

Board of Deacons (“BoD”) Meeting Minutes

February 17, 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
- a. **Invitees:** Elder Timothy Lu, Pastor Tim Conkling
- b. **Absentees:** YanHua Yan, Tuanfeng Zhang

B. Location: Church Office conference room

C. Meeting Agenda & Minutes

- a. Meeting started at 9:04 am. Deacon Ji-yong 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 Tim Conkling)
 - i. Calendar Highlights/Changes
 - 1. 3/31: Joint Choir Cantata - “No Greater Love”
 - 2. 4/14: Kyrgyzstan Orphanage Choir cancelled
 - ii. Church expansion/planting
 - 1. Pastors working through a plan to start a 3rd service starting September (P Tim leading a team of 4 to work this plan)
 - 2. Potential church plantings in Andover or Quincy
 - 3. Discussed whether CBE funding could be used for other purposes
 - iii. Pastors are concerned and working through a few items:
 - 1. How to balance a very packed calendar
 - 2. Active serving and activities vs. spirituality/prayer → strong desire to push harder for spirituality and prayer
 - iv. 49th Anniversary (10/21) - Currently looking for speaker
 - v. Emergency Response Committee
 - 1. After Texas shooting in 11/17, emergency response committee was formed and as of 2018, BoD team has also been formed
 - 2. Pastor Bowman leads and presents an emergency handling proposal and seeking support (i.e. additional security cameras)
 - vi. Annual theme suggested: “The Just shall live by Faith”
- d. Board of Elders (“BoE”) Sharing (Elder Timothy Lu)
 - i. COM ministry update
 - 1. New COM ministry accepted job offer (Minister Chen Juan)
 - 2. Pastor Pan created a detailed operational plan during sabbatical (Mar-Sept 2018)
 - 3. COM members will join the Spring Evangelistic meeting at Lexington campus
 - 4. Ruggles Baptist Church’s space is becoming an issue
 - ii. Health Insurance Benefits Policy revision update
 - 1. BoE will not change the policy for this year (2018) → Will ask HR to do further research for 2019 for new proposal
 - 2. Proposal is to create a special seed reserve fund to help with funding staff medical expenses beyond insurance
 - iii. SCM Charter revision approval
 - 1. Keep disaster fund statement unchanged, and have congregation donate directly to disaster relief

2. Approve other amendments
- iv. Ministry review proposal
 1. Next reviews: Children’s ministry, Youth Ministry, CM Spiritual Formation, CM Fellowships, Quincy
- v. Church closure procedure proposal review
 1. Proposal by Pastor staff, BoE reviewed and approved. Proposal is now official
- vi. Safety preparedness
 1. Recently formed emergency response team on BoD headed by Berhan Yeh
 2. Pastor Bowman will head establishing a safety committee and work with Berhan
 3. Elder Timothy Lu will be the Elder representative on safety committee
- vii. Deacon nomination update
 1. A deacon nomination committee consist of 7 members: Timothy Lu (chair), Haiguo, Chris Cheng, Fang-Ying Yen, Steven Chung, Ye Tang
 2. Deacons up for re-election in 2019-2020 are Ji-Yong Wang, Bow-Nan Cheng, Jason Lee, Jianglin Liang, Zongkui (Joe) Ma
 3. Deacons ending term at end of 2018 are Jian Zhang, Paul Huang
- viii. Ordination proposal for Minister Yuegang
 1. Pastoral staff comes to unanimous agreement to recommend Ministry Yuegang to proceed through ordination process and Pastor Caleb can now proceed
- e. Financial Report (Jian Zhang)
 - i. Summary of key funds:

Funds	Offering (Jan)	Expense (Jan)	Total (Jan)	Cumulative Balance
General	\$133,042	\$135,859	(\$2,817)	\$382,737
Mission	\$21,357	\$29,399	(\$8,042)	\$33,457
Capital	\$286	\$74	\$212	\$436,913
CBE Fund	\$500	-	\$500	\$315,613
SCM	\$865	\$2,045	(\$1,180)	\$54,755
Benevolence	\$200	-	\$200	\$20,000
MS Building Fund	-	-	-	\$14,915

- ii. General Fund Budget Summary - up to January 31, our total expense is \$ \$903,001 (49.7% of the total annual budget), and the total offering is \$ \$1,285,738 (70.8% of the total annual budget). The targeted percentage is 58.3% (7 months of a year). The cumulative balance for the General Fund is \$382,737.
- iii. Pastor Tim discussed that the mindset of millennials focus on vision vs. given: they want to see the vision of what the funds are doing. We should not let giving be the only thing that drives what we’re doing, but we also should cast a vision of what could be done.
- iv. Question came up whether we are currently staffed for maintenance or for growth
- v. Plan to add a dedicated fund for staff medical expenses donations
- f. Stewardship update (Joe Ma)
 - i. Property projects

