

Board of Deacons (“BoD”) Meeting Minutes

January 18, 2020

- **In Attendance**

- **Attendees:** Jason Lee, Jianglin Liang, Hongwei Huang, Zongkui (Joe) Ma, Stan Wang, YanHua Yan, Kueiyu Joshua Lin, Ligong Xu, Ye Tang, Charlene Tsang, Dazhi Wang, Samuel Chang
- **Pastor:** Jutta Pan
- **Elder Representative:** Chris Cheng
- **Absentees:** None

- **Location:** Church Office conference room

- **Meeting Agenda & Minutes**

- Meeting started at 9:06 am. Pastor Pan opened in prayer.
- Free Sharing (All)
 - Ye shared the need for more youth counselors
 - Preparation of possible snowstorm tonight
 - Given recent news of shootings at churches and synagogues, discussion on how to keep the church safe
 - Deacons shared prayer requests and spent some time praying for each other
- Pastoral Sharing and Update (Pastor Pan)
 - Primary Focus
 - Joint Services
 - Travels/Vacations
 - Conference/Retreat
 - Important events from Dec. 14 to Jan. 18
 - Four Joint Services
 - Christmas Sunday (12/22)
 - Christmas Eve (12/24)
 - Year End (12/29)
 - New Year (1/5)
 - Important events in January and February
 - Back to normal ministry schedule
 - Ministry and coworker transition
 - Chinese Ministry (CM)
 - Choir year end lunch gathering (1/5)
 - Finishing 2019 Reading the Bible in one year
 - Started registration for 2020
 - Two funeral and memorial services
 - Marriage Enrichment Retreat (MER) on March 6-8
 - Winter Adult Sunday School: Introduction of Social Concerns Ministry
 - Stephen Ministry recruits new caregivers
 - Sermon series in Q1 2020
 - Passages from John 1-11
 - Preparing for 3/29 evangelistic meeting
 - Cross Bridge (CB)
 - Back to normal Ministry format
 - Starting sermon series: The Book of Habakkuk
 - Prayer meeting on Sunday before service

- OT Survey for families on Saturday
- Ministry seminarian scholarship for a seminarian student in CB
- City Outreach Ministry (COM)
 - New Sunday School classes
 - Duane Chang's R1 visa and ministry status
 - Cannot be official minister until visa status gets resolved
 - Social concern events: once a month
- Youth Ministry (YM)
 - New seminarian student starts his internship in January
 - Back to normal schedule
 - Preparing for winter retreat in February
 - Minister Taylor will start his ministry in early February
- Children's Ministry
 - Half-time Children's Ministry Director Candidate: Tony Ng
 - He will meet parents and congregation on 1/19
 - Children's Ministry Conference on 2/29 from 9am-3pm
 - Empower God's Children (使神的孩子茁壯)
 - CBCGB priority status ended on 1/15
 - Less than 10 have signed up thus far
- Pastoral Staff
 - Vacation and busy December schedule for all pastoral staff
 - Minister Duane's R1 visa
 - Children Ministry Director search:
 - "Onsite Interview" in these coming two weeks (BOE, town hall, pastoral)
 - Youth Minister: Taylor will start ministry in early Feb.
 - CB pastor search: in progress
 - Pastor Ziyi is taking a vacation from the end of 2019 to 01/14 2020
 - Pastor Yuegang is at World Vision pastoral retreat in San Diego
 - Yihui (Daune's wife) gave birth to their baby on Jan. 2
- Other issues or requests
 - Nichols College ask SORI check for leading coworkers in CM summer retreat (5/21-23)
 - Pastors vacation days: new possible proposal at February BOE meeting
 - Possible change from Jan-Dec of July-June to count vacation days
 - When will wall painting start?
 - Request for Shuttle Bus pick up and leave on time
 - Not too early and not too late, as there have been feedback that the van has been leaving too early and thus there have been instances of missing the shuttle
 - Office space needs after Children's Ministry Director comes on board
 - Some ideas:
 - Renovate current CB pastor's room and change into two room
 - Pastor Bowman moves to CB pastor's room and shares with Tony
 - Pastor Bowman shares room with Tony in current office
 - Juan shares room with Miranda
 - Use of room with pastoral staff's library
- Board of Elders ("BoE") Sharing (Elder Chris Cheng)
 - BOE met with Children's Director Candidate Tony last week
 - Minister Taylor starts early February
 - CB Pastor Search continues
 - Elder Chris is stepping down as Search Committee chair and Loren Shih will be chairing the committee
 - Approved Finance committee members
 - In April, BOE will be reviewing Family Ministry
 - Other Ministries will be reviewed throughout the year

- Ways to add rigor to Elder nomination process
 - Considering adding discipleship component
- Financial Report (Joe Ma)
 - Summary of key funds:

