

Board of Deacons (“BoD”) Meeting Minutes

May 20, 2017

A. In Attendance:

- a. **Attendees:** Jessica Chang, Bow-Nan Cheng, Christopher Cheng (Secretary), Paul Huang, Jason Lee, Zongkui Joe Ma, Ji-yong Wang (Treasurer), Haiguo Wu (Head Deacon), Jimin Xiong, Shanchuan Zhao, Jian Zhang, Tuanfeng Zhang
- b. **Invitees:**
 - i. Pastoral Staff: Pastor David Eng (Acting Senior Pastor)
 - ii. BoE members: Elder David Ho
- c. **Absentees:** Senior Pastor Caleb Chang (Sabbatical)

B. Location: Conference room, church office building.

C. Meeting Agenda & Minutes

- a. Meeting started at 9:12 am. Deacon Haiguo opened in prayer.
- b. Pastoral Sharing and Update (Pastor David Eng)
 - i. Chinese Ministry
 1. Memorial Day Retreat will be held from May 27-29 at Nichols College. As of two weeks ago, there were already 261 adults, 77 children, and more than 120 youth registered.
 2. Adult Sunday School training will be held from June 10-11 with speaker James Hwang from Logos Evangelical Seminary
 3. A new issue of The Pulse magazine will be published at the end of June.
 4. A Marriage Enrichment Retreat was held from April 28-30 with seventeen couples. Ten seekers accepted Christ during the retreat.
 5. A small group leadership training was held with thirteen attendees.
 - ii. Children’s Ministry
 1. There is need for new Philly Teachers due to new students arriving and long-time coworkers stepping down.
 2. There is also need for a Sunday School Core Leader.
 3. Pastor Bowman has been busy preparing for the Memorial Day weekend retreat, Vacation Bible School, and sermon preparation.
 4. A Children’s Ministry core meeting will be held on June 4.
 5. There will be a Children’s Ministry training event held on 6/11 on “Classroom Management”.
 - iii. Youth
 1. Summer short term missions trip preparations are underway.
 2. An outreach ice cream social night was held on April 28. Many newcomers to that event came to ALIVE the following week.
 3. Upcoming events: Counselor appreciation, Senior Roast, and the end of school year
 - iv. Cross Bridge
 1. A new sermon series on the Sermon on the Mount is starting tomorrow (May 21).
 2. Dr. Jeff Arthurs will continue to help with preaching through the end of June until Pastor Tim Conkling arrives.
 3. There will be a going away party tonight for Bryan and Jen Che and Joshua and Jessica Chang at 5pm in Building 151.
 4. With Elder Bryan Che’s impending departure, Emily Cheng has assumed the role of Cross

Bridge leadership core chair.

5. A Charis retreat was held during May 5-7 with speaker Pastor Paul Epp from Ithaca New York Chinese Church. The retreat went well and was well attended.

c. Board of Elders (“BoE”) Sharing (Elder David Ho)

- i. There will be many changes to the Board of Deacons and Board of Elders in 2018.
 1. Elder Bryan Che will be stepping down at the end of 2017 due to his relocation. Elder David Ho will also be stepping down as he completes his second term. However, Elder Timothy Lu will be returning to Boston as his work contract in California ends.
 2. Deacons Jimin Xiong, Chris Cheng, Haiguo Wu are completing their second term and will be stepping down. Deacons Tuanfeng Zhang and Shanchuan Zhao are completing their first term. Deacon Jessica Chang will be relocating this summer.
- ii. Thanks to Elder Bryan Che for leading the team for drafting a mission statement. Official approval for the mission statement will be sought during the June church council meeting.
- iii. The Board of Elders is creating a policy regarding whether and how the church will engage with political and social issues.
- iv. Elder Loren Shih is creating a more formal process for periodic pastoral review.
- v. Please pray for smooth transition and church unity as Pastor Caleb resigns as Senior Pastor at the end of 2018.
- vi. For more information, please refer to the May Board of Elders minutes.

d. Financial Report (Ji-yong Wang)

- i. Summary of key funds:

Funds	Offering (Apr)	Expense (Apr)	Total (Apr)	Cumulative Balance
General	\$160,126.39	\$90,149.91	\$69,976.48	\$486,678.05
Mission	\$31,145.00	\$27,338.00	\$3,807.00	\$73,034.81
Capital	\$284.00	\$3,841.95	(\$3,557.95)	\$212,309.79
CBE Fund	\$2,620.00	-	\$2,620.00	\$329,937.19
SCM	\$12,137.00	\$6,000.00	\$6,137.00	\$55,446.06
Benevolence	\$300.00	\$2,000.00	(\$1,700.00)	\$27,800.14
MS Building Fund	\$1,590.00	-	\$1,590.00	\$8,790.84

