

Board of Deacons (“BoD”) Meeting Minutes

April 18, 2020

- **In Attendance**

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

- **Location:** Online Zoom Meeting

- **Meeting Agenda & Minutes**

- Meeting started at 9:15am. Pastor Pan opened in prayer
- Free Sharing (All)
 - Charlene will be stepping down from the BoD for personal reasons
 - BoE in the process of finding a replacement to serve out the rest of Charlene’s term
- Pastoral Sharing and Update (Pastor Jutta Pan)
 - Primary Focus: The church’s response to COVID-19 pandemic
 - MA Governor’s “Shelter in place” order
 - Two members confirmed to have COVID-19
 - Regional quarantine site in Lexington (Aloft Hotels, 727 Marrett Road)
 - Our response?
 - As to decisions to re-open economy, who has authority to make decisions?
 - Impact to Church in March/April
 - Complete online activities:
 - Sunday services
 - Sunday School
 - Fellowship/small group meeting
 - Prayer meeting
 - Coworkers meetings
 - Cancelling some programs:
 - CM:
 - Marriage Enrichment Retreat
 - Spring Evangelistic Meeting
 - CB:
 - Charis Retreat
 - Easter Outreach
 - Holy Communion in April
 - Our response and status
 - Continue to study and improve the technology issue (Thanks to Jason Lee)
 - Sunday services remain in stable attendance:
 - CM-370 connections
 - CB-150
 - COM-125 (on 04/05)
 - Growth of prayer meeting attendance:
 - CM around-50
 - CB-8
 - Other small group or daily prayer meetings.

- Online group programs:
 - CM fellowship meetings:
 - 12 fellowships-connection from 120 growing to 280
 - Other CM fellowships have online gathering
 - Some fellowships are slow to respond
 - CB:
 - ICF and Charis feel more comfortable to use online gatherings
 - COM:
 - More than 220 connections on Friday evening
 - Online activities-baking class...
 - YM:
 - Small group and big group online gathering
 - Creating a lot of online activities, online resources
 - ChM:
 - Online service materials, (50 viewers)
 - Other materials of family spiritual education
- Other actions:
 - Pastoral care through online and phone call
 - Fellowship coworkers' role in online caring and interaction.
 - CM Sunday school: better attendance
 - Social concern:
 - Campaigned donation for Wuhan
 - Volunteers to supports community actions to Pandemic,
 - Encouraging Blood Donation through Red Cross
 - Mission Committee: Supporting sending missionaries at outbreak regions
 - Benevolence Fund: Will propose a plan to support for those who have financial issues because of Pandemic
 - Office closed temporarily
- Overall evaluation so far
 - We are in a stable status when changing to online operation
 - We have excellent professionals in making many changes
 - Our finance has not been affected too much
 - A stable and positive status may cause us to ignore some potential issues
 - Will stable numbers cause us to ignore those members who are neglected?
 - What if the congregation gets used to and enjoys the convenience of online programs, and makes them reluctant to return to church after the pandemic?
 - We have strong professionals while fixing the problem and making adjustments. Are our spiritual status also strong while facing the "threat of the Pandemic"?
 - Our further responses to social concern will be a test for our spiritual status (ie Aloft Hotel quarantine site?)
- Pastoral Staff
 - Minister Duane's R1 visa
 - CB pastor's search
 - Minister Taylor's wife is pregnant
 - Pastor is working on plan if we continue to meet online and cannot have holy communion in person
 - Will continue to work on plan after pandemic
- Pastoral staff's response to Informational Meeting
 - Good attendance compared to previous in-person attendance.

- How can we encourage the congregation other than CC members to bring up the questions during Q & A?
 - Compared to the number of entire church members, the attendance was still low, how can we improve?
 - The arrangement and schedule are good for COM's participation, can we consider more of their participation?
 - Board of Elders ("BoE") Sharing (Elder Ji-yong Wang)
 - Facing the Challenges
 - Weekly Wednesday night online meeting, started from 3/12, with pastoral staffs and ministry coworkers to review church activities
 - To support church-wide challenges and needs:
 - Fellowship and Sunday worship format change
 - Online meeting technical needs
 - Office staff working hour/format change
 - Financial status and preparation
 - Actions and proposals from SCM and Benevolent Fund Committee
 - Others
 - Others
 - Ministry review:
 - Family Ministry Task Force on 4/11
 - Loving and Caring Ministry on 5/9
 - CB pastor search:
 - No major update since last meeting
 - There have not been many recent applicants
 - Amending job description to prioritize leadership
 - CBET update:
 - Summary of church facility usage from the online reservation data
 - CM use approximately 49% of total room reservation
 - CB: 29% of total room reservation
 - Children: 19% of total room reservation
 - Youth: 3% of total room reservation
 - BoD Feedback: This doesn't give a whole picture since it needs to take into additional considerations, such as:
 - which days are being used
 - how big the rooms are
 - how many people are using the rooms
 - Working on getting ministry leaders opinions about multiple CBE scenarios for church facility improvement
 - 2021 Deacon Nomination Committee (DNC):
 - Approve 2021 DNC formation
 - 7 members
- Financial Report (Joe Ma)
 - Summary of key funds (up through March 31, 2020):

