

# Board of Deacons (“BoD”) Meeting Minutes

August 20, 2022

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## In Attendance

- **Attendees:** Samuel Chang (Head Deacon), Petek Altuđ, Kelly Hsu, Hongwei Huang, Jianglin Liang, Phil Sailer, Ye Tang, Stan Wang, Ligong Xu, Jianzhong Yang
- **Pastor:** Juta Pan
- **Staff:** None
- **Elder Representative:** Paul Huang
- **Absentees:** Elbert Chang, Keuiyu Joshua Lin

**Location:** Online Zoom Meeting

## Meeting Agenda & Minutes

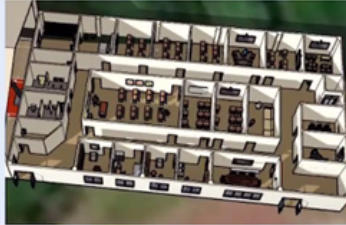
- Meeting started at 9:05 AM. Pastor Pan opened in prayer.
- Pastoral Sharing
  - General situation
    - From “Summer-Hibernated stage” moving towards “Fall Re-opening stage”
    - In-person attendance of Sunday service grew:
      - CB grew to 170 in person + 40 online
      - COM to 130 in person + 40 online
      - CM starting to grow to over 250 in person and 500 in total
      - Overall, Sunday service in person attendance is positive during the summer time.
    - Resume lunch service in Lexington and COM
    - Fellowship attendance is still in summer hibernation
    - Still need more co-workers
    - Inter-congregations/ministries support:
      - CB child care support for retreat
      - COM airport pick-up ministry
      - Children program teachers
      - Youth counselors
    - Current urgent task: Search of Youth Ministry staff
  - Events in July and early August
    - CM:
      - Summer Adult Sunday School, theme course: Commit to the Lord’s church
      - Some fellowships participated in social concerns activities
    - YM:
      - July 9-19, Hawaii STM
      - Summer mode-no regular meeting
    - COM:
      - 7/11-15: VBS with Ruggles Baptist Church
      - 7/31: Baptism, 5 members were baptized
    - CB:
      - Need more worship co-workers

- Childrens:
      - Summer Mode, Friday program every other week
  - Future Events and Ministry Plan
    - CM:
      - 8/21: Baptism, 4 candidates so far.
      - 8/28: Stephen Ministers commissioning.
      - 9/23-25: Fall Evangelistic Meeting
        - Speaker: Pastor/Elder Daniel Luan
    - CB:
      - 9/23-25: CB Retreat
    - YM:
      - 8/14: Pastor Jen's youth send-off
        - Church-wide send-off forthcoming
    - Childrens:
      - 8/27: Empowering God's Children Conference
    - Missions:
      - Pastor Tim and Chris Feng's visitation
  - Pastoral Staff
    - Pastor Yuegang's second session of sabbatical leave from July to September.
    - Pastor Duane and Minister Pat got COVID-19 last week
    - Pastor Bowman attended STM to COCM in London from 7/22-31
    - Search of Youth Ministry/staff: In process of confirming chair of search committee
    - Pastoral staff working on issue of Life Ethics and Abortion.
    - 8/30: Pastoral staff's farewell to Pastor Jen
  - Other
    - Request of Willow School leasing church building.
- BOE Sharing
  - September CC Retreat Announced in June CC
    - Original Itinerary:
      - Where: Building 151 and Hybrid
      - When: September 17, 2022
      - Activity: Group discussions and final presentation (1.5-2 hours)
      - Theme: Church Governance: Reflection on various leadership roles and how we are going to effectively work together (unity in diversity)
      - Food: Lunch and Prepackaged snack bags
      - Invited Guests: some CC (Melissa Yang, Pastor Tsang, Eric Chu, Jimin Xiong, Ted Chen, ..)
        - Additional coworkers?
    - Change to September 10th due to Metrosouth Building celebration
      - 2 CC report: Finance and CBE report, rest will be retreat
    - CC Retreat Group Discussion Topics
      - Church Governance: Reflection on various leadership roles and how we are going to effectively work together (unity in diversity)
        - Should we add Clery as Elders?
        - What is BoD's function? Operation? Ministry? 12 is not enough
        - What is the best model to move on without changing the bylaw?
      - How to Reach Out to the younger generation (or Gen Z) from various ministries and across congregations (COM, CM, CB?)
        - CM: suburban campus ministry

- COM: We have been doing it, we did we miss
- CB?
- Temporary Youth Ministry staff
  - Unanimously agreed
  - Candidate's qualifications, character, and gender need to be carefully reviewed
- CBE
  - Original 3 phase approach

