

## Meeting Minutes

### CBCGB Board of Elders (“BoE”) September 9, 2023

**Present:** Yuguang He (BoE chair), KC Chu (CBE chair), Ruike Wang (Elder), Juta Pan (Senior Pastor), Paul Huang (BOE secretary), Ye Tang (Head deacon)

**Invitees:** Patrick Chen (CB Pastor), Paul Lowe (HR manager)

**Absent:** Chaw-bing Chang (Elder), Ji-yong Wang (Elder)

**Date/time:** 09:00 - 13:00, September 9, 2023

**Location:** Hybrid meeting at Church Office Conference Room and Zoom

#### Opening Prayer (E. Yuguang)

#### Brief Sharing (E. KC)

- Sharing an article written by Pastor Chuang, our former Senior Pastor, on the Chinese churches in Greater Boston
  - In the last 20 years, the population has significantly increased. A lot of opportunity for church growth
  - Cantonese Speaking churches have been shrinking but Mandarin speaking churches are growing
  - The churches also serve the function of cultural centers. These Chinese churches are focused on evangelism.
  - There are a few weaknesses identified. The first is the cultural isolations from the American Churches and social groups. The second weakness is the generational gaps within the Chinese churches.
  - There are opportunities: the first generation migrants are highly educated professionals, who may never heard gospels. This is a good opportunity for fulfilling the Great Commandment. In addition, the collaboration with local American churches can help the world mission.
  - The Chinese churches in the greater Boston area do have a significant impact on society. The challenge is how to mentor the new migrant Christians to become the future church leaders.

#### Pastoral Staff Update for the State of the Church (P. Pan)

- General situation—Starting Fall Mode:
  - A lot of members travel or take vacations.
  - YM has no regular meeting but focus more on STM and social concern
  - No Awana program, replaced by a bi-weekly program on Friday.
  - Most of the meetings are hybrid.
  - CM hybrid/in person Friday meetings change to bi-weekly.
  - COM Newcomer Programs: 09/01, 09/08, 09/10

- Expect more people returned from travels
- Busy September schedule
  - CB Fall Retreat, 09/22-24
  - CM fall evangelistic meeting: Music evangelistic concert by Stream of Praise (讚美之泉), concert on 09/22, 23 evening, and the evangelistic sermon on 09/24 Sunday service.
  - Fall Evangelistic Retreat of COM, 09/29-10/01, speaker: 陸尊恩
  - 09/15-17: Non-CBCGB event: The Farewell Joint evangelistic meeting of Rev. Steven Tong (唐崇榮告別佈道會), Boston Symphony Hall, Some members join the preparation.
- Looking forward to October schedule
  - 54 Anniversary: Annual Report, Annual service, Annual meetings
  - Starting annual review of pastoral staff
- Some of the future plans (continued from previous)
  - Building up a Sunday service campus in the Malden area?
  - Gathering members with counseling professions (09/06 online)
  - Coordinating parents and family spiritual growth.
  - Connecting all sister churches in NE, I have been behind
  - Church governance and ministry structure's r
- Pastoral staff
  - Search of Youth Ministry staff : posting recruiting poster, and waiting for the applicants, not much progress, considering a more flexible approach
  - Pastor Morley Lee has agreed to be the speaker on Easter weekend (03/29-31), 2024.
  - Pastor Caleb Chang had lunch with pastoral staff on 08/22 and shared at CM prayer meeting
  - Church Web: IT coworkers of three congregations had preliminary talks
  - More plans for Church security such as building up the process of sexual abuse report and investigate system, Preventing the violent or gunshot events...
- [Actions]:
  - Looking for the leader for the entire church web development

### **BOD updates-Major activities and planning (Deacon Ye)**

1. Major Projects in CBCGB
  - a. Children Ministry (1st FL) Single-entry Project (security enhancement)
    - Kylie has approached Risk Management Advisors(RMA) and received their service proposal. (RMA was the service provider for Grace Chapel for their funding application)
    - The deacons have not all agreed to move forward using RMA, partially due to the cost , which is non-refundable
    - On hold to use RMA, wait for the input for the next step?
  - b. Church Main Building Roof Project
    - Contractor inspection found loosen roof concrete and rocks, which stays a potential safety issue for our congregations. The roof cracks have also caused leaking, which damaged the building.

