

Board of Deacons (“BoD”) Meeting Minutes

August 19, 2023

In Attendance

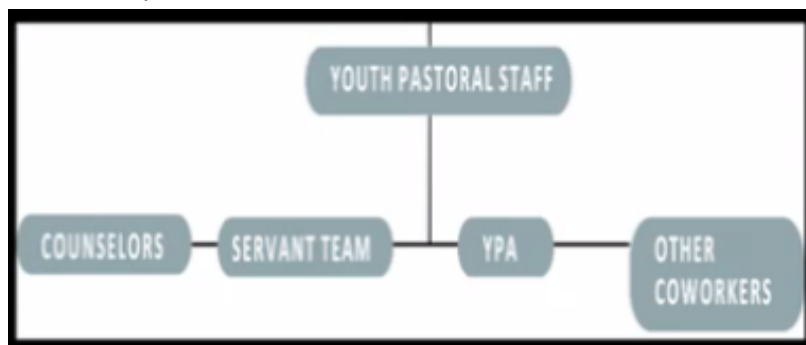
- **Attendees:** Ye Tang (Head Deacon), Joshua Lin, Ligong Xu, Sophie Yang, Lilian Wang, Petek Altuğ, Kelly Hsu, He Dong, Jianzhong Yang
- **Pastoral Staff:** Pastor Juta Pan
- **Elder Representative:** Paul Huang
- **Absentees:** Eric Mui, Phil Sailer, Zhongli Zhang

Location: Building 151 and Online Zoom Meeting

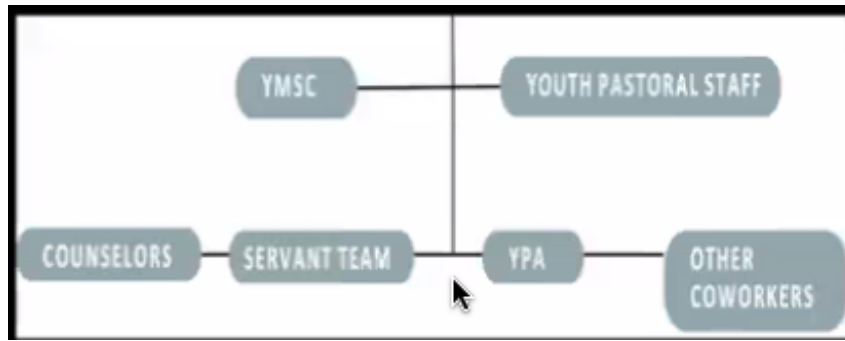
Meeting Agenda & Minutes

- Ye Tang opened in prayer.
- Pastoral sharing
 - In summer mode, preparing for fall
 - A lot of members travel or take vacation
 - YM has no regular meetings but focus more on STM and social concerns
 - No Awana program on Friday evenings, replaced by a bi-weekly program
 - Most of the meetings keep hybrid format
 - Most CM fellowship hybrid/in-person Friday meetings changed to bi-weekly
 - Lots of outdoor activities and fellowship retreat
 - Charis and ICF have joint meetings
 - COM: prepare for the new school year
 - Summer events
 - 8 short term missions teams, 5 social concerns activities
 - 林鴻信 (Dr. Hong Hsin Lin)
 - 7/8: Special Theological workshop: Theology of Hope and Christian Eschatology (盼望神學與終末論)
 - 7/15: Theological topic: The Challenge of Secularization to the church
 - Kairos Mission Course postponed to November due to low registration
 - Non-CBCGB special events: CES Taipei (台北中華福音神學院) seminarian course: Revelation (啟示錄), by 吳存仁博士 - 15 students registered
 - August events
 - Pilot Ministry Fair (Children, Youth, Audio, Pulse, Kitchen, CM Newcomers) - not for all ministries, just a few who are in need
 - 08/20: Fire Drill will be between CM and CB service
 - 08/27: CM Steven Minister Commissioning and 152nd Baptism
 - September events
 - CM fall evangelistic meeting
 - Music evangelistic concerts by Stream of Praise (讚美之泉) on 9/22 and 9/23 evenings
 - Evangelistic sermon 9/24 Sunday service
 - 9/15-17 non-CBCGB event: The Farewell Joint evangelistic meeting of Steven Tong (唐崇榮告別佈道會), Boston Symphony Hall
 - 9/22-24: CB retreat

