



Board Meeting Agenda

Date: 04/11/2022

Time: 7:15 PM

Location: Hsu House

Participants: Ken, Serena, Adriane, Thomas, Joyce

Meeting started: 8:15PM

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1. Check-in

2. Secularity Discussion

3. Q1 Financial Update

a. March offering - Adriane

- i. March 2022 Offering \$5,333 / Expenses \$5,949
- ii. YTD 2022 Offering \$17,431 / Expenses \$13,700
- iii. Save the Children fundraiser \$1,632

b. Worship team: new equipment

- i. Needs: Vincent to buy new music stand and also tallying up a list of what's needed → **ADRIANE: tell Vincent he can buy a music stand, forward to Ken Chuang**

c. Preparations for Ken's one month sabbatical

- i. Finances, speakers, corresponding retreat dates, delegation of tasks, people to step in for coordinating service/liturgy, etc.
 1. Discuss next board meeting the details on delegation of tasks
- ii. Timeframe Update: July
 1. Ken's spoken to Kris and Pastor John (to handle Communion and the Benediction)
 2. Stipend: Adriane to allocate \$1,250 for speakers (\$250 x 5 weeks)
 3. **KEN: think about it!**
- iii. Update: Vision Retreat will be pushed out to Sept? TBD

4. Sunday Service

a. Volunteer sign up - debrief on how it's going so far

- i. Online Zoom service: How is virtual greeting?
 1. Going well! In person members have been dropping by on Zoom to



say hi

- ii. Katie/Steven moving in June → Welcoming Team replacements
 1. **KEN: Check-in with Steven, Katie, Meg once he returns and see how transition process will go**
 2. Possible replacements: Katie & Stan Hiew → to reach out after meeting with Katie Hu/Steven

b. Set up - debrief setup issue, solutions, and Megan's contribution

- i. Additionally: several church members voiced their preference for Las Lomas as meeting space. Thoughts?
- ii. Las Lomas update:
 1. **JANET: check with City of Irvine to see if available starting this Summer (cost? \$8600 for a full year?)**
 2. **If we're able to get Las Lomas, start an outreach initiative to get more UCI grads**
- iii. Gift for Megan:
 1. Having a meal together?
 2. Care package of all her favs! **SERENA: put it together (\$100ish)**

c. COVID-19 policies moving forward in-person:

- i. Update: Keep as is, worship team/speakers will need to wear masks
- ii. **SERENA: Notify Don and Jojo they need to wear masks**
- iii. **ADRIANE: buy masks for speakers**

d. Communion bread/wine

- i. Try out two lines for Easter Service
- ii. **SERENA: ask Andrew to bake bread for Easter Service**
- iii. **KEN/JANET: buy grape juice and find cups**

e. Worship team dinner: Thomas

- i. **Update: KEN/THOMAS to plan and send email to worship team**

5. Small Group Update

a. Updates on small groups through Lent

- i. Feedback: Talking about the sermon has been really helpful during small group discussions

b. Post Easter Study



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- i. Read *Life of the Beloved* by Henri Nouwen
- ii. **KEN: send out link to sign up for Life of the Beloved**
- iii. **Update: small group leaders to meet sometime next week**
 1. Check In on the *The Making of Biblical Womanhood*.
- iv. Books will be covered by CK- Ebook option, paperback, or self purchase

6. Upcoming Services

- a. Good Friday - April 15
 - i. Dinner for setup and worship teams?
 1. Dinner served @ 5:30PM, Service starts at 7PM
 2. **ADRIANE: send dinner options out**
 - ii. Light snacks after
 1. Hot tea, cheese and crackers, grapes (Janet)
 - iii. Worship setup: Serena, Don, Jojo / Sound: Vincent
 - iv. **KEN: send email out for Good Friday setup**
- b. Easter Sunday - April 17
 - i. **Lunch catering from Panini Grill (Janet to order)**
 - ii. Decorations:
 1. **JANET: grab fresh flowers**