- Thali's company will start fixing those problems soon

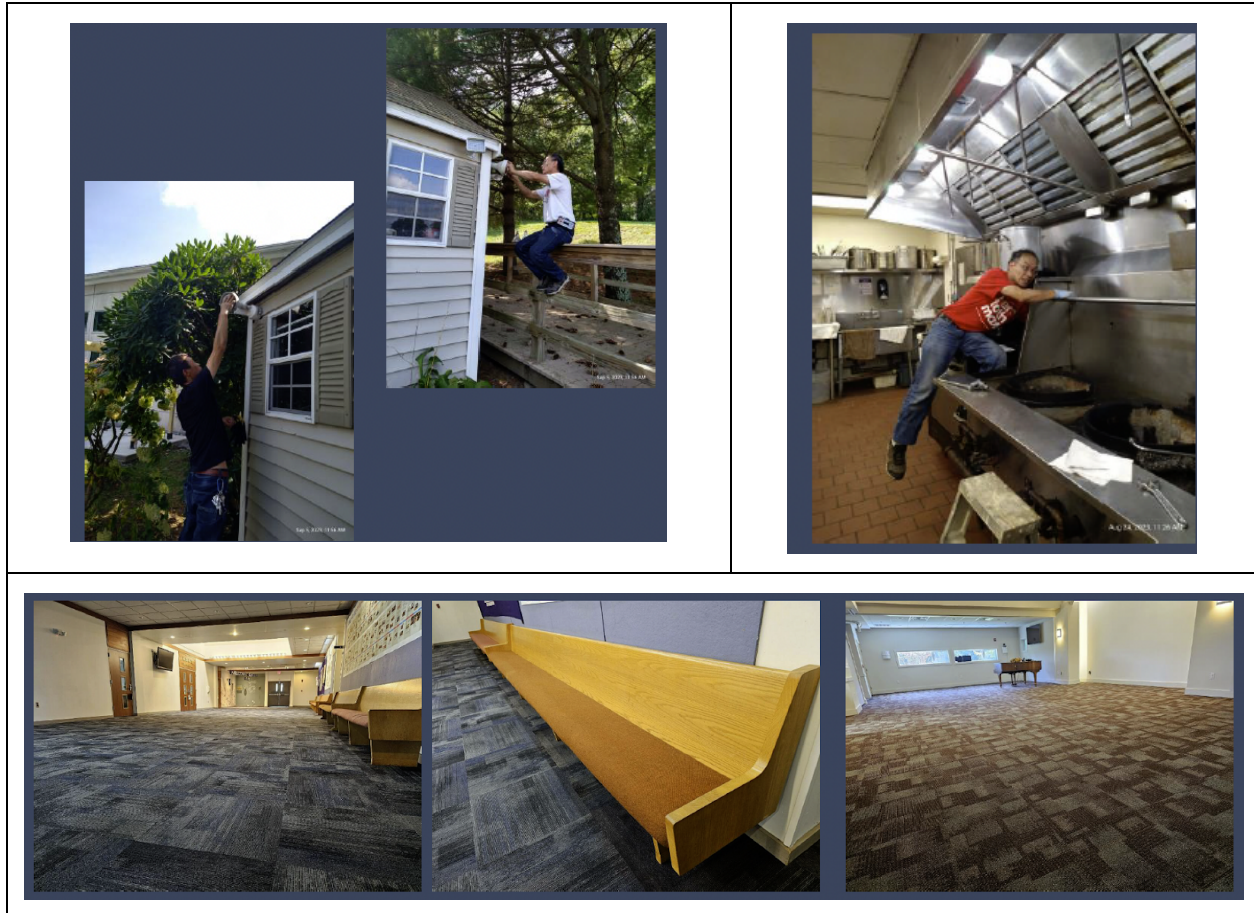


- c. Signage Project
  - Invoice from "Signarama" is \$11,141.48, which is covered by church capital fund
  - Deacons voted to approve as final
- d. Church Front Entrance Landscaping Project
  - Design diagram from brother Thomas Wang
  - Lexington Eagle Scout (referred by church member) volunteered to build up the pergola



- e. Other Property Maintenance:
  - Sunday services support
  - Church office support (bills, invoices, town inspections, etc)
  - Church-wide logistic maintenance
  - Contractors (Medford Wellington) fixed AC for different sites in the main building (sanctuary, chapel, basement)
  - Replaced all AC air filters (HVAC maintenance)

