

Board of Deacons (“BoD”) Meeting Minutes

January 21, 2023

In Attendance

- **Attendees:** Ye Tang (Head Deacon), Phil Sailer, Eric Mui, Petek Altuđ, He Dong, Kueiyu Joshua Lin, Kelly Hsu, Lillian Wang, Ligong Xu, Jianzhong Yang, Zhongli Zhang, Sophia Yang
- **Pastoral Staff:** Juta Pan
- **Elder Representative:** Yuguang He
- **Absentees:** None

Location: Building 151 and Online Zoom Meeting

Meeting Agenda & Minutes

- Meeting started at 9:14 AM. Pastor Pan opened in prayer.
- Pastoral Sharing
 - *NOTE: Lost my notes for part of Pastor Pan’s sharing due to my computer crashing. – Eric*
 - Pastoral Staff
 - Minister Pat ordination 2/11/23, 2-4pm
 - Pastor Duane back from Taiwan
 - Others
 - Future of NCPI
 - Samuel Chang and Elbert Chang departed as deacons, no one leading the initiative
 - Discussion whether to discontinue or keep it, no conclusion
 - Can pastoral staff help with CBCGB website and other IT issues
 - Rebuild the Church Safety Committee (different from Safe Church discussed later)
- BoE Sharing
 - Theme 2023
 - Rebuild Our Spirituality
 - Return to Normal Church Life
 - Reboot Our Ministries – STM, outreach...
 - Rejuvenate Spiritual, Mental, and Relational Frustrations
 - Ministry Review Focus 2023
 - Focus on 4 R’s (see Theme 2023)
 - Spiritual formation (includes Sunday school classes)
 - Outreach for the 2nd half of the year (CM and ask CB, also COM?)
 - Suburban campus ministry
 - EE
 - Ping-pong
 - CM Fellowship
 - COM
 - Review the ministries of CM and COM, that they align with the 4 R’s
 - CBE Updates
 - Revised estimates (total \$4,403K)
 - Phase 1: \$2,121K (reduced about \$250K)
 - Cost reduction from contractor giving discount to secure business