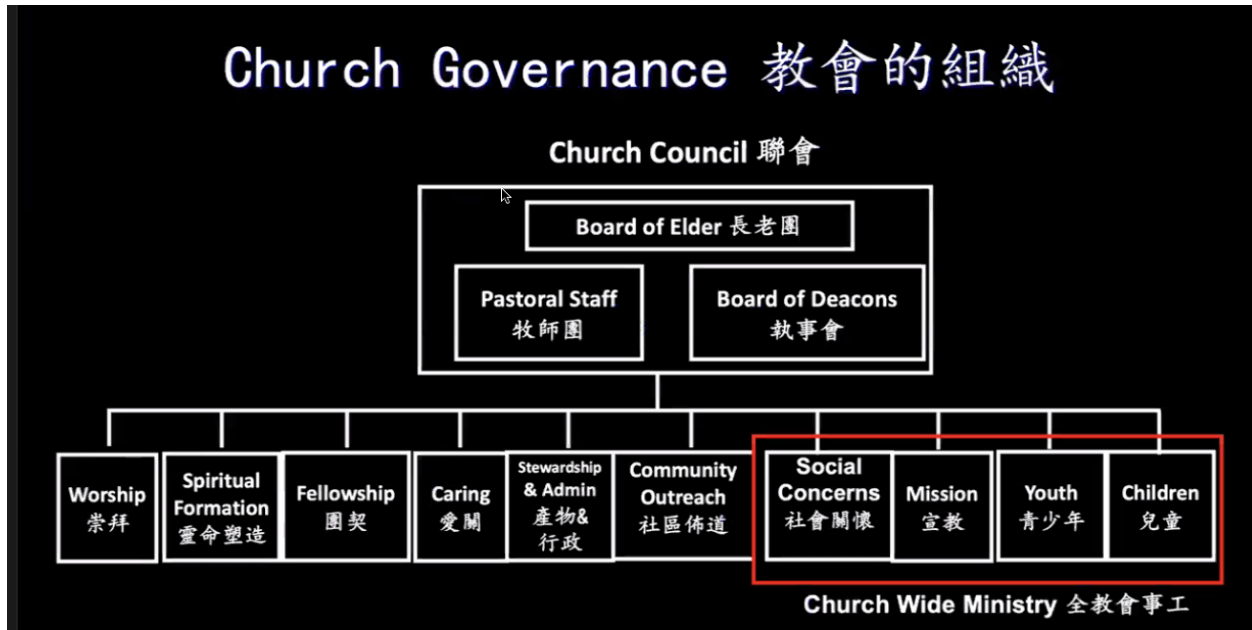
- 9/29 - 10/1: COM Fall Evangelistic Retreat, speaker 陸尊恩
 - Potential conflicts between CBCGB events and Rev. Tong's event
 - Pastoral staff
 - Continuing to search for Youth Ministry staff - not much progress, very few applicants
 - Other
 - Pastoral staff suggested inviting Pastor Morley Lee to preach on Easter Weekend 2024
 - Friday and Sunday preaching, possible special gathering on Saturday?
 - Looking forward to plan for temporary children's playground
 - Future plans
 - Plant a church in the North East Boston area?
 - More Chinese and young professionals are arriving and moving to Malden & Medford, Winchester, Melrose
 - 3 active fellowships in these areas already
 - Gathering church members in the counseling profession (09/06 online)
 - 8 sisters who have graduated from or currently enrolled in GCTS counseling program
 - Pastor Pan will gather with these sisters for potential future ministry
 - Want to focus and coordinate parents and family spiritual growth
 - Elders want to connect with sister churches in New England
 - Church governance and ministry structure's research?
 - Pastor Pan has much experience and hopes to help thinking through what governance and operation might be best for our church moving forward
 - How do we think about operations and ministry?
 - How do we think about non-official ministry groups (COM planning group, Youth steering committee, CBL Core, etc) which play essential roles but not currently in structure?
 - Will take time and probably lead to some changes in church structure as Pastor Pan and Elders consider
- BoE Sharing
 - Rental Application from Willow Christian Montessori School (WCMS) will start in September 2023
 - Elder Paul will be liaison between CBCGB and Willow School
 - Proposal for Youth Ministry Steering Committee (YMSC)
 - BoE gave a green light to move forward as a ministry committee without changing the existing governance defined by bylaw and ministry matrix
 - Current Youth Ministry structure



