

Board of Deacons (“BoD”) Meeting Minutes

July 21, 2018

A. In Attendance:

- a. **Attendees:** Bow-Nan Cheng (Secretary), Paul Huang, 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:** Jason Lee

B. Location: Church Office conference room

C. Meeting Agenda & Minutes

- a. Meeting started at 9:07 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. Update of dates for Short Term Missions groups
 - 2. Stephen’s Ministry Retreat
 - 3. Social concerns Team, Honduras
 - 4. Cindy Morrison in Asia
 - ii. Many changes occurring with church staffing
 - 1. English pastor search
 - 2. Interim and co-pastors
 - 3. Youth pastor search; consider new model: SH vs JH, Boys vs Girls or a “Family Pastor” over YM and Children’s ministry
 - 4. COM pastor search
 - 5. Admin office staffing- performing a task analysis for BoE review
 - iii. Seminary grads- encouraging to see grads becoming interns and becoming new ministers
 - iv. Minister Yueguang ordination may be postponed to allow for Pastor Pan’s involvement in both the examination and ceremony
- d. Board of Elders (“BoE”) Sharing (Elder KC Chu)
 - i. Ministry Review
 - 1. Quincy ministry; large growing, “blue-collar” Chinese population; challenges include presence of a number of already existing Chinese churches in area; may consider future church planting
 - ii. Church Policy Review
 - 1. Benefit & Personnel Policies for Pastoral and Administrative Staff has been revised and approved.
 - 2. Pastoral staff Emergency Medical Fund; funding will be from Elder contributions; available to pastoral staff only
 - 3. Pastoral staff search committees to be formed; possibility was raised about seeking candidates from graduating seminarians
 - 4. Developing contract for interim CB pastor

e. Financial Report (Jian Zhang)

i. Summary of key funds:

Funds	Offering (Jun)	Expense (Jun)	Tota (Jun)	Cumulative Balance
General	\$168,337	\$191,575	(\$23,238)	\$222,605
Mission	\$36,628	\$33,484	\$3,144	\$32,683
Capital	\$1,154	\$8,381	(\$7,226)	\$417,996
CBE Fund	\$1,400	-	\$1,400	\$323,750
SCM	\$1,740	\$11,797	(\$10,057)	\$59,865
Benevolence	\$300	\$2,000	(\$1,700)	\$11,600

ii. General Fund Budget Summary up to June 30:

1. The total expense is \$1,738,446 (95.0% of the total annual budget)
2. The total net expense (minus income) is \$1,507,327 (82.4% of the total annual budget)
3. The total offering is \$1,961,051 (107.1% of the total annual budget)
4. The targeted percentage is 100% (12 months of a year)
5. The cumulative balance for the General Fund is \$222,605

iii. There was some discussion regarding potential effects of recent tax law changes to amount of charitable giving and offering; Pastor Caleb reminded that our focus should not be on offering as a means to reduce taxes, but on why we give and having a heart to give

iv. Allocation of General Fund Surplus

1. CCBMS Building Project
2. General Reserve Fund
3. Capital Fund
4. TBD

v. Accounts Overspent

1. Particular concern regarding Youth Retreat's overspending by 31.4%; discussed whether we should make an amendment to the budget; also discussed possible measures to help monitor and prevent future chances of overspending;
2. Pastor Caleb pointed out moderate overspending from Pastoral Benefit (17.2%); Pastor Caleb will review the details of where this may have come from

f. Stewardship update (Joe Ma)

i. Property projects

1. Floor cleaning- basement and 1st floor done; Chapel and 3rd floor to be scheduled
2. Wooden bridge completed; stairs to playground fixed
3. Landscaping completed
4. Concrete work; changed contractor, work in progress
5. Parking lots/ Driveways; requesting quotes
6. Replace 2nd floor carpet; considerations for sanctuary include moving of pews, extension of the stage, wiring of stage, no carpeting in baptism room due to high humidity and dampness; major changes to the stage should be reviewed by all parties during the planning and design- may need multi-party committee

7. Requesting quotes to change pew cushions
8. Other projects in pipeline
- ii. Property maintenance
 1. Water leakage in Kitchen
 2. Churchwide clean-up; removal of large item trash and unused items; plan for August or September 2018
- iii. Property Management
 1. Insurance company changed to Church Mutual
 2. Looking for replacement for Kitchen Service staff
- iv. Capital Fund Requests
 1. Wooden bridge repair (\$5000)
 2. Replace carpet in Lobby/ Hallway (\$19,895; 17,300 + contingency 15%); if include sanctuary=\$38,870; 33,800 + contingency 15% - discount \$1,600
 - a. Decision to defer pending research on square footage, pricing, etc
- g. Pastor Caleb closed in prayer and Deacon Ji-yong adjourned the meeting at 11:51 pm.