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 **Board Meeting Summary**

Saturday, May 11, 2019

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The Board assembled together on May 11, 2019 to discuss church matters. Pastor Christopher Thao shared a devotion inspired by Isaiah 42:1-4, which was then followed by a prayer. The agenda was reviewed by the Board and approved for discussion.

The first item on the agenda was discussion regarding the expense incurred for Easter that was held at Rosa Parks Middle School. There appears to have been a miscommunication between the school’s contract coordinator and ELC’s Easter event chairman. It was originally discussed that the cost to rent the facility would be $20 per hour each for the gym and the multipurpose room; however, there was an oversight regarding custodian costs. The total expense for the facility doubled to $2,400.00; however, was negotiated down to $1,978.33. The Board agreed that this was a innocent error and approved to cover the additional expense.

The next item on the agenda was an update from the Building Committee. The Board was advised that the final purchase contract was received for the new church facility. Revision of the contract was discussed to include a closing period that changed from 45 days to 100 days (see Page 11, section D). This includes consideration for the seller who is in the process of purchasing another church. The Board also went over the addendum to the contract (see attached). It was discussed that the Church will vote to move forward with purchasing the church towards the end of the 100-day closing period. There are personal items specified in the contract that is excluded from the sale. The final contract is to be signed by P. Christopher this week, followed by the issuance of $20,000.00 for escrow and $10,000.00 for due diligence fees. The building inspection will then follow.

The Board has clarified that it would be beneficial to have the floor vote simultaneously when approving the purchase of the new facility and to decide whether or not to sell the current facility. It was discussed that 2 Sunday notices will be given to the church regarding the voting date which will possibly be in July or August.

The treasurer then discussed that the church’s outdated Quickbooks will need to be upgraded. A few options were discussed to decide on what would be more economical; however, it was decided that the treasurer will contact Quickbooks to obtain additional information. The Board approved the need to update Quicbooks.

Moving forward, the Board discussed the Annual Picnic Budget request. It was estimated that $1,500.00 will be need for food, $200.00 for children’s arts & crafts, $200.00 for youth activities, and $200.00 for a Volley Ball trophy. The total budget request of $2,100.00 was approved.

The Board then converse that a Building Committee should be formed to assist with the growing list of minor repairs needed. With only one staff to oversee the maintenance of the church, it was discussed that more hands will be needed to help maaintain the building. This will also be a concern once a larger facility is purchased. The Board has agreed to approve the formation of a Building Committee.

The Board then discussed the need to look for couples to lead new small groups. The 2 current small groups are growing in size and it was recommended that the leading couples of these groups should form need groups. This will allow for new leaders to rise in the current groups. It was decided that a small group committee may be needed; however, the Board will postponed formation of a committee at this time.

The Youth Ministry will have a joint event with the Capital Campaign Committee on June 1st, 2019. This event will be held at church ground with tickets to be sold at $20.00 per admission. The Youth is also considering a one-day trip to Lake Tahoe as a retreat in July. Budget request are currently pending for both of events.

It was also discussed that the College of Prayer is requesting sponsorship of college students in Thailand. Last year ELC was unable to participate. This year, there is a request for participation to return and train the leaders in Thailand. The Board will leave this open for people who may be interested.

It was mentioned that Da Chang, a graduate from Simpson College would like to participate in ELC’s Summit Prayer. He is passionate about praying and may consider membership. He is looking for people who is interested in participating in a Prayer Ministry. In addition, his brother Bee Chang and his wife is looking to become involve with the Children’s Ministry.

The Pastor who oversees all the churches in N. Vietnam has requested for donations to help build a new church. The request is for an approximate donation of $4,000.00. The Board discussed that a Love Offering request will be announced to the floor with the church matching the amount donated. Motion was approved to allow for the love offering with this tasked being assigned to the Missions Ministry to carry out.

A church member is requesting to assist another church by selling CD’s to members of the church. The Board agreed that an announcement will be authorized for June 16th and 21st after the Capital Campaign activities.

The treasurer went over the financials and presented total income for the month of April as $51,882.99. The total expense was $24,070.00. The bank balance is $300,05867, with $39,610.62 allotted to the Building Fund.

With all agenda items addressed, the meeting minutes were reviewed and approved and the meeting reached an adjournment at 11:50am.