- BoE proposed Youth Ministry structure under current CBCGB bylaws



- Current Church Governance Structure as presented at the 2022 annual membership meeting



- CBE update

- First 20 months (from 12/18/2021 - 7/31/2023)
 - Received 65 pledges, total \$327,172
 - Total donation received in 20 months: \$403,494
 - Total CBE fund at the end of July 2023: \$1,612K
 - Pledge participation rate is still kind of low
 - The number of units donating to the CBE fund is encouraging (over 160 units)
- Revised quote from Callahan/Hoffman Co, Inc
 - Design & Build
 - Phase 1: \$2,171K (with AC)
 - Phase 2A: \$384K (shell of entire building)
 - Phase 2B: \$1,110K
 - Phase 3: \$1,032K
 - Total \$4,697K (Design & Permit: \$308K, Build: \$4,389K)
 - Phase 1 plus Phase 2A guaranteed maximum cost: \$2,554,978
- Funding Projection for Phase 1 and 2A (both phases will be finished together)
 - Current funding by July 2023: \$1,612K
 - Projected funding by July 2024: \$1,792K
 - Added \$300K from capital fund: \$2,092K

- Phase 1+2A design and build cost: \$2,555K
- Shortfall: \$463K
- Meetings timeline

Initial meeting with six Lexington town officials	Jan 25, 2023
Meetings with Contractor/Design Engineers	Jan 30, 2023
Meetings with Contractor/Design Engineers	April 10th, June 27th and August 15th 2023
Lexington Town Hearings	August 9th and 30th, 2023

- Concerns from neighbors as we are in a residential community (driving speed, disturbances)
- Pray for upcoming Lexington Town Hall meeting August 30, 2023
- Estimated CBE Project timeline for Phase 1+2A

Project promotion and fundraising	Dec 2021
Design and Build contractor search	Apr 2022
Detailed design for building permit	Sep 2022
Apply for building permit	Jun 2023
Construction begins	Oct 2023
Construction complete	Apr 2024
Building occupancy approval	May 2024

- Deacon nomination
 - 4 deacons will step down
 - Deacon nomination committee recommended 4 nominees
 - BoE approved the 4 new deacon nominees (3 CM brothers, 1 CB sister) to be presented at Oct CC meeting
- Elder nomination
 - One CM brother fulfilled the requirements to be nominated as an Elder candidate
 - BoE interviewed the candidate and his wife, recommended the nominee as BoE candidate
 - Working to find a CB elder with CBL Core and CB coworkers, hopefully in the near future
- Cultivate the Younger Generation and Future Leaders: Being Examples to the Flock
 - Encouragement from Elder Paul from his own time as a young professional adult in Taiwan and now trying to encourage YPF during retreat in 2023
 - Brother Ye: Encouragement to the younger generation to participate as leaders in the church

- Financial Report

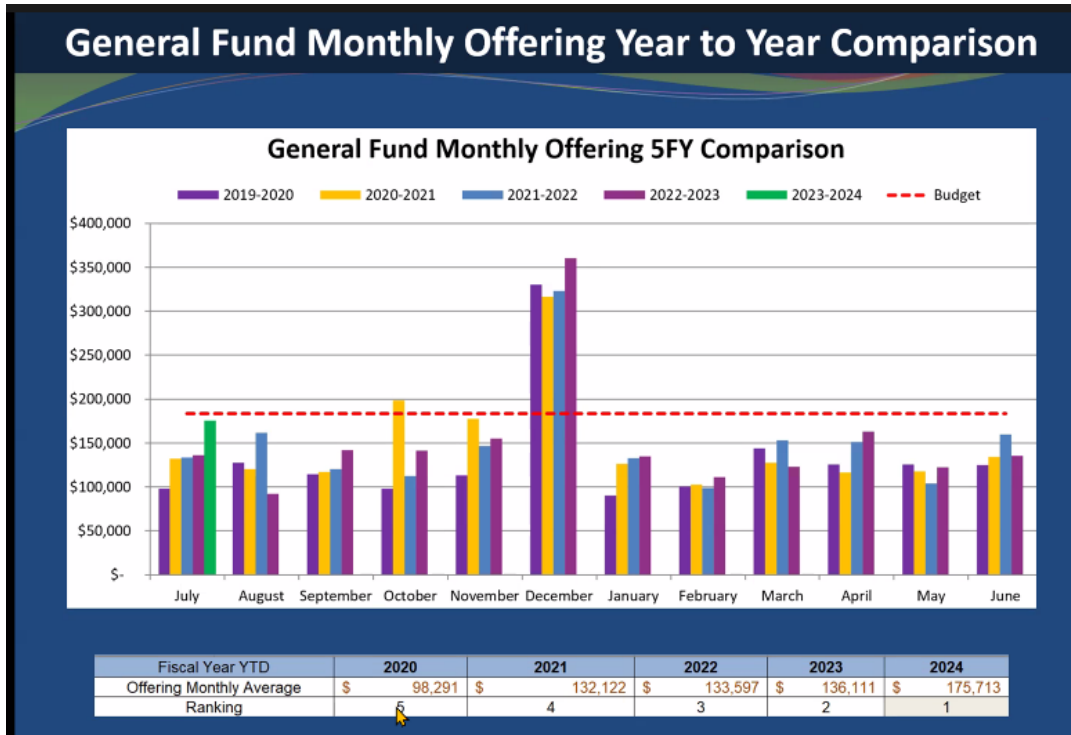
- Revised report for June will come out shortly as there have been a lot of end of fiscal year documentation still happening over the summer and reconciliation