1. Pickup area awning - permit approved and construction will be completed in February
 2. Parking front-edge lights aluminum poles delivered and installation will start shortly (weather permitting)
 3. Building 151 walkway lights - trenches completed and lights will be installed (weather permitting)
 4. Lights on center poles - Replace solar-panel lights with wired LED lights at lower position
 5. Public sewage connection plan approved and cost/benefit analysis in process
 6. Access road to stride-ride from upper parking lot - currently evaluating whether there is a need for this and whether it should be a driveway or walkway
 7. Overhead power lines at front entrance - working through whether it is a safe height for fire engines and ambulance → will add a height clearance sign. Whether this is temporary or not is pending decision on whether we are connecting to town sewage
 8. Room 123 ground water leakage - In process of consulting experts for how to resolve water leakage problem.
 9. Information board - there are many missing letters and incorrect information → plan to replace board
 10. Walkway lights wifi control → discussed whether there is a real need for this and a proposal is under review by the Technology review
- ii. Property maintenance
1. 2018 Town Building Inspection (items to address deficiencies found)
 - a. Added first floor ceiling tiles
 - b. Replaced sensor lights
 - c. Added fire extinguisher signs
 - d. Removed church basement clutter
 - e. Church entrance door shortened
 - f. Changed chairs setup to not block doors
 2. Van #1: fuel pump replaced → engine would not start twice a month
 3. Chapel HVAC fixed - 2 (out of 4) units did not work (air-in pipes blocked by icicle, 1 unit dead blower to be fixed shortly, 1 unit drainage problem fixed)
 4. Parking lot lights - lower level parking lots are not working and is under investigated, upper level driveway has a flashing light bulb → will replace
 5. Painting of 1st floor is underway (Children's ministry)
 6. Room B-01: Floor Tiles - soaked and loose and will be replaced
 7. Room B-02: Tables and Chairs - new, lighter tables and chairs requested (needs to be moved weekly and too heavy for young youths. Also, some tables are not stable)
- iii. Property management
1. Room reservation and temperature setting
 2. Preparation for Town of Lexington 2018 building inspection
 3. Annual fire alarm and sprinkler inspection
 4. Elevator quarterly inspection done
 5. Extinguisher installment and annual inspection
 6. State annual elevator inspection passed
- iv. Capital Fund Requests
1. Wireless microphones for CB worship team (1/30/18)
 2. Electronic drums for Worship and Charis/ICF (approved 2/10/18)
- g. Technology Update (Jason Lee)
- i. Projector cables have been procured and will be installed shortly (Long HDMI + adapters that can be signed out in the church office)

- ii. Network controller stopped working and a new device has been installed
 - h. Emergency Response Team Update (Berhan Yeh)
 - i. Safety Committee has been formed: Pastor Bowman, Elder Timothy Lu, Matt O'Leary, Berhan Yeh
 - ii. 4 Areas of Focus:
 - 1. Medical
 - a. CERT (Church Emerging Response Team) - on-call healthcare professionals to focus on medical
 - i. Re-vamp contact system (i.e. how to find point person) → currently using walkie-talkies
 - ii. Training Teachers and Usher
 - iii. Need to recruit people - Just need first-aid/CPR training (doesn't have to be doctor or nurse)
 - b. AED (Automatic External Defibrillators) - Maintenance (batteries)
 - c. Maintenance of first aid kits
 - d. CPR training
 - e. Mock exercise
 - 2. Fire - Covered by Stewardship
 - a. Fire drills
 - b. Fire safety equipment
 - c. Inspections from Fire Department
 - 3. Missing Children
 - a. Surveillance
 - b. Managing entryways and exits
 - c. ID/Check-in/Check-out process
 - 4. Hostile Environment (i.e. active shooter, etc.)
 - a. Training
 - b. Mock exercise
 - iii. Additional thoughts are welcome
 - i. BoD Support to Youth Ministry Update (Ling Zhang)
 - i. Ling Zhang had discussion with Pastor Jen and Pastor Stan on how deacons can help the ministry
 - ii. Youth-family program in place currently
 - iii. Discussed how to bridge the gap between parents and youth attending different services and add synergies (i.e. CM and CB service)
 - iv. Family discipleship being looked at - additional thoughts are welcome
 - v. Planning for potential round-table discussion with Pastor Jen and Pastor Stan for parents
- j. General Fund, Capital Fund Year-End Surplus Projection (Jian/Ji-yong)
 - i. Deacon Ji-yong brought up that based on projections, we might be over our capital fund limit again (and will have surplus → we want to hedge off potential lengthy end-of-year discussions → Deacons have been asked to think about it
- k. Pastor Tim Conkling closed in prayer and Deacon Ji-yong adjourned the meeting at 12:06 pm.