

Board of Deacons (“BoD”) Meeting Minutes

July 20, 2019

A. In Attendance:

- a. **Attendees:** Jason Lee, Zongkui (Joe) Ma, Jianglin Liang, YanHua Yan, Hongwei Huang, Samuel Chang, Charlene Tsang
- b. **Pastor:** Juta Pan
- c. **Elder Representative:** KC Chu
- d. **Absentees:** Dazhi Wang, Tuanfeng Zhang, Stan Wang

B. Location: Church Office Conference Room

C. Meeting Agenda & Minutes

- a. Meeting started at 9:09 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 from June to July 12
 1. Sister Shen Cai’s Follow-up:
 - a. There was a special gathering of Hope Fellowship on July 3. Pastor Pan has been very touched by the members of Hope Fellowship and how they have sought to care for family members during this difficult time.
 - b. There are two pending court proceedings: One related to the homicide and another civil suit for the estate and custody of sister Shen’s daughter.
 - c. A church member has been asked to provide limited legal advice for those who have been involved with these legal proceedings
 2. 6/16 Joint Father’s Day Service
 3. Hopi and Maine STM
 - ii. Important events in July and August
 1. Many short term mission trips being taken by church members.
 2. Chinese Ministry and Cross Bridge are in a period of relative summer hibernation.
 3. City Outreach Ministry will have their annual co-workers retreat on 8/3 and a 10-year anniversary BBQ on 8/24. New student ministry has also started.
 - iii. Pastoral Staff
 1. Minister Yuegang: Ordination service on 8/10.
 2. Pastor David Eng: Will step down on 8/11.
 3. Dr. Arthurs: Will reduce working hour starting August.
 4. Minister Duane: Visa will be filed soon.
 5. Pastor Jennifer Lin: Will apply for the Doctor of Ministry program at Gordon-Conwell Theological Seminary.
 - iv. Pastor Pan’s upcoming off-campus plans
 1. 8/25: Preach at Storrs Chinese Church
 2. 9/27-9/29: Preach at City Outreach Ministry’s Fall Retreat
 3. 10/9-21: Teach at Russian Campus of Global Mission Seminary
 4. 10/22-25: Vacation
 - v. Some more items
 1. Pastoral staff has had discussions on how to enable our church to be a place where

those who are suffering domestic violence can find support and safety.

d. Board of Elders (“BoE”) Sharing (Elder KC Chu)

i. Ministry Update

1. CB Pastoral Search

- a. Candidate weekend held on 7/12-7/14 with Jeffrey Hwang as he interviewed for Pastor David Eng’s position.
- b. Decided not to move forward with either of the two candidates for CBCGB English Pastor

2. Youth Minister Search

- a. No updates since last meeting.

3. Church Building Expansion (CBET) Project

a. Current CBET members

- i. Design/Architect: KT Hwang, Thomas Wang
- ii. Engineering: Shin-Jong Chen
- iii. Finance: Elder KC Chu

b. Why we need the CBE project

- i. Expand/improve current facility to add more capacity for seekers and newcomers
- ii. Enable expansion and provide more space for children and youth ministry
- iii. Today’s investment is for future generations, just like 30 years ago

c. Project Overview

- i. Established after a special membership meeting held in June 2012.
- ii. The project included three phases, the first of which was completed in 2015 and included the 151 building, upper parking lot, and access road and lighting.
- iii. As of may 2019, the CBE project has received \$1,569,810 in funding and spent \$1,225,360 with a balance of \$344,450.

d. Project Challenges

- i. Congregation and co-workers do not have confidence that the CBE project is needed.
- ii. Congregation and co-workers have different opinions on the scope and priorities for the project.
- iii. The church general fund surplus has been declining since last year.
- iv. The pastoral staff turnover rate has been high.

e. Project Positives

- i. Project has been gaining support from Cross Bridge, Children and Youth ministries.
- ii. Formation of the CBE Advisory Team will help consolidate congregational feedback. Survey near ready to be sent out to the congregation.
- iii. The church general fund has stabilized in recent months.
- iv. Pastoral staff transitions are in progress.
- v. New generation of church leadership.

f. Finance Plan:

- i. Total budget for phase II and III: \$4.5 million:
 1. Current CBE fund balance: \$345,000
 2. General fund surplus: \$50,000

