

Board of Deacons (“BoD”) Meeting Minutes

April 16, 2021

In Attendance

- **Attendees:** Samuel Chang (Head Deacon), Elbert Chang, Kelly Hsu, Hongwei Huang, Jianglin Liang, Keuiyu Joshua Lin, Beata Shih, Ye Tang, Dazhi Wang, Stan Wang, Ligong Xu, Yanhua Yan
- **Additional Attendee(s):** Jason Lee
- **Pastor:** Juta Pan, Steve Bowman
- **Church Staff:** Tony Ng, Wei-Xin Chau
- **Elder Representative:** Jiyong Wong
- **Absentees:** None

Location: Online Zoom Meeting

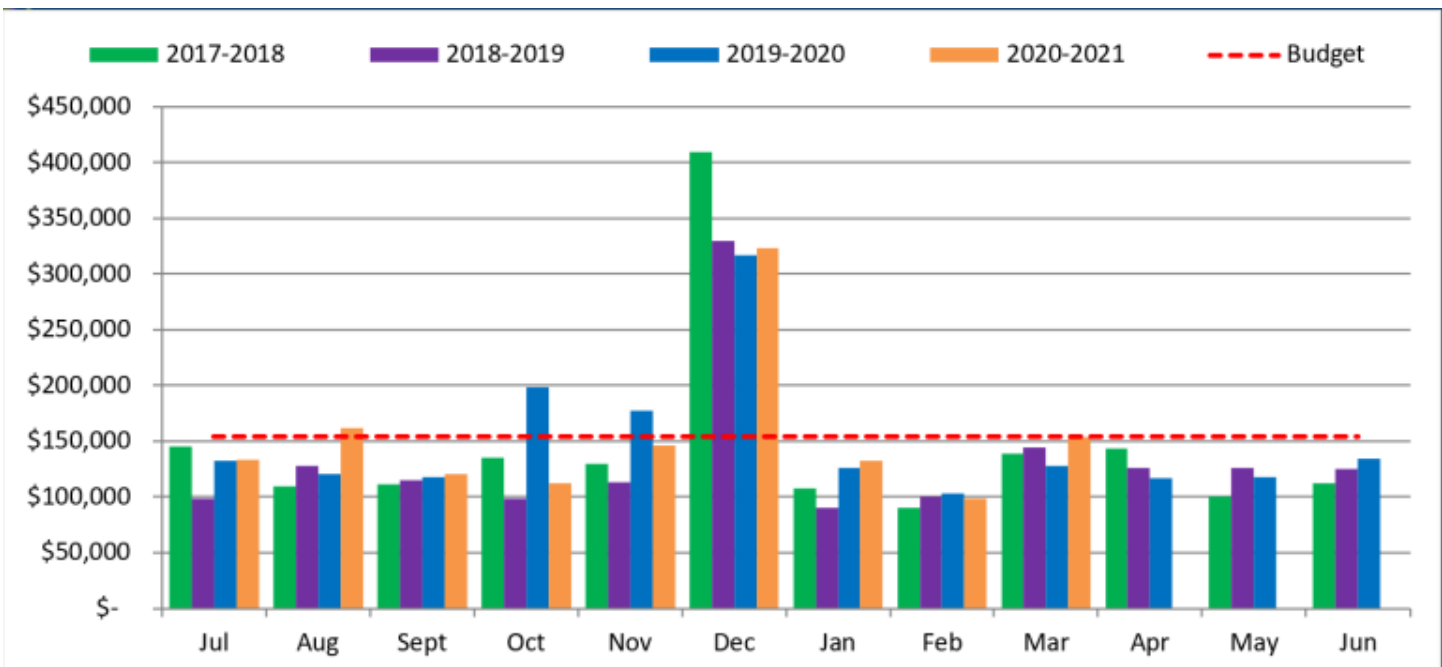
Meeting Agenda & Minutes

- Meeting started at 9:03am. Pastor Pan opened in prayer.
- Pastoral Sharing
 - General status of COVID-19:
 - Community: fear and hope
 - More people are getting vaccinated
 - Surge of confirmed cases in the younger generation
 - Church’s response:
 - Trust and prudence
 - Spiritual and mental fatigue of youth and children
 - Congregations move toward re-opening
 - CB: partially in-person worship, more outdoor and indoor in-person gathering
 - COM: two partially in-person worship a month in April and May, every Sunday from June
 - CM: The reopening for worship is a little behind. Focus more on outreach through online workshop and evangelistic meets
 - Response to Anti-Asian Trend
 - CB: A special prayer meeting for Atlanta shooting
 - CM: Support to the seniors in shopping and outdoor walking, slight controversial communication among few people
 - YM: A special workshop on racial injustice for youth and parents (4/16)
 - About 85 people attended
 - COM: A special prayer meeting for Anti-Asian events
 - Events in March and early April
 - 3/22 Church Council meeting
 - Good Friday and Easter services - now more family-friendly
 - YPA meeting
 - Future Events and Ministry Plan
 - CM:
 - 4/16-4/18 Spring Evangelistic meeting (600 connections last night)
 - 4/10 online outreach workshop: Physical Health in the Pandemic (more than 300 connections)
 - 5/15 online outreach workshop: Physical Health in the Pandemic II

- 6/4-6/6: Summer Revival meeting by Pastor Morley lee
 - Next onsite service and communion: 4/18
 - CB:
 - CB pastor search in process
 - CB's onsite service will be on 4/11
 - YM: Special topic on Racial Justice on 4/16
 - COM:
 - Partially onsite Sunday services increases to twice a month
 - Baptism on 4/11
 - Pastoral staff
 - Minister Jeff's ordination is scheduled on 4/24
 - First meeting of Minister Duane's Ordination Committee on 3/29
 - Pastor Bowman has returned from Sabbatical leave on 4/1
 - Pastor Yuegang's sabbatical level from 6/7
