

Charter Oak Church Church Council Minutes

December 16, 2021 – Council Meeting

Council Members: Nathan Anderson, Cindy Carasia, Wendell Davis, Rich Hoffman, Keith Impink, Erin Irons, David Leuthold, Christina McCaffrey, Amanda Polinsky, Nick Watson, Chris Whitehead, Tom Beagan (Ex Officio)

Absent: Cindy Carasia, Nick Watson

Guest Attendance: Stan Hunt, Larry Morris, Brian Quinn, Adam Pardee, Autumn Vinopal, Jay McCaffrey, Justin Mills

Prayer – Chris Whitehead

Bible Study – Nathan Anderson

- 2 Timothy 2:24-26
- 2 Timothy 4:1-5

Review the November 2021 Meeting Minutes

- **MOTION** by Keith Impink to accept the November Council Meeting Minutes.
 - Motion 2nd by Amanda Polinsky.
 - Motion ACCEPTED.

Old Business

- Report from the Sub-Committee Team
 - The Sub-Committee Team (Nathan Anderson, Nick Watson, Ty Holler, Stan Hunt, Larry Morris) presented on possible next steps concerning the Connectional Apportionment, the United Methodist Denomination, and Charter Oak Church's possible next steps.
- Conversation ensued on the Sub-Committee's Recommendations.
- **MOTION** by Nathan Anderson to appoint a Sub-Committee to represent Church Council to meet with the New District Superintendent and Conference Treasurer to negotiate an Apportionment Resolution.
 - Motion 2nd by Amanda Polinsky.
 - Chris Whitehead ABSTAINED.
 - Motion ACCEPTED.
 - Nathan Anderson, Christina McCaffrey, and Nick Watson will represent Church Council as the approved Sub-Committee Team Members to negotiate an Apportionment Resolution with the New District Superintendent and Conference Treasurer.
- **MOTION** by Christina McCaffrey to accrue the 2022 Connectional Apportionment.
 - Motion 2nd by Nathan Anderson.
 - Motion ACCEPTED.

Charter Oak Church Church Council Minutes

December 16, 2021 – Council Meeting

Memorial Garden Report – Keith Impink

- See the attached document titled **Memorial Garden Report 12-16-21**.

Finance Report – Christina McCaffrey

- See the attached document titled **Treasurer Report 12-16-21**.
- See the attached document titled **Capital Improvements Report 12-16-21**.
 - **MOTION** by Christina McCaffrey to approve up to \$40,000 to replace the Retaining Wall at the Jeannette Campus and up to \$143,000 to replace the Frye Farm Campus Roof using \$38,000 from the Parsonage Fund Reserve, \$19,499 from Branching Out, and \$125,501 from Reserve for Future Growth for a total of \$183,000.
 - Motion 2nd by Keith Impink.
 - Motion ACCEPTED.

Comments from Visitors

- Jay McCaffrey asked if Church Council knows why the Jeannette Campus Retaining Wall is slowly collapsing.
 - Tom Beagan stated the wall was built in the 1960s and it is just the matter of it being old.

New Business

- Church Council Member Addition
 - Garth Shaner has been nominated to be added as a Church Council member, with his term beginning in January of 2022.
 - **MOTION** by Chris Whitehead to appoint Garth Shaner to Church Council, with a term start date of January 2022.
 - Motion 2nd by Wendell Davis.
 - Motion ACCEPTED.

Executive Session

- Church Council went into Executive Session.

Next Church Council Meeting

- January 27, 2022 (Frye Farm Campus and Zoom)
 - Start Time 7:00 PM

Charter Oak Church Church Council Minutes

December 16, 2021 – Council Meeting

Respectfully Submitted,
Ty Holler
December 16, 2021

DRAFT

Church Council Agenda

December 16, 2021

Frye Farm Campus

Start meeting by going thru agenda, questions will be taken from anyone at the appointed time

Prayer and Bible Study - Chris Whitehead

Review November Minutes – Wendell Davis (5 Minutes)

Old Business (45 Minutes)

- Report from Ad Hoc Team (Nathan Anderson)

Finance Report – Christina McCaffrey (15 minutes)

- Review Capital Improvements Spreadsheet (Tom)

Memorial Garden Report - Keith Impink (5 minutes)

Questions from Visitors (10 Minutes)

New Business (20 minutes)

- Present Garth Shaner as potential Council member

Executive Session (15 Minutes)

