

Board of Deacons (“BoD”) Meeting Minutes

May 21, 2022

In Attendance

- **Attendees:** Samuel Chang (Head Deacon), Petek Altuđ, Elbert Chang, Kelly Hsu, Jianglin Liang, Keuiyu Joshua Lin, Phil Sailer, Ye Tang, Stan Wang, Ligong Xu, Jianzhong Yang
- **Pastor:** Jutta Pan
- **Staff:** Kylie Birkhimer
- **Elder Representative:** KC Chu, Paul Huang
- **Absentees:** Hongwei Huang

Location: Building 151. Online Zoom Meeting

Meeting Agenda & Minutes

- Meeting started at 9:06 AM. Pastor Pan opened in prayer.
- Pastoral Sharing
 - Update of the Pandemic and Church Reopening
 - COVID-19 confirmed cases continue to surge with milder symptoms
 - Confirmed cases also surge among church members and coworkers
 - In-person Sunday service attendance
 - CB and COM continue to grow a little bit ~70%
 - Still short of coworkers, especially in worship
 - A few “last minute” COVID-19 cases occurred in worship coworkers, presiders, preachers, etc.
 - Events in April and early May
 - Joint Good Friday service
 - Easter service: CM, CB, COM
 - Mother’s Day service: Children’s Choir
 - Two short-term missions: COCM (London) and Honduras
 - CB:
 - 4/9: Family Easter gathering in Building 151
 - ICF+Charis Retreat (May 6 to May 8): 32 people attended
 - Marriage Workshop in May - Dr. Andrew and Joanna Sonnekalb: 21 couples registered
 - CM:
 - 4/10: Make-up transfer members
 - Child dedication
 - Future Events
 - 6/19: Father’s Day Service, children choirs, and adults brothers in CM
 - CM
 - Summer Revival meeting: 5/20-5/22
 - Speaker: Presider James Taylor of CE
 - 6 Miles Walk for Water: 5/21, more than 110
 - CB
 - 5/29: Final Sunday of D. Arthurs
 - YM

- Youth Retreat on Memorial Day weekend
 - Preparing for summer STM in Hawaii
- ChM:
 - 6/12: Two Philly children's baptism
 - 6/29-7/1: VBS
- COM
 - Summer VBS in July with Ruggles Baptist Church
- Mission
 - Seeking new ANM coordinator
 - Video of NCPI report on 5/22 worship
- Pastoral Staff
 - Pastor Yuegang's second session of his sabbatical leave from July to September
 - Kick-off of Minister Patrick Chen's ordination postpones to May
 - Pastor Duane's wife Yihui gave birth to the second son, Jonas
 - Pastor Juta will be the speaker of Southeastern Chinese Christian Summer Conference (7/1-7/3)
 - Pastoral staff discussed the proposal of Christina School by Sister Yanli, and presented our thoughts to BOE
 - Pastoral staff discussed whether we want to respond to recent issue of abortion in the Supreme Court
- Request and issue
 - Due to the recent increases of violent and mass shooting events, pastoral staff suggest to resume the operation of the Church Safety Committee
 - The importance of building up the church member database and coordinating website operation?
 - The goal is to centralized database for the whole church
- Questions:
 - Why are we not supporting Hopi/Lynn missions?
 - Different youth pastor, different connections/priorities
 - Building up missions in Youth from the ground up after two years of not going on STM
 - What is the status of the Christian school proposal and what are the next steps?
 - Pastoral staff prepared a thorough report for the BOE to review
 - Based on other Christian schools that were started from the church, there are challenges that develop over time that need to be taken into consideration
- BoE Sharing
 - Review and Action for Christian School Proposal
 - Benefits:
 - Good way for outreach to the community
 - Better usage of the church facilities
 - Concerns:
 - Is it going to be a partnership or a landlord/tenant relationship?
 - In the long run, sharing space with church ministries would be difficult
 - Parceling out a designated space is not easy either
 - Actions:
 - BOE to spend a week discussing the pastoral staff's opinion
 - Invite the applicant to answer questions
 - CBE Status Report
 - Promotion
 - Draft promotion video is complete