 - Discussing how to conduct outreach after the pandemic
 - Special issues and follow-up
 - Suggestion about supporting senior members - CM's responses
 - Not as big of an issue in MA suburbs
 - Pending further follow-up conducted by fellowship groups on whether our seniors need any assistance
 - Supporting Neighboring churches - follow up?
 - Beata has a small list of churches and will send it directly to the pastoral staff
- BoE Sharing
 - Part-time CBCGB HR manager
 - Finalized job description and approval
 - This individual will assist church leadership in planning, developing, and updating policies and procedures-related to HR
 - It should be about 20-25 hours/week
 - Role is separate from the HR committee
 - If one has any HR questions, deacons are encouraged to contact BoE first
 - Policies for Pastoral Staff Advanced Studies
 - This policy is to assist pastoral staff to pursue advanced study for ministry needs and/or personal enrichment
 - The study will not impact the required duties and services
 - The study should benefit the current or future church ministries
 - The fund will be from the designated general fund approved by the yearly budget review
 - The applicant needs to receive approval from the senior pastor and the submit a concise study plan to the BoE chair for approval
 - Facility usage policy - for wedding
 - There are many policies and forms needed to be filled
 - A consolidated procedure is needed to help the wedding applicants
 - Possible review of the guidelines and policies
 - Mission Survey Result and Actions - presented by Eric Chu
 - Total 23 responses received, 70%+ of CC members
 - Goal: Assess whether our church is engaged in the global mission; enable our church to fulfill the Great Commission; Raise up generations of missionaries
 - Purpose: To better understand our current state; identify strength and weaknesses, and collect ideas from church leaders

- Set goals and milestones by partnering with our church leaders to fulfill the Great Commission
 - Deacon Nomination Update:
 - Approved deacon Nomination Committee members:
 - Ted Chen, Yuguang He, Ying Huang, Beata Shih, Yanhua Yan, Ruike Wang
 - BoD composition and future leaders
 - Children ministry liaison, ministry connection, younger leaders, deputy system, encourage more sisters to consider serving
 - April Information Planning
 - Children Ministry Input on CBE
 - BoD Suggestion
 - Would it be possible for the HR candidate to have a legal background?
- Financial Report

