

# Board of Deacons (“BoD”) Meeting Minutes

November 17, 2018

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## A. In Attendance:

- a. **Attendees:** Bow-Nan Cheng (Secretary), Paul Huang, Zongkui (Joe) Ma, YanHua Yan, Jason Lee, Berhan Yeh, Ji-yong Wang, Pastor Caleb Chang, Jianglin Liang
- b. **Invitees:** Stan Wang, Hongwei Huang, Dazhi Wang, Elder Chaw-bing Chang
- a. **Absentees:** Charlene Tsang, Berhan Yeh, Ling Zhang, Tuanfeng Zhang

## B. Location: Church Office conference room

## C. Meeting Agenda & Minutes

- a. Meeting started at 9:06 am. Pastor Caleb Chang 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 Caleb)
  - i. Senior Pastor transition completed. Pastor Caleb is available “on-demand” for another few weeks
  - ii. Pastoral search status
    1. Youth and CB search committees are still being formed
    2. COM pastoral search is underway
  - iii. Pastor Caleb trained others on church HVAC control → files/photos submitted to BoD
  - iv. Pastor Caleb thankful for the honor and privilege to serve hand-in-hand with all
  - v. Pastor Caleb’s planned move day is mid-December and church departing procedures will be followed
- d. Board of Elders (“BoE”) Sharing (Deacon Ji-Yong)
  - i. Because Elder Chang was traveling last BoE meeting, Deacon Ji-Yong gave report
  - ii. Metro North Ministry Review
    1. First meeting on November 2016 → established vision and bonding (a joint force between CBCGBL and CBCGB)
    2. Initial members are from CBCGL and CBCGB Andover A and B small groups. The fellowship name is Andover Blessing and Love Fellowship. The goal is to share gospel with the Mandarin speaking asians in Andover area.
    3. Met weekly for 10 months for training and preparation → now open to invite newcomers (coworkers and seekers)
    4. Currently 30 adults with 3-4 regular seekers coming
    5. Next challenges are children and youth → Need resources, space, and youth minister
    6. BoE will review the type of support for Metro North Ministry in next BoE meeting
  - iii. Pastor Search Status
    1. CB is forming the search committee. Brother Chris Cheng is organizing the search committee
    2. Youth search committee is led by Elder Terry Yang. Job posted and available on CBCGB website → new approach taken: division of youth by male vs. female ministers (vs. jr high and sr high). Currently Brother Terry Yang is acting as the lead
    3. COM first round of candidate screening completed and initial interviews scheduled
  - iv. Elder KC elected unanimously to be new BoE chair starting 2019 (renewable every year for 2 yrs)
- e. Financial Report (Jian Zhang/Ji-Yong)
  - i. Summary of key funds:

Funds	Offering (Oct)	Expense (Oct)	Tota (Oct)	Cumulative Balance
General	\$98,234	\$120,521	(\$22,287)	(\$34,774)
Mission	\$23,417	\$31,421	(\$8,004)	\$29,774
Capital	\$863	\$7,784	(\$6,921)	\$546,554
Benevolence	\$300	\$2,000	(\$1,700)	\$8,000
CBE Fund	\$1,360	-	\$1,360	\$329,560
SCM	\$3,325	\$24,201	(\$20,876)	\$49,195
MS Building FUnd	\$2,200	-	\$2,200	\$38,200

ii. **General Fund Budget Usage Summary (up to October 31):**

1. Total offering \$ 436,533 (18.8% of budget)
2. Total expense \$ 471,308 (19.6% of budget)
3. Cumulative balance \$ -34,774
4. Targeted percentage 33.0% (4 months of a year)

iii. Jian provided staff healthcare options for consideration (already discussed with staff)

1. Deacon Bow-Nan motioned to go with "Option 2" (higher deductible plan with lower monthly fees) and Deacon Jianglin seconded. Unanimous decision to move forward with this. Decision will be final pending final comments by church staff
2. Decision on healthcare was due to the following reasons:
  - a. Even maxing out deductibles, staff will save money each year
  - b. Church saves upwards of \$10K a year
  - c. Church pays 85% of deductibles of staff anyway

f. Stewardship update (Joe Ma)

i. **NOTE: Please send all property issues (including picture) to: [property@cbcgb.org](mailto:property@cbcgb.org)**

ii. Property projects

1. 2nd Heavy Duty Sewage Pump installed (~\$1500) → overhead power cable for drop-off removed
2. Planned Projects
  - a. Triage and fix groundwater leakage problem in office basement entrance (rainwater drain issue)
  - b. Parking lot sealing
  - c. Upper level parking crush-n-run
  - d. Smooth adjoining area between upper level parking lot and the picnic area
  - e. Install remote control for lights at parking lots
  - f. Build a walkway from upper parking lot to Stride Rite parking lots

iii. Property Maintenance

1. For any property/building issues, please take picture and send issue/request to: [property@cbcgb.org](mailto:property@cbcgb.org)
2. Installed canopy at the front entrance of church office
3. Applied waterproof coating and anti-slip tape to wooden bridge

4. Bought 12 tables (8') for basement
5. Fall cleanup completed
6. Planned Work
  - a. Fix loose boards and frames on walkway to carriage house
- iv. Property Management
  1. Snow removal contract renewed → Same as last year
    - a. Note: In winter 2017, CBCGB paid roughly \$35K for snow removal
  2. Adjusted timer that controls parking lot lights
  3. Old chairs moved to Metro South church
  4. Notified insurance companies about employee changes
  5. Church's tax exemption status renewal in process (expires Jan 4, 2019)
  6. Church-wide cleanup (lease of dumpster) → postponed to next Spring
- v. Capital Fund Requests
  1. None
- g. Technology update (Jason Lee)
  - i. Fixed church network controller → can now monitor and control network
  - ii. CERT team to find 3 church-wide management software packages for evaluation → primary driver is children's ministry pickup/dropoff, but the software can help with financial planning, membership etc.
  - iii. Applied for and received approval for non-profit Canva account
  - iv. Need to reevaluate video streaming spending
  - v. Future Projects:
    1. Chapel video upgrade to HD
    2. Interim projector bulb replacement
    3. Audio upgrade
    4. Main sanctuary video recording redesign
  - vi. **Reminder:** all technology/AV purchase requests need to go to [itdeacon@cbcgb.org](mailto: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
- h. COM update (Elder Chaw-bing Chang)
  - i. Pastoral transition is in progress
  - ii. Pulpit theme
    1. December: Advent
    2. 2019Q1: Gospel of John
  - iii. Baptism service on 12/2/18
    1. 16 candidates in class → Interviews are still in progress
  - iv. Malden Fellowship is steadily growing: 25 people on 10/26
  - v. Pastoral search in progress → first wave of applicants screened and skype interview will be performed later this month
  - vi. November Sunday school classes are ongoing
- i. Emergency Response Team (Deacon Ji-yong for Deacon Berhan)
  - i. Matt O'Leary (CB member) has graciously taken over Medical Emergency Response Team → Allows Deacon Berhan to concentrate on safety
  - ii. Security camera planning in progress
  - iii. Security team training is in progress → Deacon Berhan is looking into training materials and suitable courses
  - iv. Annual flu shots provided on 12/9
- j. Bylaws on BoD Organization Overview (Deacon Ji-yong)

- i. Deacon Ji-yong went through the church bylaws for Deacons and reminded everyone that an election will occur at the December church council
- k. Elder Chang closed in prayer and Deacon Ji-Yong adjourned the meeting at 12:07 pm.