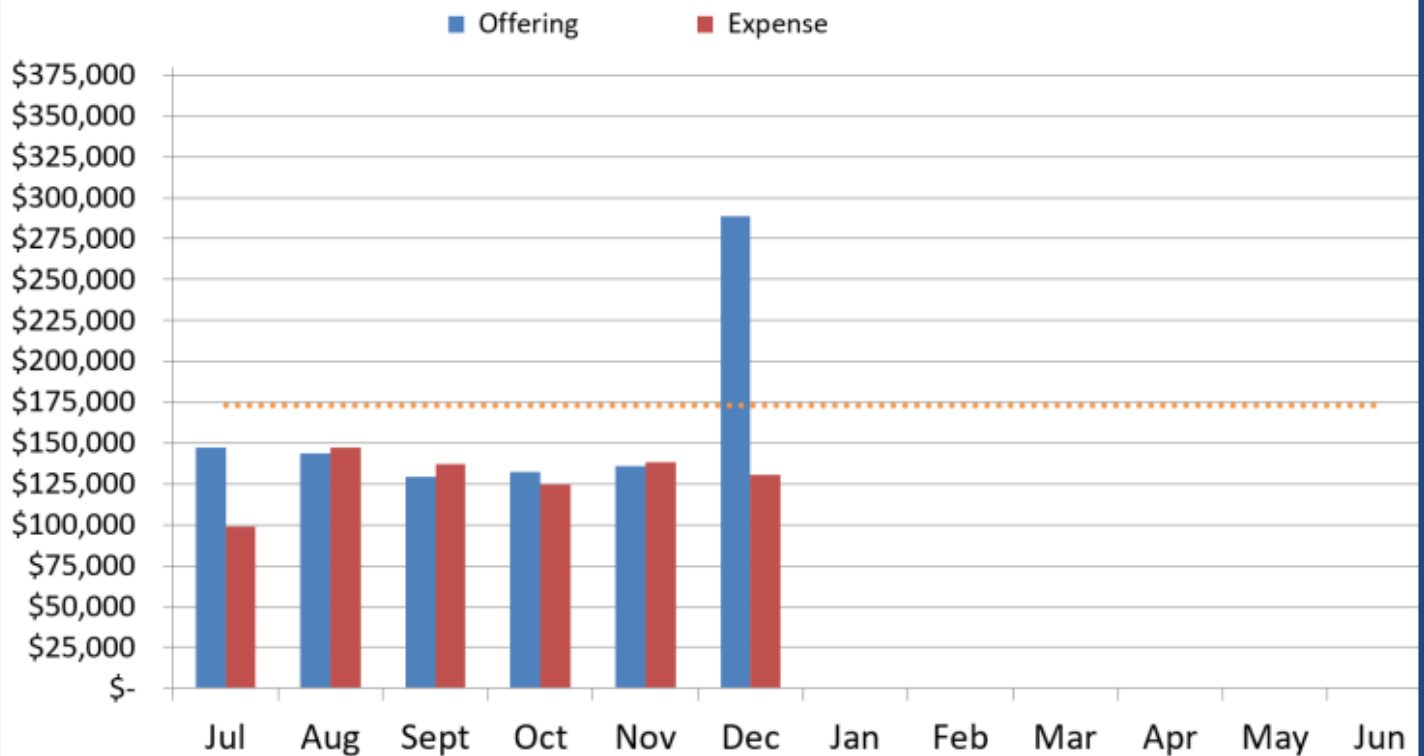
- Phase 2: \$1,490K
- Phase 3: \$792K
- Membership loan amount may be minimized, more feasible
 - loan used to bridge gap in financing
- Pledge units: 50, amount pledged: \$291,172
- Donation units: 100+, amount received: \$245,705
- Timeline for phase 1, assuming written estimate received and approved soon
 - Apply for building permit – Feb 2023
 - Construction begins – May 2023
 - Construction complete – Dec 2023
 - Building occupancy approval – Jan 2024
- On-site Willow Christian School
 - Operation: Nursery, after-school program, bilingual (English/Chinese)
 - Related ministry: Local/community outreach
 - Contract length: 2 Years
 - Facility: Lexington campus, room 108
 - Tentative Start Date: 9/2023
 - Current Status: Preparing legal documents
 - Legal review fee: Budget amendment may need to be approved by church council, to be recovered through the monthly rental fee
 - Discussion about concerns
 - Teachers will need to supervise the children so they do not cause mess in other rooms on the first floor
 - Ensuring the contract terms are detailed enough, consulting legal professionals in the congregation for advice. Need to proceed carefully.
 - Many connections between the school staff/volunteers and our church, so the church is willing to give it a try.
- Financial Report

General Fund December Summary			
	Month	YTD	YTD /Budget
Offering	\$ 288,887	\$ 977,430	47.1%
Expense	\$ 130,500	\$ 777,414	37.4%
Balance	\$ 158,386	\$ 200,016	
Budget	\$ 173,021	\$ 2,076,254	50.0%