March				
	Offering	Expense	Balance	Cumulative Balance
General Fund	\$ 153,159	\$ 100,786	\$ 52,373	\$ 348,896
Mission Fund	\$ 37,201	\$ 32,715	\$ 4,486	\$ 124,234
Benevolence Fund	\$ 8,598	\$ -	\$ 8,598	\$ 114,634
CBE Fund	\$ 1,100	\$ 15,000	\$ (13,900)	\$ 1,193,125
SCM	\$ 9,005	\$ -	\$ 9,005	\$ 65,905
Capital Fund	\$ 256	\$ -	\$ 256	\$ 95,879



Fiscal Year YTD March	2018	2019	2020	2021
Offering Monthly Average	\$ 153,033	\$ 135,202	\$ 157,641	\$ 153,612
Ranking	3	4	1	2

- Budget Planning Dates:
 - Submit your budget proposals by **Tuesday, 4/27/2021**.

- Attend budget proposal review zoom meeting, **Thursday, 4/29/2021, 7:30 to 8:30 PM**. If you can't make it, please send a representative from your ministry.
- Submit revised budget proposal, if needed, by **Tuesday, 5/11/2021**.
- Attend 2nd round budget proposal review meeting, **Thursday, 5/13/2021, 7:30 to 8:30 PM**. You can skip if your accounts are all set after the 1st round review meeting.
- Resolve any remaining issues and finalize budget proposals by end of May. The 3rd round review meeting will be scheduled for **Thursday, 5/27/2021**, if needed.
- The Church Council will review/approve the budget proposals at the quarterly council meeting in June, **Saturday, 6/19/2021**.
- Fiscal Year 2021 Budget Amendments
 - Budget amendments were sent out by Elder Paul and Ligong and voted on online

Vote Fiscal Year 2000-2021 Budget Amendments

Dear Church Council,

In the last church council meeting, we discussed the reasons behind the overbudget spending in the following 5 accounts. Below are the budget amendment proposals by the account owners. Please vote at your earliest time. If you vote No, you need give the reason on why you vote No.

1. Budget Account 57100 increase from \$5000 to \$9000. Proposal by Paul Huang, increase due to unexpected USCIS application fee.
2. Budget Account 55112 increase from \$150 to \$389.2. Proposal by Joshua Lin, increase due to honorarium charge on this account.
3. Budget Account 55030 increase from \$700 to \$1600. Proposal by Yingyuan Zhang, increase due to COVID19 holy communion product cost.
4. Budget Account 51075 increase from \$600 to \$800. Proposal by Yingyuan Zhang, increase due to COVID19 holy communion delivery cost.
5. Budget Account 51080 increase from \$10,000 to \$18,000. Proposal by Ligong Xu, increase due to online donation service charge commission from online payment processor Vanco. More online donation, more service charge commission.

In Christ,

Ligong Xu
on behalf of Chair BOE Paul Huang, Chair of BOD Sam Chang

Date: 3/27/2021.

- **Amendments were approved unanimously by BoD**
- Stewardship Report
 - Updates on Major Projects in Pipeline
 - Sanctuary Carpet replacement
 - Proposal discussion/contractor selection
 - CB Suggestion: To change the color to match the lobby carpet
 - Need to follow-up with more vendors
 - Two vendors provided price for wall-to-wall carpet and carpet tile
 - Carpet tile is more expensive (~15-20%) due to higher labor cost, but it is easier

to replace if damaged

- BoD Suggestion:
 - Carpet tile for sanctuary floor and wall-to-wall carpet for stage
 - Consider initial upfront cost vs future maintenance cost
- Upper Parking lots gravel refill
 - Quotation and proposal
 - Lower parking will need new gravel too
 - Proposal: To refill both parking areas with gravel to save more money
- Church office roof replacement
- Property Maintenance and Management
 - Sanctuary stage back wall
 - Retention ponds cleanup
 - Parking lots landscaping
 - Identified Carriage House leaking problem
 - Replaced Carriage House kitchen faucet
 - Replaced second-floor woman's bathroom faucet
 - Street sign for 149 Old Spring Street
 - Supported the 1st CB reopening Sunday Services (4/11)
 - Installed monitor camera in sanctuary



