

Board of Deacons (“BoD”) Meeting Minutes

May 19, 2018

A. In Attendance:

- a. **Attendees:** Bow-Nan Cheng (Secretary), Paul Huang, Jason Lee, Zongkui (Joe) Ma, Charlene Tsang, Ji-yong Wang (Head Deacon), Berhan Yeh, Jianglin Jiang, Jian Zhang (Treasurer), Ling Zhang, Tuanfeng Zhang, Pastor Caleb Chang, YanHua Yan
- a. **Invitees:** Elder KC Chu
- b. **Absentees:**

B. Location: Church Office conference room

C. Meeting Agenda & Minutes

- a. Meeting started at 9:01 am. Elder KC Chu opened in prayer.
- b. Free Sharing (All)
 - i. Deacons shared prayer requests and spent some time praying for each other
- c. Pastoral Sharing and Update (Pastor Caleb Chang)
 - i. Calendar Highlights/Changes
 1. 4/15: Clay Music conference - well attended. Joint follow-up with MGM
 2. 5/13: Mother’s day: Meiqin Xie/Rebeca Tsai
 3. 5/20: 136th Baptism
 - a. CM: 7, CB: 1, YM: 9
 4. 6/17: Father’s day: Pastor Bowman + short term missions commission
 - ii. Short Term Missions
 - iii. CM/YM Retreats on Memorial Day weekend
 1. Lower number of registrants (~100 less than last year) → probably influenced by YM-retreat at different location (Camp Berea, NH)
 2. SGL are refreshed, will be trained on 5/22 by Yuegang, and ready
 3. Thankful for co-workers who worked the retreat coordination lead by Deacon Jianglin
 4. Pastors considering a church-wide retreat in the future
- d. Board of Elders (“BoE”) Sharing (Elder KC Chu)
 - i. Deacon nomination committee (Chaired by Elder Lu)
 1. 2 Deacons from CM will step down for this year
 - ii. Senior Pastor Transition Plan
 1. Pastor Juta Pan confirmed as next Senior Pastor
 2. Pastor Juta Pan currently on sabbatical and will be back in September. Since Pastor Caleb Chang will be here until January, there is a 4 month overlap for smooth transition
 3. Formally, this is a promotion so no need for new hire paperwork and no need for 1 year probation period
 4. Please pray for new leaders at COM
 - iii. Church Building Expansion (CBE)
 1. Elder board will create a CBE advisory team with representation from all ministries with the goal of generating a set of requirements for the building expansion project
 - a. Currently, the thought is 3 from CB and 3 from CM to include input from safety committee, IT, etc.
 2. Elder Loren will be chair of the CBE advisory team
 3. After requirements are established, CBE will move forward with execution and design
 - iv. Seminarian Scholarship Policy
 1. Minor change to policy to include Biblical counseling as one of the approved graduate

- degrees for support
- 2. Deacon Paul recommend changing it to MA since Biblical counseling is a subset
- v. Social Concern Ministry
 - 1. Sister Connie Chang stepped down and her place will be replaced with Brother Nate Lowe
- vi. Church Council Retreat
 - 1. Coming up middle June
 - 2. Reviewed agenda → one of the biggest item is to approve the new fiscal year budget
- vii. Safety Committee
 - 1. Deacon Berhan brought up that the safety committee is currently discussing policy on guns in the church (i.e. whether completely not allow or we have armed security guard, etc.) → Need wisdom on how to approach safety and what our church's responsibility is
- e. Financial Report (Jian Zhang)
 - i. Summary of key funds:

Funds	Offering (Apr)	Expense (Apr)	Tota (Apr)	Cumulative Balance
General	\$151,433	\$163,299	(\$11,866)	\$311,040
Mission	\$25,434	\$30,748	(\$5,314)	\$38,880
Capital	\$1,152	\$2,313	(\$1,161)	\$430,686
CBE Fund	\$330	\$171	\$159	\$321,820
SCM	\$7,660	\$2,239	\$5,421	\$66,843
Benevolence	-	\$2,000	(\$2,000)	\$15,300

- ii. General Fund Budget Summary up to April 30:
 - 1. The total expense is \$1,377,836 (75.9% of the total annual budget)
 - 2. The total net expense (minus income) is \$1,204,600 (66.3% of the total annual budget)
 - 3. The total offering is \$1,688,876 (93.0% of the total annual budget)
 - 4. The targeted percentage is 83.3% (10 months of a year)
 - 5. The cumulative balance for the General Fund is \$311,040
- iii. Deacon Jian provided overview of all the funds and accounts
- iv. FY19 budget requests are being submitted by various ministries -- contact Deacon Jian for form for the budget. Initial budget proposal forms due May 3 (preliminary budget meeting). Final vote is at June church council meeting
- f. Stewardship update (Joe Ma)
 - i. Property projects
 - 1. Lighting Issues to be resolved shortly:
 - a. 8 lights at upper parking lot to be installed shortly
 - b. Replace middle light in driveway to upper level parking
 - c. Main entrance driveway lights are not working → will repair shortly
 - 2. Driveway/Parking Lot Issues to be resolved shortly:
 - a. Potholes and cracks to be repaired
 - b. Patches in parking lot near Carriage House to be paved
 - c. Walkway at end of wooden bridge near playground to be paved

- d. Curb at the west side of sanctuary to be paved to solve ground water leakage problem
 - 3. Projects in the pipeline (longer-term)
 - a. Replace wooden bridge near playground (per inspector's recommendation)
 - b. Replace overhead power cables in drop-off area (these are backup cables and currently unused so need additional research to see if needed)
 - c. Build a walkway to Stride Rite upper parking lot
 - d. Install remote control for lights at parking lots (for snow removal contractor in the winters)
- ii. Property maintenance
 - 1. Basement floor stripped and waxed (\$3,000)
 - 2. 1st floor cleaning scheduled for end of May (\$4,800)
 - 3. Basketball net to be installed in parking lot 3rd level → donation given by employees in companies next door
 - 4. To do Tasks:
 - a. Examining whether we need to replace major parts (motor and controller) in aging elevator
 - 5. Reported issues with building 151
 - a. Noise problem
 - b. Restroom problem
 - c. Please keep kitchen clean → there is regularly mess left over in the kitchen after use. We may need to institute a check-list or picture verification
- iii. Property Management
 - 1. Insurance plan (Deacon Ji-Yong)
 - 2. Printer/Copier Contract (Jason)
 - 3. Stewardship Council Meeting in Mid-June
- iv. Capital Fund Requests
 - 1. None
- g. Technology Update (Jason Lee)
 - i. Wifi network issue is still present with having more than 200 or so people getting IP address
 - ii. IT is looking at options to not just video record the speaker, but also cover the powerpoint (i.e. either a picture-in-picture option or something else)
 - iii. IT is still considering buying a lift to help change lights, projector bulbs, etc.
- h. Pastor Caleb closed in prayer and Deacon Ji-yong adjourned the meeting at 11:39 pm.