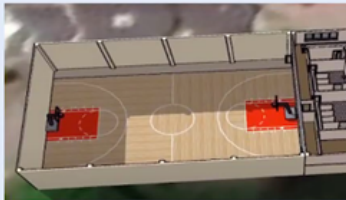
## Phase I

1. Adding 14 classrooms
2. Adding 4 staff offices
3. Indoor Gym Foundation
4. New Chapel Framing
5. Children's Area Renovation



## Phase II

Complete Multipurpose Gym



## Phase III

1. New Chapel w. 355 Seats
2. Improve Gravel Parking Lot



The recently presented 3-phase plan is as below

1. \$2.9m needed (major phase): classrooms, offices, multi-function room foundation, chapel framing, children's area renovation
2. \$1.1m needed: multi-functional facility.
3. \$1.0m needed: chapel finish, p  
improve



- Revised phase approach (Switch Order of Phase 1 and 2)
  - New Phase 1 (previous Phase 2) will probably need \$2 M to take foundation into consideration
  - Will probably kickoff end of the year
- Needs approval during September's CC meeting
- Revision for the policy Christian Educational Memorial Fund Approval Authority
  - Give the approval authority to Committee
  - BoE's review the approval
- Sending-off Pastor Jen
  - Working with Minister Taylor for a church-wide sendoff on September 4th
  - CM and CB co-workers work together
- Revision for Benefit and Personnel Policies for Pastoral and Administrative Staff is ongoing
  - Plan to submit to BoE approval next week.
  - Mileage compensation
  - Prorated staff benefits
- Start the preparation for Annual Meeting
  - Elder/Deacon Nomination
  - Ministry reports
- Continued discussion of Willow School application to lease church building
  - Discussion ongoing despite rumors that it was approved