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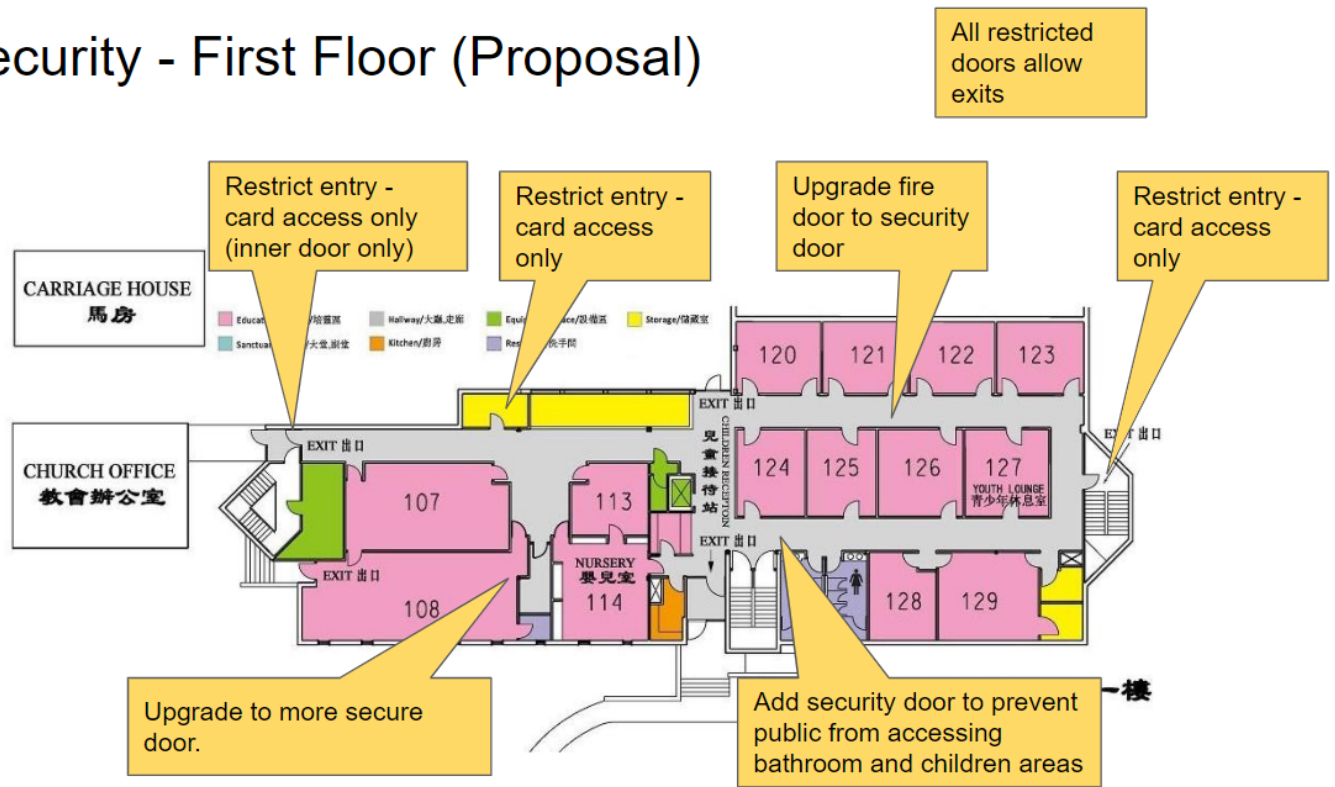
Things Ongoing and To Do ...



