DRAFT

BOD Meeting Minutes

06 April 2025 (Sun) after 2nd Service from 2:10 pm – 3:30 pm at CBC Fellowship Hall

Attendees:

- BOD: Pastor Chris Brown, John Pare` (President), Rob Voskoyan (Secretary), Suzanne Roberts (Treasurer), John Lippincott, Vicki Norris and Scott Huffman

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

Meeting Items

1) **Introduce Suzanne Roberts as the new Treasurer.**
   a) **Donation:** Laura Brown stated a $20,000 donation was recently received and will be deposited into the General Operations (checking) bank account.
   b) **Treasurer Review: Action: Suzanne Roberts will contact Laura Brown for a detailed breakdown of CBC financial information to perform an independent detailed review of 2024 income and expenses and a detailed review of current 2025 income and expenses.**
2) **Ministry budget approval.**
   a) **Healthcare Shift for Pastor Chris Brown:** Pastor Chris Brown informed the attendees that his healthcare insurance was shifted to Medi-Share and he used his 2024 bonus to pay for healthcare bills.
   b) **CBC Financial Status for 2024:** Discussions took place on income levels (giving) as compared to expense levels. The BOD needs to have a clear understanding of its 2024 finances to finalize the proposed 2025 budget for church approval. For 2025, the BOD decided to split the "Building & Grounds" budget line into 2 separate budget lines for a total of $17,000:
      i. $10,200 Grounds Ministry (60% of total)
      ii. $6,800 Building Ministry (40 % of total)
3) **Salaries also need to be discussed whether they are to be increased or remain as is.** Staff salaries for 2024 and proposed salaries for 2025 were discussed. The BOD decided to consider a proposed 2025 cost of living increase of 2.5% and 3% for staff salary budget lines only (not for other staff budget items) and will decide which one to use. However, the increase is dependent on keeping budgeted expenses within expected income levels. For 2025, BOD members decided to add a budget line for staff bonuses. The BOD plans to have a 10% bonus amount budgeted but it will be contingent on BOD's review of financial health of the Church at year's end. Necessary adjustments may be made at that time. **Action: Jamie Howell to**

update the proposed 2025 budget spreadsheet based on BOD requests and send it to John Pare` for initial review. John Pare` will send it out via e-mail to BOD members and others for review and vote by voting BOD members.

4) **A decision about the Drinkwater's and the church's decision on its financial contribution to their mission.** Discussed upcoming departure of Mark Drinkwater and his family in June and his 3-yr Mission Trip in Japan. BOD decided to plan a budget item for his mission trip for $5k/year for 3 years starting in 2025.

5) **Ratifying the new HCA contract.** The HCA Second Amendment Agreement was signed by the Seller (HCA). The BOD discussed whether CBC should sign it or not. Following the discussion, John Lippincott motioned, John Pare` seconded, and all voting BOD members agreed to have the agreement signed. **Action: Jamie Howell, as the current CBC signatory, is to sign this agreement and send a digital copy of the signed agreement to the CBC Lawyer (John McManus) to pass back the Buyer (HCA).**

6) **Closing Prayer – John Pare`**