FINAL

BOD Meeting Minutes

02 March 2025 (Sun) after 2nd Service from 12:45 pm – 2:35 pm at CBC Fellowship Hall

Attendees:

- BOD: Pastor Chris Brown, Rob Voskoyan, John Pare`, John Lippincott, Vicki Norris and Scott Huffman

- Others: Jamie Howell (Previous BOD President), Laura Howell (CLA Principal)

Meeting Items

1) **Opening Prayer – Jamie Howell**
2) **Topics/Updates (Bobbie Worthington/Laura Brown)**
   a) **Hot Water Heater Update:** Following BOD decision made on 21 Feb 2025 via e-mail, the hot water heater in the women's bathroom by church office was replaced on Saturday (March 1st) by Pro Service Plumbing & Gas [Quote #2202774 for $1,288.00]. (Bobbie Worthington)
   b) **CBC Financial Update:** Following a BOD decision made back in early February via e-mail, $50,000 was transferred from the CBC sweep account (4559) to the CBC operating account (4993) (Bobbie Worthington)
   c) **CBC Cleaning Services Update:** Tiffany and Josh Becker have begun cleaning the church on a regular basis and have received one paycheck so far. (Bobbie Worthington)
   d) **Quickbooks Status:** Per Laura Brown, Quickbooks Enterprise Desktop annual subscription (automatic renewal) was just renewed on 15 Feb 2025. CBC BOD needs to decide if we are keeping this version or moving to the SBCV online version for next year (2026). Per CLA Principal (Laura Howell), CLA should not be negatively impacted if CBC moves to the SBCV online version of Quickbooks. In addition, CLA tithes 10% of its tuition receipts each month to CBC and it is currently captured as "member contribution" in the financial records. Per Pastor Chris Brown, the CBC Bookkeeper (Laura Brown) is agreeable to handing over the bookkeeper role to the SBCV online bookkeeping service if the BOD decides it is best. Per Rob Voskoyan, he recommends deferring a BOD decision on this topic until June 2025 after the SBC decides on the SBCV future.
   e) **CBC Financial Health and Future:** A BOD meeting is scheduled for 15 March 2025 (Saturday) to finalize a proposed 2025 budget for the church body to approve. **Action: Rob Voskoyan to set up a Zoom meeting for Pastor Chris and Laura Brown to attend the CBC BOD 2025 budget meeting since they will be "out of town".** Per CLA Principal (Laura Howell), CLA can cover the total of $32K from its savings to pay the 2025 teacher increases instead of CBC covering half ($16K) if that will help improve CBC financial operational

health based on previous year results. Also, at this meeting, the BOD members and other attendees should discuss the youth pastor position and the administrative assistant and administrative director position and "way ahead" for them. In addition, the BOD plans to discuss plans for supporting Mark Drinkwater's 3-year mission trip in Japan. It was discussed that Matthew Green will be taking on the responsibilities of maintaining the church's vehicles (e.g. inspection, repairs, etc.). Also, Matthew Green will be replacing the broken drainpipe between the asphalt driveway and gravel driveway by the mailbox. In addition, it was discussed that existing CBC service contracts need to be reviewed annually to see if less expensive options are available that will meet CBC needs. **Action: Rob Voskoyan to review CBC service contracts yearly to determine if CBC is overpaying for existing services and to see if savings can be found.**

3) **BOD Nominations and Voting for President, Secretary and Treasurer (All)**

a) **BOD Membership Status:** BOD is looking for 2 additional voting BOD members to restore the BOD back to a total of seven voting BOD members for 2025. Notifications have been broadcast in the Sunday bulletins and in the CBC e-mail announcements for BOD and Treasurer nominations. Unfortunately, no BOD nominations have been received to date. Amy Nearman was praying about nominating herself, but no nomination has been received yet.

b) **BOD Treasurer Position:** Currently, two CBC members have stepped up to be considered as Treasurer: 1) Terrie Green and 2) Suzanne Roberts (membership paperwork submitted). Terrie Green is willing to serve as Treasurer if no one else better qualified is willing to serve as Treasurer. Suzanne Roberts has expressed interest in serving as Treasurer and her resume was received and reviewed. [See **Enclosure 1** – Resume for Suzanne Roberts.] Upon review of her resume, all attendees agreed that she is qualified to fill the Treasurer position. Suzanne Roberts stated via e-mail that she does not desire to be a BOD member, if that is an option for this position. Upon review of the current approved CBC Constitution and By-Laws, the Treasurer needs to be a BOD member but can be either a voting BOD member or non-voting BOD member. **Action: Pastor Chris to talk to her about being a non-voting member of the BOD. BOD Decision:** Jamie Howell nominated Suzanne Roberts as Treasurer if she is okay with the BOD expectations (use of Quick books, availability via phone or zoom for BOD meetings, and providing monthly financial reports to the BOD) and being a voting or non-voting BOD member. Rob seconded motion. **BOD voted unanimously to accept this nomination if Suzanne Rogers is agreeable to being a BOD member as Treasurer (either non-voting or voting).**

c) BOD Secretary Position: BOD Decision: Jamie Howell nominated Rob Voskoyan to continue as the BOD secretary for 2025, and Vicki seconded. **BOD voted unanimously for Rob Voskoyan to be the BOD Secretary.**

d) **BOD President Position: BOD Decision:** Rob Voskoyan nominated John Pare` as BOD President, and John Lippincott seconded. **BOD voted unanimously for John Pare` to be the BOD President.**

4) Pastor Chris Brown Update

Pastor Chris Brown provided all attendees a hard copy of his 2025 weekly schedule. He provided a digital copy for these minutes, and they are found in **Enclosure 2**. It is important for the BOD members to notice that Fridays are Pastor Chris Brown's day off. While off on those days, he will catch up on any church business that needs attention before Sunday. Starting on 23 Mar 2025 (Thursday) and the following Thursday evenings at CBC from 7 pm until 8 pm, Pastor Chris Brown plans to hold a New Member's class followed by a Spiritual Maturity class and then a Spiritual Gifts class and continue this rotation of classes throughout the year. Also, he plans to meet one-on-one with the ministry leaders to find out how things are going, what they need, and how he can pray for them. He also will be praying daily for church finances and attendance.

5) Review Status of BOD Open Actions (Jamie Howell)

Jamie Howell provided a review of the current BOD open actions. Based on feedback from the BOD members and those in attendance, some open actions were closed and others remained open with an update to their status. **Enclosure 3** provides a copy of the updated CBC BOD Action spreadsheet which includes the updated actions.

6) Closing Prayer – John Pare`

List of Enclosures:
Enclosure 1 – Resume for Suzanne Roberts
Enclosure 2 – Pastor Chris Brown 2025 Weekly Schedule
Enclosure 3 – CBC BOD Action Spreadsheet – Status of Open Actions