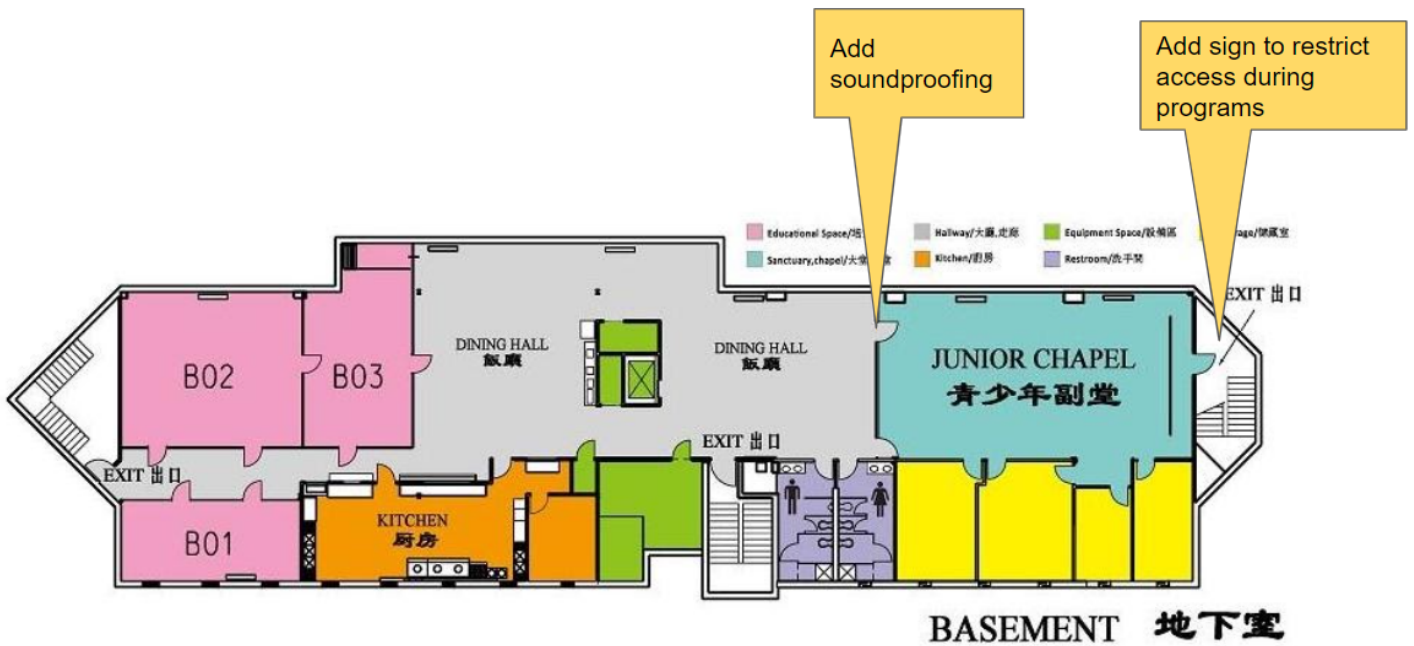
- Reopening Preparation
 - Acquired PPE, disinfectants, Stanchions
 - Non-contact thermometers (4x ready in the church office)
 - Multi-person thermal camera in main building
 - Wall-mount temperature measurement for church office
- CBCGB Special Event Facility Usage Proposal
 - CM Sunday Service (4/18) - Sanctuary
 - Youth Counselor Gathing (4/18) - Outdoor
 - Minister Jeff Ordination (4/24) - Sanctuary
 - CB Charis Fellowship Event (4/30) - Chapel
 - **Above events approved unanimously by BoD**
- CBCGB Wedding Policies and Forms Package
 - The purpose is to consolidate policy and forms related to weddings in one package to simplify the process of reserving church space
 - Hongwei motioned for approval, Elbert seconded
 - **Unanimous approval from the BoD for wedding guidelines**
- Ministry Sharing - Fellowship Outreach
 - Life before the pandemic:
 - In-person
 - Community outreach
 - Social media (Facebook, WeChat, Line, etc)
 - During the pandemic
 - More outdoor gatherings
 - More walks outdoor (one-on-one, small groups)
 - More effectively conversations
 - Delivering home-made desserts and flowers (little personal encouragements)
 - More Zoom gatherings
 - Workshops, social gatherings
 - Utilize the talents and knowledge of members to host interesting outreach events
 - Community Outreach
 - The Hope House clean-up
 - Clubhouse (Only iOS compatible)