December

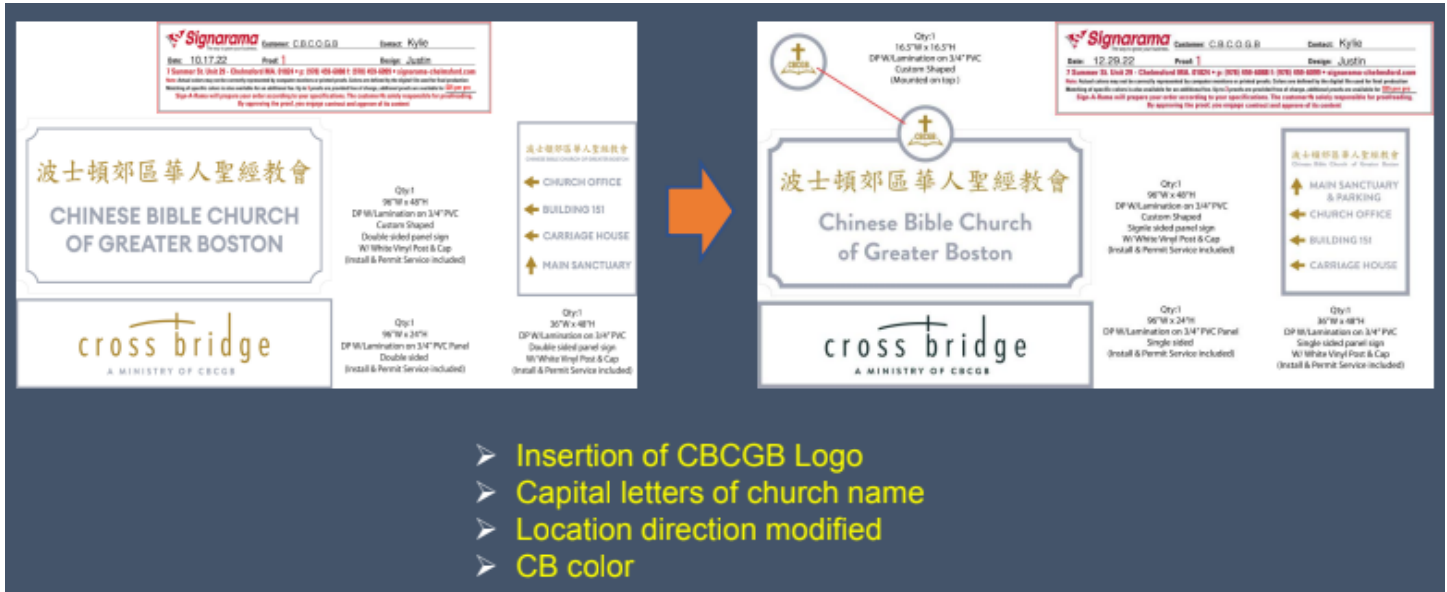
	Offering	Expense	Balance	Cumulative Balance
General Fund	\$ 288,887	\$ 130,500	\$ 158,386	\$ 200,016
Mission Fund	\$ 100,167	\$ 36,082	\$ 64,085	\$ 146,557
Benevolence Fund	\$ 775	\$ 2,000	\$ (1,225)	\$ 127,415
CBE Fund	\$ 72,447	\$ -	\$ 72,447	\$ 1,472,123
SCM	\$ 9,140	\$ 9,721	\$ (581)	\$ 41,694
Capital Fund	\$ 211	\$ -	\$ 211	\$ 497,309

2022-2023 General Fund Monthly Offering and Expense



- Request for an additional graph showing total giving comparison from year to year, not just general fund
 - Answer the question whether the congregation is giving less overall, or giving less to the general fund in order to give more to other funds (missions, CBE).
- Stewardship Report
 - Sophie Yang will join the stewardship committee
 - Major Projects in CBCGB (Active)
 - Children Ministry (1st FL) renovations for security enhancement (change access points and install security cameras)
 - proposal is ready – consultant will estimate the cost, provide suggestions
 - approaching contractors for quotes
 - Signage Installation
 - 3rd (and final) proof evaluated, revised and proved
 - Kylie looking for signage feedback by Friday, 1/27/23

- Discussion of use of CB branding color palette, since CBCGB does not have its own branding color palette
 - Suggestion to use black and white for CBCGB signage
 - Another suggestion to consult with professional graphic designers (such as Yuling Wang Tan, Chris Lo) who have connections with CBCGB
 - Maybe not enough time for signage project
 - Possibly have CBCGB branding project in the future



