

Board of Deacons (“BoD”) Meeting Minutes

May 16, 2020

- **In Attendance**

- **Attendees:** Jason Lee (Head Deacon), Samuel Chang, Hongwei Huang, Jianglin Liang, Kueiyu Joshua Lin, Zongkui (Joe) Ma, Charlene Tsang, Dazhi Wang, Stan Wang, YanHua Yan, Ligong Xu, Ye Tang
- **Pastor:** Jutta Pan
- **Elder Representative:** Paul Huang
- **Absentees:** None

- **Location:** Online Zoom Meeting

- **Meeting Agenda & Minutes**

- Meeting started at 9:08am. Pastor Pan opened in prayer
- Free Sharing (All)
- Pastoral Sharing and Update (Pastor Jutta Pan)
 - **Primary Focus:** Continue to monitor the COVID-19 pandemic situation
 - COVID-19 Pandemic development
 - Entire US is still in COVID-19 pandemic
 - MA continues “shelter in place” order until 5/18
 - Two members confirmed to have COVID-19
 - Some members’ relatives also infected
 - Members feel physical, mental, and spiritual fatigue
 - Impact to international students and members with OPT and H1 visas
 - Impact to Church in April-summer
 - Complete online activities:
 - Sunday services
 - Sunday School
 - Fellowship/small group meeting
 - Prayer meeting
 - Coworkers meetings
 - Cancelling some programs:
 - CM:
 - Summer retreat
 - Missions:
 - Almost all the STM this summer
 - Lexington and COM baptism in May (postponed)
 - Holy Communion
 - Our response and status
 - Continue to study and improve the technology issue (Thanks to Jason Lee)
 - Sunday services remain in stable attendance:
 - Children’s Ministry starts children handout (Friday & Sunday)
 - More online activities
 - Walk for Water 6K
 - Change to virtual zoom gathering
 - Pastoral care through online and phone call
 - Fellowship coworkers’ role in online caring and interaction.
 - Social concern:
 - Campaigned donation for Wuhan

- Volunteers to support community actions to Pandemic
 - Encouraging Blood Donation through Red Cross
 - Mission Committee:
 - Supporting sending missionaries at outbreak regions
 - Benevolence Fund:
 - Support for those who have financial issues because of the pandemic
 - Office closed temporarily
 - Elders, pastoral staff, and related coworkers gather every Wednesday for the update of church under this special situation
 - A church reopening team has been formed to discuss plans for reopening the church
- Overall evaluation so far
 - We are in a stable status when changing to online operation
 - We have excellent professionals in making many changes and continue to improve the operations
 - Our finance has not been affected too much
- Pastoral Staff
 - Minister Duane's R1 visa is still pending
 - CB pastor's search
 - Pastor Bowman proposed to postpone sabbatical until Jan-Mar 2021
 - Prepare for ordination process for Minister Jeff after August
 - Pastoral staff will start thinking of ministry and concept of disciple training
- Other sharing
 - Pastoral staff's annual review
 - From July to December, two pastors/minister a month
 - Working on the revision of self-evaluation form
 - A new staff member shared he was surprised how smooth the budget review process was
- Board of Elders ("BoE") Sharing (Elder Paul Huang)
 - Ministry review:
 - May: CM Loving and Caring Ministry (Ji-yong Wang)
 - Next ones:
 - July: Finance Ministry (Jian Zhang)
 - August: Worship-CM and CB (Paul Huang)
 - September: How to Reach the Younger Generation-Pastoral staff (Ruike Wang)
 - CB pastor search updates:
 - There have been fewer applicants since the COVID-19 crisis started though there have been some recent applications.
 - The committee is planning a committee-wide interview with a candidate who they had been communicating with since before the COVID-19 crisis.
 - June Church Council Meeting Planning
 - Tentative agenda
 - Opening prayer
 - Report from Pastoral Staff
 - Report from Board of Deacons
 - Report from Board of Elders
 - Quarterly Finance Report and FY2021 budget approval
 - Online services review
 - Ending prayer
 - Thoughts about moving it to the afternoon
 - Church Reopening Task Force
 - Elder Ruike will the church reopening task force