	Offering	Expense	Balance	Cumulative Balance
General Fund	127,487	184,195	(56,708)	393,366
Mission Fund	16,361	40,281	(23,920)	108,034
Benevolence Fund	300	-	300	33,182
CBE Fund	1,300	-	1,300	365,450
SCM	3,225	18,543	(15,318)	63,229
Capital Fund	1,835	-	1,835	597,583

General Fund Budget Usage Summary (up to Mar. 31)

Total offering	\$ 1,445,696	(77.9% of budget)
Total expense	\$ 1,052,330	(56.7% of budget)
Cumulative balance	\$ 393,366	
Targeted percentage	75.0%	(9 months of the year)

- Overall, we are still financially stable
- Fund Details:
 - This month's General Fund deficit due to various reasons:
 - Employer contribution to 403B retirement accounts
 - Youth retreat expenses (registration fees collected in previous months)
 - Staffing Moving costs
 - Stewardship repairs
 - Mission Fund
 - One time support
 - SCM Fund
 - World Vision (special offering collected in February)
- Budget Planning Schedule:
 - Budget proposals due: Tuesday, 4/28/2020
 - 1st review meeting: Thursday, 4/30/2020
 - Revised proposal due: Tuesday, 5/12/2020
 - 2nd review meeting: Thursday, 5/14/2020
 - 3rd review meeting (if needed): Thursday, 5/28/2020
 - Church Council meeting: Saturday, 6/20/2020
- Stewardship update (Hongwei Huang)
 - **NOTE: Please send all property issues (including picture) to: property@cbcgb.org**
 - Property Projects
 - Projects in the Pipeline
 - Interior repainting and signage installation (pending)
 - Contractor has stopped working due to COVID pandemic
 - Landscaping project starts in mid-April:
 - Remove weeds (1-yr guarantee) and remove yard waste
 - Repave driveway
 - Church office roof repair
 - 1st Floor tile replacement
 - Drainage behind church office

- Property Maintenance
 - What has been done
 - Repairs – doors, windows, outlets, furniture, pipes, ceiling, roof, playground, etc.
 - What needs to be done
 - Repair broken/unevenly settled areas of the parking lot around church office
 - Place evacuation routes sign/map (Binzhang)
 - Handrail installation on the bridge to upper parking
 - Playground fence/gate repairs
 - Welcome sign installation
 - Trim trees around parking lots
 - Ceiling water leak at R220
 - Additional storage
 - Others
- Property Management
 - Ruth's resignation:
 - Effective on April 1, 2020
 - Weixin is acting property manager now
 - No plan to hire a full time/part time staff yet
 - Ying-yuan, the office manager, will take the responsibility of room reservation and temperature control
 - Fellowship/ministry support (room reservation, HVAC)
 - Contractors and contract proposals
 - Office supply
 - Inspections
 - Expense, bill, tax, insurance, etc
- Capital Fund Requests
 - Video Streaming Secondary System
 - Details:
 - Requestor: Jason Lee
 - Ministry: IT
 - Request Amount: \$3900
 - Expected Life: 5 years
 - CM will use one system and CB will use the other
 - Approved by Stewardship Committee
- Technology update (Jason Lee)
 - IT Services
 - Worked on phone system to support church office closure
 - 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-Future
 - Capital requests for microphones, in-ear monitors, and a new piano are being discussed and submitted- Delayed
 - Couple of cases where the recording software has crashed during service
 - Likely machine over-taxed

- Second video recording/streaming machine purchased and components being acquired
 - Will be primary after COVID
- Lots of website work, video streaming work (Livestream Studio remote cameras, Xsplit broadcasting)
 - Constant meetings
- Realm Church wide management software package
 - CB and COM have launched eGiving and Realm account signups
 - Finance committee have manually imported reports
 - Planning Children's check-in has started
- Security Cameras (four to be installed in children's area and parking lot camera) - on hold during COVID
- 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
- Jason Lee closed in prayer and adjourned the meeting at 12:18pm.