

**Joint Membership Meeting (JMM) Information package**  
**Date: May 30, 2010      Time: 2:00p.m.      Location: Chapel**

Agenda

1. Prayer time (15 mins)
  2. Adopt agenda and welcome any new members (10 mins)
  3. Adopt last JMM meeting minutes (5 mins)
  4. Congregation Pastor reports (refer to written report) (5 mins)
    - a. Cantonese
    - b. English
    - c. Mandarin
  5. Building Committee Report: by Kelvin Chan/Alan Chow (25 mins)

Activities since last 17-Jan-2010 JMM

    - Complete flooring replacement for some of the rooms on 2<sup>nd</sup> Floor of the South Building
    - Continue designing and preparing the specification for the exterior renovation works.
    - 19-Mar-2010: Meeting with JCB's representatives: Tomson, Tony & Bill to discuss the latest issues and path forward regarding the Committee
    - 17-April-2010: Attended JCB Meeting to seek alignment and consents
    - Organize a building committee town hall meeting on May 23, 2010.
    - Building Committee Motion for JMM on 30-May-2010
      1. Motion to approve the name of the committee as Building Committee.
      2. Motion to approve the mandate of the Building Committee
      3. Motion to execute the exterior renovation work on the South Building for summer 2010.
        - Addition and replacement of windows
        - Stucco for exterior wall improvement
        - Insulation work on exterior wall
        - Installation of flashing.
        - Approve revised exterior renovation budget of \$200K.
- JCB Motion: To transfer surplus money of \$70K from General Fund to Building Fund to support the South Building renovation work. In the event of insufficient funding, Admin Board will secure additional financial includes but not limited to the possible bank loans or line of credit.
6. Mission Committee report: by Tomson Chan (5 mins)
    - JCB approved to distribute \$30K from the year 2009 mission surplus to missionary and mission organization as per mission committee meeting minutes by prorated method except for Gospel for Asia.
    - Ukraine STM for July 1 to 17, 2010. Pastor Allan Low and Crystal Sun will be attending along with 5 other team members.
  7. Summer Internship report: by Tomson Chan (10 mins)
    - JCB approved 3 months of internship for Job Chan in the Cantonese congregation starting in Sept. 2010. He will be mentored by Pastor Dan Wat.
    - JCB approved 3 months of internship of Dan Gawley in the English congregation starting in May 2010. He will be mentored by Pastor Allan Low.
    - JCB Motion: to approve \$2500 per month for each individual summer intern.
  8. Summer Worship schedule: by Tomson Chan (10 mins)
    - JCB decided to move all worships to 10:00a.m. during July & August 2010 similar to last year including children worship and nursery.
  9. JCB motion: To change the title of Shirley Wu to Youth Pastor. (5 mins)
  10. Trustee Report: by Nick Wu, Daniel Chan and Tony Mo (5 mins)

11. Treasurer report: by Tony Mo (10 mins)
- a. "Draft" Unaudited Financial Statements are made available to brothers/sisters on May 16, 2010. Internal auditor report issued by Johnny Mak is included in the Statements. The purpose is to let brothers/sisters having a chance to review the Financial Statements before presentation in JMM. If they have any questions, they may contact Tony Mo before JMM or raise it at the JMM.

- b. JCB Motion: to revise the By-Law (Article VII.2 needs 2/3 vote casted to approve this)

**Current By-law**

- 4.3.7 An Auditor shall be elected by the active voting members of the church in the Joint Annual Membership Meeting to audit the books of the Financial Secretaries and of the Church Treasurer for the current year to enable them to render a financial report at the Joint Membership Meetings, which follow after the beginning of each fiscal year.

**Proposed revision: (*changes in italic*)**

- 4.3.7 An *Internal* Auditor shall be elected by the active voting members of the church in the Joint Annual Membership Meeting to audit the books of the Financial Secretaries and of the Church Treasurer for the current year to enable them to render a financial report at the Joint Membership Meetings, which follow after the beginning of each fiscal year. *An accounting firm nominated by the Church Treasurer shall be elected by the active voting members of the church in the Joint Annual Membership Meeting to perform a Review Engagement or Audit Engagement on the Financial Statements for the current year.*

*Purpose: This is to clarify that a brother/sister is to be elected to perform internal audit. And our church shall appoint an accounting firm to perform Review Engagement or Audit Engagement on the Financial Statements.*

- c. Motion to hire S. T. Yeung Professional Corporation to be the accounting firm performing Review Engagement on our Jan/2010 Financial Statements.

- d. Motion to hire S. T. Yeung Professional Corporation to be the accounting firm performing Review Engagement on our Jan/2011 Financial Statements.

*Information: S. T. Yeung Professional Corporation should complete the Review Engagement by June 30, 2010. Tony Mo will file Information Return T3010 with Government before the deadline July 31, 2010.*

12. MUFHH55 program: Wilson Kwok (5 mins)
- JCB Motion: To approve Wilson Kwok in the MUFHH55 program for the Mandarin Ministry. He will be reporting to Pastor James Lin.

13. Other Business (10 mins)
14. Next JMM meeting: Oct. 17, 2010 2:00p.m. (Sunday)
15. Closing Prayer (Total = 120 mins)
16. Start Congregational Membership meeting. (up to 60 mins)