- Project promotion will be completed among each large fellowship
- Promotion brochure to be update adn mailed to each of the current past members
- Fundraising
 - First 5 months (12/18/2021 to 5/8/2022)
 - Received 34 pledges (total: \$218,940)
 - Current available CBE fund: about \$1.3M
 - Pledge and participation still lower than expected up to May
- Divid the current plan into three phases
 - Phase 1: \$2M (Fundraising: \$750K)
 - Adding more classrooms: 14 rooms
 - Adding more offices for staff: 4 offices
 - New Indoor Gym Foundation
 - New Chapel Framing
 - Children’s area renovation
 - Phase 2: \$1.1M
 - Complete New Indoor Gym
 - Phase 3: \$1.7M
 - Complete the New Chapel (355 seats)
 - Improve gravel parking lot
- Actions:
 - Called and talked to about 10 design and building contractors
 - Met with Garth Hoffman; president of Callahan/Hoffman Co, Inc. - a few times in March and April with Elder Li
 - Received a quote from Callahan/Hoffman Co, Inc.
 - Design and Build
 - Phase 1: \$2,944K
 - Phase 2: \$1,094K
 - Phase III: \$995K
 - Total: \$5,033K
 - Design and permit: \$315K
 - Building: \$4,718K
 - The phase 1 cost is higher than the original budget
 - Some items from Phase 3 have to be moved into Phase 1 so that we can pass the town’s building inspection
 - If the Phase 1 cost cannot be reduced, we may have to issue a member loan
- CC Retreat (June 18th, 2022)
 - Hybrid: In-Person at 151 + online
 - Pre-packaged snack bas for in-person
 - Group discussion and final presentation (1.5 to 2 hours)
 - Topics:
 - Church governance
 - Reaching out to the younger generation
 - Invited guests
 - CBL Core
 - Mission Committee
 - SCM
 - Sunday School teachers

- Retired pastors

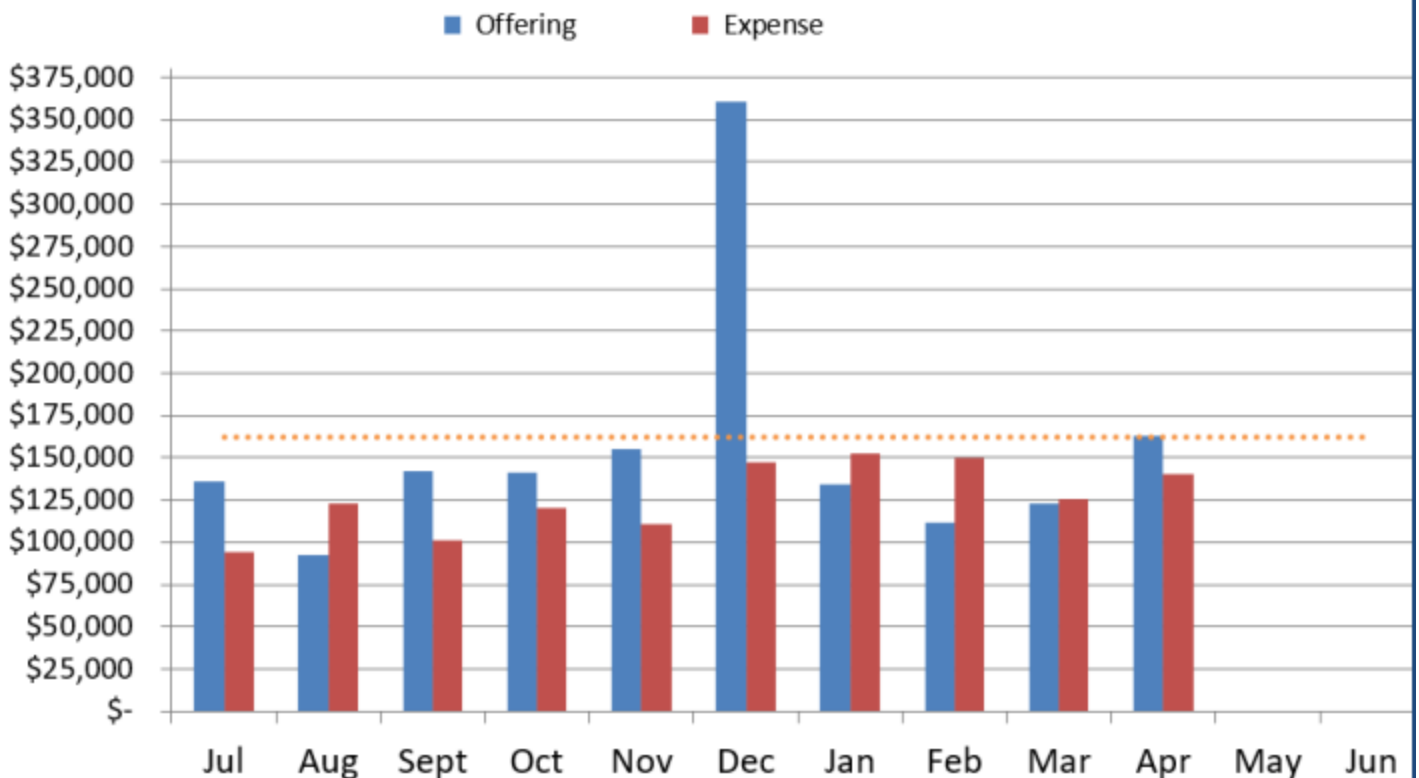
- Questions:

- Why couldn't we start the children ministry renovation now?
 - Currently there is still Youth and Children ministries operating in the current space. Renovation will be too disruptive for these ministries
 - Once the youth move to the new facilities, then the whole space can be renovated in parts
- Could we build the multi-purpose facilities first, then the classrooms?
 - It will cost less up-front
 - It is possible to partition the space as a temporary solution

- Financial Report

April				
	Offering	Expense	Balance	Cumulative Balance
General Fund	\$ 163,223	\$ 139,911	\$ 23,312	\$ 304,531
Mission Fund	\$ 26,287	\$ 40,098	\$ (13,811)	\$ 78,937
Benevolence Fund	\$ 2,425	\$ 4,000	\$ (1,575)	\$ 135,015
CBE Fund	\$ 14,107	\$ -	\$ 14,107	\$ 1,289,438
SCM	\$ 4,280	\$ -	\$ 4,280	\$ 75,070
Capital Fund	\$ 212	\$ -	\$ 212	\$ 323,244

2021-2022 General Fund Monthly Offering and Expense



- Zelle payment option is available now for various church events. In Zelle, search for email addresses, enter the amount and your reason for the payment.
 - For CM: zelle-cm@cbcgb.org
 - For COM: zelle-com@cbcgb.org
 - For CB: zelle-cb@cbcgb.org
 - For Children: zelle-children@cbcgb.org

- For Youth, zelle-youth@cbcgb.org
- This option is not for donations, only for various event fees (AWANA, VBS, retreats. etc.)

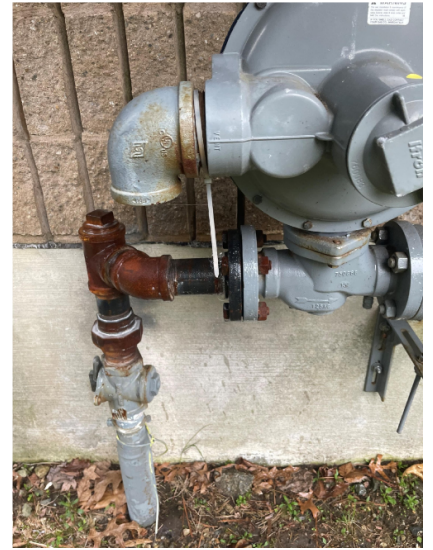
Budget Planning for FY 2022-2023

Timeline:

1. Submit your budget proposals by Tuesday, **4/26/2022**.
2. Attend budget proposal review zoom meeting, **Thursday, 4/28/2022, 7:30 to 10:00 PM**. If you can't make it, please send a representative from your ministry.
3. Submit revised budget proposal, if needed, by Tuesday, 5/10/2022.
4. Attend 2nd round budget proposal review meeting, **Thursday, 5/12/2022, 7:30 to 9:30 PM**. You can skip if your accounts are all set after the 1st round review meeting.
5. Resolve any remaining issues and finalize budget proposals by end of May. The 3rd round review meeting will be scheduled for Thursday, 5/26/2022, if needed.
6. The Church Council will review/approve the budget proposals at the quarterly council meeting in **June, Saturday, 6/18/2022**.

