#### In Attendance

- Attendees: Jason Lee (Head Deacon), Samuel Chang, Hongwei Huang, Jianglin Liang, Kueiyu Joshua Lin,
   Zongkui (Joe) Ma, Beata Shih, Ye Tang, Ligong Xu, Dazhi Wang, Stan Wang, Yanhua Yan
- o Pastor: Juta Pan
- Elder Representative: Jian Zhang
- Absentees:
- Location: Online Zoom Meeting

### Meeting Agenda & Minutes

- Meeting started at 9:08am. Pastor Pan opened in prayer
- Free Sharing (All)
- Pastoral Sharing and Update (Pastor Juta Pan)
  - Primary Focus: Moving toward "reopening process" during COVID-19 pandemic
    - COVID-19 Pandemic development
      - MA government puts Phase 3 step 2 on hold.
      - o In many other states, the confirmed numbers continue to increase.
    - Church's response and status
      - Moving toward Phase 1 on August 8
      - Sunday services remain in stable attendance
      - CM Fellowships are eagerly ready to serve
      - Caring for members' needs
      - CM Summer Sunday School: better attendance
      - Finishing church reopening survey
      - CM Ministry Retreat changed to online streaming on August 21-22
      - Possible change of CM October gospel concert October 2-4
        - New Hearts musical gospel meeting on Friday
        - Move or online theater (by Ya Tong Theater Company) on Saturday, followed by a summary
      - Baptism plan on August 23
        - Waiting for approval on BOD
        - CB plan for baptism in September or October
          - Possibly taking place at a local beach
      - Berea fellowship's outdoor meeting on August 8
        - 31 Adults and 1 child, following reopening guideline
    - BOD discussed protocols for outdoor church reservation
      - Reservation form is updated on website
      - Requests above 25 people will need approval of BOD
      - Jason will email Ying-Yuan to outline process
      - BOD discussed having participants sign waiver of liability
        - BOD will reach out to legal professionals for their suggestions
        - Joe Ma will create google form
        - Consult other churches to see what they're doing

## Pastoral Staff

- Minister Duane's R1 visa just got approved
- CB pastor's search and one year interim minister, Kola

- Prepare for ordination process for Minister Jeff after August
- Jennifer Lin married on August 1
- Other sharing
  - A written reminder of public/political actions/election in the church
- Financial Report (Joe Ma)
  - Summary of key funds (up through July 31, 2020):

	Offering	Expense	Balance	Cumulative Balance
General Fund	133,597	76,779	56,818	56,818
Mission Fund	23,449	29,495	(6,046)	68,613
Benevolence Fund	5,595	500	5,095	70,856
CBE Fund	100	-	100	367,670
SCM	3,650	-	3,650	38,034
Capital Fund	1,033	121	1,033	547,376

# **General Fund Budget Usage Summary (**up to Jul. 31)

Total offering \$ 133,597 (7.2% of budget)
Total expense \$ 76,779 (4.2% of budget)

Cumulative balance \$ 56,818 (not counting surplus from last FY)

Targeted percentage 8.3% (1 months of the year)

(Last FY General Fund Surplus 461,729.)

- Discussion of what to do with excess balance
  - Will bring it up at next month's Church Council meeting
  - Samuel and Beata will draft up a message to BOE to raise concern of existing policy to make better use of excess balance
- Board of Elders ("BoE") Sharing (Elder Jian Zhang)
  - Church reopening status
    - Similar to what Pastor Juta shared earlier
  - ICF looking for counselors
  - Pastoral staff looking to meet with website team to improve website
  - Worship ministry review (CM and CB)
    - Went well
    - Request to have better communication between CM and CB worship team
      - Worship styles are different
    - More than 30 hours spent preparing for worship service
    - More than 10 new coworkers have joined since pandemic started
      - Training sessions held
    - Desire to have family worship
    - Reguest to improve equipment in sanctuary
    - Possibility to hire full-time worship coordinator and part-time AV co-worker
  - Mission Committee Survey Request
  - BOE approved CBCGB Facility Reopening guidelines
- Stewardship update (Hongwei Huang)
  - NOTE: Please send all property issues (including picture) to: <u>property@cbcgb.org</u>
  - Property Projects
    - Projects in the Pipeline
      - Main driveway paving (Yingyuan, started)