3. Part of Capital Fund: \$450,000
 4. Fund-raising: \$655,000
 5. Member Loan: \$3 million
4. Deacon Nomination
 - a. Board of Elders approved preliminary list of deacon candidates.
 5. Elder Nomination
 - a. Two new candidates have agreed to serve.
 6. CORI Checking Process Review / Update
 - a. In progress
 7. Seminarian Scholarship
 - a. Has been reviewed by BoE.
 - b. Streamline internship and seminarian scholarship into one scholarship.
- e. Stewardship update (Hongwei Huang)
- i. **NOTE: Please send all property issues (including picture) to: property@cbcgb.org**
 - ii. Property projects
 1. Projects in the Pipeline
 - a. Replace hallway carpet
 - b. Install vinyl floor in the basement
 - c. Water drainage behind church office
 - d. Other renovation / maintenance items from pastoral staffs (e.g. signage, directory, decoration, etc.)
 - iii. Property Maintenance
 1. What has been done (Thanks to Eric, Ruth, Wei-Xin, and etc.)
 - a. Continued repairing driveway
 - b. Continued fixing water leak near the main entrance
 - c. Repaired Jr. Chapel and storage room in basement
 - d. Repainted and decorated in children ministry (by Pastor Jennifer and team)
 - e. Furniture repairs in sanctuary
 - f. Plumbing repairs in kitchen and bathroom
 2. Future Projects to be done
 - a. Driveway ramp repair
 - b. Playground repair
 - c. Basement floor repair
 - d. Building directory replacement
 - e. Wall repaint
 - f. Fire door issue: Second door main entrance
 3. Property Management
 - a. Landscaping service was done
 - b. Elevator quarterly maintenance was done
 - c. Kitchen semi-suppression inspection was done
 - d. Re-adjusted Church buildings thermostat
 - e. Prepared / duplicated keys for church music instrument storage
 - f. Ordered office supplier and janitorial supplies
 - g. Purchased office kitchen supplies and the welcome ministry supplies
 - h. Submitted invoices and made credit card payments
 - i. Negotiated the premium for church insurance renewal
 - j. Renewed church vans registration
 - k. Accommodated VBS program

- l. Tax exemption updated for out of state purchases
 - m. Discussed how to improve online room reservation service
 - iv. Capital Fund Requests
 - 1. Church basement repair
 - 2. Basement vinyl tiles installation
 - v. Prayer Requests
 - 1. Please continue to pray for the church kitchen ministry as we continue to search for a replacement for brother Xinwen.
- f. Financial Report (Joe Ma)
 - i. Summary of key funds:

	Offering	Expense	Balance	Cumulative Balance
General Fund	124,976	122,392	2,584	113,876
Mission Fund	27,495	31,670	(4,175)	85,263
Capital Fund	(3,554)	-	(3,554)	551,408
Benevolence Fund	300	2,000	(1,700)	8,200
CBE Fund	1,300	-	1,300	345,750
SCM	6,209	14,483	(8,274)	57,496
MS Building Fund	200	-	200	12,350

- ii. General Fund Budget Usage Summary (up to June 30):
 - 1. Total offering \$ 1,599,028 (87.6% of budget)
 - 2. Total expense \$ 1,485,152 (81.4% of budget)
 - 3. Cumulative balance \$ 113,876
 - 4. Targeted percentage 100% (12 months)
 - iii. Final 2018-2019 financial report will be provided in mid-August
- g. Technology update (Jason Lee)
 - i. Church wide management software package
 - 1. Planning Center and Realm top contenders
 - ii. Singed new 5 year lease and maintenance agreement for 3 copiers at half of original quote from supplier.
 - iii. Chapel projector
 - 1. Decision made to purchase lift
 - 2. Will need help to snake an HDMI cable through the wall, down to faceplate
 - iv. Video switcher installed with work continuing
 - 1. Added a ptz camera of similar quality to our main camera allowing us to have two similar shots to switch between. This frees up the mevo cameras for brief specialized views. Testing wireless HDMI from PPT computer to back projector.
 - 2. Work still needs to be done on copyright awareness and making resources available that are copyright friendly
 - 3. Production quality now up to each AV team to train team members and learn new skills
 - v. Security Cameras
 - 1. Four to be installed in children's area in the interim
 - vi. cbcgb.org domain transfer to same registrar as crossbridge.life (credentials received)
 - vii. Reminder: all technology/AV purchase requests need to go to 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. Other Ministry Sharing
 - i. COCM (Yanhua)

1. Andover Church Planting
 - a. On hold
2. CM Evangelistic meeting (Pastor Pan)
 - a. Explore other creative (e.g. drama or music) evangelistic meetings in addition to semi-annual traditional meetings
- ii. COM (Samuel Chang)
 1. Pray for Mrs. Pan, Minister Duane, Mrs. Chang and Minister Juan as they teach at Ambassador For Christ 7/19-7/21
 2. Heat issue during summer time at Ruggles is a concern.
- iii. CM Fellowship (Jianglin Liang)
 1. Many fellowship is preparing for choir offering
- iv. 50th Anniversary Photo-book
 1. All church council and staff photos have been completed.
 2. Jianglin is coordinating 50th anniversary photo book.
- v. Children Ministry (Charlene)
 1. Administrative support is still needed.
 2. Pastor Pan proposed to BoE to possibility to add a Children co-worker/director to staff. BoE agreed to look into the possibility.
- i. Jason Lee closed in prayer and adjourned the meeting at 12:05 pm.