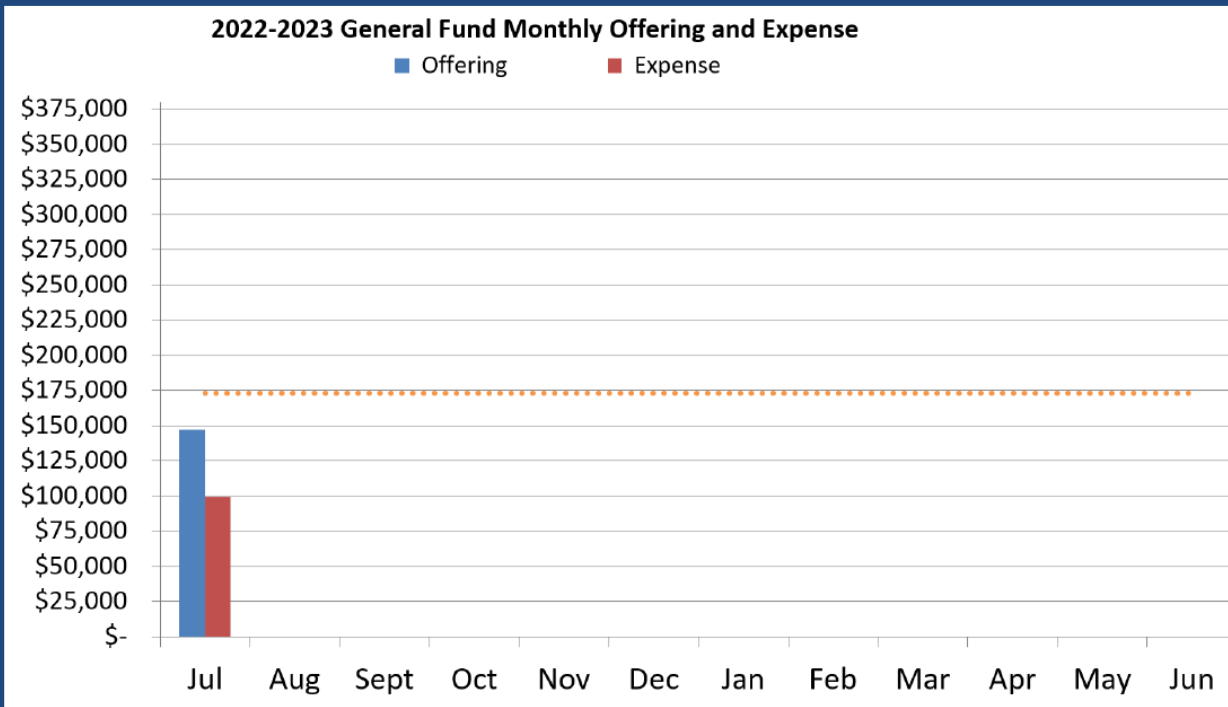
- Financial Report

## July 2022 Offerings vs Expenses

July				
	Offering	Expense	Balance	Cumulative Balance
General Fund	\$ 147,109	\$ 98,879	\$ 48,230	\$ 48,230
Mission Fund	\$ 27,727	\$ 38,293	\$ (10,566)	\$ 41,015
Benevolence Fund	\$ 1,775	\$ 2,000	\$ (225)	\$ 136,640
CBE Fund	\$ 1,355,862	\$ -	\$ 1,355,862	\$ 1,355,862
SCM	\$ 4,950	\$ 1,550	\$ 3,400	\$ 55,105
Capital Fund	\$ 220	\$ -	\$ 220	\$ 499,152

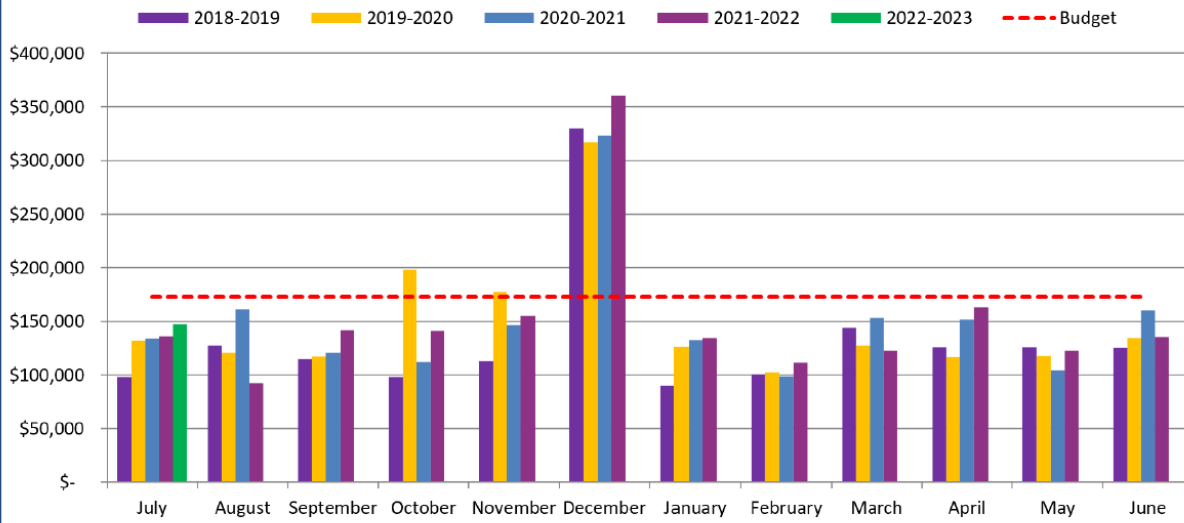
- Missions Fund is low
  - Ligoing will talk with Eric

## General Fund Monthly Offering and Expense



# General Fund Monthly Offering Year to Year Comparison

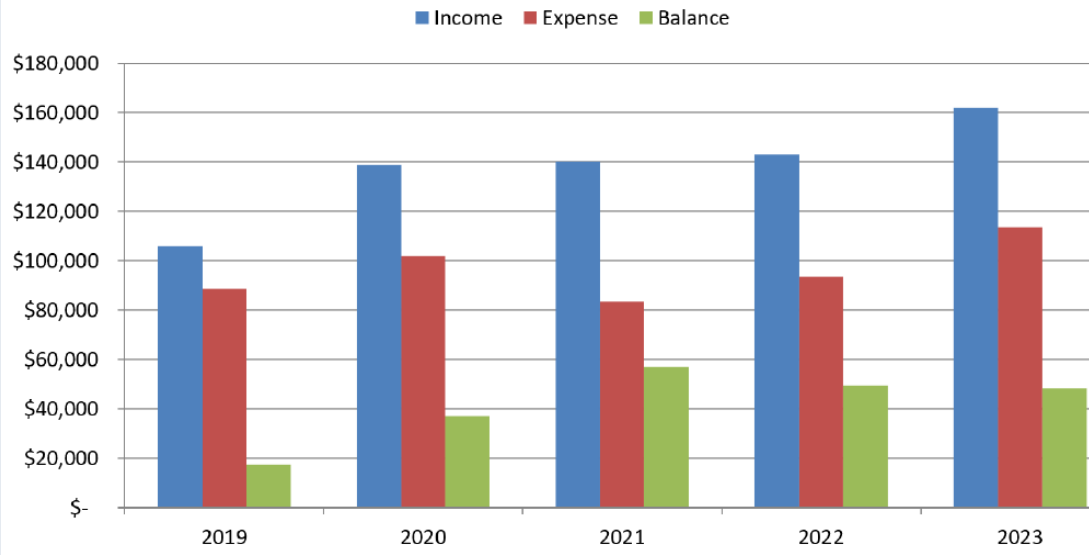
## General Fund Monthly Offering 5FY Comparison



