

# Board of Deacons (“BoD”) Meeting Minutes

January 19, 2019

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## A. In Attendance:

- a. **Attendees:** Jason Lee, Tuanfeng Zhang, Hongwei Huang, Samuel Chang, YanHua Yan, Ling Zhang, Jianglin Liang, Dazhi Wang, Stan Wang, Berhan Yeh, Charlene Tsang (via FaceTime), Zongkui (Joe) Ma, Pastor Juta Pan, Ji-yong Wang (Elder representative)
- b. **Absentees:** None

## B. Location: Church Office conference room

## C. Meeting Agenda & Minutes

- a. Meeting started at 9:05 am. Pastor Pan opened in prayer.
- b. Free Sharing (All)
  - i. Deacons shared prayer requests and spent some time praying for each other
- c. Pastoral Sharing and Update (Pastor Pan)
  - i. Important Events in December and January (bilingual services)
    1. Advents
    2. Christmas Sunday Service
    3. Christmas Eve Service
    4. Year End Service
    5. New Year Service
  - ii. Q1 2019
    1. Return to normal Ministry Schedule
    2. CM Fellowships are planning the celebration of Lunar New Year
      - a. Opportunity for Evangelism
      - b. Fully booked facilities
  - iii. Several Retreats in February
    1. Junior Alive: Feb. 22-24
    2. Senior Alive: Feb. 16-18
    3. ICF: Feb. 15-17
    4. COM BSF:
      - a. Jan. 18-20 coworkers
      - b. Feb. 15-17 fellowship members
  - iv. Pastoral Staff
    1. Ongoing searches for Three pastoral staff
      - a. CB
      - b. Youth
      - c. COM
    2. Pastor Bowman is on sabbatical from January to March
      - a. Xinyu Li will fill in for Pastor’s Bowman role during this time
    3. Two Interim pastor/ministers
      - a. Pastor Jeffery Arthurs
      - b. Minister Duane Chang (officially starting January 20, 2019)
    4. Incoming COM Minister Juan Chen’s visa application is still in process
  - v. CM Pastoral Staff Responsibilities Distribution

1. Worship: Juta
2. Spiritual Formation: Ziyi
3. Care: Ziyi
4. Fellowship: Yuegang
5. Outreach: Yuegang
- vi. Pastoral Staff will think about how The Year of Jubilee relates to Ministry this year
  1. Do we need special devotional topic?
  2. How to let the younger generation experience the meaning of The Year of Jubilee
- vii. Resume on Minister Yuegang's ordination
- viii. A new administrative director is ready to onboard (possible end of February and March)
- ix. Watching weather for possible cancellation for tomorrow's services
  1. Will try to announce earlier
  2. Possible announcement on church website
  3. Possible official church phone number to call in to find out status
  4. Possible text alerts
  5. For Jan 20, 2019:
    - a. CC Secretary (Stan) will inform local news
    - b. CC Secretary (Stan) will send email via members email list
- x. May want to update church website
- d. Board of Elders ("BoE") Sharing (Elder Ji-yong Wang)
  - i. Update on Pastor searches
    1. Youth: Terry Yang in charge of search committee
      - a. Already have 5 applicants
    2. CB Search: Elder Chris Cheng heading search committee
      - a. Waiting for last member to join the committee
      - b. Finalizing job description
  - ii. Approved Finance Member List
  - iii. BOE Ministry Reviews for 2019
    1. CM Fellowship
    2. CB Fellowship
    3. Finance Committee
    4. Stewardship Committee
    5. CBE
    6. HR
    7. Church planting
    8. Youth Ministry
  - iv. Administrative Director hiring update
    1. If process goes well, person will start Feb 1, 2019
    2. Will report to Senior Pastor and BOE Chair
- e. Stewardship update (Hongwei Huang)
  - i. **NOTE: Please send all property issues (including picture) to: [property@cbcgb.org](mailto:property@cbcgb.org)**
  - ii. Stewardship Committee
    1. Property Management: Ruth Lu
    2. Property Maintenance: Lih-Kong (Eric) Young
    3. Transportation: JinJie Tang, Jeff Zhang
    4. Parking: Ye Tang
    5. Food Service: Xinwen Wang
    6. Snow Removal: Tuanfeng Zhang
    7. Fire Drill & Safety: Binzhang Shen

8. Spring/Fall Clean up: Jianglin Liang
  9. Baptistery Preparation: Cho-Nang Teng, Lih-Kong Young
  10. Friday Night Facility Usage: David Eng, Yuegang Zhang, Jianglin Liang
- iii. Property projects
    1. No major projects going on during the winter season.
    2. Projects in the Pipeline
      - a. Resolve water leakage problem (office)
      - b. Parking lot crack sealing, postponed
      - c. Install remote control for lights at parking lots
      - d. Upper level parking lot crush-n-run, postponed
      - e. Smooth the adjoining area between upper level parking lot and the picnic area
      - f. Build a walkway to Stride Rite parking lots
    3. Ruth was contacted by our neighbor Boston Properties, who would like to help us pave the upper parking lot, build stairs and access road. If so we will allow them to use our parking lot during the weekdays
      - a. A site plan drawing from Bro. Chiway has been forwarded to Boston Properties. Their project team will keep Ruth updated
  - iv. Property Maintenance
    1. For any property/building issues, please take picture and send issue/request to: [property@cbcgb.org](mailto:property@cbcgb.org)
    2. Completed Projects
      - a. Fixed broken beams on bridge walkway to sanctuary
      - b. Fixed ceiling leaks on Pastor Pan's office
      - c. Built an awning to double door entrance to Building 151 to prevent water from coming in and getting the carpet wet (temporary solution)
      - d. Installed Electric Heater Timer
      - e. Installed a permanent elevator heater on the oil tank to make sure the elevator runs smoothly when the engine room gets really cold in the winter
  - v. Ongoing and Potential Future Projects
    1. Find permanent solution to drain a large amount of water from rainfall from coming into Building 151
    2. Fix water leakage problem at office basement entrance
    3. Fix leakage in Front of Main Building (right side of main entrance)
    4. Need a solution to drain rainwater accumulated behind church office.
    5. Baptism tub heater repair and tub cover
    6. Repair the signs of special parking for Philly Children
    7. Side curtain installation at the entrance to children reception
    8. Parking lot light bulb
    9. A lots of other repairs
  - vi. Property Management
    1. We have switched the cleaning company from Turbo to EC who is doing a much better job
    2. Mingpei and Ruth teamed up to handle HVAC operation
    3. Below services & inspections have been done:
      - a. Quarterly pest control service
      - b. Annual portable extinguisher inspection
      - c. Church kitchen fire suppression system inspection
      - d. Mass State annual elevator inspection
  - vii. Capital Fund Requests
    1. None
- f. COM update (Samuel Chang)
    - i. Pastoral and Leadership Status
      1. Minister Duane starts 1/20/2019

