

# Charter Oak Church

## Church Council Minutes

May 25, 2023 – Council Meeting

**Council Members:** Nathan Anderson, Cindy Carasia, Rich Hoffman, Erin Irons, Christina McCaffrey, Adam Pardee, Brian Quinn, Garth Shaner, Autumn Vinopal, Nick Watson, Chris Whitehead, Jason Halfhill (Ex-Officio)

**Absent:** Erin Irons, Brian Quinn, Nick Watson

**Guest Attendance:** Chow Juan

**Prayer:** Autumn Vinopal

### Celebrating the Ministries of Charter Oak Church

- Frye Farm – Campus Executive Director Chow Juan
  - Executive Director Chow Juan presented to Church Council an overall update on the Frye Farm Campus's goals, metrics, and discipleship.
  - Executive Director Chow Juan provided an overview regarding what the ministries, including Outreach, Discipleship, Kids, Students, Connections, and Worship, have done over the past months and what they plan to do in the coming months.

### Review the April 2023 Meeting Minutes

- **MOTION** by Garth Shaner to accept the April Council Meeting Minutes.
  - Motion 2<sup>nd</sup> by Autumn Vinopal.
  - Motion ACCEPTED.

### Old Business

- Transition Update
  - The ongoing "To Do Check List" from Taylor Porter Law Firm and The UMC Conference was discussed.
  - The recommended changes have been made to the Articles of Incorporation and Bylaws and are being finalized by Ryan French (Taylor Porter Law Firm Attorney).
  - Ryan French is finalizing the paperwork for Charter Oak Church's new EIN number and should be available by next week.
  - The Articles of Incorporation and Bylaws will be voted on at the June 22, 2023, Church Council Meeting.
  - The Annual Conference will take place from June 14-17, 2023, in Erie, Pennsylvania.
- Results of the Denomination Global Methodist Church Recommendation Vote
  - The results of the Congregational Vote to join the Global Methodist Church were presented to Church Council and will be announced at each campus on Sunday, May 28, 2023, and will be included in the ENews on Wednesday, May 31, 2023.
    - Percentage Passed: **98.6%**

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- Capital Improvements
  - See the attached document titled **Capital Improvements Report 5-25-23**.
- Crossroads Property Purchase
  - The Garden Street / Thomas School Road (Greensburg) property has been purchased for \$194,218.51 with the intention of it being the future home of the Crossroads Campus.
- Expansion
  - Future campus expansion was discussed and the intangibles that will be needed in order to fulfill doing that.
  - The need for Discipleship vs Training in the local Global Methodist Churches and how Charter Oak Church could add value in those areas.
  - Discussion ensued on Capital Campaigns.
  - The need to get Charter Oak Church's campuses in total alignment.
  - Discussion ensued on what it would look like to hire an Executive Director – Expansion to handle specific duties of future and current campus expansion.
  - **MOTION** by Adam Pardee to approve the position of Executive Director – Expansion, with all expenses being funded from the Strengthening Our Future Fund.
    - Motion 2<sup>nd</sup> by Garth Shaner.
    - Motion ACCEPTED (5-0-2).

### Finance Report: Christina McCaffrey

- See the attached document titled **Treasurer Report 5-25-23**.

### Comments from Visitors

- None.

### New Business

- August 1, 2023 – July 31, 2024: Initial Budget Conversation
  - Church Council reviewed the breakdowns of each campus's proposed budget.
- Change of Health Care Plans for Charter Oak Church Staff
  - Charter Oak Church staff who are eligible for medical – dental – vision insurance will be changing plans from Highmark to UPMC beginning August 1, 2023.

### Executive Session

- Church Council went into Executive Session.

