



Board of Deacons Meeting September 19, 2016

Roll Call - George Hardy, Mark Hardy, Kevin Kritzerberger, John Romero, Kamba Kalubi, Shawn Sommons, Andy Brimer. Excused: Rob Christiansen.

Discussion:

Andy Brimer gave an update on the 2017 Budget, and shared that the Elders have decided to keep all budgets (except compensation and insurance) flat. He requested that the Deacons discuss acceptable uses for the Building Fund; proposed possibly using that fund for necessary building/property repairs.

Committee Reports:

Activities [Kevin] -

- AFC fall soccer program has begun. We have 28 kids participating in the program here at EBFC. The Zumba women's fitness program will be phasing out over the next couple of months and will be replaced with just an all-around dance fitness class. More details will be coming available as we finalize the discussions.

Benevolence [Kevin] -

- Balance is around \$11K. We had an emergency meeting on August 25th to discuss the potential of large needs that could be upcoming. If all of these come through, then our balance will be below \$2,000. We put a plan in place to meet those needs but if it becomes necessary we will seek elder guidance into how to communicate the needs to the congregation.

CareGivers [Rob] -

- Nothing to report.

Church-School Liaison [Andy] -

- School Liaison- School is back in session. The 2016-2017 Facilities Agreement has been completed and submitted for approval tonight in order to present it to the Elders for signature. Please see attachment.

Community Concerns [John] -

- Bridge ministry moved to Thursday nights.

Counting [Kevin] -

- Margie Cruz has stepped down due to her moving to NC. Jeff Vidal has agreed to step aboard and help.
- Discussed new proposed procedures for vetting new counting team personnel.

Elder Liaison [Shawn] -

- Shawn reiterated what Andy mentioned earlier concerning the 2017 Budget.
- We will be doing Miracle Month again this December.

Ordinances [Kamba] -

- Nothing to report.

Property [George] -

- Attached are the minutes from our last meeting. Since then we have had the sewage pipe under the BCS shed clog again and had to have it cleaned out. We may have to proceed with having the shed moved and the pipe repaired or having the pipe routed around the shed to keep this from being an ongoing problem. We had it cleaned out less than a year ago. We still have a problem with people flushing wipes and sanitary products that should not be flushed.
- Also see attached Property Minutes.

Crisis Management [Andy & John] -

- John will be talking to Pastor Tim about scheduling a Sunday morning evacuation drill.
- Certain concerns regarding the distribution method of the Church's directory have come to the attention of the security committee. Particularly, the relative ease at which it can be acquired by someone other than a church member. Recently, an article was published discussing how groups target church members via the church's directory.
 - The security committee discussed these concerns and recommend that the Directory be taken offline immediately pending a thorough discussion / decision as to how the church wants to disseminate membership information while protecting the privacy of its members. It is also recommended the printed copies be removed from the foyer.
 - The committee recognizes the underlying purposes for the Directory is so that our members can readily and easily communicate with one another. We believe this can still be accomplished.
 - We recommend that until an exhaustive review has taken place and a plan of action has been agreed upon by leaders of the church - people can request a copy from the office, and after it is determined the person requesting the directory is a member, the office can send the person a printed copy via postal service, or an electronic copy via an attachment to an email.
 - From a law enforcement perspective, there is a lot of information listed in the Directory that a person can exploit for nefarious purposes - particular children's names and addresses. It is the committee's belief that the church has a responsibility to safeguard that information to the best of its abilities.
 - In light of the Security Team's recommendation, the consensus of the Deacon Board, as well as reference to EBFC's Personnel Handbook, Section 5.02 (cited below), a motion was made to remove the online directory, as well as the physical copies from the foyer until further discussion on the issue. The physical directories will be retained by the office staff, and given to members/congregants on request. The motion passed.
 - *"...Congregants' personal information shall not be shared with those who are not members or regular attendees of Ebenezer Bible Fellowship Church without permission from the congregant. This includes sending files (hard copy or electronic) or emails containing such data to vendors,*

solicitors, or any other individual outside of the EBFC ministry. Personal information includes but is not limited to: name, address, phone number(s), email address(es), financial giving information.”

