Board of Deacons ("BoD") Meeting Minutes

May 16, 2020

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

- **Location:** Online Zoom Meeting

- **Meeting Agenda & Minutes**
  - Meeting started at 9:08am. Pastor Pan opened in prayer
  - Free Sharing (All)
  - Pastoral Sharing and Update (Pastor Juta Pan)
    - **Primary Focus:** Continue to monitor the COVID-19 pandemic situation
      - **COVID-19 Pandemic development**
        - Entire US is still in COVID-19 pandemic
        - MA continues “shelter in place” order until 5/18
        - Two members confirmed to have COVID-19
          - Some members’ relatives also infected
        - Members feel physical, mental, and spiritual fatigue
        - Impact to international students and members with OPT and H1 visas
  - **Impact to Church in April-summer**
    - Complete online activities:
      - Sunday services
      - Sunday School
      - Fellowship/small group meeting
      - Prayer meeting
      - Coworkers meetings
    - Cancelling some programs:
      - CM:
        - Summer retreat
      - Missions:
        - Almost all the STM this summer
        - Lexington and COM baptism in May (postponed)
        - Holy Communion
  - **Our response and status**
    - Continue to study and improve the technology issue (Thanks to Jason Lee)
    - Sunday services remain in stable attendance:
    - Children’s Ministry starts children handout (Friday & Sunday)
    - More online activities
    - Walk for Water 6K
      - Change to virtual zoom gathering
    - Pastoral care through online and phone call
    - Fellowship coworkers’ role in online caring and interaction.
    - Social concern:
      - Campaigned donation for Wuhan
Volunteers to support community actions to Pandemic
- Encouraging Blood Donation through Red Cross

Mission Committee:
- Supporting sending missionaries at outbreak regions

Benevolence Fund:
- Support for those who have financial issues because of the pandemic
- Office closed temporarily
- Elders, pastoral staff, and related coworkers gather every Wednesday for the update of church under this special situation
- A church reopening team has been formed to discuss plans for reopening the church

- Overall evaluation so far
  - We are in a stable status when changing to online operation
  - We have excellent professionals in making many changes and continue to improve the operations
  - Our finance has not been affected too much

Pastoral Staff
- Minister Duane’s R1 visa is still pending
- CB pastor’s search
- Pastor Bowman proposed to postpone sabbatical until Jan-Mar 2021
- Prepare for ordination process for Minister Jeff after August
- Pastoral staff will start thinking of ministry and concept of disciple training

Other sharing
- Pastoral staff’s annual review
  - From July to December, two pastors/minister a month
  - Working on the revision of self-evaluation form
- A new staff member shared he was surprised how smooth the budget review process was

Board of Elders (“BoE”) Sharing (Elder Paul Huang)
- Ministry review:
  - May: CM Loving and Caring Ministry (Ji-yong Wang)
  - Next ones:
    - July: Finance Ministry (Jian Zhang)
    - August: Worship-CM and CB (Paul Huang)
    - September: How to Reach the Younger Generation-Pastoral staff (Ruike Wang)

CB pastor search updates:
- There have been fewer applicants since the COVID-19 crisis started though there have been some recent applications.
- The committee is planning a committee-wide interview with a candidate who they had been communicating with since before the COVID-19 crisis.

June Church Council Meeting Planning
- Tentative agenda
  - Opening prayer
  - Report from Pastoral Staff
  - Report from Board of Deacons
  - Report from Board of Elders
  - Quarterly Finance Report and FY2021 budget approval
  - Online services review
  - Ending prayer
- Thoughts about moving it to the afternoon

Church Reopening Task Force
- Elder Ruike will the church reopening task force
Task force should have broad representation from ministries
- Elder Chaw-Bing will represent COM
- Elder Chris or Minister Jeff will represent CB
- Elder Ruike will form the task force and let the Board of Elders know the proposed members in the next few days

Financial Report (Joe Ma)
- Summary of key funds (up through April 30, 2020):

<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>116,376</td>
<td>82,822</td>
<td>33,554</td>
<td>430,865</td>
</tr>
<tr>
<td>Mission Fund</td>
<td>18,253</td>
<td>33,481</td>
<td>(15,227)</td>
<td>92,806</td>
</tr>
<tr>
<td>Benevolence Fund</td>
<td>-</td>
<td>2,000</td>
<td>(2,000)</td>
<td>31,182</td>
</tr>
<tr>
<td>CBE Fund</td>
<td>140</td>
<td>-</td>
<td>140</td>
<td>365,590</td>
</tr>
<tr>
<td>SCM</td>
<td>5,360</td>
<td>17,700</td>
<td>(12,340)</td>
<td>50,889</td>
</tr>
<tr>
<td>Capital Fund</td>
<td>1,498</td>
<td>13,000</td>
<td>(11,502)</td>
<td>586,081</td>
</tr>
</tbody>
</table>