### Next Church Council Meeting

- June 22, 2023 (Frye Farm Campus)
  - Start Time 7:00 PM

Respectfully Submitted,  
Ty Holler  
May 25, 2023

Funding Priority	Campus	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	Resurface/Reseal Parking Lot	Proposed		TBD	High	Y	All 3 companies said a full-resurface can be held off for a 2-3 years. Their recommendation is to spot repair existing areas and re-seal/re-line lot this summer.	Repair/Resurfacing is required to avoid hazardous walking and driving surfaces.	3 Quotes received: Every Line Repair & Reseal <b>\$41,971</b> ; Brandt's Asphalt <b>\$47,600</b> ; Lovell's Asphalt <b>\$38,785</b> . My recommendation is to have this completed before winter of 2023.
					<b>\$0</b>	<b>High Total</b>				
1	ALL	Replace Staff Computers that have reached end of life	Proposed		TBD	Med	N	6 Staff will be needing upgrades.	Outdated/unreliable equipment will impact productivity as current units could stop working without notice.	Approx. cost to replace: <b>\$6,500</b>
2	FF	FF Sign Replacement/ Upgrade	Proposed		TBD	Med	N	Replace current signage at each entrance and upgrade signage in parking lots.	Cosmetic. Outdoor signage is showing its age & some signs are falling apart.	Depending on sign materials chosen: <b>\$3,000 - \$7,000</b>
					<b>\$0</b>	<b>Medium Total</b>				
1	FF	New Carpet in Lobby	Proposed		TBD	Low	Y	Replace all of the carpet from the student ministry room to the front doors in the lobby.	Cosmetic.	Working with Tony Miele to come up with an estimate of cost.
2	FF	Grand Staircase Refresh	Proposed		TBD	Low	N	Remove wall decorations on wall above staircase with a modern/more appealing design.	Cosmetic.	Quote on decoration removal and drywall/plaster repair - <b>\$3,500</b> Graphic/Vinyl design anywhere from <b>\$1,000-\$3,000</b>
3	FF	Replace Worship Center Chairs	Proposed		TBD	Low	Y	Current chairs are starting to show their age, and some some have broken and cannot be repaired. Unable to find replacements to match current chair.	Cosmetic and important first impression for members/visitors.	Cost would be approximately \$60/chair plus shipping - 520 chairs would be: <b>\$31,600</b>
4	JN	New Carpet in Worship Center	Proposed	Original	TBD	Low	Y	Replace the carpet with a more modern/easier to clean/maintain option	Cosmetic, as this is original carpet	Will be meeting with businesses in June to receive quotes.
5	CR	Add AED Unit	Proposed		TBD	Low	Y	Add AED Unit at Crossroads.	Not required to have, but good to have in a facility.	Not required. Cost: <b>\$1,500/unit</b>
6	JN	Add AED Unit	Proposed		TBD	Low	Y	Add AED Unit at Jeannette.	Not required to have, but good to have in a facility.	Not required. Cost: <b>\$1,500/unit</b>
					<b>\$0</b>	<b>Low Total</b>				
					<b>PROPOSED \$0</b>	<b>Grand Total</b>				
					<b>\$0</b>	<b>Total Complete</b>				
					<b>\$0</b>	<b>Total Projects</b>				

Treasurer's Notes: April '23

\*\* Numbers are based on a Revenue Budget of \$2,269,728, and an Expense Budget of \$2,115,124

Revenue	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	FYE 7/31/23	Budget	% of Bdgt.
Frye Farm	126,060	120,832	128,904	123,511	165,713	141,044	128,976	185,028	158,857	1,278,925		
Central Services	-	-	-	-	-	-	-	-	-	-		
Crossroads	24,238	20,008	25,156	19,630	41,136	23,671	18,812	33,358	31,395	237,404		
Jeannette	9,013	6,700	9,101	7,835	26,184	11,459	8,977	9,422	11,262	99,953		
Mt Pleasant / Scottsdale	7,679	7,702	8,732	7,752	10,016	9,449	8,534	11,888	12,563	84,315		
<b>Totals</b>	<b>166,990</b>	<b>155,242</b>	<b>171,893</b>	<b>158,728</b>	<b>243,049</b>	<b>185,623</b>	<b>165,299</b>	<b>239,696</b>	<b>214,077</b>	<b>1,700,597</b>	1,701,908	100%
2021/2022	180,873	159,305	178,335	162,195	275,910	154,763	179,505	183,689	155,215	1,629,790		

Expenses	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	FYE 7/31/23	Budget	% of Bdgt.
Frye Farm	107,283	113,376	119,867	109,597	131,271	148,729	137,651	136,315	132,272	1,136,361		
Central Services	16,226	11,281	10,057	18,934	1,413	9,951	8,649	5,180	8,006	89,697		
Crossroads	23,155	22,556	28,630	18,201	25,114	22,949	26,977	28,533	25,190	221,305		
Jeannette	10,985	11,586	11,967	11,775	12,676	13,319	13,592	12,077	12,450	110,427		
Mt Pleasant / Scottsdale	12,542	8,534	10,304	8,397	8,444	8,641	8,925	8,568	9,432	83,787		
<b>Totals</b>	<b>170,191</b>	<b>167,333</b>	<b>180,825</b>	<b>166,904</b>	<b>178,918</b>	<b>203,589</b>	<b>195,794</b>	<b>190,673</b>	<b>187,350</b>	<b>1,641,577</b>	1,579,377	104%
2021/2022	140,394	154,363	169,414	168,946	177,795	156,768	188,025	174,007	172,151	1,501,863		

