

Board of Deacons (“BoD”) Meeting Minutes

October 19, 2019

A. In Attendance

- a. **Attendees:** Jason Lee, Jianglin Liang, Tuanfeng Zhang, Hongwei Huang, Zongkui (Joe) Ma, Samuel Chang, Stan Wang, Charlene Tsang, Phil Sailer
- b. **Pastor:** Juta Pan
- c. **Elder Representative:** Chris Cheng
- d. **Absentees:** Dazhi Wang, YanHua Yan
- e. **Invitees:** Kueiyu Joshua Lin, Ligong Xu, Ye Tang

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. Introduced newly confirmed deacons-to-be
 - ii. Deacons shared prayer requests and spent some time praying for each other
- c. Pastoral Sharing and Update (Pastor Pan)
 - i. Primary Focus last month was the 50th Anniversary Weekend
 - ii. Important events from Sep. 13 to Oct. 18
 1. City Outreach Ministry (COM)
 - a. Newcomers Ministry
 - i. 3 Sundays in September
 - b. Fall Retreat
 - i. 9/27-29
 - ii. 164 Attendees
 - iii. 50th Anniversary Celebration
 - iii. Important events in October and November
 1. Missions Conference 11/1-3
 - a. “From Neighborhood to the Nations”
 - b. Keynote Speaker: Paul Borthwick
 - iv. Chinese Ministry (CM)
 1. Sermon Series after Anniversary celebration: The Epistle to Philippians
 2. Small group Bible study
 - a. Pre-study (Mark)
 - b. Written References Provisions (Exodus & 1 Corinthians)
 3. Quincy Fellowship and North Shore Fellowship
 4. CM Coordinator Meeting 9/22
 - a. Communication and Ministry Coordination
 - b. “Weave a Dream” for the future
 5. CM Pastors bi-weekly meeting
 - v. Cross Bridge (CB)
 1. Life on Life Clinic/disciple training
 2. ICF fall outing today
 3. Charis small group night last Friday
 4. HIM marriage enrichment conference in February
 5. Chris and Emily Cheng in charge of family ministry
 - vi. Youth Ministry (YM)

1. Passion night preparation
2. YM minister/pastor candidate on site interview (10/25-27)
- vii. Children's Ministry
 1. Response to Halloween: Gospel goodie bags
 2. Search for Children Ministry Director
 3. Visiting Parents with family issues
- viii. Pastoral Staff
 1. Team build up
 2. Annual review from Sept. to Dec.
 3. Praying for Minister Duane's visa application
 4. Children Ministry Director Search
 5. Youth Minister/pastor candidate
 6. CB pastor search
 7. Family Ministry task force kick-off meeting
 8. Continue the study of "Outreach to Young Generation"
 - a. Starting in September, try to figure out strategy
 9. Working on Jubilee weekly devotions translation
- d. Board of Elders ("BoE") Sharing (Elder Chris Cheng)
 - i. Process of drafting for CORI and Safe Church policy
 1. Only for those ages 18 and above
 2. All Church Council members will be required to fill out CORI forms
 - ii. Process of Annual Pastoral Staff reviews
 - iii. Approval of Church Facility Use policy
 1. Room Reservation can now be endorsed by Ministry Leaders and Former Elders
 - a. Previously only can be endorsed only by Church Council members
- e. Financial Report (Joe Ma)
 - i. Summary of key funds:

	Offering	Expense	Balance	Cumulative Balance
General Fund	117,339	124,780	(7,441)	51,750
Mission Fund	29,405	28,870	536	88,494
Benevolence Fund	2,000	4,000	(2,000)	5,200
CBE Fund	200	-	200	348,150
SCM	2,401	5,970	(3,569)	54,590
MS Building Fund	-	-	-	200
Capital Fund	1,354	8,750	(7,396)	594,603

1. Negative General Fund Balance due to down payment of COM retreat
 - a. Will be offset in October
- ii. General Fund Budget Usage Summary (up to Sept 30):
 1. Total offering \$ 370,069 (19.9% of budget)
 2. Total expense \$ 318,319 (17.2% of budget)
 3. Cumulative balance \$ 51,750
 4. Targeted percentage 25% (3 months of the year)

- 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. Children's playground maintenance (ongoing)
 - i. New mulch
 - ii. Plans to replace steel fence with vinyl
 - b. Solution to basement leaks (ongoing)
 - c. Church office roof repair
 - d. Wall repainting and signage installation
 - e. Water drainage behind church office
 - f. Fire door-alarm
 - iii. Property Maintenance
 - 1. What has been done
 - a. Lobby & hallway carpet replacement
 - b. Floor tile repair in basement
 - c. Children playground maintenance
 - d. Washed outside wall
 - e. Removed broken tree branches
 - f. Repaired lights on bridge to the upper parking lot
 - g. Other plumbing and carpentry work
 - 2. What Needs to be done
 - a. Sign installation
 - b. Playground fence replacement
 - c. Roof repair and Water drainage
 - d. Wall painting
 - e. Light bulb exchange
 - f. Fire door
 - iv. Property Management
 - 1. Insurances, policies, inspections and certificates
 - 2. Church office supplies
 - 3. Church-wide cleaning & landscaping
 - 4. Supervision of ongoing projects
 - 5. Contract renewals
 - 6. Contractor search for new projects
 - 7. Expense reports (electricity, gas, phone, etc.)
 - 8. Room reservation and event support
 - 9. Credit card bills
 - v. Capital Fund Request
 - 1. A complete solution to the leaks in the basement of the main church building
 - a. Stewardship Committee approved
- g. Technology update (Jason Lee)
 - i. Copier Issues
 - 1. Technician came and reinstalled firmware on the office 1st floor copier to resolve issues
 - 2. Need to install tracking software in order to auto-order toner
 - ii. Video systems
 - 1. Work still needs to be done on copyright awareness and making resources available that are copyright friendly
 - 2. Video scalers did not resolve front projector and chapel/video distribution blanking

- iii. Church wide management software package (Planning Center and Realm top contenders)
 - 1. Still need to make progress 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@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. Other Discussions
 - i. Ministry Updates
 - 1. CM Fellowship (Jianglin)
 - a. Will be raking the leaves in the fall
 - b. Adding in 50th Anniversary banquet pictures for directory
 - c. Looked into North Shore van usage
 - 2. Youth Ministry (Phil)
 - a. Shared some pictures from Friday night activities
 - b. Lots of moving parts for worship and small group time
 - ii. Want to keep talking about Financial Reporting
 - 1. Would like to get updates on CBE so we can make decisions on existing issues with the main building and church office
 - 2. For next meeting, have everyone think about what they would like to see in their ministry in terms of space and financial spending
- i. Jason Lee closed in prayer and adjourned the meeting at 12:07pm.