

Meeting Minutes
CBCGB Board of Elders (“BoE”)
July 11, 2020

Present: Chaw-Bing Chang, Ke-Chieh Chu (BoE Chair), Chris Cheng (BoE Secretary), Paul Huang, Juta Pan (Senior Pastor), Ji-yong Wang, Ruike Wang, Jian Zhang

Invitees: Jeffrey Hwang (Minister), Jason Lee (BoD Chair)

Invitees for the Finance Committee Review: Zongkui Joe Ma, Sylvia Cheung, Mi Chen, Ligong Xu

(9:04am) Elder Ke-chieh Chu opened in prayer

Open Sharing (All)

Updates on the State of the Church (Pastor Juta Pan)

- The primary focus is moving towards a “reopening process”.
 - Massachusetts has moved to Phase 3 of its reopening plan, while other states see increased numbers.
 - There is a large impact to international students and members with OPT and H1B visa status.
 - The Trump administration recently issued an executive order indicating that F-1 students who do not have in-person classes in the fall will not be able to stay in the country. MIT and Harvard have filed a lawsuit and have been joined by other universities and states. This has been a source of stress for many COM members.
 - Sunday service attendance is stable but slightly decreasing, while Chinese Ministry (CM) summer Sunday school has had better attendance.
 - The Community Outreach Committee is thinking about creative ways for outreach during this time.
 - The CM Stephen Ministry retreat will move online.
 - Discussions are ongoing with how to change the CM October gospel concert and whether it is feasible to hold a baptism in August.
 - There is a need for more A/V co-workers, though CM has recently added a couple more volunteers.
- Pastoral Staff
 - Minister Duane’s R1 visa is still pending.
 - A one-year CB interim minister has been approved.
 - Preparation for Minister Jeff’s ordination process will start after August.
 - The annual review process has just started, but it has created additional weekly meetings for elders and pastoral staff and potential for schedule conflicts with existing weekly meetings.
- Other sharing

- Online worship services create more opportunities for ministry but cannot replace all ministry.

Board of Deacons Report (Deacon Jason Lee)

- Projects in the pipeline
 - The deacons met after the church council meeting to discuss church driveway repaving proposals. The quotes are all relatively expensive, and there are questions why potholes continue to reappear every year. The deacons want to investigate best practices for paving first before approving the project to ensure longevity.
 - Elder Jian mentioned that the entrance to the church is a sharp turn which is potentially dangerous to traffic flow. Since we are repaving, perhaps the entrance could be redesigned.
- A question was asked whether our church HVAC system conforms to government requirements for reopening.
 - Elder Ruike had forwarded a Harvard study of their own facilities which indicated that it was inconclusive whether improved HVAC would reduce the potential for transmission of COVID-19.
 - There has been some recent research that indicates that HEPA filters in the HVAC do have some benefit, but the system needs to be strong enough to push enough airflow through denser filters.
 - Stewardship is currently focusing on lower-hanging fruit which has clearer benefit. The church medical advisors have indicated that the impact of readily accessible PPE has much greater impact than HVAC improvements.
 - It may be more important to focus on airflow in bathrooms. At a minimum we could put covers on toilets and instruct people to use the covers before flushing. Standalone air purifiers could also help, but there is no perfect solution.
 - Elder Ruike will meet with Hongwei and Weixin on Thursday to continue discussions regarding facility needs for reopening.
- Technology update
 - The church has been using two computer systems so that Chinese Ministry and Cross Bridge can use separate machines. Once we return to either in-person streaming or recording, additional work and equipment may be needed to enable parallel streaming or recording (e.g. more cameras, microphones, etc.)
 - A security camera is planned to be mounted which can capture license plates, which can be used both for security and for contact tracing in the future.
 - Cross Bridge has purchased a license for this coming year to RightNow Media. We were able to negotiate a much lower cost for just Cross Bridge (since the content is all in English).
 - It was noted that we may need to explore purchasing more Zoom accounts as we continue meeting online.
- For more information, please refer to the June Church Council Meeting Minutes.