- ii. General Fund budget summary - up to April 30, our total expense is at 65.1%, and our total offering is at 91.5% of the total annual budget. The targeted percentage is 83.3% (10 months complete in the fiscal year).
- iii. A preliminary fiscal year 2018 general fund budget review meeting was held on May 10. The second meeting will be held on May 31.

e. Technology Update (Jason Lee)

- i. The parking ministry has been having trouble with walkie-talkie performance. The committee is evaluating existing units and will repair or replace them.
- ii. The WiFi network continues to have intermittent connectivity problems. Some WiFi access

- points will be replaced to try to mitigate the issues.
- iii. A plan for putting projectors and connectors into 151 classrooms as needed will be implemented before July.
 - iv. Thermostat connectivity problems with the WiFi thermostat in the nursery have not been solved. A new thermostat has been ordered to replace the existing faulty one.
 - v. Deacon Jason will be leaving for Singapore for work from July to mid-September. While Deacon Jason is away, Jon Tang from Cross Bridge will be the point person for taking care of technology issues. The process for contacting Jon will be announced during the June church council meeting.
- f. Stewardship update (Jian Zhang)
- i. Property projects
 1. Upper level parking access road lights have been installed.
 2. The church has engaged a contractor to build a walkway from the upper level parking to the 151 building.
 3. The project to build a wooden stairway from the upper level parking to the main building is in the design phase.
 4. The church is considering building an awning for the first floor pickup/drop off entrance area. Not only will this provide protection from elements for congregation members, it will also protect the cement stairs and walkway.
 - ii. Property maintenance
 1. The broken window sill along the corridor to the left of the sanctuary has been fixed. The area will also be sealed to prevent further water damage from leaks.
 2. Chapel chairs have been replaced with lighter-weight black plastic chairs.
 3. Water has been leaking into room 124 from rain that accumulates next to the sanctuary due to poor grading. Different methods to seal the leak or divert accumulated rainwater will be explored to identify a cost-effective solution.
 4. The stone stairway to the carriage house parking lot from the wooden walkway needs to be repaired.
 - iii. Property management
 1. Liability insurance has been acquired for the church Memorial Day weekend retreat
 2. Better Comfort Systems has been requested to finish the HVAC replacement work since air conditioning will soon be required during hot days.
 3. A Better Comfort Systems technician was asked to enable an “auto” setting to the 151 building thermostat.
 4. Assistance was provided to Children’s Ministry with the first floor painting project.
 5. The church’s Poland Springs water account was closed, since the new church office refrigerator has a water filter.
 6. An inquiry is ongoing regarding whether our church’s liability and worker’s compensation insurance covers work done by volunteers.
 - iv. It was noted that there are still sharp pins sticking out of the pews in the corridor to the left of the sanctuary. The pews should either be thrown away or fixed.
- g. Chinese Ministry -Spiritual Formation Update (Paul Huang)
- i. A spiritual formation workshop will be held on June 10-11 in the church chapel focusing on revival and growing our personal commitment in Christ. The workshop will be in Mandarin, but is open to all.
 - ii. The speaker, James Hwang, is currently a professor at Logos Evangelical Seminary. He was originally from Taiwan, had been a minister in the West Coast, and had been a missionary to Kenya from 2004 to 2014, where he pastored local churches and taught at Moffat Bible College.

- h. Online Church Balloting (Chris Cheng)
 - i. Deacon Chris Cheng proposed expanding absentee balloting by creating a system that sends out a personal URL link via e-mail to each church member with a unique voter ID if they wish to submit an absentee vote online. Such a system would improve the convenience and accountability of absentee balloting, since absentee ballots could then be auto-tallied and systems like Google Docs have a revision control system to track changes to ballots cast.
 - ii. Deacons proposed doing a test case dry run with either church council or the Board of Deacons.
 - iii. There were some concerns regarding whether such a system would reduce annual meeting attendance or would more easily enable voting by members who no longer attend church.
 - iv. Deacons also suggested moving the day-of voting online, but such a change would require setting up physical polling stations in addition to the technical infrastructure work. Day-of online voting will be considered if absentee online voting is successful.
- i. Other Updates (Haiguo Wu)
 - i. Deacon Bow-nan has agreed to take on the role of children's deacon in place of Deacon Jessica for the remainder of this calendar year.
 - ii. The June church council meeting will be on Saturday, June 17. However, there will be a church council retreat on the evening of Thursday, June 15. Spouses are also invited to the Thursday night retreat. A deacon will be assigned to help with refreshments.
- j. Deacon Bow-nan closed in prayer and Deacon Haiguo adjourned the meeting at 12:12 pm.