- Approve October Executive Session Minutes (Wendell Davis)
- HR Report (Amanda Polinsky)
- Executive Pastor's Report (Tom Beagan)
- Lead Pastor's Report (Chris Whitehead)

Next Meeting – January 27, 2022

Prayer: Nathan Anderson

MEMORIAL GARDEN UPDATE FOR CHURCH COUNCIL – 12/16/21

Our committee met on Wednesday November 17, 2021. Items we discussed included:

- 1) Review the financials and had a brief discussion on allowing a payment plan that involved one of two options to pay the Niche off in no more than a three-year plan
- 2) We discussed a short new video that Mitchell is going to produce which involves 3 parts:
 - a) Pastor Chris will briefly explain the biblical importance of a Columbarium
 - b) There will be a testimony from Vince Scalamogna that has already purchased a Niche
 - c) An explanation from one of the Trustees as to the next steps someone would take to inquire about the purchase of a Niche
- 3) We discussed the status of the two Memorial Benches that we purchased for along the walkway leading to the Columbarium. They arrived this week and need to be engraved before placing them in the Garden. The committee is reviewing the final wording for these two nameplates.
- 4) We discussed the remaining items that need to be completed to finish the construction work at the Columbarium. Items still remaining to be completed include:
 - a) Next spring Bo Shaffer will power wash the concrete pad and sidewalk to remove any rust marks or other defects in the concrete work and then seal all of the finished concrete.
 - b) The lighting at the pad as well as the two nearby pole lights needs completed as does the lights on the sign down at the upper Frye Farm entrance. Andy and I will address soon.
 - c) We discussed and contracted with Country Farms to provide landscaping around the area of the Memorial Garden. We are putting our faith in GOD that we will have the funds to pay for the landscaping by the time we need the money next spring! We are hoping to be able to solicit donations from people that are interested in seeing the area looking inviting and beautiful
 - d) Naomi brought a few examples of wind chimes to be placed on the retaining wall behind the Columbarium for us to determine which one we are interested in.
- 5) We have some other marketing ideas that we had previously discussed but decided to hold off until next year with doing anything more than show the video and make people aware of the Memorial Garden from the Pulpit and website.
- 6) No future meeting has scheduled at this time.

Sincerely,

Keith Impink

Treasurer's Notes: NOVEMBER 2021

** Numbers are based on a Revenue Budget of \$2,123,280, and an Expense Budget of \$2,293,180 (\$2,298,984, less \$5,804, charged to reserves)

Revenue	Aug-21	Sep-21	Oct-21	Nov-21	FYE 7/31/22		
Frye Farm	\$ 139,767.51	\$ 124,628.36	\$ 135,787.95	\$ 123,270.05	\$ 523,453.87		
Central Services	\$ -	\$ -	\$ -	\$ -	\$ -		
Crossroads	\$ 23,804.00	\$ 19,650.85	\$ 26,448.00	\$ 24,682.00	\$ 94,584.85		
Jeanette	\$ 8,154.00	\$ 5,565.00	\$ 6,832.00	\$ 6,263.00	\$ 26,814.00		
Mt Pleasant / Scottsdale	\$ 9,147.36	\$ 9,461.00	\$ 9,267.15	\$ 7,980.00	\$ 35,855.51		
Totals	\$ 180,872.87	\$ 159,305.21	\$ 178,335.10	\$ 162,195.05	\$ 680,708.23	\$ 707,760	96%
2020	\$ 171,594.80	\$ 143,798.81	\$ 138,232.86	\$ 197,629.97	\$ 651,256.44		

