

# Board of Deacons (“BoD”) Meeting Minutes

February 15, 2020

---

- **In Attendance**

- **Attendees:** Jason Lee, Jianglin Liang, Hongwei Huang, Zongkui (Joe) Ma, Stan Wang, YanHua Yan, Kueiyu Joshua Lin, Ligong Xu, Ye Tang, Samuel Chang
- **Pastor:** Jutta Pan
- **Elder Representative:** Ruike Wang
- **Absentees:** Charlene Tsang, Dazhi Wang

- **Location:** Church Office conference room

- **Meeting Agenda & Minutes**

- Meeting started at 9:08 am. Pastor Pan opened in prayer.
- Free Sharing (All)
- Pastoral Sharing and Update (Pastor Pan)
  - **Primary Focus: Coronavirus and its impact**
    - Impact to Spring Festival Outreach and drop in attendance for Sunday Services especially:
      - Chinese Ministry (CM)
      - City Outreach Ministry (COM)
      - Youth Ministry (YM)
      - Children’s Ministry (CHM)
    - Possible impact to ministry plan in the beginning of 2020
      - Spring Adult Sunday School
      - Marriage Enrichment Retreat (MER)
        - Cancelled
      - Stephen Ministry
      - Spring Evangelistic Meeting
    - Decided to resume Sunday church lunch this Sunday
    - Think about building a medical consulting team to advise Pastoral staff in making churchwide decisions in the future
    - If the outbreak worsens, what will be the next steps?
  - **Pastoral Staff**
    - Minister Duane’s R1 visa
    - Youth Minister: Taylor started his ministry on 2/5
      - Official installation on 3/1
    - Tony Ng’s offer letter sent
      - Office arrangement
      - Waiting for BOD
    - Pastor’s vacation day policy
  - **Other issues or requests**
    - Arrangement of the office of Children’s Ministry director
  - **The following Pastoral updates are in Pastor Pan’s slides but was not shared at meeting due to time constraints:**
    - Important events in January and February
      - Fellowship’s Spring Festival celebration
        - Attendance affected by coronavirus
    - Important events in February and March

- Winter retreat (number of registrants in parentheses):
  - ICF (20)
  - Charis
  - Senior Alive (128)
  - Junior Alive (84)
  - COM student fellowships (35)
- Children Ministry Conference (02/29)
- Spring Evangelistic Meeting (03/29)
  - Elder John Huang, Quest for Life
- Chinese Ministry (CM)
  - Some Fellowship Spring Festival celebration cancelled due to coronavirus
  - Low Attendance
    - Winter Adult Sunday school
    - Sunday service in Jan and Feb
  - Stephen Ministry recruits new caregivers
    - Have not reached minimum number
      - 4 registration so far
  - Sermon series in Q1 2020
    - Passages from John 1-11
    - Preparing for 3/29 evangelistic meeting
  - Spring Evangelistic Meeting: 3/27-29
- Cross Bridge (CB)
  - Prayer meeting on Sunday before service
    - Off to a good start
  - OT Survey for families on Saturday
  - ICF retreat in February and Charis retreat in March.
  - New preaching series: How to Get Unstuck Spiritually
- City Outreach Ministry (COM)
  - Coronavirus concern
    - Have two UMass Boston students had contact with the confirmed case?
  - Duane Chang's R1 visa and ministry status
  - Ruggles Baptist Church raising rent to double of the current fee
- Youth Ministry (YM)
  - New Youth Minister Taylor Birkhimer started on 02/05
  - Winter retreat
    - Senior Alive—128
    - Junior Alive—84
  - Youth Ministry intern quits
- Children's Ministry
  - Half-time Children's Ministry Director: Tony Ng
  - Children's Ministry Conference
    - 2/29 from 9am-3pm
    - Empower God's Children (使神的孩子茁壯)
    - Around 40 registered thus far
- Board of Elders ("BoE") Sharing (Elder Ruike Wang)
  - Coronavirus response ongoing
  - BOD nominations for the next year
- Financial Report (Joe Ma)
  - Summary of key funds:

	Offering	Expense	Balance	Cumulative Balance
General Fund	126,369	85,817	40,552	461,979
Mission Fund	19,635	34,750	(15,115)	122,894
Benevolence Fund	300	-	300	32,582
CBE Fund	-	-	-	362,750
SCM	3,215	3,101	114	56,274
Capital Fund	1,985	-	1,985	593,787

### General Fund Budget Usage Summary (up to Jan. 31)

Total offering	\$ 1,215,524 (65.5% of budget)
Total expense	\$ 753,545 (40.6% of budget)
Cumulative balance	\$ 461,979
Targeted percentage	58.3% (7 months of the year)

- If you do not cash a check issued by the church, it does not go back to the church, it will go unclaimed by the state
- Stewardship update (Hongwei Huang)
  - **NOTE: Please send all property issues (including picture) to:** [property@cbcgb.org](mailto:property@cbcgb.org)
  - Property Projects
    - Projects in the Pipeline
      - Interior repainting and signage installation
        - Ye will help coordinate this work
        - Jianglin checked out some work done by painting company in downtown Boston
          - Satisfied with the work
        - Hope to repaint every 10 to 15 years
      - 1st Floor tile replacement (Children's Ministry)
      - Church office roof repair
      - Water drainage behind the church office
      - Repave driveway/parking lot
    - Property Maintenance
      - What has been done
        - Installed and refilled sanitizer dispensers
        - Repaired water pipes that caused leaks
        - Fixed church building back door leaks, did window caulking
        - Repaired digital clocks in Sanctuary
        - Repaired outdoor walkway lights near main entrance
        - Repaired exposed electrical wires in Sanctuary
      - What needs to be done
        - Repair broken/unevenly settled areas of the parking lot around church office
        - Place evacuation routes sign/map
          - Brother Binzhang will update
        - Install emergency and exit lights

- Front/back door step repair at church office
    - Parking lot light bulb replacement
    - Playground fence/gate repair
    - Welcome sign installation
    - Trim trees in parking lot
    - R220 ceiling leaks
  - Property Management
    - Annual building inspection was scheduled on Tuesday, 2/4
    - Emergency and exit lights were tested
    - Fire extinguisher was inspected
    - Fire alarm and sprinkler system inspected
    - State Elevator Annual inspection passed
    - Electrical / Mechanical rooms are free from storage
    - Parking lot lights were checked
    - Setting up room temperature to accommodate events, such as lecture or gathering, etc
    - Organizing sanctuary, coat room, classrooms
    - Need to remove more junks
    - Office Supply, expense report, bill payment, etc
- Technology update (Jason Lee)
  - IT Services
    - Set up two new laptops
      - One for Edwin (HR)
      - One for Taylor (Youth)
  - AV Systems
    - Work still needs to be done on copyright awareness and making resources available that are copyright friendly
    - Video scalars did not resolve front projector and chapel/video distribution blanking
    - Capital requests for microphones, in-ear monitors, and a new piano are being discussed and submitted
    - Couple of cases where the recording software has crashed during service
  - Realm Church wide management software package
    - Experimenting with Realm this month
      - CB and Children's Ministries will experiment with it starting next month
    - Applied and approved for merchant account with the help of Joe and Stan
      - We now have the ability to accept electronic giving but not for general congregation use at this time
      - We will do some testing and then do initial testing with CB
  - Security Cameras (four to be installed in children's area in the interim) - ongoing
  - 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
- Free sharing
  - COM (Samuel)
    - Coronavirus status
      - Small group in quarantine due to two members living in same building as confirmed Boston case
      - Many members have family in Wuhan
    - Ruggles Baptist Church doubling rent price in July
      - Prayers for wisdom in decision in either continuing relations with Ruggles Baptist Church or find another building
  - 50th Anniversary photobook (Jianglin)

- Initial draft sent to Church Council for review
  - Suggestion to send to fellowship coordinators to review
- Efforts for upcoming MGM evangelical meeting (Yanhua)
- Youth (Ye)
  - New YPA representative: Lance Pan
  - On retreat next two weekends
- Jason Lee closed in prayer and adjourned the meeting at 12:09pm.