General Fund Budget Usage Summary (up to Apr. 30)
- Total offering: $1,559,472 (84.1% of budget)
- Total expense: $1,128,607 (60.8% of budget)
- Cumulative balance: $430,865
- Targeted percentage: 83.3% (10 months of the year)

- SCM had a couple one-time support expenses last month
- $13,000 expense from Capital Fund for down payment on Church Interior Painting
- Need to think about what to do with surplus this fiscal year in light of the COVID pandemic effect spilling over into next fiscal year
  - Will discuss during next month’s Church Council meeting
- Online offering open to CM
- Current fiscal year is ending
  - Remind your team to submit requisition forms in
  - Check your account budget usage
    - Submit budget amendment proposal if needed
      - Need to submit prior to next CC meeting so it can be discussed at that meeting

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 (ongoing)
    - Repave main driveway (proposal & quote)
    - Church office roof repair
    - 1st Floor tile replacement
    - Drainage behind church office
  - Property Maintenance
    - What has been done
      - The landscaping project is done! (weed/yard waste)
- Repaired church office window
- Removed/cleaned up unwanted items
  - Such as old cabinets, broken tables, etc
- Repaired fire sprinkler in chapel (contractor)
- Driveway paving project quotes
  - What needs to be done
    - Repair broken/unevenly settled areas of the parking lot around church office
    - Place evacuation routes sign/map (Binzhang)
    - Handrail installation on the bridge to upper parking
    - Playground fence/gate repairs
    - Welcome sign installation
    - Trim trees around parking lots
    - Ceiling water leak at R220
    - Additional storage
    - Others

- Property Management
  - For Van ministry:
    - Checked insurance company, it's possible to get rebate (due to COVID-19), but have to wait until the lockdown is over.
  - For Kitchen ministry:
    - Our food service permit expired on 3/31/2019.
    - Ruth applied for the permit in Mar 2019, but the process was not fully completed yet.
    - Kitchen co-worker, Sister Yan Wang, has two valid certificates but needs to get a CPR certificate (she will try to join the training ASAP).
    - The Lexington town stops all the permits application because of the pandemic closure.
  - Church Keys/locks management:
    - Eric took Ruth's place starting from April.
  - Room reservation & temperature adjustment:
    - Ying-Yuan will take Ruth's place when church reopens.
  - Others
    - Contact contractors for project proposals
    - Bill, invoice, expense report, etc

- Property Security Issue
  - Many young people appeared in the parking lot after church closure:
    - They drove to upper parking, leaving empty alcohol bottles, Vape product boxes and trash on site sometimes.
      - Recently more than 10 people were playing basketball in the big parking lot.
    - It worked out after calling the police 2-3 times.
      - We put some barriers at the entrance of the upper hill.
      - Also placed a warning sign at the church entrance.
    - On 5/15, Wei-Xin called the police again, and the police forced 6-7 people to leave the premise and have their names on record this time.
  - We will continually monitor this issue.

- Other Thoughts
- Hongwei and Jason drafted job description for property manager
- Future Preparation for Return to Church
  - HVAC Ventilation, Filtration, Purification updates, make sure they meet regulations
  - Estimate the cost for buildings and vans to be disinfected
    - Should these additional costs be in the new year budget?
    - Discussions on budget planning for these additional expenses to be presented to CC meeting next month
  - Technology and other infrastructure needs for new normal
  - Technology update (Jason Lee)
    - 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 - Future
      - Capital requests for microphones, in-ear monitors, and a new piano are being discussed and submitted - Delayed
      - Second video recording/streaming machine purchased and being used by CB
        - CM is using the current system.
      - Couple times the recording software has crashed during service
        - New version of software released and seems better.
    - Realm Church wide management software package
      - CM now can give online: https://www.cbcgb.org/give
      - Planning Children’s check-in has started
    - Security Cameras (four to be installed in children’s area and parking lot camera) - on hold during COVID
    - 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
  - Jason Lee closed in prayer and adjourned the meeting at 12:17pm.