General Fund July Summary			
	Month	YTD	YTD /Budget
Offering	\$ 175,713	\$ 175,713	8.0%
Expense	\$ 131,899	\$ 131,899	6.0%
Balance	\$ 43,814	\$ 43,814	
Budget	\$ 183,593	\$ 2,203,110	8.3%

- Expenses still high, but still have a positive balance in general fund

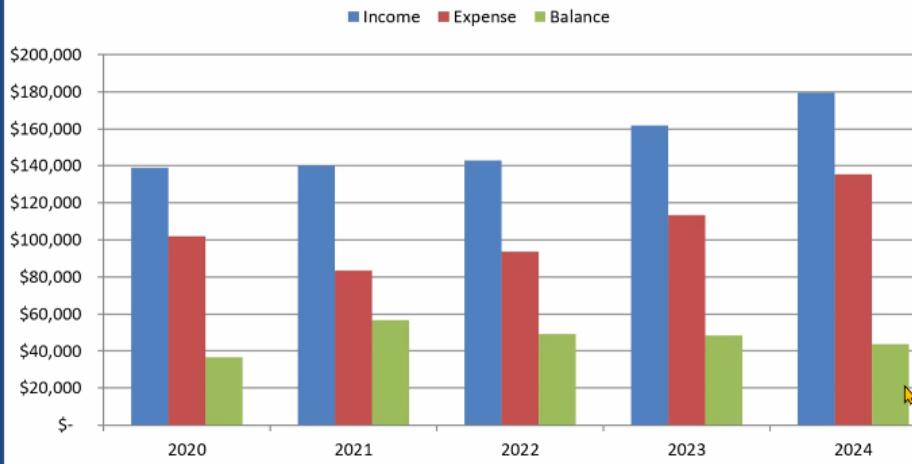
July				
	Offering	Expense	Balance	Cumulative Balance
General Fund	\$ 175,713	\$ 131,899	\$ 43,814	\$ 43,814
Mission Fund	\$ 38,699	\$ 38,887	\$ (187)	\$ 112,688
Benevolence Fund	\$ 675	\$ -	\$ 675	\$ 125,940
CBE Fund	\$ 29,329	\$ -	\$ 29,329	\$ 1,908,220
SCM	\$ 5,578	\$ -	\$ 5,578	\$ 53,269
Capital Fund	\$ 21	\$ -	\$ 21	\$ 188,445

- Missions fund can support 3 months expenses if all new donations stop
- Benevolence fund can and should be used to bless others outside of the church who are in need of financial assistance