- Fixed the broken door of church office
- Fixed broken concrete outside of church office
- Deep cleaning of main building and 151 ( sanctuary and hallway carpets and pews)
- Fixing parking lot lights
- Cleaning up chapel kitchen sewer (the sewer could be clogged by discarded coffee grounds)
- Repairing and cleaning kitchen water pipes



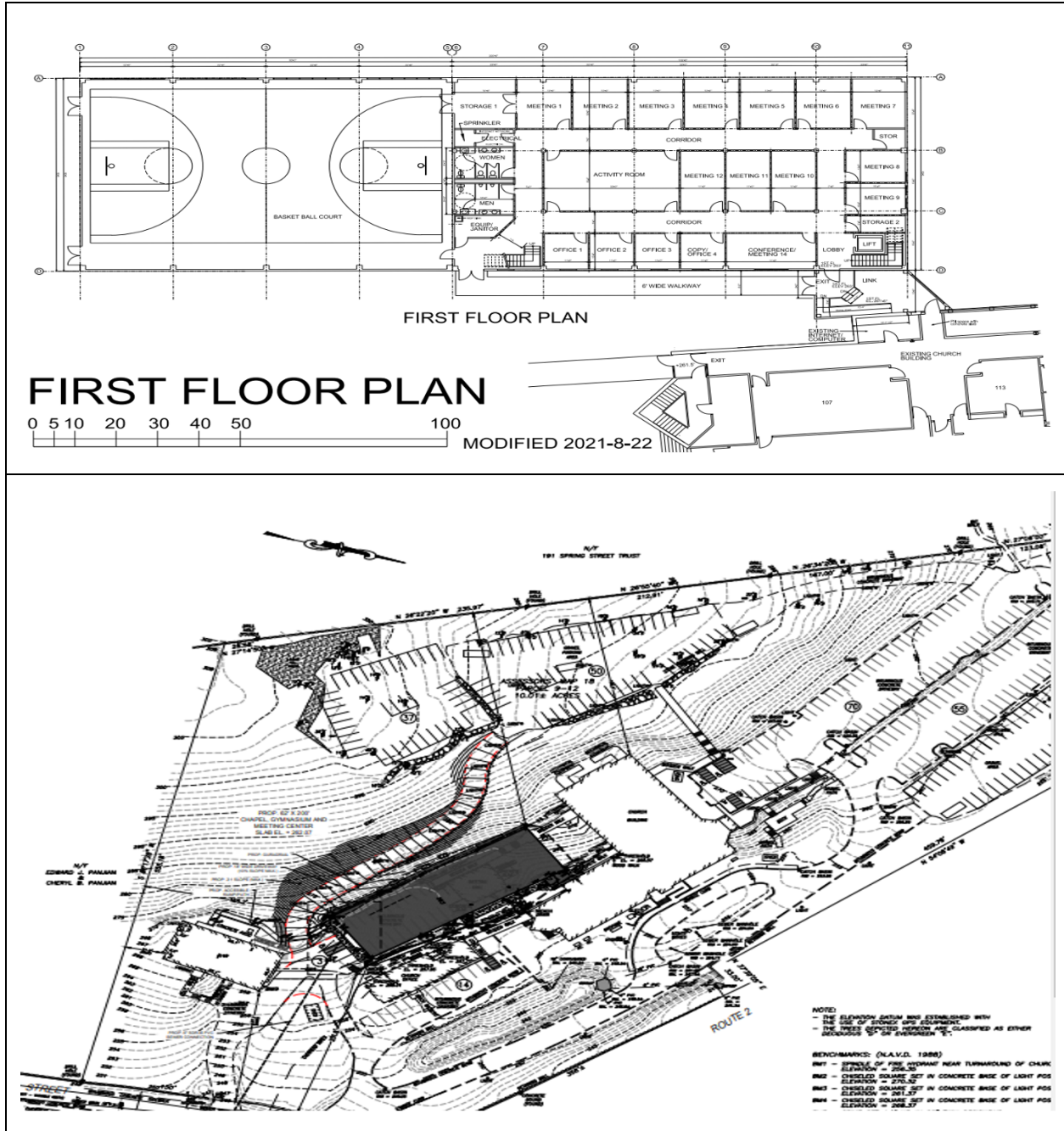
### **CBE Update (E. KC)**

- Church Building Expansion Project Updates
  - Fundraising (on going)
    1. First 21 months (from 12/18/2021 – 8/31/2023)  
Received 66 pledges total \$387,172  
Total donation received in 21 months: \$444,509
    2. Total CBE fund at the end of August, 2023 : \$1,949K
    3. Pledge participation rate is still kind of low
    4. But the number of units donating to the CBE fund is encouraging (over 160 units)