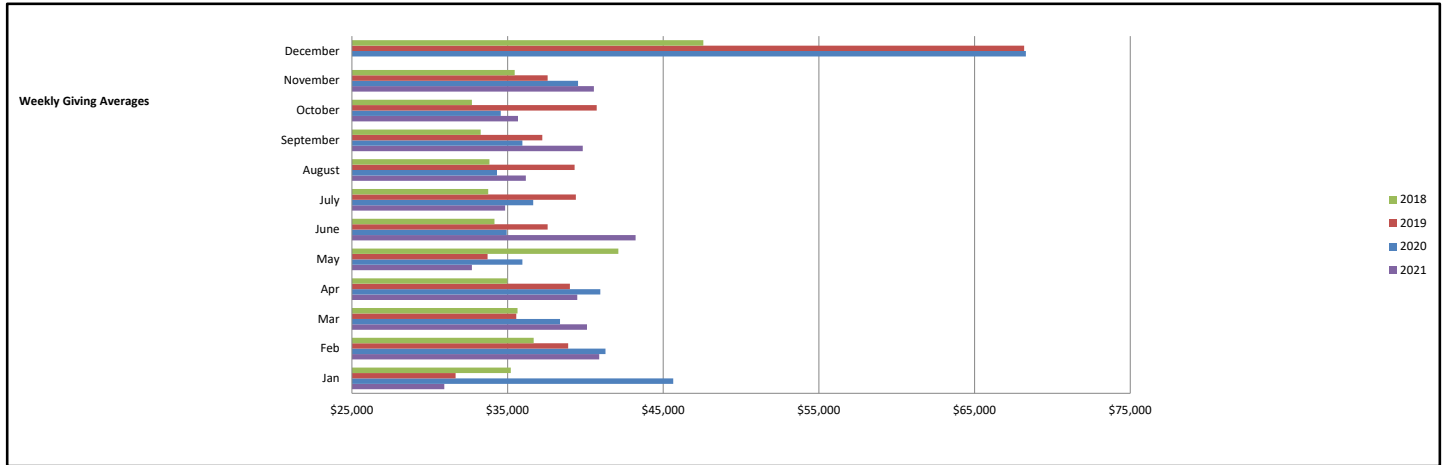
Expenses	Aug-21	Sep-21	Oct-21	Nov-21	FYE 7/31/22		
Frye Farm	\$ 102,528.69	\$ 108,534.53	\$ 119,802.30	\$ 116,883.17	\$ 447,748.69		
Central Services	\$ 1,183.43	\$ 8,602.59	\$ 12,698.79	\$ 10,977.00	\$ 33,461.81		
Crossroads	\$ 22,256.21	\$ 21,457.17	\$ 24,567.13	\$ 23,803.51	\$ 92,084.02		
Jeanette	\$ 11,521.23	\$ 10,712.88	\$ 10,912.71	\$ 11,779.48	\$ 44,926.30		
Mt Pleasant / Scottsdale	\$ 2,904.32	\$ 5,056.18	\$ 2,633.37	\$ 5,300.95	\$ 15,894.82		
Totals	\$ 140,393.88	\$ 154,363.35	\$ 170,614.30	\$ 168,744.11	\$ 634,115.64	\$ 764,989	83%
2020	\$ 156,091.37	\$ 171,793.44	\$ 167,862.44	\$ 165,595.75	\$ 661,343.00		

	Aug-21	Sep-21	Oct-21	Nov-21	FYE 7/31/22
Unadjusted Net Income	\$ 40,478.99	\$ 4,941.86	\$ 7,720.80	\$ (6,549.06)	\$ 46,592.59
Mortgage Principle	\$ (9,247.23)	\$ (9,281.91)	\$ (9,316.71)	\$ (9,351.66)	\$ (37,197.51)
Adjusted Total Profit / (Loss)	\$ 31,231.76	\$ (4,340.05)	\$ (1,595.91)	\$ (15,900.72)	\$ 9,395.08
2020 Unadjusted Net Income	\$ 15,503.43	\$ (27,994.63)	\$ (29,629.58)	\$ 32,034.22	\$ (10,086.56)

Weekly Giving Averages	Jan	Feb	Mar	Apr	May	June	July	August	September	October	November	December	Total Avg/Mo
2018	\$ 35,203	\$ 36,678	\$ 35,639	\$ 34,989	\$ 42,113	\$ 34,156	\$ 33,759	\$ 33,841	\$ 33,272	\$ 32,704	\$ 35,460	\$ 47,572	\$ 36,282.17
2019	\$ 31,660	\$ 38,897	\$ 35,554	\$ 39,001	\$ 33,715	\$ 37,571	\$ 39,384	\$ 39,310	\$ 37,234	\$ 40,726	\$ 37,572	\$ 68,187	\$ 39,900.92
2020	\$ 45,642	\$ 41,291	\$ 38,366	\$ 40,953	\$ 35,954	\$ 34,941	\$ 36,648	\$ 34,319	\$ 35,950	\$ 34,558	\$ 39,526	\$ 68,296	\$ 40,537.00
2021	\$ 30,939	\$ 40,883	\$ 40,102	\$ 39,476	\$ 32,706	\$ 43,226	\$ 34,848	\$ 36,175	\$ 39,826	\$ 35,667	\$ 40,549		\$ 37,672.46
# of weeks, compared for '19, '20, & '21	'21=5w		'19=5w; '20=5w		'20=5w; '21=5w	'19=5w		'20=5w; '21=5w	'19=5w	'21=5w	'20=5w	'19=5w	