- Drainage behind church office (Wei-Xin, approved)
- Upper parking lots gravel refill (Jay, planning)
- Outdoor facility improvement (Ye, proposal discussion)
- Church office new roof (pending)

### Property Maintenance

- What has been done
  - Basement mold issue:
    - discarded all molded chairs of junior chapel to the dumpster
    - Professional company came to clean some mold on the floor and walls, disinfected the basement
    - Eric put six dehumidifiers in the basement
  - Called cleaning companies to do one-time cleaning for the whole campus
  - Called landscaping company to cut grass plus trim the edges after Eric cut grass two weeks ago
  - Called ACE for kitchen freezers maintenance
  - Called pest control to handle cicada killer wasps around the stone slope at #151
  - Repaired roof
- What needs to be done
  - Safe Church policy church insurance related
    - Elder Chris suggested "window-in-door" and/or cameras
    - Jay suggested developing policies
  - Handrail installation on the bridge to upper parking (to be done by Eric)
  - 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

- Brother Jay Huang is now a temp part-time property manager to help with insurance, contractors and property maintenance
- Facility reopening guidelines
- Preparation PPE items, signages, physical distancing posters, alerting tapes, toilet seat covers for indoor events
- One youth member, Lucas Zhu, initiated it as one of his Eagle scout project to make a new direction signage for the church
  - o a small project under supervision of stewardship, the cost is <\$100
- Processed invoices, requisition forms and payments
- Capital Budget Request
  - Drainage Project update
    - Landscaping company updated quote of project of \$6,000
    - Two in-house professionals like the original plan to avoid digging through gas line and save \$2,500
  - CBCGB Outdoor Facility Proposal as Capital Fund Projects
    - Purpose
      - As part of church new norm, especially for early stages of re-opening
      - Caring of the congregation, not only in spiritual growth but also in facility convenience

- Bring insolated fellowship outdoor activities to church as an encouragement to other groups
- Proposal
  - Tent Structure
  - Wooden Gazebo
  - Picnic Tables
    - Placed in any desired locations
    - For small-group gathering, prayer meetings, etc.
    - Bible verses engraved as evangelical medium
- Suggestions/comments from church stewardship team
  - Very impressive proposal, including 9 picnic table locations and 1 gazebo
  - Church has two wooden tables already (rear of 151, playground)
  - Suggestion: No gazebo. Total picnic tables no more than 5 for easy cleaning, management and maintenance
  - Location of tables: around carriage house/room 151, not impact mowing/snow plowing
  - Church picnic area:
    - Designated place with surveillance camera system?
    - Open to community? Strangers may come?
    - May need repairment of stonewalls close to carriage house for safety concern
    - Bug nests around to be cleaned
    - Extra expenses for the above concerns
    - Responsibility of fellowships using picnic area
- Church office space
  - Issue:
    - We are running out of space in the church office for staff and other ministries.
       We need to figure out how to make room for new staff, etc.
  - Who do we need to find space for:
    - o Minister Kola
    - Tony
    - Future CB pastor
  - What space is currently available?
    - Library/exit area on first floor
    - Old CB lead pastor's office
    - Conference room
    - Basement
  - Comments
    - If conference room is moved to 151, it requires pastoral staff to move back and forth between buildings
    - Another option is move conference room to basement
    - Third alternative is move conference room to CB pastor office
  - Immediate need is for Kola and finance
  - Juta, Weixin, Finance team, Fellowship/SS to meet to figure out what's needed
- Jason Lee closed in prayer and adjourned the meeting at 12:34pm.

- **ADDENDUM:** On August 7th over email, Jason motioned to approve the document, "CBCGB Facilities Reopening Guidelines (updated 2020-08-06 9pm)".
  - Hongwei seconded the motion
  - Motion passed unanimously (over email) to approve the 2020-08-06 9pm version of the CBCGB Facility Reopening Guidelines Document.