- Revised quote from Callahan/Hoffman Co, Inc.
  - Design & Build: Phase I: \$2,171K (with AC)
    - Phase IIA: \$ 384K (entire shell)
    - Phase IIB: \$1,110K
    - Phase III:\$ \$1,032K
  - Total: \$4,697K (Design & Permit: \$308K, Build: \$4,389K)

Building permit has been submitted and is waiting for Lexington Town's approval. Public hearings were held on August 9, 2023 and August 30, 2023. Contract for phase 1 & 2A had been approved and signed by BOE.

- Funding Projection For Phase I and Phase IIA
  1. Current funding by August, 2023: \$1,949 K
  2. Projected funding by July, 2024: \$ 2,129 K
  3. Phase I+2A design and build cost: \$2,555 K
  4. Shortfall: \$426 K
- Church Building Expansion Project Updates:
  - Current CBE project Plan:
    - Divide the current plan into three phases.
    - Phase one: \$2.17 mm (fundraising \$750K)
      - Multipurpose Activity Center: Indoor Gym
      - Bathrooms for multipurpose activity center
      - Bathroom fittings for the new chapel.
      - Foundation for classrooms, office and new chapel
      - **Circular driveway (paved, one direction).**
    - Phase two A: \$384K (issue 400K member loan)**  
**Built the entire shell.**
    - Phase two B: \$1.11 mm (fundraising 1.1 mm)**  
**Complete 14 new classrooms, 4 new offices.**
    - Phase Three: \$1.03 mm (fundraising \$1 mm)**
      1. **Complete the New Chapel with 355 seats.**
      2. **Improve gravel parking lot.**



- Meetings with Lexington Building Department Officials and Contractor in 2023

Initial Meeting with 6 Town Officials	Jan 25, 2023
Meetings with Contractor/Design Engineers	Jan 30, 2023
2nd Meeting with Contractor	April 10, 2023
3rd Meeting with Contractor	June 27, 2023

Lexington Town Hearing	August 9,2023
4th Meeting with Contractor	August 15, 2023
2nd Lexington Town Hearing	August 30,2023
Meeting with Conservation Committee	TBD

- Lexington Town Public Hearing additional work to be done
  - Make a “Private drive” sign at 153 Old Spring Street
  - “Wayfinding” sign indicating the CBCGB approximate distance in feet.
  - Post reminder on Sunday bulletin and update church website (reminder of the speed limit, drive slowly, etc.)
  - Speak with neighbors about the potential sign at 153 Old Spring Street.
  - Some of the items that the contractor will do but the church will pay for (estimate cost \$2,500).

- Estimate CBE Project Timeline for

Project promotion & fundraising	Dec 2021
Design and Build Contractor searching	Apr 2022
Detail design for building permit	Sep 2022
Apply for building permit	Jun 2023
Construction begins	Nov 2023
Construction complete	May 2024
Building occupancy approval	June 2024

- Contract Summary for Phase I plus Phase IIA
  - Construction Starting Date: Upon receipt of building permit.
  - Total cost: \$2,554,978. Guaranteed Maximum Cost.
  - Progress Payments: One calendar month ending on the last day of the month
  - Payment Approval:
    - Approved by the Owner and the Architect and the Owner’s Architect.
    - Payment Dates: Within 21 days after approval.
  - Retainage: 10%