- Like a podcast, but can communicate with one another
 - Group Conversation; audio only
 - Invitation Only
 - Moderator manages who can speak
 - Topics Discussed:
 - The Art of Communicating with Your Children
 - Psychological health during the Pandemic
 - Conducted prayer meeting through Clubhouse with great success
 - Fellowship Outreach Now
 - Outreach is no longer limited by space; we are able to reach people around the world
 - New creative approaches to do outreach
- CBET Children Ministry Sharing
 - Current State
 - A lot of unnecessary traffic through the children's ministry area
 - Too many points of entry
 - Lack of accountability
 - Inability to take accurate attendance & registration
 - Classroom disruption
 - Open-access restrooms
 - No waiting area for parents/crowded hallways
 - No option to shelter-in-place & lockdown
 - Goals
 - Create a safe and secure area for the children from nursery to elementary children. **We are entrusted with the care of the children.**
 - Increase accountability & more accurate attendance
 - Reduce traffic chaos
 - Reduce distractions for classrooms
 - Improve traffic pattern within children areas
 - Develop a shelter-in-place & lockdown plans with facilities to support such plans
 - Proposal
 - Implement card access system for children areas to control entry points
 - Create single point of entry
 - Create single drop off area
 - Add new security doors (~\$1200 for hardware)
 - Reduce storage in hallways
 - Install security cameras
 - Relocate copier
 - Create parent waiting area to reduce hallway congestion
 - Implement Realm registration for kids
 - PA system?
 - With the new building, certain rooms could be repurposed as waiting areas

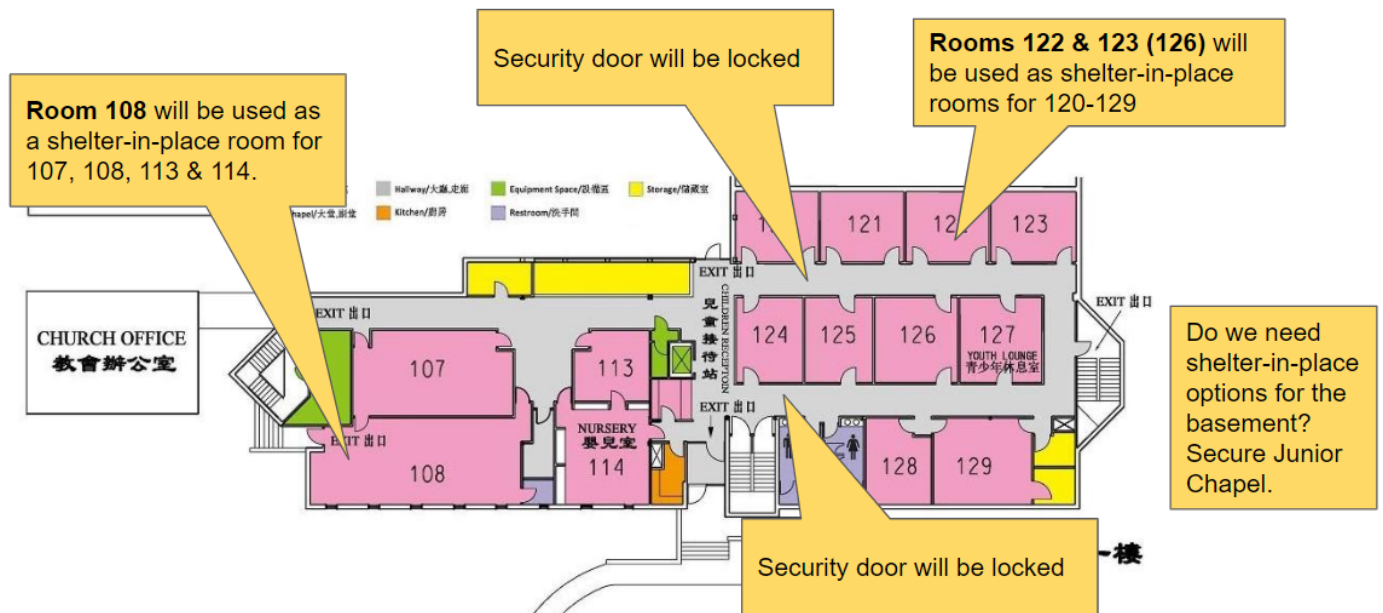
Security - First Floor (Proposal)