General Fund YTD Balance Year Comparison July 2023

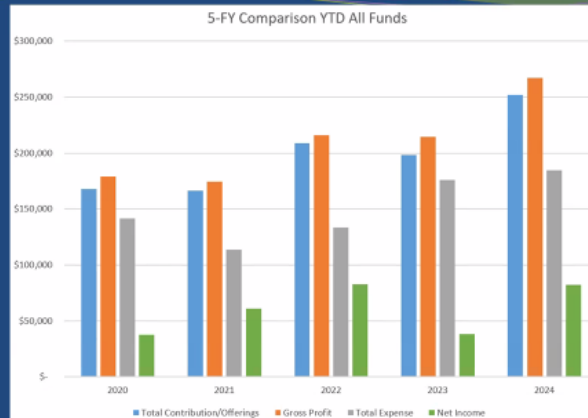
General Fund YTD Balance 5FY Comparison



General Fund YTD Balance 5FY Comparison					
YTD July 2023	2020	2021	2022	2023	2024
Income	\$ 138,894	\$ 140,143	\$ 143,074	\$ 161,829	\$ 179,405
Expense	\$ 102,061	\$ 83,325	\$ 93,743	\$ 113,355	\$ 135,591
Balance	\$ 36,833	\$ 56,818	\$ 49,331	\$ 48,474	\$ 43,814
Ranking by Balance	5	1	2	3	4

- Our expenses have increased a lot this year compared to previous years

5-FY YTD Comparison All Funds July 2023



5-FY Comparison YTD All Funds July 2023					
	2020	2021	2022	2023	2024
Total Contribution/Offerings	\$ 167,660	\$ 166,392	\$ 208,811	\$ 198,314	\$ 252,134
Gross Profit	\$ 179,142	\$ 174,375	\$ 216,015	\$ 214,367	\$ 266,912
Total Expense	\$ 141,422	\$ 113,559	\$ 133,496	\$ 176,079	\$ 184,646
Net Income	\$ 37,720	\$ 60,816	\$ 82,518	\$ 38,288	\$ 82,266
Ranking by Offering	4	5	2	3	1
Ranking by Total Expense	3	5	4	2	1
Ranking by Net Income	5	3	1	4	2

- Ranking will decrease once CBE starts spending and expanding

YTD Individual Fund Balance July 2023

FY Year to Date July 2023	YTD	Approvers
General Fund	\$ 43,813.85	
Capital Fund	\$ 188,444.91	Ye Tang, Steward Chair
SUBTOTAL	\$ 232,258.76	
RESTRICTED FUNDS:		
Mission Fund	\$ 112,687.85	CC Chair
Benevolence Fund	\$ 125,940.23	Mission Chair
Book Store Fund	\$ 8,207.08	Ning Yang
Church Bld Expansion Fund	\$ 1,908,220.32	LiQing Fu
General Reserve Fund	\$ 486,565.97	KC Chu
SCM Fund	\$ 53,269.36	CC chair
STM - Kyrgyzstan	\$ (951.80)	Jiming Xiong
STM - Youth (Hopli, Lynn, NY)	\$ 17,900.71	Mission Chair, Taylor Birkhimer
STM - Adult	\$ 9,998.47	Mission Chair, Taylor Birkhimer
Neighborhood Church Partnership	\$ 4,889.07	TBD
Afghan Neighbor Ministry	\$ 46,054.57	Eric Chiu, Taylor Birkhimer
SUBTOTAL Restricted Funds	\$ 2,772,781.83	Eric Chiu, Lilian Wang
DESIGNATED FUNDS		
Sunday Dining Services	\$ 35,697.75	CC Chair
VBS Fund	\$ 3,948.99	Zibiao Zhang
Memorial Fund	\$ 64,862.98	Steven Bowman
Medical Hardship Fund	\$ 4,850.00	CC Chair
SUBTOTAL DESIGNATED FUNDS	\$ 109,359.72	
SUMMARY:		
General Fund & Capital Fund	\$ 232,258.76	
Restricted Funds	\$ 2,772,781.83	
Designated Funds	\$ 109,359.72	
Total	\$ 3,114,400.31	

- Question: Where can the policy for the benevolence fund be found?
 - Ligong will reach out to Brother Ning Yang about updated policies. Possibly also recruit a CB signature for the account
 - Elder Paul shared that early last year, the revision was approved. It seems the ministry owner did not ask the church secretary to upload the updated policy.
- Some funds for CBE have been invested in Treasury bills (Fidelity accounts) – monthly finance meetings have a report every month

Requisition

Email to: requisition@cbcbg.org

For different requisition or inquiry, start a new email with a different email subject.

Normally you should expect some response from finance within a week. If not, please follow up.

Payment Method: Bill Pay check (default), regular check, Zelle. For Bill Pay, mailing address and phone number are required.

Annual tax receipt will switch to email as default delivery method.

- Generally requisition will be paid with Bill Pay Check (default) or a regular check. On special occasions Zelle can be used as an alternative.