Fiscal Year YTD	2019	2020	2021	2022	2023
Offering Monthly Average	\$ 98,291	\$ 132,122	\$ 133,597	\$ 136,111	\$ 147,109
Ranking	5	4	3	2	1

# General Fund YTD Balance Year Comparison July 2022

## General Fund YTD Balance 5FY Comparison



General Fund YTD Balance 5FY Comparison					
YTD July 2022	2019	2020	2021	2022	2023
Income	\$ 105,888	\$ 138,894	\$ 140,143	\$ 143,074	\$ 161,829
Expense	\$ 88,557	\$ 102,061	\$ 83,325	\$ 93,743	\$ 113,599
Balance	\$ 17,331	\$ 36,833	\$ 56,818	\$ 49,331	\$ 48,230
Ranking	5	4	1	2	3

# Year End Adjustments

	June report	Revised	Difference
General	212,387.00	180,462	31,925.00
Capital	323,665.59	318,469.59	5,196.00
Total	536,052.59	<b>498,931.59</b>	<b>37,121.00</b>
adding July interest		<b>219.94</b>	
Final Capital Fund July		<b>499,151.53</b>	

Capital fund QB for July

<b>44000 · Transfer to/from</b>		
<b>44111 · Transfer to Capital Fund</b>	180,462.24	180,462.24
<b>Total 44000 · Transfer to/from</b>	180,462.24	180,462.24
<b>45000 · Income forward from last period</b>	318,469.59	318,469.59
<b>Total Income</b>	499,151.77	499,151.77

Revised general fund, capital fund, class fund etc  
FinancialReport-202206-revised.zip sent out

- ANM and Mission Fund
  - FY 2022 General Fund Surplus
    - Transfer \$180,462 to Capital Fund
    - ANM fund matching on hold till church council meeting
  - Mission Fund balance of \$41k, monthly spend \$38K
  - Question is whether to continue matching the \$50K that was approved previously given change in supported family
    - Will be discussed offline and bring update to the September CC Meeting
- Stewardship Report
  - Property Project Update
    - Signage Installation (Outdoor and Indoor) - In Progress
      - Collecting quotes from contractors, only one response (Signarama)
        - Estimated Quote: \$4599.87
      - May have to proceed with this contractor since others are either busy or provided no response
    - Main Building elevator temporarily out of work - service called, inspection in progress
    - Children Ministry (1st Floor) Security Enhancement - Planning
  - Property Maintenance and Management Update
    - Parking lot striping repainting, main building, and Carriage House - Complete
    - CBCGB parking and traffic task force team established - Led by Deacon Jianzhong
  - Church-wide Maintenance
    - Fixed the kitchen dishwasher
      - Saved \$2,153.18 (Estimated cost)

- Sanctuary A/C thermostat Wifi connection fixed
  - Working on chapel A/C - root cause of malfunction has yet to be determined
  - Planting flowers around church parking lot (brother Yong volunteering to help)
  - Cleaning and organizing storage shed
  - Fixed the broken stone walls in front of church main entrance
  - Fixed the church office phone problem
  - Fixed the broken water fountain in the main building basement
  - Cleaned and organized closets in different rooms around the church
  - Worked on mounted TV's in 151 classrooms
  - Cleaned chapel kitchen drains to get rid of fruit flies
- Church Cleaning Contractors Change
  - Previous cleaning contractor resigned for summer break
    - Currently we're paying \$2,900/month
    - Requested >\$3,000/month to resume in September
  - Another cleaning contractor (Mauricio & C Services)
    - Estimated \$2900/month for just the main building
  - Church now hire a new contractor (Grace Home Services, run by sister Yuxia) which is charging to clean the whole church property for \$2800/month
- Head Deacon Confirmation Voting
  - Samuel nominates Jianglin to take over as head deacon for the remainder of the year
  - Hongwei seconds the motion
  - Motion passed unanimously and Jianglin will take over as head deacon for the remainder of the year
- Sharing
  - Question regarding future fire drills
    - Issues with cars leaving and blocking emergency vehicles and issues picking up kids
    - Ongoing discussion already underway and a new protocol is being created
- Elder Paul closed the meeting in prayer at 10:59 AM