	Offering	Expense	Balance	Cumulative Balance
General Fund	316,659	119,759	196,900	421,827
Mission Fund	76,764	31,202	45,563	138,008
Benevolence Fund	15,720	-	15,720	32,282
CBE Fund	11,100	-	11,100	362,750
SCM	10,545	2,510	8,035	56,160
Capital Fund	1,763	-	1,763	591,802

- General Fund Budget Usage Summary (up to Dec 31):
 - Total offering \$ 1,089,155 (58.7% of budget)
 - Total expense \$ 667,328 (36% of budget)
 - Cumulative balance \$ 421,827
 - Targeted percentage 50% (6 months of the year)
- Subcommittee needed to figure out how to let the congregation know of the status of the budget
- If ministry leaders submitting expenses, need someone else to sign for approval
- Stewardship update (Hongwei Huang)
 - **NOTE: Please send all property issues (including picture) to: property@cbcgb.org**
 - Property Projects
 - Projects in the Pipeline
 - Interior repainting and signage installation
 - Church office roof repair
 - Water drainage behind the church office
 - Repave driveway/parking lot
 - Fire door-alarm
 - Property Maintenance
 - What has been done
 - Fixed basement leaks from the back entrance
 - Repaired the sliding partition walls and kitchen utensil in basement
 - Repaired lighting system between B151 and carriage house
 - Repaired ventilation system in the main building
 - Cleaned the carpet near the door to Sanctuary
 - Emergency light battery exchange
 - Annual inspections including elevator
 - What needs to be done
 - Repair broken/uneven areas of the parking lot near church office
 - Place evacuation routes (sign/map)
 - Water drainage outside Children’s ministry

- Parking lot light bulb replacement
 - Playground fence/gate repair
 - Welcome sign installation
 - Ceiling leak in R220
 - Property Management
 - St. Luke Ugandan Anglican Church wishing to use our facility for worship.
 - During Pastoral meeting the Pastors discussed:
 - if we're able to accommodate them
 - want to know their charismatic statement and statement of faith
 - Communication with our insurance company to issue a Certificate of Liability for our retreat event
 - Accommodate the theology classes, fellowship gathering, and baptism ceremony, etc
 - Upon requests purchased ministries desired staff
 - State Annual Elevator Inspection passed
 - Fire Extinguisher annual inspection done
 - Kitchen fire suppression inspection done
 - Kitchen annual cleaning service done
 - Annual septic tank service done
 - Pest control done
 - Order Ice Melt for church properties
 - Installed magazine rack for church bookstore
 - Capital Fund Request
 - Interior painting for church building (modified from November's request)
 - \$44,500 requested
 - Answers to previous questions from November:
 - Would like to see other work as reference
 - A few BOD members will try and take a look at previous work done in Boston
 - Confirm number of layers will be painted
 - 2 layers
 - Need to add 10-15% extra to be covered
 - Original cost request doesn't cover
 - Need to ask for warranty as expected to last 10 years
 - Typically no warranties, but the company will give us 6 months warranty
 - See if there are other areas that need to be painted
 - New request includes basement and first floor
 - Hongwei makes motion for the BoD to cancel old request and approve new Capital Fund request plus 10% (\$50,000) to paint church building contingent on answers on brand and type of paint, BOD's approval of previous work, and timing of work to minimize disruption of scheduled meetings
 - Jianglin seconded
 - Motion passed unanimously
- Technology update (Jason Lee)
 - Copier issues
 - Toner waste container periodically needs replacing. Still learning what can keep us from printing
 - AV Systems
 - Work still needs to be done on copyright awareness and making resources available that are copyright friendly
 - Video scalars did not resolve front projector and chapel/video distribution blanking

- Capital requests for microphones, in-ear monitors, and a new piano are being discussed and submitted
 - Church wide management software package
 - Signed up for Realm which is made by ACS Technologies
 - 6 months test trial
 - Crossbridge and Children's Ministry will first test the process
 - Shortly after, COM will help test
 - CM will be last since there's a lot of work involved
 - Will talk with Grace Chapel on their experiences with Realm
 - Has ability for e-giving
 - Crossbridge will be first ministry to try it out
 - Chapel Projector
 - A more flexible lift would be useful for the sanctuary and maybe for future CBET project.
 - These lifts are very expensive so the decision has been made to roll the purchase and storage of a lift into the CBET project.
 - To mount the projector up on the Chapel projector/light bar, the church's scaffold would need to be assembled and we would need people that know how to snake long cables to help.
 - Security Cameras (four to be installed in children's area in the interim) - ongoing
 - 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
- Free sharing
 - Jianglin shared about 50th year anniversary photobook.
 - Submitted pictures to Lifetouch
 - Those who had pictures taken by Lifetouch will get a free copy
 - Ordered 200 additional copies for those that didn't have pictures taken for \$10
 - Charlene shared about transitioning coworkers in AWANA
 - Encouragement of congregation to attend Parent's Workshop
 - Thoughts about having sign-up table
- Jason Lee closed in prayer and adjourned the meeting at 12:11pm.