- 2. Juan Chen
    - a. As of 1/11/2019, all required visa application documents are completed
  - 3. COM Pastor Search
    - a. Conducting informal reference checks for a candidate
  - ii. Pulpit Ministry
    - 1. 2019 is COM's 10-year anniversary
    - 2. 2019 Q1 will be preaching through book of John
  - iii. Spiritual Formation
    - 1. One-on-one Discipleship Training: Lin Shi & Nan Li
    - 2. Christian Relationship: Susan Huang
    - 3. Christians in Work Place: Frank Lee
    - 4. In-depth Bible Study: Curtis Chang
    - 5. Read the Bible in one year: Lili Zhao
  - iv. Upcoming Events
    - 1. COM Planning Group Bi-monthly Meeting: 2/2
    - 2. Boston Student Fellowship (BSF) Winter Retreat: 2/15-2/17
  - v. Shared pictures from:
    - 1. Thanksgiving and Christmas gathering
    - 2. Baptismal Service
    - 3. Christmas Eve Candlelight Service
- g. Technology update (Jason Lee)
- i. Need to form committee from different ministries to choose church wide management software package
    - 1. One question is if Chinese support is absolutely necessary
  - ii. Urgent need to address chapel projector dimness
    - 1. Will provide a portable projector as a temporary solution
    - 2. Does not address overflow chapel video
  - iii. Person lift storage question unresolved
    - 1. Need a way to get up to chapel scaffold
    - 2. Once resolved, chapel projectors will be replaced with HD projectors to match the rest of AV system
  - iv. Microsoft Office licensing currently being addressed
    - 1. Needed for several pastors' new laptops and for other church laptops
  - v. Youth projector needs to be replaced
  - vi. New sound monitors in sanctuary being researched/purchased
  - vii. AV system upgrade proposal has been started
  - viii. Church copiers need a new contract/vendor
  - ix. Issues with knowledge transfer of church technology information continue to exist
  - x. Phone system updated with new directory
    - 1. English updated, need to find someone to record in Chinese
  - xi. Reminder: all technology/AV purchase requests need to go to [itdeacon@cbcgb.org](mailto:itdeacon@cbcgb.org) before purchase (not just at reimbursement request) even if the money is coming from own ministry's budget → for consistency of technology and training
- h. Financial Report (Joe Ma)
- i. Summary of key funds:

	Offering	Expense	Balance	Cumulative Balance
General Fund	330,024	124,528	205,497	189,616
Mission Fund	81,496	33,156	48,340	97,199
Capital Fund	2,200	-	2,200	549,666
Benevolence Fund	2,400	-	2,400	13,900
CBE Fund	3,700	-	3,700	334,690
SCM	19,987	5,238	14,749	63,415
MS Building Fund	1,500	-	1,500	10,300

- ii. General Fund Budget Usage Summary (up to December 31):
  1. Total offering \$ 879,725 (49.0% of budget)
  2. Total expense \$ 690,108 (38.4% of budget)
  3. Cumulative balance \$ 189,616
  4. Targeted percentage 50.0% (6 months of a year)
- iii. Requisition Form
  1. You can't sign the form that pays yourself
  2. Sign the form and print your name
  3. Attach receipts or invoices
  4. Attach a list of documents, and your formula
  5. For capital fund account, attach approved capital fund request form, and contract if there is one
- iv. Issued Checks
  1. When a check is issued, the requester will be notified
  2. Get checks from your mailbox at church office
  3. Bank charges \$35 to stop payment of a lost check
  4. Online payment is possible
- v. Capital Expenditure
  1. Equipment purchase or repair
    - a. Expected to last for five or more and cost at least \$2000
- vi. Capital Fund
  1. Funding
    - a. Donation designated for building or capital fund
    - b. Interest accrued from bank accounts
    - c. Surplus transferred from General fund
  2. Approval
    - a. Stewardship Council: \$2000 to \$4999
    - b. BOD: \$5,000 to \$74,999
    - c. Church Council: \$75,000 and above
  3. Bookstore
    - a. Bring a requisition form to bookstore for internal account transfer
    - b. The bookstore submits requisition form to Finance to get the fund transferred
- vii. For offering, general questions or comments, contact: [treasurer@cbcgb.org](mailto:treasurer@cbcgb.org)
- viii. For donation questions, contact: [finance@cbcgb.org](mailto:finance@cbcgb.org)
- i. Jason Lee closed in prayer and adjourned the meeting at 12:07 pm.