioned to approve \$10,000 from the capital fund for the purpose of paving the walkway from the upper level parking to 151. Deacon Jason seconded. The motion passed unanimously.**
 7. The church has received quotes for connecting the main building to the town sewer, but there are still questions regarding the details of those quotes.
 8. Cost estimates have been created for two different awning designs for the first floor entrance and ramp. Deacon Jian will put together a proposal for a later online vote.
- ii. Property maintenance
1. The Junior chapel floor was cleaned.
 2. A beehive was removed from the church office building.
 3. The lost and found bin was emptied.
 4. Signs have been created to help direct people to different parts of the church.
- iii. Property management
1. Conducted fire alarm, fire extinguisher, and sprinkler inspection for 151.
 2. Conducted fire extinguisher inspection for the Carriage House.
 3. Communicated with Eversource regarding our overpayment and with National Grid regarding sales tax refund.
 4. Communicated with insurance company regarding additional workers compensation premium charges.
 5. Installed/replaced damaged soap and paper towel dispensers.
 6. Emptied Room 144 for finance committee use.
 7. Adjusted parking lot timers according to the new season.
 8. Posted warning signs on all restrooms regarding water leakages.
- iv. Deacon Jason mentioned that he is considering adding security cameras and signs in the church parking lot to discourage unwanted loiterers during off-church hours.
- i. Other Updates (Haiguo Wu)
- i. Deacon Haiguo has received a request from a Korean pastor to rent out our facility to hold church services. Given current church activity, this may not be feasible at this time.
 - ii. Pastor Tim has invited the deacons to his home for lunch tomorrow.
- j. Deacon Charlene closed in prayer and Deacon Haiguo adjourned the meeting at 1:08 pm.

D. Addendum

- a. **After the meeting, via electronic ballot, Deacon Charlene Tsang motioned to approve \$13,500 from**

**the capital fund for the purpose of building a pick-up area canopy. Deacon Zongkui Joe Ma seconded.
The motion passed.**