Available Cash	
Total Cash on Hand	\$ 1,271,229.54
Hennon Fund	\$ (2,689.17)
Memorial Garden Fund	\$ (16,242.86)
Reserve Commitments	\$ (549,641.03)
Strengthening Our Future	\$ 155,570.37
Reserve for Future Growth	\$ 129,672.33
Outstanding Payables	\$ (129,954.26)
Payroll Related & Pension HSA Liability	\$ (17,372.58)
Available Cash	\$ 840,572.34

E-Newsletter Calculation	
	FYE 7/31/22
Revenue	
From P&L	\$ 680,708.23
Expenses	
From P&L	\$ 634,115.64
Campus Cost From Reserves	\$ -
Mortgage Principle	\$ 37,197.51
	\$ 671,313.15
Net Income	\$ 9,395.08



Notes:

- December 2021 (2 of 4 Weeks) - General Fund: \$99,218; SOF: \$4,792
- Audit work for FYE 7/31/21 will not begin for a number of months. (The Firm is having staffing issues.)
- The FYE 7/31/22 budget requires draws of: \$48,000 from Strengthening Our Future and \$5,804 from Branching Out.
- MPS seems to be well on its way to covering its expenses as a Missional Campus (Level 1). Per July's Council minutes, MPS will move to Growing Campus (Level 2) by March 2022.
- Contributions to Strengthening Our Future continue to be a notable amount. The average monthly contribution for 2021 is around \$12,200.
- Total amount accrued as payable to WPA United Methodist Conference for Connectional Apportionment is \$131,698.
- The \$100,499.21 in Reserve - Branching Out, is allocated as follows: \$25,000 for Healthy Marriages; \$50,000 for CR Building; \$6,000 for 2022 Interns; the remaining \$19,499.21 is unallocated.
- November's income number is overstated by approximately \$4,000, due to errors caught after reports had been issued. The correction will affect December's numbers.

Funding Priority	Campus	I or M	Brief Description	Status: Proposed Approved Completed Canceled	Latest Update	Budget Amount	Risk: High (Essential) Med (Preferred) Low (Optional)	Council Approval Required (Y/N)	Long Description	Investment Reason	Notes/Updates
1	FF	I	Replace Roof	Proposed	10/01/21	\$143,000	High	Y	New Roof for Frye Farm Building. One bid received	The roof leaks during heavy rain in multiple places throughout building	Other projects, like carpet and grand staircase, should no be completed because roof leak could damage the work.
2	jN	I	Replace Retaining Wall	Proposed	11/01/21	\$40,000	High	Y	Retaining wall was built to hold back hillside and allow for natural light in the lower level classrooms. Two bids received between 26,000 and 39,000.	Hillside is shifting and retaining wall has been slowly buckling.	The current wall is being braced with wood studs against the building.
						\$183,000	High Total				
2	CR	I	Add AED Unit	Proposed	07/30/20	\$1,275	Med	N	Add AED Unit at Crossroads	Make sure this isn't a regulatory requirement. If so, it would raise Risk to High	Not required
3	JN	I	Add AED Unit	Proposed	07/30/20	\$1,275	Med	N	Add AED Unit at Jeannette	Make sure this isn't a regulatory requirement. If so, it would raise Risk to High	Not required
4	ALL	I	Replace Staff Computers	Proposed	07/20/20	\$10,000	Med	Y	Replace 9 staff computers. Current ages are 6 to 8 years old.	Slow and at their capacity for software updates	10K, Received Firm Quote from K Miller Computing
5	FF	M	Replace Metal Roof	Proposed	01/01/19	\$225,000	Med	Y	Replace Metal Roof at FF. Non-bid estimate is \$225,000.	Need to quantify risk	
						\$237,550	Medium Total				
6	FF	I	New Carpet in Lobby	Proposed	01/01/19	\$7,500	Low	N	Replace all of the carpet from the Student Center to the front doors in the lobby and back hall past Nursery/Choir room	Cosmetic	
7	FF	I	FF Sign Replacement and Upgrade	Proposed	01/01/19	\$10,000	Low	Y	Replace current signage at each entrance depending on signage it would be \$6000 to 10,000	Cosmetic	
8	FF	I	Grand Staircase Refresh	Proposed	01/01/19	\$10,000	Low	Y	Update the wall decorations of the grand staircase. Non-bid estimate of \$5000-\$10,000	Cosmetic	
						\$27,500	Low Total				
					PROPOSED	\$448,050	Grand Total				

1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											