- Task force should have broad representation from ministries
 - Elder Chaw-Bing will represent COM
 - Elder Chris or Minister Jeff will represent CB
 - Elder Ruike will form the task force and let the Board of Elders know the proposed members in the next few days
- Financial Report (Joe Ma)

- Summary of key funds (up through April 30, 2020):

	Offering	Expense	Balance	Cumulative Balance
General Fund	116,376	82,822	33,554	430,865
Mission Fund	18,253	33,481	(15,227)	92,806
Benevolence Fund	-	2,000	(2,000)	31,182
CBE Fund	140	-	140	365,590
SCM	5,360	17,700	(12,340)	50,889
Capital Fund	1,498	13,000	(11,502)	586,081

General Fund Budget Usage Summary (up to Apr. 30)

Total offering	\$ 1,559,472	(84.1% of budget)
Total expense	\$ 1,128,607	(60.8% of budget)
Cumulative balance	\$ 430,865	
Targeted percentage	83.3%	(10 months of the year)

- SCM had a couple one-time support expenses last month
 - \$13,000 expense from Capital Fund for down payment on Church Interior Painting
 - Need to think about what to do with surplus this fiscal year in light of the COVID pandemic effect spilling over into next fiscal year
 - Will discuss during next month's Church Council meeting
 - Online offering open to CM
 - Current fiscal year is ending
 - Remind your team to submit requisition forms in
 - Check your account budget usage
 - Submit budget amendment proposal if needed
 - Need to submit prior to next CC meeting so it can be discussed at that meeting
- 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 (ongoing)
 - Repave main driveway (proposal & quote)
 - Church office roof repair
 - 1st Floor tile replacement
 - Drainage behind church office
 - Property Maintenance
 - What has been done
 - The landscaping project is done! (weed/yard waste)

- Repaired church office window
 - Removed/cleaned up unwanted items
 - Such as old cabinets, broken tables, etc
 - Repaired fire sprinkler in chapel (contractor)
 - Driveway paving project quotes
 - 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
 - For Van ministry:
 - Checked insurance company, it's possible to get rebate (due to COVID-19), but have to wait until the lockdown is over.
 - For Kitchen ministry:
 - Our food service permit expired on 3/31/2019.
 - Ruth applied for the permit in Mar 2019, but the process was not fully completed yet.
 - Kitchen co-worker, Sister Yan Wang, has two valid certificates but needs to get a CPR certificate (she will try to join the training ASAP).
 - The Lexington town stops all the permits application because of the pandemic closure.
 - Church Keys/locks management:
 - Eric took Ruth's place starting from April.
 - Room reservation & temperature adjustment:
 - Ying-Yuan will take Ruth's place when church reopens.
 - Others
 - Contact contractors for project proposals
 - Bill, invoice, expense report, etc
- Property Security Issue
 - Many young people appeared in the parking lot after church closure:
 - They drove to upper parking, leaving empty alcohol bottles, Vape product boxes and trash on site sometimes.
 - Recently more than 10 people were playing basketball in the big parking lot.
 - It worked out after calling the police 2-3 times.
 - We put some barriers at the entrance of the upper hill.
 - Also placed a warning sign at the church entrance.
 - On 5/15, Wei-Xin called the police again, and the police forced 6-7 people to leave the premise and have their names on record this time.
 - We will continually monitor this issue.
- Other Thoughts

- Hongwei and Jason drafted job description for property manager
- Future Preparation for Return to Church
 - HVAC Ventilation, Filtration, Purification updates, make sure they meet regulations
 - Estimate the cost for buildings and vans to be disinfected
 - Should these additional costs be in the new year budget?
 - Discussions on budget planning for these additional expenses to be presented to CC meeting next month
 - Technology and other infrastructure needs for new normal
- Technology update (Jason Lee)
 - AV Systems
 - Work still needs to be done on copyright awareness and making resources available that are copyright friendly
 - Video scalers 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
 - Second video recording/streaming machine purchased and being used by CB
 - CM is using the current system.
 - Couple times the recording software has crashed during service
 - New version of software released and seems better.
 - Realm Church wide management software package
 - CM now can give online: <https://www.cbcbg.org/give>
 - 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@cbcbg.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 12:17pm.