

Board of Deacons (“BoD”) Meeting Minutes

January 20, 2018

A. In Attendance:

- a. **Attendees:** Bow-Nan Cheng (Secretary), Paul Huang, Jason Lee, Zongkui (Joe) Ma, Charlene Tsang, Ji-yong Wang (Head Deacon), YanHua Yan, Berhan Yeh, Jianglin Jiang, Jian Zhang (Treasurer), Ling Zhang, Tuanfeng Zhang, & Senior Pastor Caleb Chang
- a. **Invitees:** Elder Yuguang He

B. Location: Church Office conference room

C. Meeting Agenda & Minutes

- a. Meeting started at 9:03 am. Deacon Ji-yong opened in prayer.
- b. BoD Procedural Review (Ji-yong Wang)
 - i. With the new year and new deacons coming on board, Deacon Ji-yong reviewed BoD procedures defined in 2015 regarding motioning, voting, timing, conduct, etc.
- c. Free Sharing (All)
 - i. Deacons shared prayer requests and spent some time praying for each other
- d. Pastoral Sharing and Update (Pastor Caleb Chang)
 - i. First night prayer on 12/31 had more than 60 from Chinese Ministry (CM) attend. Senior Pastor’s hope and prayer is that Cross Bridge (CB) and Youth Ministry (YM) will take part in the future
 - ii. Upcoming Events
 1. Feb 16-18: ICF Retreat
 2. Feb 17-19: Senior High Youth Retreat
 3. Feb 23-25: Junior High Youth Retreat
 4. March 23-25: Mandarin Gospel Meeting (MGM)
 5. 3/31-4/1: Good Friday & Easter Sunday
 6. 4/14: Kyrgyzstan Orphanage Choir
 7. 4/15: Clay Music Evangelistic Meeting
 8. 5/13: Mother’s Day
 9. End of May: Annual Church Retreat
 - iii. 2018 Long Form Calendar Errors (does not apply to Short Form Calendar)
 1. All Friday night activities on 1/26 are NOT cancelled (i.e. there was a mistake on the date of Chinese New Year)
 2. 2019 projection dates are not correct
 - iv. Meeting with Chinese Evangelical Seminary (CES) of Taiwan occurred to understand “busy” situations on both sides
 - v. No more theological classes should interrupt CM Friday evening Fellowship Ministry programs
 - vi. Recent unexpected, unprecedented church cancellation (Friday Jan 5) due to cold
 1. Church was clear of snow and ready for activities on Friday 1/5, but improper/unclear procedures were followed to cancel church activities (i.e. even though the storm was Friday, but many people on social media were already cancelling events on Wed). As a result, the weather cancellation procedure/policy is under review and edit by the BoE and Pastors.
 2. In general, church should remain open unless there are extreme circumstances because many people come anyway and the main issue is not whether church is cancelled or not, but not being on the same page (i.e. some fellowships cancelled, others did not) which caused a lot of confusion
 3. Pastors and BoE are concerned with coworkers safety and appreciate coworkers service

- if there are concerns on weather and not being able to attend, coworkers are encouraged to reach out to their ministry leads to feed back to Pastors so Pastors can announce a reduced program etc.

4. BoD “emergency response team” (Headed by Deacon Berhan) will cover issues other than weather cancellation to ensure no confusion
- e. Board of Elders (“BoE”) Sharing (Elder Yuguang He)
 - i. BoE to interview COM minister candidate the afternoon of 1/20. Candidate was recommended by pastoral staff
 - ii. COM Pastor is scheduled to be on sabbatical Mar-Sept 2018
 - iii. Senior pastor search (SPS) committee received multiple referrals and is in the process of proactively approaching candidates
 - iv. BoE is finalizing Senior Pastor (SP) transition plan
 - v. Strategic goals in motion based on vision and mission statement → Elder Loren is leading process
 - vi. Senior Pastor (SP) has been assigned to come up with the annual theme for the church this year
 - vii. Health benefit policy revision deferred in BoE meeting
 1. During BoE Meeting, it was discussed:
 - a. One item is the desire to not put concrete numbers in policy which will warrant modification every year
 - b. Because of so many potentially large policy changes, BoE would like to understand and discuss a bit more
 - c. BoE will talk to Pastors individually regarding needs and flexibility before making such a potentially large policy change
 2. There was a recommendation by BoD to have the BoE define a long-term policy for compensation for the church and have the BoD to do actual execution of the details (year by year if necessary)
 - viii. Two new members recruited on Mission committee (Noel Li, Evaline Lai), training in process
 - ix. 2018 monthly ministry review being planned
 - x. Next year is the church’s 50th anniversary: Elder Chaw-Bing to coordinate activities. Finance committee to add budget for 2019 for this activity.
- f. Financial Report (Jian Zhang)
 - i. Summary of key funds:

Funds	Offering (Dec)	Expense (Dec)	Total (Dec)	Cumulative Balance
General	\$455,012	\$156,240	\$298,771	\$386,563
Mission	\$74,542	\$43,925	\$30,617	\$41,498
Capital	\$275	-	\$275	\$436,701
CBE Fund	\$1,600	\$11,323	(\$9,723)	\$315,113
SCM	\$16,985	\$24,161	(\$7,176)	\$55,934
Benevolence	\$800	-	\$800	\$19,800
MS Building Fund	\$9,515	-	\$9,515	\$14,915

ii. General Fund budget summary - up to December 31, our total expense is \$ \$766,133 (42.2% of

the total annual budget), and the total offering is \$ \$1,152,696 (63.5% of the total annual budget). The targeted percentage is 50.0% (6 months of a year). The cumulative balance for the General Fund is \$386,563. It is 347.1% increase from the total surplus at the end of November, 2017.

- iii. The larger offering number in December is consistent with previous years (i.e. higher than other months), but this year's December offering was higher than other year's December offering due to 5 weeks in December and potential tax code changes for 2018
 - iv. BoD talked about potentially modify policy for capital funds to hedge off headaches in end of the year if a surplus is available due to high offering amount this year. Another option is to look at longer-term church building-related projects
 - v. Note that social concerns ministry (SCM) overage is due to congregation matching for the Dai fund
- g. Stewardship update (Joe Ma)
- i. Property projects
 1. Picnic area near upper parking lot smoothed (may turn into parking area in the future)
 2. Parking access road lights replaced solar with wired lights
 3. Additional front-edge lights (edge of upper parking lot) are being installed near stairway of upper parking lot
 4. Changed lights on center poles in upper parking lot from solar powered to wired LED. The solar powered lights have broken twice (still under warranty) so have been replaced by licensed contractors
 5. Plan to add wifi control to main entrance walkway lights - incase snow plowers need lights and no one is available. This will be worked with the IT team. There was a discussion that the device should also enable someone to physically turn the lights on/off since some ministries physically turn on/off
 6. Mission-house (building 151) walkway to upper parking lot light installs underway - trenches dug. Planned lights are similar to Stride-rite walkway lights
 - ii. Property maintenance
 1. Main building basement floor tiles repaired
 2. Building 151 classroom floor cracks -- planned to be addressed
 - iii. Property management
 1. The annual smoke, fire alarm and sprinkler inspection was completed (main church building and building 151)
 2. State annual elevator inspection passed
 3. Kitchen fire suppression inspection completed and kitchen hood cleaned
 4. Extinguisher inspection completed (main church building and building 151)
 5. HVAC maintenance service completed (first year free)
 6. Pest control completed to treat mice problem
 7. Snow plowing during 2 storms complete
 8. Purchased tables for Cross Bridge
 9. Cost/benefit analysis for public sewer connection is underway (Cost is completed, benefits are under investigation)
 10. Chapel echo/acoustic issue was brought up and deacons will investigate upgrading sound system and other items
- h. Technology Update (Jason Lee)
- i. Main sanctuary video cut-out issue is still under investigation. Reproducing the issue is a challenge
 - ii. CBCGB is looking into upgrading microphones (similar to ones used in CM). Note that the church

- sound system responsibility is under IT committee
- iii. Church office printer issues are being addressed
- iv. The wifi network controller is currently not functioning and being resolved. The network controller controls all the wifi access points
- v. Deacon Jason notes that by next deacons meeting, there will be TV/projector adaptors will be available for the room. These adaptors will be secured to the room.
- i. BoD Support to Youth Ministry Brainstorm (Ling Zhang)
 - i. Deacon Ling has reached out to Pastor Stan and Jen to see how she can support them either by mobilizing parents or other efforts
 - ii. One key things brought up is that as the YM liason, it would be good to be their advocate and also any items Deacons can pray for
- j. Additional Discussions (Ji-yong Wang)
 - i. Deacon Ji-yong reminded everyone to sign up for meetings to include deacon representative to Elder's meeting
- k. Elder Yuguang closed in prayer and Deacon Ji-yong adjourned the meeting at 12:03 pm.