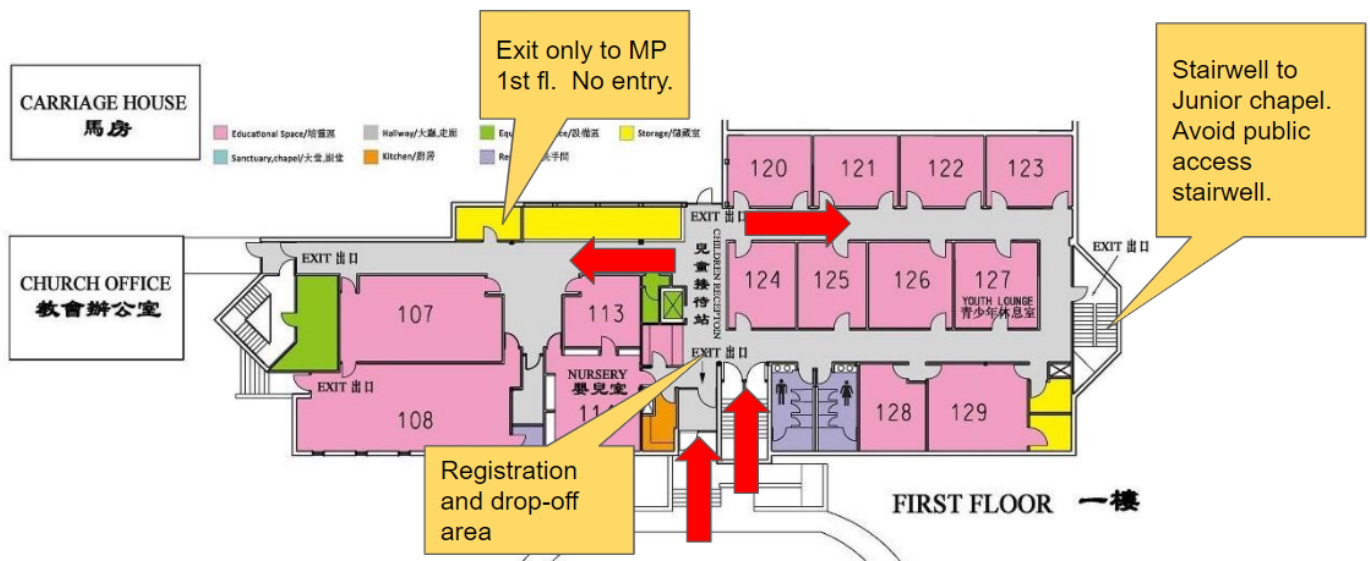
Security - Basement (Proposal)



Shelter-in-Place - First Floor (Proposal)



Traffic Flow - First Floor



- Traffic Scenario 1 - Entrance from drop-off area
 - Parents drop off kids at children's area
 - Takes stroller/wheelchair on elevator to second floor
 - Proceed to CB sanctuary through connector
- Traffic Scenario 2 - Entrance from general parking
 - Proceed to center stairwell or elevator (no entrance to children's area from front stairwell)
 - Drop off kids at children's area
 - Return to 2nd floor to proceed to CB sanctuary
- Traffic Scenario 3 - Entrance from upper parking lot

- Enter new building and proceed through connector to 2nd floor of main building
 - Go to drop off kids at children's area
 - Exit through central stairwell or elevator
- What is required for card access?
 - New locks on all of the doors
 - Who will have card access?
 - Mainly for the teachers
 - Can easily remove/add individuals' access
 - In the future, it would not require a physical card
- Rough estimate for children's area retrofit: \$30,000 to \$40,000
- Who will be the stakeholders?
 - Stewardship, IT, and potentially CBET in coordination with Children's ministry
 - Need a proposal to determine how to resource this project properly
- Pastor Bowman closed the meeting in prayer at 12:18 PM