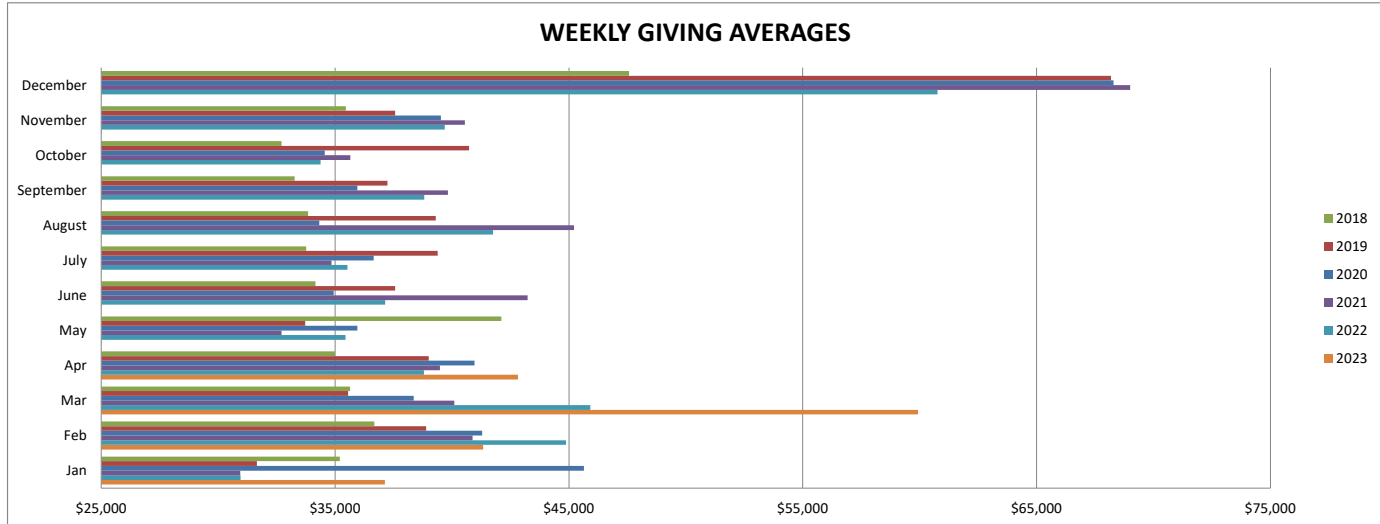
	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	FYE 7/31/23
Unadjusted Net Income	(3,201)	(12,091)	(8,932)	(8,176)	64,131	(17,966)	(30,495)	49,023	26,727	59,020
Mortgage Principle	(9,672)	(9,709)	(9,745)	(9,781)	(9,818)	(9,855)	(9,892)	(9,929)	(9,966)	(88,367)
<b>Adjusted Total Profit / (Loss)</b>	<b>(12,873)</b>	<b>(21,800)</b>	<b>(18,677)</b>	<b>(17,957)</b>	<b>54,313</b>	<b>(27,821)</b>	<b>(40,387)</b>	<b>39,094</b>	<b>16,761</b>	<b>(29,347)</b>
2021/2022 Unadjusted Net Income	40,479	4,942	8,921	(6,751)	98,115	(2,005)	(8,520)	9,682	(16,936)	127,927

Weekly Giving Averages													Weekly Avg/Mo	Comparative 4 Month Avg/Wk
	Jan	Feb	Mar	Apr	May	June	July	August	September	October	November	December		
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	\$ 35,627
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	\$ 39,901	\$ 36,278
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	\$ 41,563
2021	\$ 30,939	\$ 40,883	\$ 40,102	\$ 39,476	\$ 32,706	\$ 43,226	\$ 34,848	\$ 45,218	\$ 39,826	\$ 35,647	\$ 40,549	\$ 69,003	\$ 41,035	\$ 37,850
2022	\$ 30,953	\$ 44,876	\$ 45,915	\$ 38,804	\$ 35,449	\$ 37,142	\$ 35,532	\$ 41,748	\$ 38,811	\$ 34,379	\$ 39,682	\$ 60,762	\$ 40,338	\$ 40,137
2023	\$ 37,125	\$ 41,325	\$ 59,924	\$ 42,816									\$ 45,297	\$ 45,297
w=# of weeks	21, 22, 23=5w		19, 20=5w	23=5w	20, 21, 22 =5w	19=5w	18, 22=5w,	20, 21=5w	19=5w	21, 22=5w	20=5w	19=5w		

Available Cash	
Total Cash on Hand	\$ 1,786,136
Reserve Commitments	(915,930)
Strengthening Our Future	434,019
Reserve for Capital Improvement	99,001
Disaffiliation Fund	136,066
Outstanding Payables	(313,725)
Payroll Related & Pens. HSA Liability	(20,661)
<b>Available Cash</b>	<b>\$ 1,204,906</b>

E-Newsletter Calculation	
FYE 7/31/23	
Revenue	
From P&L	\$ 1,700,597
Expenses	
From P&L	\$ 1,641,577
Mortgage Principle	88,367
	\$ 1,729,944
<b>Net Loss</b>	<b>\$ (29,347)</b>



Notes:

1. Strengthening Our Future giving:	AUG '22	SEP '22	OCT '22	NOV '22	DEC '22	JAN '23	FEB '23	MARCH '23	APRIL '23	TTL FOR F/Y
	\$9,395	\$12,216	\$27,581	\$24,960	\$59,372	\$11,574	\$9,258	\$7,454	\$8,777	\$170,587
					17 Cont.	15 Cont.	15 Cont.		15 Cont.	
2. Disaffiliation Fund giving:	DEC '22	JAN '23	FEB '23	MARCH '23	APRIL '23	TTL FOR F/Y				
	\$102,700	\$6,290	\$8,654	\$10,162	\$10,185	\$137,991				
	18 Cont.	17 Cont.	19 Cont.		22 Cont.					