

Board of Deacons (“BoD”) Meeting Minutes

July 18, 2020

- **In Attendance**

- **Attendees:** Jason Lee (Head Deacon), Samuel Chang, Hongwei Huang, Kueiyu Joshua Lin, Zongkui (Joe) Ma, Beata Shih, Ye Tang, Ligong Xu, Dazhi Wang, Stan Wang, YanHua Yan
- **Pastor:** Jutta Pan
- **Elder Representative:** Ke-Chieh Chu
- **Absentees:** Jianglin Liang

- **Location:** Online Zoom Meeting

- **Meeting Agenda & Minutes**

- Meeting started at 9:09am. Pastor Pan opened in prayer
- Free Sharing (All)
- Pastoral Sharing and Update (Pastor Jutta Pan)
 - **Primary Focus:** Continue to monitor the COVID-19 pandemic situation
 - **COVID-19 Pandemic development**
 - MA moves to Phase 3 of reopening with continued drop of daily reports of new cases and death counts.
 - In many other states, the confirmed numbers continue to increase.
 - 2 members who contracted COVID are recovered, but need more time to fully recover.
 - Members feel physical, mental, and spiritual fatigue.
 - Impacts to international students and members with OPT and H1 visa status.
 - **Impact to Church for the summer**
 - Cancelling more programs:
 - CM Stephen Ministry retreat online
 - Missions: All STM this summer are cancelled
 - Lexington and and COM baptism in May postponed
 - Possibly reschedule for August
 - Holy Communion was cancelled
 - Probably CM Musical gospel meeting in September
 - **Our response and status**
 - Reopen task force continues
 - Sunday services continue to have stable attendance
 - CM Fellowships are eager to serve
 - Care for members’ needs
 - CM summer Sunday School have better attendance
 - COC is thinking about creative/alternative way to do outreach
 - CM Ministry Retreat changed to online streaming (8/21-22)
 - A possible change of CM October gospel concert
 - Need more AV coworkers
 - **Pastoral Staff**
 - Minister Duane’s R1 visa is still pending
 - CB pastor’s search and a proposal for one year interim minister
 - Prepare for ordination process for Minister Jeff after August
 - Annual review: Just started and causing more weekly meetings for elders and pastoral staff and possible schedule conflict.

- Other sharing
 - Online creates more opportunities for ministries
 - Online cannot replace all ministries
 - Pastoral staff is suggesting a redesign for our website. We need the collective works of technology, ministers, users, graphic designers
 - Function and problem of social networks (like WeChat, etc.)
 - Consider using Realm, but concern of reaching newcomers
- Board of Elders (“BoE”) Sharing (Elder KC Chu)
 - Ministry review:
 - July: Finance Ministry
 - Presented last week at the BoE meeting
 - Lots of work behind the scenes
 - Church reopening
 - Task force continue to meet
 - Encountered obstacles in implementing reopening schedule
 - Health and safety of congregation, coworkers, and communities are first priority
 - Redesign Phase 1 based on some member’s concern
 - Intentionally slower than the Massachusetts guidelines
 - Approved 1-year CB minister and candidate accepted
 - Continue to have Wednesday night meetings to review online services and how to implement ministries going forward
- Financial Report (Joe Ma)
 - Summary of key funds (up through June 30, 2020):

	Offering	Expense	Balance	Cumulative Balance
General Fund	134,227	129,477	4,750	462,327
Mission Fund	23,648	33,481	(9,833)	74,658
Benevolence Fund	7,399	2,000	5,399	65,761
CBE Fund	880	-	880	367,570
SCM	6,920	29,416	(22,495)	34,384
Capital Fund	1,054	24,193	(23,139)	546,344

General Fund Budget Usage Summary (up to Jun. 30)	
Total offering	\$ 1,811,275 (97.4% of budget)
Total expense	\$ 1,348,948 (72.5% of budget)
Cumulative balance	\$ 462,327
Targeted percentage	100% (12 months of the year)

- SCM sent lots of payments ahead of schedule due to pandemic
 - If there are any additional requests outside of budget, can bring it up to BoD
 - Need to continue to consider those outside of US in need
- There were increase in giving to Benevolence fund
 - May want to revise policy to allow those in need can reapply and increase maximum amount
 - Pastor Pan will reach out to Pastor Chang to revise policy and submit for BoE approval
- If there is need in the future due to pandemic, Church Council could vote to move some amounts between Capital Fund to General Fund