Transportation [Mark] -

Mini-Bus

- On August 12, just prior to picking up the Discipleship Makers Belize missions team from LVIA, the upper radiator hose ruptured and the majority of the engine coolant was lost.
 - George was driving, and was able to get the bus to his house, and two days later refilled the reservoir and took the mini-bus to Mavis Discount Tire (formerly STS) in Nazareth.
 - They determined that oil dipstick cap and housing had been rubbing against the side of the hose (poor design/improper installation), and eventually wore through the hose. The dipstick housing was bent away from the hose, to prevent the issue from reoccurring.
- Received estimate of \$500 for repair to mini-bus damage (from accident in July).
 - Purchased and installed replacement left rear side marker light.
 - Deposited check, from StateFarm for the estimated amount, into Transportation’s account for Repairs and Supplies.

Van

- Replaced engine air filter prior to Youth Staff Retreat trip to Ocean Grove, NJ.

Technology [Mark] -

Wi-Fi

- Just prior to the beginning of the school year, a donated Cisco Linksys EA3500 WAP was installed in the BCS office; and then the Cisco Meraki WAP (located inside the BCS tech closet), was moved into the Kindergarten room to resolve poor signal in that room.
- Unfortunately, due to the Cisco EA3500 WAP not being a Meraki product, there were complications integrating it into the network - for the first two weeks of school, BCS had significant Wi-Fi issues throughout the Southeast, and Northeast ends of the building, as well as in the BCS Office. A few of the initial issues were related to the router’s content filter restricting web access to a few BCS devices; one of which was actually infected with some mild malware (which was removed) - the other was been blocked by the content filter unnecessarily, and the device was whitelisted as a temporary solution. The remain issues occurred because the ‘new’ WAP is incapable of ‘repeating’ the “bcseb” SSID without causing significant ‘confusion’ to certain legacy devices, as well as a large decrease in bandwidth for those devices which actually were able to connect. Eventually, the issue was resolved by setting the ‘new’ WAP to only broadcast a new SSID “BCSoffice” (only the 5Ghz band was enabled) - Wi-Fi connectivity was restoring.

Database

Different Database software options researched

- Servant Keeper 7
- Caspia
- Knack
- Awana Online check-in
- Zoho
- Quickbase
- FileMaker Pro Server 15 (hosted locally)
 - \$1,224 (two-year license)
 - 10 FMP workstation licenses
 - 10 simultaneous Web Direct/GO (I.e. Remote access) licenses
 - FMP 15 Server software

FileMaker 15 is the second cheapest option, at \$612 per year; Knack would be \$590 (best price) per year however, limited to 50,000 records and missing a few major features that FileMaker 15 has. The consensus was to pursue a 'FMP cooperative' with BCS.

Going with FMP Server 15, would require updating BCS' FMP server to host both our database as well as theirs. BCS' FMP Server: Mac Mini Intel Core 2 Duo 2.4Ghz with 2GB RAM, would need to be upgraded to its limit 8GB (free: Pastor Dick donation) and upgrade the MAC OS (free) to El Capitan. Only 'cost' concerning hardware, is 'time'/labor.

Ushers [Rob] -

- Nothing to report.

Next Meeting – November 21st, 6:30 pm

Respectfully Submitted,
Mark Hardy,
Deacon Board Secretary

Property Meeting Minutes

August 23, 2016

The latest version of the EBFC Facility usage policy approved by the Elders, is at the lawyer for his advice on the policy. The Elders added a clause to allow certain types of dancing. The approved policy is allowed to be implemented and put into use while waiting for further revisions that may come at a later date if so recommended by the lawyer.

There has been a request to remove five trees that were planted by the church many years ago at the east end of our property. The neighbor has complained that they are diseased and dying. After discussion we have decided to get quotes for removal and probably have them removed.

We had planned on having the parking lots seal coated, cracks sealed and lines repainted this year. That project got put on hold because of the new phone system that was needed. After getting quotes to do this job for next year we have found out that the large cracks that have developed from the addition added on to our lot years ago needs to have some major repair work done to preserve the lot for the long haul. We have gotten several quotes and are planning the project in two steps now. The first step would be to budget for \$25,000 to make repairs and seal existing cracks next year, 2017. Then we would have the entire lot seal coated and re-stripped the following year 2018 for an additional cost of \$19,000.

We have had leaks develop in both of the sanctuary HVAC units. Both of these units will need to be replaced later this year or next year for sure. They are both at the end of their life cycle and are around 18-19 years old. The latest quote we have for this work is around \$21,000.

There is a leak in the south side gym windows that has showed up in the ceiling of the ladies' bathroom in that area. We will look for the cause of this and try to fix the problem.

Long range projects still needing attention are replacement of the original windows on the east side of the lobby and nursery area \$12,000 and the north side of the building BCS library and classrooms 4-5, \$14,500.

Next meeting date is October 17, 2016 at 9:30 am

Prepared by George Hardy