Board of Deacons ("BoD") Meeting Minutes

January 18, 2020

- **In Attendance**
  - **Attendees:** Jason Lee, Jianglin Liang, Hongwei Huang, Zongkui (Joe) Ma, Stan Wang, YanHua Yan, Kueiyu Joshua Lin, Ligong Xu, Ye Tang, Charlene Tsang, Dazhi Wang, Samuel Chang
  - **Pastor:** Juta Pan
  - **Elder Representative:** Chris Cheng
  - **Absentees:** None

- **Location:** Church Office conference room

- **Meeting Agenda & Minutes**
  - Meeting started at 9:06 am. Pastor Pan opened in prayer.
  - **Free Sharing (All)**
    - Ye shared the need for more youth counselors
    - Preparation of possible snowstorm tonight
    - Given recent news of shootings at churches and synagogues, discussion on how to keep the church safe
    - Deacons shared prayer requests and spent some time praying for each other
  - **Pastoral Sharing and Update (Pastor Pan)**
    - **Primary Focus**
      - Joint Services
      - Travels/Vacations
      - Conference/Rtreat
    - **Important events from Dec. 14 to Jan. 18**
      - Four Joint Services
        - Christmas Sunday (12/22)
        - Christmas Eve (12/24)
        - Year End (12/29)
        - New Year (1/5)
    - **Important events in January and February**
      - Back to normal ministry schedule
      - Ministry and coworker transition
    - **Chinese Ministry (CM)**
      - Choir year end lunch gathering (1/5)
      - Finishing 2019 Reading the Bible in one year
        - Started registration for 2020
      - Two funeral and memorial services
      - Marriage Enrichment Retreat (MER) on March 6-8
      - Winter Adult Sunday School: Introduction of Social Concerns Ministry
      - Stephen Ministry recruits new caregivers
      - Sermon series in Q1 2020
        - Passages from John 1-11
        - Preparing for 3/29 evangelistic meeting
    - **Cross Bridge (CB)**
      - Back to normal Ministry format
      - Starting sermon series: The Book of Habakkuk
      - Prayer meeting on Sunday before service
● OT Survey for families on Saturday
● Ministry seminarian scholarship for a seminarian student in CB

■ City Outreach Ministry (COM)
● New Sunday School classes
● Duane Chang’s R1 visa and ministry status
  ○ Cannot be official minister until visa status gets resolved
● Social concern events: once a month

■ Youth Ministry (YM)
● New seminarian student starts his internship in January
● Back to normal schedule
● Preparing for winter retreat in February
● Minister Taylor will start his ministry in early February

■ Children’s Ministry
● Half-time Children’s Ministry Director Candidate: Tony Ng
  ○ He will meet parents and congregation on 1/19
● Children’s Ministry Conference on 2/29 from 9am-3pm
  ○ Empower God’s Children (使神的孩子茁壯)
  ○ CBCGB priority status ended on 1/15
  ○ Less than 10 have signed up thus far

■ Pastoral Staff
● Vacation and busy December schedule for all pastoral staff
● Minister Duane’s R1 visa
● Children Ministry Director search:
  ○ “Onsite Interview” in these coming two weeks (BOE, town hall, pastoral)
● Youth Minister: Taylor will start ministry in early Feb.
● CB pastor search: in progress
● Pastor Ziyi is taking a vacation from the end of 2019 to 01/14 2020
● Pastor Yuegang is at World Vision pastoral retreat in San Diego
● Yihui (Duane’s wife) gave birth to their baby on Jan. 2

■ Other issues or requests
● Nichols College ask SORI check for leading coworkers in CM summer retreat (5/21-23)
● Pastors vacation days: new possible proposal at February BOE meeting
  ○ Possible change from Jan-Dec of July-June to count vacation days
● When will wall painting start?
● Request for Shuttle Bus pick up and leave on time
  ○ Not too early and not too late, as there have been feedback that the van has been leaving too early and thus there have been instances of missing the shuttle
● Office space needs after Children’s Ministry Director comes on board
  ○ Some ideas:
    ■ Renovate current CB pastor’s room and change into two room
    ■ Pastor Bowman moves to CB pastor’s room and shares with Tony
    ■ Pastor Bowman shares room with Tony in current office
    ■ Juan shares room with Miranda
    ■ Use of room with pastoral staff’s library

○ Board of Elders (“BoE”) Sharing (Elder Chris Cheng)
  ■ BOE met with Children’s Director Candidate Tony last week
  ■ Minister Taylor starts early February
  ■ CB Pastor Search continues
    ■ Elder Chris is stepping down as Search Committee chair and Loren Shih will be chairing the committee
  ■ Approved Finance committee members
  ■ In April, BOE will be reviewing Family Ministry
    ● Other Ministries will be reviewed throughout the year
Ways to add rigor to Elder nomination process
  ● Considering adding discipleship component
  ○ Financial Report (Joe Ma)
    ■ Summary of key funds:

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<th></th>
<th>Offering</th>
<th>Expense</th>
<th>Balance</th>
<th>Cumulative Balance</th>
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<td>General Fund</td>
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General Fund Budget Usage Summary (up to Dec 31):
  ● Total offering $ 1,089,155 (58.7% of budget)
  ● Total expense $ 667,328 (36% of budget)
  ● Cumulative balance $ 421,827
  ● Targeted percentage 50% (6 months of the year)

Subcommittee needed to figure out how to let the congregation know of the status of the budget

If ministry leaders submitting expenses, need someone else to sign for approval

○ Stewardship update (Hongwei Huang)
  ■ NOTE: Please send all property issues (including picture) to: property@cbcgb.org

Property Projects
  ● Projects in the Pipeline
    ○ Interior repainting and signage installation
    ○ Church office roof repair
    ○ Water drainage behind the church office
    ○ Repave driveway/parking lot
    ○ Fire door-alarm
  ● Property Maintenance
    ○ What has been done
      ■ Fixed basement leaks from the back entrance
      ■ Repaired the sliding partition walls and kitchen utensil in basement
      ■ Repaired lighting system between B151 and carriage house
      ■ Repaired ventilation system in the main building
      ■ Cleaned the carpet near the door to Sanctuary
      ■ Emergency light battery exchange
      ■ Annual inspections including elevator
    ○ What needs to be done
      ■ Repair broken/uneven areas of the parking lot near church office
      ■ Place evacuation routes (sign/map)
      ■ Water drainage outside Children’s ministry
- Parking lot light bulb replacement
- Playground fence/gate repair
- Welcome sign installation
- Ceiling leak in R220

**Property Management**
- St. Luke Ugandan Anglican Church wishing to use our facility for worship.
  - During Pastoral meeting the Pastors discussed:
    - if we’re able to accommodate them
    - want to know their charismatic statement and statement of faith
- Communication with our insurance company to issue a Certificate of Liability for our retreat event
- Accommodate the theology classes, fellowship gathering, and baptism ceremony, etc
- Upon requests purchased ministries desired staff
- State Annual Elevator Inspection passed
- Fire Extinguisher annual inspection done
- Kitchen fire suppression inspection done
- Kitchen annual cleaning service done
- Annual septic tank service done
- Pest control done
- Order Ice Melt for church properties
- Installed magazine rack for church bookstore

**Capital Fund Request**
- Interior painting for church building (modified from November’s request)
  - $44,500 requested
  - Answers to previous questions from November:
    - Would like to see other work as reference
      - A few BOD members will try and take a look at previous work done in Boston
    - Confirm number of layers will be painted
      - 2 layers
    - Need to add 10-15% extra to be covered
      - Original cost request doesn’t cover
    - Need to ask for warranty as expected to last 10 years
      - Typically no warranties, but the company will give us 6 months warranty
    - See if there are other areas that need to be painted
      - New request includes basement and first floor
  - Hongwei makes motion for the BoD to cancel old request and approve new Capital Fund request plus 10% ($50,000) to paint church building contingent on answers on brand and type of paint, BOD’s approval of previous work, and timing of work to minimize disruption of scheduled meetings
    - Jianglin seconded
    - Motion passed unanimously

- Technology update (Jason Lee)
  - Copier issues
    - Toner waste container periodically needs replacing. Still learning what can keep us from printing
  - AV Systems
    - Work still needs to be done on copyright awareness and making resources available that are copyright friendly
    - Video scalers did not resolve front projector and chapel/video distribution blanking
- Capital requests for microphones, in-ear monitors, and a new piano are being discussed and submitted

- **Church wide management software package**
  - Signed up for Realm which is made by ACS Technologies
    - 6 months test trial
    - Crossbridge and Children’s Ministry will first test the process
      - Shortly after, COM will help test
      - CM will be last since there’s a lot of work involved
    - Will talk with Grace Chapel on their experiences with Realm
    - Has ability for e-giving
      - Crossbridge will be first ministry to try it out

- **Chapel Projector**
  - A more flexible lift would be useful for the sanctuary and maybe for future CBET project.
    - These lifts are very expensive so the decision has been made to roll the purchase and storage of a lift into the CBET project.
  - To mount the projector up on the Chapel projector/light bar, the church’s scaffold would need to be assembled and we would need people that know how to snake long cables to help.

- **Security Cameras (four to be installed in children’s area in the interim) - ongoing**

- Reminder: all technology/AV purchase requests need to go to itdeacon@cbcgb.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
  - Free sharing
    - Jianglin shared about 50th year anniversary photobook.
      - Submitted pictures to Lifetouch
      - Those who had pictures taken by Lifetouch will get a free copy
        - Ordered 200 additional copies for those that didn’t have pictures taken for $10
  - Charlene shared about transitioning coworkers in AWANA
  - Encouragement of congregation to attend Parent’s Workshop
    - Thoughts about having sign-up table
  - Jason Lee closed in prayer and adjourned the meeting at 12:11pm.