Board of Deacons ("BoD") Meeting Minutes

November 16, 2019

A. In Attendance
   a. **Attendees:** Jason Lee, Jianglin Liang, Hongwei Huang, Zongkui (Joe) Ma, Samuel Chang, Stan Wang, Dazhi Wang, YanHua Yan, Charlene Tsang
   b. **Pastor:** Juta Pan
   c. **Elder Representative:** Paul Huang
   d. **Absentees:** Phil Sailer, Tuanfeng Zhang
   e. **Invitees:** Kueiyu Joshua Lin, Ligong Xu, Ye Tang

B. Location: Church Office conference room

C. Meeting Agenda & Minutes
   a. Meeting started at 9:04 am. Pastor Pan opened in prayer.
   b. Free Sharing (All)
      i. Deacons shared prayer requests and spent some time praying for each other
   c. Pastoral Sharing and Update (Pastor Pan)
      i. Primary Focus to date has been the Mission and Social Concerns Conference
      ii. Important events from Oct. 12 to Nov. 8
          1. Mission and Social Concerns Conference (11/1-3)
          2. COM: New Heart Music Outreach in Malden (11/8)
      iii. Important events in November and December
          1. Thanksgiving gatherings (fellowships)
          2. Advent services will start from 12/1
          3. Baptism
             a. Lexington (12/15)
             b. COM (12/1)
          4. 3 Joint Services with/without second English speaking services (12/22,24,29)
      iv. Chinese Ministry (CM)
          1. Attendance of Sunday services in October were low
          2. Quincy Ministry
             a. Pastoral staff responses on 11/10, restart from a fellowship
          3. North Shore Fellowship
             a. Terminated official relationship by student leaders with CBCGB and the van has been returned
             b. Will try and still support students who attend our church
          4. CM coordinators meeting on 12/8
          5. Baptism on 12/15
             a. 13 applicants so far
          6. Preparing for a Sister’s retreat on 5/2-3, 2020
      v. Cross Bridge (CB)
          1. Hunter Barnes special presentation on 10/18
             a. More than 300 in attendance
          2. CBL Core retreat on 10/20
          3. ICF and Charis continue studying 1 Corinthians
          4. HIM marriage enrichment conference in Feb. 2020
      vi. City Outreach Ministry (COM)
          1. New Heart Concert on 11/8 in Malden
a. Attendance around 200
2. Joint Thanksgiving banquet and celebration in Malden
3. Baptism on 12/1
   a. 7 scheduled to be baptized so far
4. Youth Parents ministry

vii. Youth Ministry (YM)
1. Passion night on 11/29
2. Baptism on 12/15
   a. Possibly 2
3. YM minister/pastor candidate on site interview
   a. In the process of collecting response

viii. Children’s Ministry
1. Search for half-time Children Ministry Director
2. Children Ministry Conference on 2/29/2020

ix. Pastoral Staff
1. Annual review from Sept. to Dec.
2. Praying for Minister Duane’s visa application
   a. OCR expires in January, process for visa approval will be longer with new regulations
3. Children Ministry Director Search
4. Youth Minister/pastor candidate
5. CB pastor search resumes
6. Pastoral retreat on 10/14
7. Family Ministry task force
8. Continue the study of “Outreach to Young Generation”
9. Working on 2020 calendar
   a. Church Council retreat on Thursday in December
      i. Want one question to think about

x. Special Issues
1. Mission Conference
   a. Low attendance
      i. 301 on Friday evening
      ii. 70 on Saturday afternoon
      iii. 150 on Sunday evening
      iv. Regular attendance on Sunday morning
   b. Pastor’s response
      i. Good preaching
      ii. Possible causes of low attendance
         1. Lack of promotion, related to late information about the conference
         2. Congregation’s lack of passion for missions?
            a. Lack of regular education and actions?
            b. Lack of passion for evangelism?
            c. Reflecting spiritual status on congregation?
         3. Too many events and too much ministry burden causing congregation to be tired of attending big events
   c. Suggestion
      i. How do Mission and Social Concern Committee work more closely with pastoral staff?
      ii. One speaker/event, multiple campuses or congregations
      iii. Reduce the big event, or transform to small and special events to specific targets
2. Pastoral staff are looking forward to church data system
3. Security issue
   a. Medical urgent contact after Deacon Berhan Yeh left for DC
4. What will be the plan for the returning van?
d. Board of Elders (“BoE”) Sharing (Elder Paul Huang)
i. Youth Ministry Search updates
   1. Feedback regarding the youth pastor candidate is still being collected
ii. Children’s Ministry Director Search
   1. Job description has been posted
iii. CB Pastor Search updates
   1. New job description was posted last month and the committee has received 16 resumes since
iv. Pastoral Staff Annual Review Process and Scheduling
   1. Reviews are progressing
   2. All are scheduled
   3. All are on track
v. December Church Council Retreat Planning
   1. Thursday fellowship time on Dec. 19 will be held at Elder Ke-Chieh’s house at 7:30pm
   2. Proposed Saturday agenda on Dec. 21 contains usual report from the different leadership bodies
   3. Review and approve 2020 church calendar and ministry matrix
vi. Elder Nomination Process Improvements
   1. Elder Paul will draft an elder candidate process to review at a future meeting
e. Financial Report (Joe Ma)
i. Summary of key funds:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Offering</th>
<th>Expense</th>
<th>Balance</th>
<th>Cumulative Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>198,190</td>
<td>121,775</td>
<td>76,415</td>
<td>155,089</td>
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<tr>
<td>Mission Fund</td>
<td>25,673</td>
<td>31,672</td>
<td>(5,999)</td>
<td>85,806</td>
</tr>
<tr>
<td>Benevolence Fund</td>
<td>300</td>
<td>2,000</td>
<td>(1,700)</td>
<td>3,800</td>
</tr>
<tr>
<td>CBE Fund</td>
<td>1,200</td>
<td>-</td>
<td>1,200</td>
<td>350,550</td>
</tr>
<tr>
<td>SOFM</td>
<td>1,640</td>
<td>6,454</td>
<td>(4,814)</td>
<td>50,477</td>
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<tr>
<td>MS Building Fund</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>200</td>
</tr>
<tr>
<td>Capital Fund</td>
<td>1,561</td>
<td>3,300</td>
<td>(1,739)</td>
<td>592,864</td>
</tr>
</tbody>
</table>