Cross Bridge Pastor Search Updates (Elder Chris Cheng)

- The committee continues to examine applicants.
- The committee is also considering exploring outside pastoral search consulting services, but they are uncertain of their usefulness. One service has quoted a cost of one-third the expected pastor's annual salary.

Finance Ministry Review (Elder Jian Zhang)

- The last finance ministry review review was in 2014.
- Current Status
 - The current team consists of:
 - Accountant: Mi Chen
 - Controller: Sylvia Cheung
 - Donations: Jessie Huang (Shadow: Pearl Shiue, Kate Wong)
 - Pearl Shiue will be stepping down from the finance committee.
 - Online Donation: Jiyong Wang
 - Treasurer: Joe Ma (Shadow: Ligong Xu)
 - Advisor (BoE): Jian Zhang (Shadow: Jiyong Wang, Ke-chieh Chu)
 - Responsibilities
 - Weekly: Donations, Requisition forms, Inquiries
 - Monthly: Payroll, Missions/Scholarship/Outreach Support, Financial Reports, Team Meetings
 - Annually: Renew tax-exempt status, Annual budget process, Fiscal year closing of books, Annual reports, Health insurance renewal, Other insurance plans, 1099 forms, Payroll
 - The ministry regularly cooperates with the human resource, missions, social concerns, and benevolence committees and the church office administration.
 - The team is stable with well-defined policies and procedures, but many key roles are lacking backups; training takes time; weekly/monthly tasks are time-consuming; and some tasks require professional expertise.
 - In the future, it may be possible to leverage Realm for updating people's information. The online bulletin is also currently not accurately reporting finances.
- Accomplishments
 - Online donation - 1/5 of the current church donations are online. This has been steadily increasing over time.
 - Jessie Huang has succeeded Pearl Shiue (who had served for 17 years); Ligong Xu is planning to succeed Joe Ma as Treasurer next year.
 - Mi Chen and Sylvia Cheung have improved accounting and reporting processes.
 - Mi Chen has improved the process for managing historical documents.
 - Mi Chen and Joe Ma have shortened the reimbursement time.
 - Elder Jian Zhang improved the monthly report generation process.
- Roadmap
 - Near-term

- Smoothly transition to new co-workers
 - Make online donation fully available to all congregations
 - Bookstore inventory check
 - Upgrade accounting software
 - Medium-term
 - Have a backup/shadow for each role
 - Enable online submission of requisition forms and online access to accounts
 - Long-term
 - Reliable investment strategies
 - Building up a strong team to support the church's growth
 - Auditing the church accounts (last done in 2009)
 - Last time, it took a full year and cost \$15,000
- Challenges
 - Key roles (accountant and controller) can only be filled by professionals and require a long-term commitment.
 - Key processes (e.g. payroll and financial reports) are time sensitive and also time consuming.
 - Managing security risks regarding donor data, financial data, and personal data
 - Meeting HIPPA requirements
 - Archiving and keeping historic documents from the last 50 years securely and creating a policy for financial document archiving.
- Recommendations
 - Research building strong teams to support the church's growth.
 - Learn best practices from other large churches
 - Improve investment, church expansion, and risk control strategies.
- Q&A
 - How else can the BoE support the finance ministry?
 - As mentioned before, long-term, learning from other large churches would be helpful to know how to manage as the church grows.
 - Jason and Chris can ask to see if discussions can be arranged with Grace Chapel's finance staff about their practices.
 - Identifying risk management strategies.

Church Reopening Task Force Updates

- A survey of co-workers involved with Sunday worship has indicated concerns regarding moving towards live-streaming from the sanctuary in the near future. Key co-workers have suggested keeping the status quo for Sunday worship through at least the end of September.
 - They don't want to endanger the health of certain at-risk co-workers and their families.
 - They don't see a significant advantage of live-streaming from the sanctuary vs. the current situation.

- The need for rehearsal would also increase risk and the amount of work related to sanitation and cleaning.
- This Wednesday's meeting will be used to engage and listen more to co-workers' concerns (and postpone the planned CB presentation for the following week).
- Sunday worship service is not the only ministry of the church, so we also need to move forward in creating reopening plans for other ministries.

(12:13p) Elder Chaw-Bing Chang closed in prayer