Payments for a 3 year member loan with 3% interest rate						
	350K		400K		450K	
	Principle	Interest	Principle	Interest	Principle	Interest
First year payment	\$120,000	\$10,500	\$140,000	\$12,000	\$160,000	\$13,500
2nd year payment	\$120,000	\$6,900	\$140,000	\$7,800	\$160,000	\$8,700
3rd year payment	\$110,000	\$3,300	\$120,000	\$3,600	\$130,000	\$3,900
Payments for a 5 year member loan with 3% interest rate						
	350K		400K		450K	
	Principle	Interest	Principle	Interest	Principle	Interest
First year payment	\$120,000	\$10,500	\$140,000	\$12,000	\$160,000	\$13,500
2nd year payment	\$120,000	\$6,900	\$140,000	\$7,800	\$160,000	\$8,700
3rd year payment	\$110,000	\$3,300	\$120,000	\$3,600	\$130,000	\$3,900
4th year payment	\$50,000	\$3,000	\$60,000	\$3,600	\$70,000	\$4,200
5th year payment	\$70,000	\$2,100	\$80,000	\$2,400	\$90,000	\$2,700
Member loan may start on May, 2024						
Pay back may start from May, 2025						
Minimum loan amount: \$2,000 with increment of \$1,000						

**Proposal for Mission Ministry Review**

- Last review was in 2021. This upcoming review will be focused on the finance of the mission ministry
  - Budgeting and fund allocation
  - Policy review to the financial planning
- [Action]:
  - Review the policy
    - Invite pastoral staff to this review
    - Fund distribution and usage of 460 K budget
  - Review Nov. 10th

**Sep CC meeting agenda**

9/16/2023	Building 151			Notes
9:00	Opening prayer	5	Juta	



9:05	Pastoral report: Church-wide status/issues	25	Pastoral Staff	Spiritual health
9:30	BOD report	20	Ye	Operation
9:50	BOE report	15	Yuguang	Vision, policies, personnel
10:05	CBE progress report	25	KC	
10:30	Break	15		
10:45	SCM/MC ANM Proposal Presentation	25	Petek/Lilian/Jimin	15 min presentation, 10 Q/A
11:10	Quarterly Finance Report	30	Ligong/He	
11:40	Introduction of new term deacon and elder candidates	10	Ruikue/Yuguang	
11:50	54th Annual Meeting Agenda	15	Yuguang	
12:05	Closing prayer	5	Yuguang	

[Action]:

- Will discuss at CC if we should put this into the ballot of the annual meeting

### Annual Meeting Agenda

- BOE approved one candidate for the term 2024-2026

10/15/2023	Sanctuary (venmo?)	min	
11:15	Opening Prayer 禱告	2	Yuguang
11:17	Welcome New Members & Membership Commitment 歡迎新會友及會友承諾	5	Yuguang/Tuanfeng/Ruikue
11:22	Vision and Mission Statements 教會異象和使命	3	Yuguang
11:25	Deacons and Elders 執事和長老	10	Yuguang/Ruikue
11:35	Reports 報告	30	Yuguang/Ministry leads
12:05	Exhortation 勉勵	10	Juta
12:15	Q & A 問題解答	15	Jiyong/Paul
12:30	Closing Prayer 禱告	2	Juta

[Action]:

- Asking for electronic voting
- Supporting team including Elbert and Stan

**Closing prayer:** E. KC

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## Acronyms

ANM: Afghan Neighbor Ministry

BoD: Board of Deacons

BoE: Board of Elders

CB: Cross-Bridge Ministry

CBCGB: Chinese Bible Church of Greater Boston

CBCGL: Chinese Bible Church of Greater Lowell

CBE: Church Building Expansion

CBET: Church Building Expansion Team

CBEAT: Church Building Expansion Advisors Team

CC: Church Council

CCSANA: Chinese Christian Scholars Association in North America

COC: Community Outreach Commission

COPAHNI: the Fellowship of Hispanic Pastors of New England (*Confraternidad de Pastores Hispanos de Nueva Inglaterra*)

CES: Chinese-Evangelical Seminary

CESA: Chinese-Evangelical Seminary of North America

ChM: Children Ministry

CM: Chinese Ministry

COM: City Outreach Ministry

DNC: Deacon Nomination Committee

ESL: English as the Second Language

FHEPNE: Fellowship of Haitian Evangelical Pastors of New England

GPS: fellowship group for family with older children or empty nester

MaPs: fellowship group for mom and papa school parents meet saturday

HR: Human Resources

IPS: Investment Policy Statement

IT: Information Technology

MA: Master of Arts

MC: Mission Committee

MGM: Mandarin Gospel Meeting

MoU: Memorandum of Understanding

NCNI: Neighbor Church

NST: Neighborhood Support Team

NYT: New York Times

SIV: Special Immigration Visa

SS: Sunday School

SSC: Social-Security Card

TT: Total

YM: Youth Ministry