1. Inconsistent with last month’s numbers due to one week’s offering missing in last month’s report
ii. General Fund Budget Usage Summary (up to Oct 31):
   1. Total offering: $595,183 (32.1% of budget)
   2. Total expense: $440,094 (23.7% of budget)
   3. Cumulative balance: $155,089
   4. Targeted percentage: 33.3% (4 months of the year)
iii. BoE has decided to hold a special offering for the Benevolence Fund over Thanksgiving
f. Stewardship update (Hongwei Huang)
i. NOTE: Please send all property issues (including picture) to: property@cbcgb.org
ii. Property Projects
   1. Projects in the Pipeline
      a. Interior repainting and signs
         i. 2nd and 3rd floor (Capital Fund request)
      b. Church office roof repair
      c. Water drainage behind church office
      d. Fire door-alarm, expanding lobby space, etc
   2. Property Maintenance
      a. What has been done
         i. Solution to basement leak
         ii. Installed barrier on 3rd floor
         iii. Church office heating system repair
         iv. 3rd FL bathroom wall repair
         v. Outside bridge repair
         vi. Fall cleaning
         vii. Others
      b. What Needs to be done
         i. Playground fence/gate repair
         ii. R220 room leak
         iii. Welcome center signage
         iv. Baptism tub cover
         v. Parking lot light bulb change
         vi. Cut vines (landscaping)
   iii. Property Management
      1. Updated facility usage policy
      2. Renewing contract (snow plowing/removal)
      3. Prepared Town of Lexington annual building inspection
      4. Prepared MA State annual elevator inspection
      5. Annual Fire Alarm and Sprinkler inspection
      6. Annual Extinguisher inspection
      7. Church kitchen cleaning certificate and suppression fire inspection
      8. Landscaping and gutter cleaning
      9. Church van request from Minister Duane Chang
         a. Need for transportation from Malden to COM every Sunday
         b. Pick up new students from the airport during August and September
         c. Transportation for special events
         d. Jason makes motion that the BoD is in favor of van #5 be used to support COM's ministry
            i. Jianglin seconded the motion
            ii. Motion passed unanimously
         e. Need a taskforce to work out logistics
   iv. Capital Fund Request
      1. Interior painting for church building
         a. $22,500 requested
         b. Would like to see other work as reference
         c. Confirm number of layers will be painted
         d. Need to add 10-15% extra to be covered
         e. Need to ask for warranty as expected to last 10 years
         f. See if there are other areas that need to be painted
g. Samuel makes motion for the BoD to approve Capital Fund request plus 10% to paint church building contingent on approval to answers above
   i. Joe seconded
   ii. Motion passed unanimously

g. Technology update (Jason Lee)
i. Copier Issues
   1. Replaced guest computer in church office
   2. Installed auto toner ordering on the guest computer

ii. Video systems
   1. Work still needs to be done on copyright awareness and making resources available that are copyright friendly
   2. Video scalers did not resolve front projector and chapel/video distribution blanking

iii. Church wide management software package (Planning Center and Realm top contenders)
   1. Getting closer to making a decision
   2. Realm has accounting features
   3. Planning Center has scheduling

iv. Chapel projector - decision made to purchase lift
   1. Need to find a nearby place to put it so that we can easily go up and adjust zoom (or purchase another projector that has powered zoom and focus)
   2. Will need help to snake an HDMI cable through the wall, down to faceplate

v. Security Cameras (four to be in installed in children’s area in the interim) project ongoing

vi. Reminder: all technology/AV purchase requests need to go to itdeacon@cbgb.org before purchase (not just at reimbursement request) even if the money is coming from own ministry’s budget → for consistency of technology and training

h. Healthcare Plan discussion (All)
i. Reviewed options and Finance team recommended the renewal plan

ii. Pastor Pan’s main concern is to make sure the insured do not need to change Primary Care Providers

iii. BOD generally agrees with the recommendation, but will take a few days to look into it further
   1. Decision made to vote on renewal plan over email with deadline on Monday at noon

iv. **Addendum (11/18/2019)**
   1. Joe motioned for the BoD to approve the renewal plan Sunday evening (11/17/2019) over email
   2. Stan seconded the motion
   3. The motion to go with the proposed renewal plan was approved unanimously by all deacons on Monday, Nov. 18, 2019

i. Jason Lee closed in prayer and adjourned the meeting at 12:01pm.