

# Board of Deacons (“BoD”) Meeting Minutes

August 15, 2020

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- **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
- **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.
      - 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	-	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
    - Request 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: [property@cbcgb.org](mailto:property@cbcgb.org)**
  - 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
    - 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



- **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.**