- Stewardship update (Hongwei Huang)
 - **NOTE: Please send all property issues (including picture) to: property@cbcgb.org**
 - Property Projects
 - Projects in the Pipeline
 - Repaving main driveway (proposal/capital fund request form updated)
 - Drainage behind church office (proposal/capital fund request form submitted)
 - Upper parking lots gravel refill
 - Church office roof repair
 - Property Maintenance
 - What has been done
 - Lots of repairs
 - Kitchen suppression inspection was done.
 - Contacted cleaning companies for disinfection and cleaning before/after the church reopened
 - For now, only Champion Cleaning Co. will meet our requests and are willing to come during the Sunday service
 - What needs to be done
 - Cleaning up basement (mold removal)
 - Repair broken/unevenly settled areas of the parking lot around church office
 - Handrail installation on the bridge to upper parking
 - Place evacuation routes sign/map (Binzhang)
 - Playground fence/gate repairs
 - Trim trees around parking lots
 - Ceiling water leak at R220
 - Additional storage
 - Others
 - Property Management
 - Preparing for church reopening in Phase 1:
 - Drafted Church reopening facility guidelines.
 - PPE and disinfection items preparation:
 - Masks: a sister, 劉紅梅, donated 2,250 adult masks (distributed 500 masks to the COM ministry), ordered 500 children masks from Taiwan.
 - Will order sanitizers, disinfection wipes, wall-mounted infrared forehead thermometer, toilet seat covers
 - In progress: signages, social distancing posters, alerting tapes, welcome desk divider shields
 - Capital Budget Request
 - Microphone Capital Improvement (Ted Chen)
 - CM wants to change podium mics to be same as CB
 - Improve sound quality
 - Approved by Stewardship Committee since under \$5,000
 - Church Driveway Paving Project (Ying Yuan Zhang)
 - Consulted congregation members for assessment
 - Difference between 2 quotes is ½ inch additional finish coat at Roadway
 - In-house consultants do not see any material difference in the additional ½ inch coat
 - Gravel will be filled in around potholes

- Since request amount slightly below limit required for CC approval, we will notify CC
- Two outstanding questions:
 - Sharp turn by the entrance included in the project?
 - Will the project account for heavy vehicles (ie how many tons can driveway accommodate)?
- Hongwei motioned to approve the project, contingent on answers to the two questions
 - Dazhi seconded
 - **Motion passed unanimously to move forward with the Church Driveway Paving Project**
- Drainage Project (Weihsin Chau)
 - Updated plan for change direction of water drainage
 - Pipes will be 12 inches underground
 - There is no pump, water will flow via gravity
 - Two quotes from contractors
 - Consider going with the cheaper quote (\$8,500), based on previous work with the church
 - Will need to know not to disrupt any current underground wiring (like internet from main building to 151)
 - Josh motioned to approve the project
 - YanHua seconded
 - **Motion passed unanimously to move forward with the Drainage Project**
- Reopening CBCGB Facilities Guideline
 - Briefly reviewed guideline document
 - Will be distributed to BoD via email for comments
 - Will discuss over email or have a separate meeting to discuss if needed
- Technology update (Jason Lee)
 - IT Services
 - Need to change phone system settings to fix voicemail to email gateway services
 - AV Systems
 - Work still needs to be done on copyright awareness and making resources available that are copyright friendly
 - Capital requests for microphones, in-ear monitors, and a new piano discussions delayed
 - Reviewed In Ear Monitor capital request
 - Ask for CM and CB AV teams to talk through concerns and come up with a proposal that works for everyone
 - Second video recording/streaming machine setup for streaming and recording sanctuary cameras
 - Realm Church wide management software package
 - Addressing member questions on Realm and eGiving.
 - Trying to make progress on Children's check-in but progress is slow.
 - Continued work on learning how to use Realm.
 - Security Cameras (four to be installed in children's area and parking lot camera)
 - Working on security cameras for church property entry area
 - Having camera be able to pick up license plates
 - **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**

- Jason Lee closed in prayer and adjourned the meeting at 12:21pm.

- **ADDENDUM:** On August 3rd over email, Hongwei motioned to approve the document, "CBCGB Facility Reopening Guidelines (updated 2020-08-03 7pm)".
 - Jason seconded the motion
 - **Motion passed unanimously (over email) to approve the 2020-08-03 7pm version of the CBCGB Facility Reopening Guidelines Document.**