- Stewardship Report

- Major projects at CBCGB

- Children's Ministry (1st FL) Single-entry Project (security enhancement)

- Approached Risk Management Advisors (RMA), received service proposal
 - RMA was the service provider for Grace Chapel for their funding application

- Physical Security Assessment

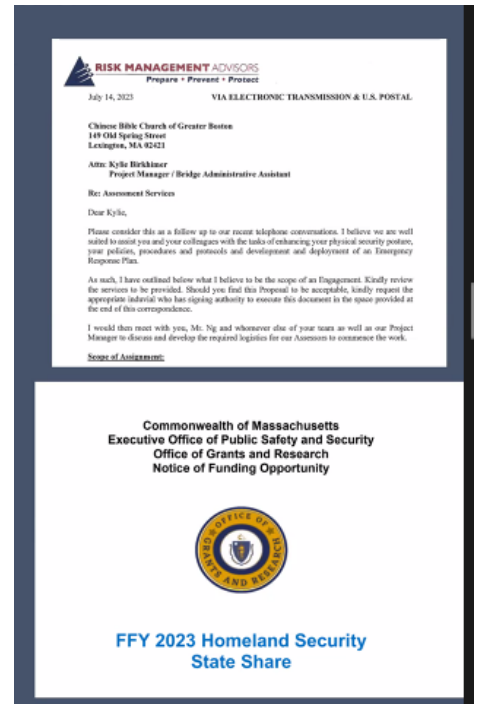
- Includes comprehensive assessment of the church buildings, including Building 151 and the Main building
 - Also includes review of church policies and procedures related to safety, security, life safety, HR, and emergency preparedness and response

- Emergency Response Plans

- RMA also looks at other factors such as our being a Chinese church and how that can factor into the situations listed in the proposal

- Church Main Building Roof Project

- Recent inspection from contractor for Willows School revealed roof concrete/blocks and some siding have become loose and can fall off at anytime
 - Cracks have caused leaking, and is prone to collecting water and expanding when frozen during the winter
 - Not an imminent threat, but problem will get worse if not addressed
 - Sister Kylie is helping look into contractors to fix the roof, waiting for quotes to move forward



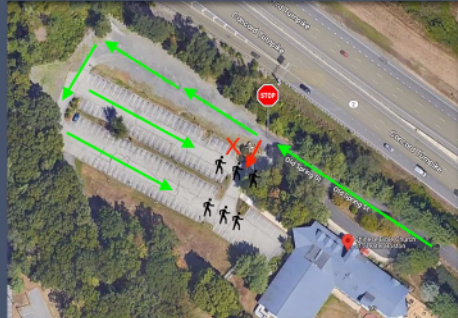
- Signage Project Update

- Final cost of new signage will be over \$10,000
 - BoD vote needed to approve expenditure from the capital fund

- Parking/Traffic Ministry Update

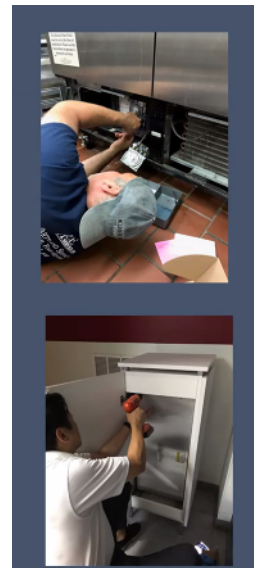
Parking and Traffic Ministry in CBCGB (Thanks to Paul Peng, Jianzhong etc)

- Received request from pastoral staff to install more traffic signs around parking lot
- Coworkers proposed to purchase some signs and probably try 3D paint on road