7. Women's Retreat

- a. Update from Joyce
 - i. **Date: July 22-24**
 - ii. Location: Big Bear
 1. Airbnb
 2. Katie will be guest speaker
 - iii. **KEN: speak to Katie about themes**
 - iv. **JOYCE: send out a save the date for July 22-24 weekend**
 1. **Should we add this to announcement?**
- b. To follow up:
 - i. Dates, church financial support, etc.
 1. \$150-200 on average for entire weekend
 2. Financial support: 50%

8. Visioning Retreat



- a. Dates: July 22 date won't work. Need to move to August or September.
 - i. Expenses will be covered: \$5,000 approved by the Board
 - ii. Switch with Women's retreat, postpone to August or September, prefer August b/c Anthony will be in school. → **JANET: confirm with board, send out announcement and figure out dates**
- b. Any updates?

9. Church Retreat 2022 → 2023

- a. Discuss ideas, themes, budget, speakers, locations, timeline, etc.
- b. Update: revisit later in the year

10. Church Social?

- a. Summer Seafood Boil ??

11. Other Church "Event" or Service Ideas

- a. Care packages
- b. Forum on theology and/or topics with faith integration
 - i. No updates
- c. Volunteer opportunities
 - i. **ADRIANE: take a look at United Way or Voice of Refugees to see volunteer opportunities**
 - 1. **JANET: ask VOR contact regarding her church and if they have volunteer opportunities we can collab on**

12. Long-Term Topics (Optional)

- a. Expansion of Pastoral Team
 - i. [Job Description for Katie](#)
 - ii. **ADRIANE: check finances to determine if financially doable. STEP 1**
 - iii. **KEN, STEP 2- communicate to Katie decision and financial situation, and she can start in August**
 - iv. **In the meantime, figure the bylaws LOL**
 - v. **ADRIANE: ask the other church about how they do part-time hire**
- b. General discussions - just notes, can redirect to Visioning Retreat :)
 - i. Church Council - nominated by Ken (and Katie) → voted in by church
 - ii. **Andrew to change bylaws on hiring and church council**
 - iii. Board changes - 2 years and staggered. Separate voting (mid-year review)



for changing bylaws per church community

13. Schedule May Board Meeting

- a. Monday, May 16th @ 7PM at Adriane's! 161 Placemark

End time: 9:52PM

Action Items:

Owner	Action Item
Ken	Provide list of tasks where Ken needs support while he's on sabbatical in July
Ken	Discuss with Katie/Steven regarding Welcoming Team process/burdens/challenges? Will need to determine tasks needed for new Welcoming Team to consider
Adriane	Let Vincent know of approval to purchase music stand
Janet	Check Las Lomas availability
Serena	Put together care package for Meg (~\$100)
Adriane	Buy masks for speakers
Serena	Ask Andrew to bake bread, tell worship leaders about masks policy
Ken/Janet	Buy grape juice, confirm enough cups for communion
Ken	Send follow up email for small group sign-ups → order books after signups
Ken	Set up small group leader meeting for May SGs
Adriane	Order dinner for Good Friday set up/Worship team (Serena, Don, Jojo, Vincent, Ken, Wesley)
Ken	Send email for Good Friday set up
Janet	Order lunch for Easter Sunday
Janet	Buy flowers for Easter Sunday
Ken	Discuss with Katie Hiew about themes for Women's Retreat
Adriane	Review Voice of Refugees volunteer opportunities



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Janet	Ask artist from VoR about volunteering together with her church
Ken	Think about forum topics
Janet	Check with Andrew on changing By Laws re: board changes, hiring process
Adriane	Look at finances for Katie budget
Ken/Thomas, post Easter	Send email to worship team to schedule dinner together
Joyce	Send a save the date email to women for retreat on July 22-24
Janet	Confirm with the board on Visioning Retreat dates + Anthony, send out another save the date email
Ken	Inform Katie on budget situation and starting in August AFTER Adriane confirms financial sustainability
Adriane	Ask other church how they do part-time hiring