- Major Projects in CBCGB (Planning)
 - Church upkeep
 - Coordinate with fellowship leaders to remind brothers/sisters
 - Remind CB to put chairs up and take trash out after lunch on Sundays
 - Projects in planning
 - Leaking from roof tower to room 220
 - Maintenance of gas line, water line, HVAC, etc
 - Thinking about doing this annually
 - Window replacement
 - Floor tiles replacement
 - Church property security (stolen car found in church parking lot 12/28/22, Lexington police came)
- Property Maintenance and Management Update
 - Sunday services support. Indoor and outdoor events support.
 - Support church reopening (for clean & safe environment).
 - Church-wide cleaning (snow plowing, etc)
 - Church office support (bills , invoices, etc)
 - Purchase supplies and equipment maintenance
 - Replaced broken floor tiles in the basement
- Church-wide Maintenance
 - Installed new projector and screen in sanctuary
 - Installed new “Exit” signs around the church
- Parking and Traffic analysis report
 - See “CBCGB Parking and Traffic Improvement Report.docx.pdf” for details

- https://drive.google.com/file/d/1N9j4Pzz0MkhpUZYfu5TryaTMcglcnPdt/view?usp=share_link
- Phil also sent report to all deacons, date 1/21/23
- Analysis of traffic during “rush hours” on Sunday (9 - 9:45am, 11-11:30am)
- Some recommendations from the report, any actions taken to be decided by BoD
 - Regular periodic announcements to congregation regarding parking lot safety, rules, and any updates
 - Update parking information on church website, clearly indicating where visitors should park
 - Change speed limit signage to reflect practical speed limit on road leading to main parking lot
 - Paint stop lines and turn arrows on pavement
 - Speed bumps
 - Pedestrian walkways
 - Angled parking and one-way traffic within parking lot
- Safe Church Policy and resolving current non-compliance
 - CBCGB has a “Safe Church Policy”
 - Provide safe and secure environment for participants in our programs and activities, particularly for children, the elderly, and the disabled
 - Ensure monetary donations are used responsibly, protected from misuse or misappropriation
 - Outlines guidelines and safeguards including background checks for all employees, elders, deacons, and volunteers in ministries including Children, Youth, Church Finances, Missions, Social Concerns, Kitchen, Transportation, Bookstore and Human Resources
 - Examples of areas of current non-compliance with the Policy
 - ministries that do not have a written application process
 - not performing any reference checks
 - backup CORI representative needed
 - ministries have persons who have not been CORI checked, SORI checks are backlogged as only one person in the church office can do those
 - Not training all coworkers on the Policy every three years, training new coworkers when they start, and keeping track of training history for each coworker
 - Reasons for compliance
 - Safety of children, vulnerable populations, and finances
 - Legal liability (ensure we meet requirements of our insurance to maintain coverage)
 - Reduce insurance cost (following the Policy reduces our liability, so we get insurance premium discount)
 - Safe Church task force
 - Form a task force immediately with representation from CM, CB, and COM members
 - Document areas of non-compliance with Policy
 - Propose options to achieve compliance urgently in the short-term, and proactively for the long-term
 - Consult with stakeholders as needed including ministry leaders, HR, CORI/SORI representatives, IT Director
 - Task force members will come up with options and plans for compliance, but final action is left to BoD
 - Report to BoD by April 2023 meeting
 - Task force to report findings and recommendations

- BoD to decide what, how, and who to implement recommendations
- Task force volunteers
 - Lillian (Youth)
 - Jianzhong (IT)
 - Tong Ng (Children's)
 - Petek (CB)
 - He Dong will ask COM for task force volunteer
 - Ye will ask Jianglin Liang to be on the task force (for CM?)
 - Task force should meet before February BoD meeting
- Deacon sharing time
 - What to do about taking out CB lunch trash
 - We can ask cleaners to do their cleaning earlier, including taking out trash(?)
 - Do the parking lot cameras work?
 - Need to check with Jason Lee.
- Elder Yuguang closed the meeting in prayer at 11:50am