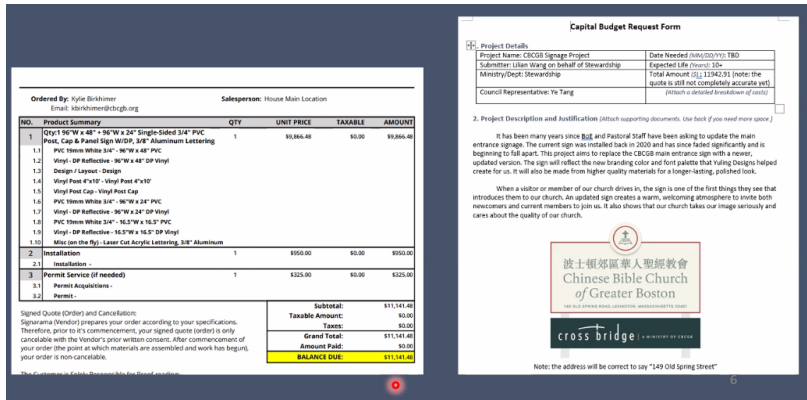
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- Property Maintenance and Management
 - Sunday services support
 - Church office support (bills, invoices, town inspections, etc.)
 - Church-wide logistic maintenance
 - Carriage house oil delivery canceled due to CBE starting shortly
 - AC around main building (sanctuary, chapel, basement) serviced by Medford Wellington, Inc
 - Broken freezer in kitchen repaired by contractor
 - Replaced Bluezone Service Kits for three air purifiers (service from brother Raymond's company)
 - Waiting for them to return to fix one remaining part
 - Also deep cleaning of office building stairs, help wash kitchen clothes & aprons, and replaced 5 toilets in the church basement.
- Playground Relocation Proposal (proposed by Pastor Bowman and Tony Ng)
 - Playground purpose and use
 - Used by Children's Sunday school
 - Allows children to release energy before attending indoor programs
 - Improves focus in classrooms
 - Allows children to exercise their large motor skills
 - Gathering place for kids to play and informally socialize
 - Promotes the idea of church as a fun place





- Discussion about relocation, between the owner and the contractor is going to happen
 - Need to find a better way to relocate the playground without cutting down trees, especially since many trees will be removed once the CBE breaks ground
 - Removing trees will negatively impact both the health and well-being of congregation members and our neighbors who live in the community
 - Caring for God’s creation rather than destruction of trees for more buildings
 - Ecosystem impact
 - General principle to consider how best to preserve as many trees as possible
 - Concerns about Location A being too close to where many cars are often driving too fast and there are already driving concerns on this area of the church campus- safety issue for children.
 - Pastor Bowman and Tony would like to move the playground once, rather than move it to a temporary location and need to move it again later
 - Contractor must come and be a part of the process each time the playground is moved
 - Per our initial agreement and contract with the company that built the playground, to ensure safety and remove liability for potential injuries to children
- Deacon Vote and Sharing
 - Vote for signage new quote
 - Received invoice from Signarama for the latest quote, the final cost will be over \$10,000
 - Capital fund request form submitted, BoD vote needed to approve



- Vote to approve expenditure of \$11,141.48 from the Capital fund for the new signage
 - Sister Lilian Wang motioned, Sister Sophie Yang seconded
 - Unanimous vote yes, **motion passed**
- Security Proposal for CBCGB (update from Kylie)

Why is this important?

- There have been several instances where we have all agreed that security cameras and procedures would have been helpful
- Congregation members have asked how we are addressing this issue
- Children's Ministry has made the ask to improve the safety of their space.
 - Originally this was tied into the CBE project but has been turned into its own project

- Desire to create safer space to fellowship and safer space for children's area
- Grant Funding:
 - Department of Homeland Security (DHS) gives grants based on ask and needs
 - Grace Chapel used RMA (Risk Management Advisors)
 - Costs quoted from RMA
 - \$17,750 for security assessment
 - \$6,750 for writing grant application
 - Total upfront cost \$24,500 without contingency money
 - Apply to DHS for a grant for the full amount needed (based on RMA's assessment) and wait for DHS to approve how much might be allotted
 - Other security assessment organizations such as GuidePost only focus on internal threats, costs start at \$350/hr.
 - On-going maintenance cost of any changes unknown; however once we agree, we commit to making all necessary changes from the assessment
- Discussion
 - With CBE starting soon, concerns expressed about how the security systems might be integrated- is it possible to include RMA requirements into CBE plans before the building commences?
 - Some expressed concerns that not doing anything now and waiting for CBE alignment has risks as well
 - If grant application is not approved, we need a back-up plan to finance any changes outlined by the security assessment
 - Questions and concerns:

- CBE new building would need additional security assessment
- Current building would be under discussion from RMA
- Concerns about going back and forth between the pre-existing building and new building security
- CBE will be holistic new design
- Two building system would be separate; RMA would be for main building and 151; ideally would also be what happens with new building when connected
- Do we consider this security set-up essential?
- What will the interplay be between CBE and RMA security?
 - Internal priming has not been done for CBE yet, needs to be holistic design, power priming, network
 - Broader technology meeting for holistic design
- What are the benefits of this project that the church would receive?
- Some comparison of pricing and method from various options
- Co-worker within CBCGB worked with SmartHome Systems, ask for input, and how much is the monthly payment each month and each year.
- Whole system and all the wiring for both the current and new building should be done together rather than adding on later, so that we don't have two separate systems within the church campus.
 - This should be addressed after the initial assessment is done
- Assessment would cover:

We will evaluate all aspects of your existing security systems, if any. This evaluation will include but may not be limited to;

- A site survey,
- Evaluation of access controls, if any,
- Evaluation of video monitoring, if any,
- Evaluation of alarm systems, if any,
- Review of perimeter protection, if any,
- Review of life / safety systems,
- Review of mechanical systems,
- Review of obvious structural or critical construction deficiencies,
- A review of existing policies and procedures related to safety, security, life safety, HR policies and emergency preparedness and response.

- Potentially large unknown monthly and ongoing financial commitment if this project moves forward- are we ready, willing, and able to commit to this as a church right now?
- Recommendation of Stewardship Committee?
 - If we have this safety assessment in hand, it will be helpful for future decisions.
 - If we vote to move forward, both as BoD and Stewardship, we are committing significant church resources. Many unknowns in what we are committing to at this moment.

Retainer / Payment Schedule:

▪ Retainer:	35%
▪ Presentation of Draft Report:	45%
▪ Submission of Final Report:	20%

RMA will provide these services on a totally confidential basis.

We are happy to be assisting you in this matter and should you have any additional questions or concerns please do not hesitate to contact us.

- Sister Lilian motioned to vote, Sister Sophie seconded to vote on moving forward using RMA for security assessment (\$24,500 upfront cost)
 - Vote: 7 voted yes, 3 voted abstain (only 9 deacons present and Senior Pastor)

- Questions and concerns, along with absence of a few deacons led Head of BoD to move this item to September Church Council Meeting
 - Hopefully, answers to above questions will help make a better decision and will vote at CC in September
 - Policy for CBCGB Church Facility Policy
 - <https://docs.google.com/document/d/1E4xlrPhlacP51IiT4hyUkiz3YehQkZP/edit>
 - Major updates for legal liability, wedding sanctuary fee moved to Category 2 for church usage fee as it is a required fee, and rental fee agreement
 - Pastoral Staff should propose their opinion on who can use the Sanctuary beyond Christian Services
 - Motion to vote on Sanctuary approval needs to wait for hearing back from the Pastoral Staff on who has approval authority
 - Brother Ye motioned to vote, Sister Sophie seconded to vote to approve fee changes and updates
 - Unanimous vote yes for rental agreement updates, **motion passed**
 - Motion to add sanctuary approval authority to the next church council agenda
- Discussion time
 - NCPI Update (Lilian Wang)
 - Eric Chiu and Taylor Birkhimer are listed as signatories, but neither have background with it
 - NCPI existence is in limbo; \$4K in account and not active option in drop-down
 - Stagnant account, only 1 church reached out recently and received \$2,500 gift
 - No future plan for the committee or the fund
 - Originally the fund was set-up with a specific purpose; it had support to neighboring churches, it depends on one committee to make the decision. Pastoral staff reviewed each church's statement of faith. Healthier if the committee has more than just 1 person on the committee. Special and temporary need during the pandemic. Now we are post-pandemic.
 - Discuss off-line NCPI future with interested deacons; at least Sister Lilian and Sister Petek will meet to discuss; discuss with Pastor Pan his vision for structure and movement forward as well
 - New Deacon Orientation Kick-Off Slides (Update from Sister Lilian and Sister Sophie)
 - <https://docs.google.com/presentation/d/1166EBUfn9PJRRrZdVytJnw2bQY3Jel2C1hm99K3qK3s/edit?usp=sharing>
 - Slide deck created by Sister Sophie and Sister Lilian
 - Technology challenge for those who do not have Gmail
 - For candidate requirement of deacon nominations, suggest to require all of BoD and CC candidates to have and use a Google account (gmail) to easily access and be aware of all shared CC documentation on the CBCGB Google Drive and BoD folders
 - it is internal proprietary information for church documents
 - Policy and Funding
 - All deacons should try to describe their current responsibilities and ministries for the slide deck with the transitions of responsibilities for new oncoming deacons
- Elder Paul Huang closed the meeting in prayer at 12:16pm.