

Board of Deacons (“BoD”) Meeting Minutes

February 18, 2017

A. In Attendance:

- a. **Attendees:** Pastor Caleb Chang (Senior Pastor), Jessica Chang, Bow-Nan Cheng (Acting Secretary), Paul Huang, Jason Lee, Zongkui Joe Ma, Jimin Xiong, Ji-yong Wang (Treasurer), Haiguo Wu (Head Deacon), Jian Zhang, Shanchuan Zhao
- b. **Invitees:**
 - i. BoE members: Elder Bryan Che
- c. **Absentees:** Christopher Cheng (Secretary), Tuanfeng Zhang

B. Location: Conference room, church office building.

C. Meeting Agenda & Minutes

- a. Meeting started at 9:06 am. Deacon Haiguo opened in prayer.
- b. Senior Pastor Sharing and Update (Pastor Caleb Chang)
 - i. English Pastor search committee (EPSC) hosted pastoral candidate Pastor Tim Conkling and Evie on February 2-7. The week was very successful with about fifty people providing feedback. The committee will continue to discuss regarding whether to move forward or not.
 - ii. Christine Chang has been hired as the new English Administrative Assistant.
 - iii. Upcoming/Past retreats
 1. 2/17-18 ICF
 2. 2/18-20 Senior High Retreat (both pastors attending)
 3. 2/24-26 Junior High Retreat (most pastors attending) followed by post camp concert
 4. 2/10-2/12 Life-on-Life discipleship training in the chapel with about forty-five people from eight churches attended
 5. End of March - Stephen Ministry seminar cancelled due to speaker illness
 - iv. The HVAC project is complete. The mechanical rooms now have more space, but no flammable material (e.g. clothes, papers, etc.) can be stored there.
 - v. Lay preacher training has been provided to some Chinese Ministry members. CrossBridge pastors/leaders are encouraged to do the same.
- c. Board of Elders (“BoE”) Sharing (Elder Bryan Che)
 - i. The Board of Elders reviewed the CBCGB Community Outreach Committee, discussing their personnel needs and how the committee can holistically drive their ministry, particularly in reaching out to local students.
 - ii. A draft of a CBCGB mission statement proposal was shared with the Board of Deacons.
 - iii. The Senior Pastor Search Committee has been formed with members: Elder Yuguang He, Deacon Paul Huang, Xinyu Li, Ling Xie, Elder Loren Shih, Melissa Yang, and Chaw-bing Chang.
 - iv. The Board of Elders issued a statement last August that the church will not endorse any political positions. The board is putting together a plan to more formally address through a policy document how the church will address political issues. Pastoral staff will also provide Biblical (not political) understanding of what the Bible teaches regarding certain hot topics as appropriate.
 - v. For more information, please refer to the February Board of Elders minutes.
- d. Financial Report (Ji-yong Wang)
 - i. Summary of key funds:

Funds	Offering (Jan)	Expense (Jan)	Total (Jan)	Cumulative Balance
General	\$150,829.67	\$103,780.89	\$47,048.78	\$440,645.42
Mission	\$36,218.00	\$35,204.04	\$1,012.96	\$58,918.81
Capital	\$294.90	\$59,638.33	(\$59,343.43)	\$215,325.61
CBE Fund	\$1,090.00	-	\$1,090.00	\$323,487.19
SCM	\$2,665.00	\$2,453.06	\$211.94	\$43,576.46
Benevolence	-	\$4,000.00	(\$4,000.00)	\$34,900.14
MS Building Fund	\$600.00	-	\$600.00	\$111,315.84

- ii. General Fund budget summary - up to January 31, our total expense is at 44.8%, and our total offering is at 68.8% of the total annual budget. The targeted percentage is 58.3% (seven months complete in the fiscal year).
- iii. Metro South Transfer Funds Update - A total of \$121,391 (\$110,715 from MS Building Fund, \$10,676 from MS General Fund surplus) has been approved to be transferred to Chinese Church of Metro-South Boston (CCMSB) on February 9.
- iv. The missions pledge for 2017 only reached half of the amount required. The missions committee will discuss at next meeting how to proceed.
- e. Children's Ministry Report (Jessica Chang)
 - i. Lead Kids Training to be held on March 4 regarding how to plan children's programs.
 - ii. Vacation Bible School 2017 is scheduled for June 26-28.
 - iii. Needs:
 - 1. A Sunday school core leader is needed.
 - 2. Children's co-workers are needed all across the board.
 - iv. A proposal has been sent to the Building Committee regarding a complete renovation and cleaning/painting of first floor and cleaning out cabinets and storage areas.
 - v. Recently, Sunday and Monday church cleaning has been mediocre. Deacon Jian will follow up on this.
- f. Technology Update (Jason Lee)
 - i. Completed items
 - 1. Church email and file storage items
 - a. A new e-mail account was set up for the new CrossBridge administrative assistant.
 - b. New strategies for email archiving and mailing lists have been created.
 - 2. A computer for the new CrossBridge administrative assistant has been ordered but still requires setup.
 - 3. A garage camera was installed in the 151 building.
 - ii. Ongoing items

1. Church WiFi - The committee continues to work on improving capacity issues for Sunday. There are updates rolling out and being tested each Sunday. The committee is also moving towards creating an open guest network for personal devices and a controlled CBCGB main network for official CBCGB computers.
 2. Thermostats - Wireless thermostats have been working well except for a 1.5 hour internet outage during a storm.
 3. Many ministries in church (e.g. worship) use dropbox and coordination is needed church-wide.
 4. A cover for the TV in the basement is being explored.
 5. Solutions for implementing better chapel video are being investigated.
 6. Updating the phone system greeting and implementing conferencing in church conference room
 7. Defining a solution to enable greater connectivity to projectors and televisions in the various classrooms from a variety of devices.
- g. Stewardship update (Jian Zhang)
- i. Deacon Jian gave introduction on Stewardship committee
 - ii. Property projects
 1. New HVAC system has been installed for the chapel and first floor. Some new HVAC piping is still exposed and will be addressed/closed.
 2. Upper-level parking access road lights
 - a. The lights that were originally installed are solar powered. However, there are five more lights needed which are located under trees so solar is not an appropriate solution.
 - b. **Deacon Jian motioned to approve \$17,500 from the capital fund for the Upper Level Parking Access Road Lights project. Deacon Shanchuan seconded. The motion passed.**
 - iii. Property maintenance
 1. Music library (Room 210) has been cleaned and furnished. The choir will use the room.
 2. Basement partition operation guidelines have been posted to include different arrangements for Friday, Saturday, and Sunday afternoon usage.
 3. Church building inspection failures are in process of being addressed:
 - a. Emergency lights have been fixed.
 - b. The handicap ramp rail to Building 151 is loose and will be addressed in spring.
 4. Online room application form has been augmented to include a checkbox indicating agreement to clean up the room after usage.
 5. Main building windows have been sealed.
 - iv. Property management
 1. Better Comfort Systems addressed Building 151 heating flow problem.
 2. Second payment was made to Better Comfort Systems for main building HVAC renovation.
 3. The kitchen freezer is scheduled to be repaired.
 4. Church cleaning
 - a. Cleaners do not clean everything and each fellowship should work to clean the room they use.
 - b. It was suggested that everyone should be out of the church by 11:00pm on Friday night since that is when the cleaners come. Someone (e.g. a deacon) can verify this.
- h. Deacon Bow-Nan closed in prayer and Deacon Haiguo adjourned the meeting at 12:28 pm.