

Board of Deacons (“BoD”) Meeting Minutes

August 17, 2019

A. In Attendance:

- a. **Attendees:** Jason Lee, Jianglin Liang, Dazhi Wang, Tuanfeng Zhang, Hongwei Huang, YanHua Yan, Zongkui (Joe) Ma, Samuel Chang, Stan Wang, Charlene Tsang, Phil Sailer
- b. **Pastor:** Jutta Pan
- c. **Elder Representative:** Chaw-Bing Chang
- d. **Absentees:** None

B. Location: Church Office conference room

C. Meeting Agenda & Minutes

- a. Meeting started at 9:04 am. Pastor Pan opened in prayer.
- b. Free Sharing (All)
 - i. Phil Sailer is replacing Ling Zhang for the remainder of the term
 - ii. Deacons shared prayer requests and spent some time praying for each other
- c. Pastoral Sharing and Update (Pastor Pan)
 - i. Important events from July to August 17
 1. Summer hibernation
 2. Short Term Mission:
 - a. Kaitlyn Yeh (6/11-7/15): Vienna
 - b. Hopi (7/4-16): three members
 - c. Petek (7/15-11/1): Uganda
 - d. Angie Bowman (7/19-28): Phillipians
 - e. New York Chinatown (7/20-28)
 3. COM
 - a. 8/3 Annual co-workers retreat
 - i. More than 50
 4. Minister Yuegang’s Ordination Service 8/10
 - ii. Important events in August and September
 - a. COM
 - i. 8/24 10th Anniversary BBQ
 - b. Short Term Missions:
 - i. New York Brooklyn leaving today (8/17-25)
 - iii. CM Ministry
 1. 8/25 Baptism
 2. Sermon Series from 8/11: The functions of the church (a response to 50th anniversary)
 3. Two Theological Seminars by Rev. Wesley Hu in July
 - a. Attendance higher than previous seminars (close to 100 attendees)
 4. Small group bible study training and pre-study
 - iv. Cross Bridge (CB)
 1. Started Sunday sermon series on the Gospel of Mark
 2. Pastoral staff in transition
 - v. City Outreach Ministry (COM)
 1. Just finished New Fellowship co-workers training
 2. Newcomers Reception Ministry
 - a. There were 11 airport pickups
 3. Annual coworkers retreat 8/3

4. Fall gospel retreat preparation kicks off
- vi. Youth Ministry
 1. Summer Short term Missions
 - a. New York Chinatown team returned
 - b. Brooklyn team left today
 2. No summer program
 3. Pastoral search
 - a. One new candidate
- vii. Children's Ministry
 1. Loose summer program on Friday
 2. Special arrangement and needs of coworkers during summertime
 3. New one more official/non-volunteer coworkers?
- viii. Pastoral Staff
 1. Ordination service of Minister Yuegang last Sunday
 2. Pastor David Eng's last Sunday was 8/11
 3. Minister Jeff Hwang's offer
 4. Minister Duane's visa was filed
- ix. Other Issues
 1. Appreciation for progress of maintenance list
 2. Playground: Fence, gate, security issues
 3. Add one more ministry staff for Children's Ministry?
- d. Board of Elders ("BoE") Sharing (Elder Chaw-Bing Chang)
 - i. Reviewed Agenda from 8/10 BOE meeting
 - ii. HR Committee
 1. Members
 - a. Edwin Tam (chair)
 - b. Roger Chuang
 - c. Benjamin Tai
 2. Established in 2008
 3. The HR Committee exists to serve in an adjunct or advisory capacity to the BOE on matters related to human resources such as employment, benefits, and compensation that affect staff who are on the CBCGB payroll.
 4. Responsibilities
 - a. The scope of assignments addressed by the committee generally includes matters in these areas:
 - i. Employment practices
 - ii. Employment benefits
 - iii. Payroll and Compensation
 - iv. HR administration
 - v. Compliance with State and Federal Regulations
 - vi. Other HR matters assigned by the BOE
 5. Works with entire Church Council in various capacities
 6. Current Tasks
 - a. Continue to provide admin support for CB & Youth Pastor/Minister search
 - b. Update benefit and personal policy (paid family medical leave and others)
 - c. Support of BOE in developing background investigation policy (CORI)
 - d. Support visa application (Minister Chang R1 & R2)
 - e. Salary survey and recommendation
 - iii. Reviewed September Church Council Meeting Agenda
 - iv. Deacons Nomination Status
 1. One candidate to replace Ling Zhang for the 2018-19 term has been recommended to BOE
 2. Final communication with candidates for the 2020-21 is in progress

