

Board of Deacons (“BoD”) Meeting Minutes

October 17, 2020

- **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:** Jutta Pan
- **Elder Representative:** Chris Cheng
- **Absentees:**

- **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)
 - General Status
 - Surge of COVID-19 after school/college reopening?
 - Church ministry moves into semester mode.
 - Events in September
 - All congregations and ministries have started a new school format.
 - COM’s pilot worship online service
 - First service 9/13
 - Second service 10/11
 - Third service in November
 - Announcement to the 2020 US election-response?
 - 9/13 Church reopening informational meeting
 - Events in October
 - CM evangelistic weekend (online):
 - Connections:
 - 10/2: 562 (CM) + 108 (COM)
 - 10/3: 328 + 38
 - 10/4: 384
 - Good connection number, but very few responses from newcomers. The followup heavily relies on fellowships or individuals.
 - Had some international attendees
 - CB Retreat: 10/9-11
 - COM Fall Retreat: 10/9-11
 - Pastoral staff is working on the joint service of 51st anniversary (10/18):
 - Joint service with translation
 - Coordinator-Jeff
 - Speaker-Yuegang
 - Children Ministry starts Awana on Friday and Mustard Seed on Sunday
 - Ministry in Near Future
 - Mission and Social Concerns Conference
 - Title: Reframing Justice (11/13-15)
 - Planning the Advent (from 11/29)
 - Starting to plan 2021 Calendar
 - Starting to plan Christmas Service & Christmas Eve service

- Family ministry task force: Focusing on the task of training parents in the discipleship of children.
 - Composed from Pastoral Staff and various co-workers
 - Pastor Bowman is coordinating
 - Meeting every other week
- Pastoral Staff
 - The R2 application of Minister Duane’s wife was not approved. They need to return to Taiwan for re-application.
 - The installation of new pastoral staff, Kola
 - Pastoral staff retreat on 10/12
 - Juta will take Outside Campus Record (OCR) for seminarian teaching from 10/26 to 11/6
- Board of Elders (“BoE”) Sharing (Elder Chris Cheng)
 - Reminder that tomorrow (10/18) is Annual Meeting
 - Have reached quorum for voting
 - Church Reopening Task Force
 - Since cases are going up, staying in Phase 1 for foreseeable future
 - Figuring out how to allow people on campus
 - Seeing how COM pilot program works out
 - CB Pastor Search continues
 - Considering changing job description
 - After last month’s CC meeting, CBET team decided multipurpose gym isn’t feasible
 - Proposal about using a pre-built metal building where Carriage House is to serve as gym and office space
 - Discussion to expand chapel by making building wider
 - Another proposal to be presented to CC in December
 - Elder Jiyong updated one-time financial support for supporting partners
 - Many partners expressed gratitude
 - Minister Juan in process for extension for R1 visa
 - Many pastoral staff interested in additional learning and training
 - Discussion to create policy to formulate this
- Financial Report (Joe Ma)
 - Summary of key funds (up through Sept 30, 2020):

| | Offering | Expense | Balance | Cumulative Balance |
|------------------|----------|---------|----------|--------------------|
| General Fund | 120,645 | 106,145 | 14,500 | 133,579 |
| Mission Fund | 22,148 | 28,465 | (6,318) | 60,102 |
| Benevolence Fund | 6,322 | 4,500 | 1,822 | 75,353 |
| CBE Fund | 600 | - | 600 | 368,770 |
| SCM | 9,004 | 5,150 | 3,854 | 42,013 |
| Capital Fund | 1,063 | 55,182 | (54,118) | 925,312 |

General Fund Budget Usage Summary (up to Sept. 30)

| | | |
|---------------------|------------|------------------------|
| Total offering | \$ 415,888 | (22.5% of budget) |
| Total expense | \$ 282,309 | (15.3% of budget) |
| Cumulative balance | \$ 133,579 | |
| Targeted percentage | 25.0% | (3 months of the year) |

- Capital Fund Expenses went to paving, church microphones, church office water drainage
- Slight increase in Benevolence Expense, but cumulative balance is still high
 - Discussion in seeing if we can be more flexible of requirements so more members can utilize
- Addition of Memorial Fund in Honor of Mrs. Pan, which will be reflected in November update
 - Help support Christian education for people in ministry
 - Support to get Christian authors' books published
- Stewardship update (Hongwei Huang)
 - **NOTE: Please send all property issues (including picture) to: property@cbcgb.org**
 - Property Projects
 - Projects in the Pipeline
 - Upper parking lots gravel refill
 - Church office roof replacement
 - Property Maintenance
 - Removed an old wasp nest that penetrated the Carriage house wall and a sofa chair; separated and moved the sofa to the dumpster.
 - HVAC filters were all replaced with MERV-13 filters (x 27).
 - Fellowship's fall cleaning was cancelled this year. Office staff will get the yard cleaned up at some essential areas and have the contractor do a thorough cleaning later.
 - PPE preparation for more indoors needs in the near future.
 - Ye will ask Weihsin about logs of all repairs (Ruth did previously) as well as look into need/ability to flush water
 - Suggestion to perform regular checks to make sure everything looks OK, so no problems arise until it's too late (like mold in basement and wasp nest in Carriage House)
 - Have a checklist to document what and when to check
 - During pandemic, ask the congregation if anyone would like to join Stewardship Committee temporarily to help with some of the routine tasks/checks
 - Hongwei will talk to Weihsin and Jay to see if there are a list of tasks that others can help with
 - Property Management
 - Reopening for ministries and fellowships:
 - CB worship team weekly routine practice started on 9/5
 - CM YPF's, CB core retreat meeting, Youth ministry servant team gathering.
 - More than 10 groups using indoor or outdoor venues (Thanks to Yingyuan).
 - Kola's office:
 - Eric and Jay moved library books and other unwanted stuff to other places and cleaned the room.
 - Eric put a stop sign outside of his office door which was an exit door.
 - Processed invoices, requisition forms and payments.
 - Capital Budget Request
 - Recording/Streaming Camera Additions
 - Approved by Stewardship
- Technology (Jason Lee)
 - IT Services
 - Need to change phone system settings to fix voicemail to email gateway services
 - Preparing tech needs for Minister Kola

- MGM tech needs complete, next is Missions and Social Concerns Conference
- AV Systems
 - Work still needs to be done on copyright awareness and making resources available that are copyright friendly
 - Ordering new cameras for recording/streaming
 - Working with CM on occasional hiccups with Vimeo live streaming with Studio
- Realm Church wise management software package
 - Successful test run of event registration fee acceptance for CB Fall Retreat
 - Realm limitations (no API) being considered
- Security Cameras (four to be installed in children's area and parking lot camera)
 - Security cameras for the church property entry area being prepared for installation.
 - Planning for children's area and select other church building areas for security cameras
 - Reminder to drive slowly on Old Spring Street as a few neighbors have license plate cameras installed
- **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**
- Other Sharing (All)
 - Discussion of how to offer some sort of gathering during the holiday season when most everyone will be at home
 - Pastor Pan will discuss with pastors in their upcoming meetings
 - Also suggested to think about how to give more to our community during the coming season
- Jason Lee closed in prayer and adjourned the meeting at 12:10pm.

- **ADDENDUM:** On October 3rd over email, Stan motioned to approve the document, "CBCGB Facilities Reopening Guidelines (updated 10/01/2020 12:30am)".
 - Beata seconded the motion
 - **Motion passed unanimously (over email) to approve the 2020-10-01 12:30am version of the CBCGB Facility Reopening Guidelines Document.**