

# Board of Deacons (“BoD”) Meeting Minutes

August 18, 2018

## A. In Attendance:

- a. **Attendees:** Bow-Nan Cheng (Secretary), Paul Huang, Zongkui (Joe) Ma, Charlene Tsang, Jianglin Jiang, Jian Zhang (Treasurer), Tuanfeng Zhang, YanHua Yan
- a. **Invitees:** Elder KC Chu
- b. **Absentees:** Jason Lee, Berhan Yeh, Ling Zhang, Ji-yong Wang, Pastor Caleb Chang

## B. Location: Church Office conference room

## C. Meeting Agenda & Minutes

- a. Meeting started at 9:03 am. Elder KC 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
  - i. Pastors all had other commitments this month so only slides were shared
  - ii. Procedure for pastor stepping down reviewed/refreshed
  - iii. Unauthorized usage of church buildings reported → please book all usage and refrain from staying at church past 11pm
  - iv. Pastor Caleb’s last day will be November 31 (last sermon 11/25) since he will be taking vacation for December
- d. Board of Elders (“BoE”) Sharing (Elder KC Chu)
  - i. Cross Bridge English Pastor Search Committee being formed
    - 1. Dr. Arthurs has been invited (and accepted) being the CB interim pastor until new pastor is found
  - ii. Youth Pastor Search Committee being formed
    - 1. Considering setting up a gender-specific pastor/minister (boy’s pastor/girl’s pastor) vs. Jr/Sr. High pastor/minister
  - iii. COM Pastor Search Committee being formed
    - 1. Approach: find an interim COM pastor (have someone in mind already) and then work in parallel finding a full-time pastor
  - iv. Office Administrator looking for more help
  - v. Deacon + Elder nominations near finalization → should be completed by end of August
  - vi. Missions committee proposal on budget → At end of the year, allocate a portion of general fund surplus to mission committee (2 policies may need to change: missions committee charter, capital fund policy)
    - 1. Board of Elders recommend first MC increase awareness/promote/communicate (i.e. bulletin announcement to put mission fund specification in check memo)
  - vii. Social concerns charter modification:
    - 1. Desire to control own budget (similar to missions committee)
    - 2. Members of SCM can be found within the committee and only inform BoE (vs. each needing BoE approval). Only SCM chair need BoE approval
- e. Financial Report (Jian Zhang)
  - i. Summary of key funds:

| Funds | Offering (Jul) | Expense (Jul) | Tota (Jul) | Cumulative Balance |
|-------|----------------|---------------|------------|--------------------|
|-------|----------------|---------------|------------|--------------------|

|             |          |          |           |           |
|-------------|----------|----------|-----------|-----------|
| General     | \$98,291 | \$79,549 | \$18,742  | \$18,742  |
| Mission     | \$34,670 | \$31,571 | \$3,099   | \$35,582  |
| Capital     | \$1,119  | \$5,000  | (\$3,881) | \$625,121 |
| CBE Fund    | \$1,400  | -        | \$1,400   | \$325,150 |
| SCM         | \$8,229  | \$2,429  | \$5,800   | \$66,635  |
| Benevolence | \$2,400  | -        | \$2,400   | \$14,000  |

- ii. **General Fund Budget Usage Summary (up to July 31):**
  - 1. Total offering: \$98,291 (5.5% of the total annual budget)
  - 2. Total expense: \$79,549 (4.4% of the total annual budget)
  - 3. Cumulative balance: \$18,742
  - 4. Targeted percentage: 8.3% (1 months of a year)
- iii. Please note: Starting from FY19, offering figures no longer include non-offering incomes (registration fee, refunds, etc.), and expense figures no longer include the parts covered by non-offering incomes, so that they are in consistency with the FY budget totals and the monthly target → all future reports and comparisons will be offering only
- iv. Note that fiscal year starts July 1 so cumulative balances for general fund has been reset
- f. Stewardship update (Joe Ma)
  - i. Property projects
    - 1. Completed concrete refacing/repair: \$11,000. Areas include:
      - a. Front pickup area entrance, steps, ramps
      - b. Building 151 ramp handrail fastening area
      - c. Sidewalk near playground
    - 2. Completed parking lots/driveway repair: \$5,900 for 1,532 sq ft
      - a. 14 areas patched
      - b. 1 Pothole fixed
      - c. Driveway repair and spot re-pavement
      - d. Driveway cracks to be sealed
    - 3. Completed carriage house parking lot spot re-pavement: \$3,400 for 1,157 sq ft
    - 4. Completed installation of basketball hoop in parking lot: Funds donated by employees at neighboring company
    - 5. Projects in pipeline
      - a. Lower level parking lot crush-n-run
      - b. Replace room 220 carpet with tiles
      - c. Replace carpet at lobby and hallway
      - d. Fix ground water leakage problem in room #123
      - e. Replace overhead power cables in drop-off area
      - f. Build walkway to Stride Rite parking lot
      - g. Install remote control lights for parking lot (for winter snow shoveling)
  - ii. Property Maintenance
    - 1. Gutters
      - a. Installed gutter at exit from main building to church office

- b. Checked and cleared existing gutters
  - 2. Basement kitchen
    - a. Fixed water leakage problem
  - 3. Garden out of sanctuary
    - a. Brother Eric build a protection board to drain rainwater away from house using recycled materials (wooden bridge)
  - 4. Room 220 (Fishbowl) A/C reported not working
    - a. Circuit breaker jumped due to overload
    - b. Please use caution when using electric kettles in the chapel area → don't turn the 2 of them on at the same time
  - 5. Miscellaneous Items
    - a. Mounted medical emergency device at Building 151
    - b. Fixed restroom toilets
    - c. Repaired main entrance stair handrail
    - d. Large dumpster rental planned for church-wide cleanup efforts
    - e. Plan to replace lights in front desk area with LED lights to reduce heat in summer
    - f. Plan to remove beehive by parking lot entrance
- iii. Property Management
  - 1. Assistance to evangelistic events and summer program
  - 2. Started process to renew church tax exemption certificate which expires January 4, 2019
  - 3. Church property usage policy
    - a. Reports of unreserved and unauthorized use of church properties → this poses safety and liability risk
    - b. Stewardship recommends staying at the church no later than 11 PM, when janitor starts work
    - c. Online room reservations must be filled out per church policy to reserve rooms
- iv. Capital Fund Requests
  - 1. None
- g. Deacon Paul closed in prayer and Deacon Bow-Nan adjourned the meeting at 11:10 am.