- e. Financial Report (Joe Ma)
 - i. Summary of key funds:

	Offering	Expense	Balance	Cumulative Balance
General Fund	132,122	95,529	36,593	36,593
Mission Fund	28,653	30,270	(1,617)	83,646
Benevolence Fund	300	2,000	(1,700)	6,500
CBE Fund	1,200	-	1,200	346,950
SCM	5,330	5,302	28	57,460
MS Building Fund	200	-	200	12,550
Capital Fund	877	-	877	613,484

- ii. General Fund Budget Usage Summary (up to July 31st):
 1. Total offering \$ 132,122 (7.1% of budget)
 2. Total expense \$ 95,529 (5.1% of budget)
 3. Cumulative balance \$ 36,593
 4. Targeted percentage 8.3% (1 month of the year)
 - iii. Reviewed idle restricted funds and figure out future plans for them
 - f. Stewardship update (Hongwei Huang)
 - i. **NOTE: Please send all property issues (including picture) to:** property@cbcgb.org
 - ii. Property Projects
 1. Projects in the Pipeline
 - a. Hallway carpet replacement
 - b. Vinyl tiles installation in basement
 - c. Solution to water leaks in basement
 - d. Water drainage behind church office
 - e. Chapel strip and wax
 - f. Children playground repair
 - iii. Property Maintenance
 1. What has been done
 - a. Repaired HVAC chapel unit
 - b. Fixed water leak in building 151 bathroom
 - c. Changed Heartstarts battery
 - d. Cleaned up church basement storage room (Jr. Chapel, TTOF) and repaired damage inside
 2. What Needs to be done
 - a. 151 water fountain repair
 - b. Playground repair
 - c. Change Light bulb
 - d. Gutter and ground water
 - e. Signage
 - f. Fire door
 - iv. Property Management
 1. Pest and insect (such as bee, wasps) control was done

2. Friday fellowship meeting schedule and temperature was adjusted
3. Purchased vinyl tables upon requests
4. Seeking a new insurance company for building, van and the workers' compensation quote
5. Submitted invoices and paid bills
6. Planning an emergency strategy for any unexpected situations
7. Discussion related to endorsement for room reservation
 - a. Allowing former elders to be endorsers
 - b. Discussion to allow ministry coordinators be endorsers
- v. Capital Fund Request
 1. Replacing second floor hallway and lobby carpet
 - a. Suggestions from BOD:
 - i. regularly scheduled cleanings or stain guards
 - ii. keep extra tiles
 - iii. make announcements to not eat in the carpeted areas
 - b. Increased proposed budget by \$1000 for possible extra tiles
 - c. Deacon Zongkui (Joe) motioned and Deacon Tuanfeng seconded
 - i. Motion passed unanimously
- vi. Misc
 1. Please pray for church kitchen ministry, and we are looking for a replacement of Brother Xinwen
- g. Technology update (Jason Lee)
 - i. Copier Issues
 1. Question about auto-stapling and long queues on the first floor (children's area)
 - a. Solution is to use the two copiers in the church office
 - i. Has capability for auto-stapling and much faster
 - ii. Video systems
 1. Added wide screen monitor, ptz camera mouse control, 2nd screen source output to video switcher
 2. Work still needs to be done on copyright awareness and making resources available that are copyright friendly
 3. Adding video scaler and EDID box to try to address front projector and chapel/video distribution blanking
 - iii. Church wide management software package (Planning Center and Realm top contenders)
 1. Next major project is to work on this
 - iv. Chapel projector - decision made to purchase lift
 1. Need to find a nearby place to put it so that we can easily go up and adjust zoom (or purchase another projector that has powered zoom and focus)
 2. Will need help to snake an HDMI cable through the wall, down to faceplate
 - v. Security Cameras (four to be installed in children's area in the interim) project ongoing
 - vi. Reminder: all technology/AV purchase requests need to go to itdeacon@cbcg.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. Other Discussions
 - i. Issue of people traffic in lobby (Dazhi Wang)
 1. Discussion of best way to lessen traffic in-between CM and CB services
 - ii. How to best use our financial offerings (Jason Lee)
 1. How to communicate with congregation
 2. Need to understand plans for CBE in conjunction with future church improvements
 3. Need to prioritize needs and figure out what problems we're trying to solve
 4. Need to understand positive and negative impacts
 5. Who are we building for?

i. Jason Lee closed in prayer and adjourned the meeting at 12:19pm.