FY 2022	FY 2023	Increase
\$1,949,085	\$2,076,254	6.52%

- Stewardship Report and Signage Project Update
 - Updates on Major Projects in the Pipeline
 - Children Ministry (1st Floor) Security Enhancement - on hold
 - Church office roof replacement - pending
 - Signage Installation - in progress
 - Proposal: Church-wide window replacement
 - Many of the windows are up to 30-years old
 - It could be split up over a 3 to 5 year timespan
 - Property Maintenance and Management
 - Support church reopening (for clean and safe environment)
 - Church-wide cleaning (leaves, branches), landscape maintenance
 - Sunday services support. Indoor and outdoor events support
 - Church office support (bills, invoices)
 - Purchase and maintain supplies and equipments
 - Repaired gas pipes and meters after leaking was observed
 - Church-wide maintenance
 - Fixing gutter
 - Smelled gas, then found gas leak
 - National Grid identified more leaking pipes and meter area



The spot leaked the most



The first spot Eric found



- Medford Wellington Service company repaired the pipes in a week
- Repainted stage walls in sanctuary



- Bad smells from basement restroom; fixed leaking spots from first floor sewer pipes



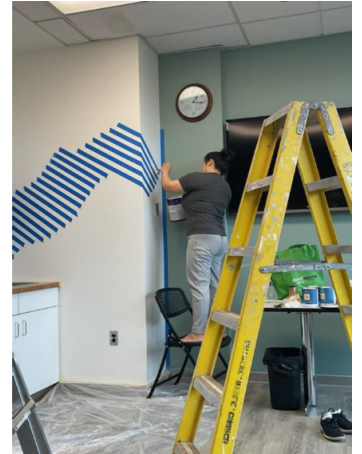
■ Cleaned church office siding walls



■ Relocated trees to the edge of the lawn in front of Building 151



- Repainted and decorated walls of the parent room 220





Church-wide Maintenance
(Thanks to Eric and Mark):
 Changed basement ceiling
 Installed Gaga pit
 Cleaned 151 garage
 Swept cobwebs
 Cleaned dehumidifiers

- Kitchen Ministry Lead Coworkers
 - Brother Zibiao Zhang and sister Yan Wang are willing to co-lead this ministry
 - Brother Hantai will step down
- Signage Project Update
 - Two phases
 - Gathering Team - June 11 is the projected end date
 - After that, we will schedule our first meeting to brainstorm and set goals/objectives based on Minister Taylor's photos and feedback from church leadership on where the signs should go
 - Team should be cross-ministry
 - CB members identified, but we need CM members
 - Suggested team members
 - Ye Tang of Hongwei
 - Wei-Xin
 - Outdoor signs:
 - Talk to Ye/Hongwei on how to make them more presentable
 - Indoor signs:
 - Church building directory
 - Signs to point to other buildings
- Church Security and Emergency Response Discussion
 - Background
 - Berhan headed the Church Safety Committee to develop a plan on how to make the church safer
 - A large comprehensive document was created which provides training and suggestions for how to make the church secure
 - However, when Berhan's family moved, the plans went into hibernation
 - RCCC Case Study
 - There are two entrances that are actively monitored with police directing traffic

- Short-term proposal: coordinate with police to direct traffic
 - We will need to monitor two entrances (front and back entrance into the main building)
 - Long-term proposal:
 - Emergency training for church staff and coworkers
 - COM Case Study
 - At Ruggles, every Sunday, two brothers are assigned to monitor each entrance
 - Louisville Case Study
 - Have a team of volunteers with earpieces and walkie-talkies
 - Suggestions:
 - Having people standing/guarding by the entrances
 - Possibilities of closing certain entrances when services starts
 - Would having a police presence be a deterrent for newcomers?
 - Need to clear about purpose and desired results
 - Also need to have clear roles and actions for security team
 - Mass text emergency system for the whole church?
 - Action: Create a renewed church security task force
 - Immediate short-term action: church-wide announcement for each congregation to inform them that we are aware and are developing plans
 - BOE will organize a task force with representation from BOD and other fellowships
 - Revisit previous material that was developed and create training plan going forward
 - Josh Lin is suggested to be on the committee
- Elder Paul closed the meeting in prayer at 11:19 AM