

# Charter Oak Church

## Church Council Minutes

September 28, 2023 – Council Meeting

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

**Absent:** Erin Irons

**Guest Attendance:** None

**Prayer:** Brian Quinn

### Review the August 2023 Meeting Minutes

- MOTION** by Brian Quinn to accept the August Council Meeting Minutes.
  - Motion 2<sup>nd</sup> by Cindy Carasia.
  - Motion ACCEPTED.

### Old Business

- Capital Improvements
  - The Frye Farm Campus parking lot has been resealed and was completed in two days.
  - The hot water tank at the Crossroads Campus has been replaced.
  - The compressor in the sprinkler system at the Frye Farm Campus will be replaced in October.
  - The new Facility Manager, Bryan Ball is doing a great job with fixing things across all campuses that need addressed.
  - See the attached document titled **HVAC Replacement Report 9-28-23**.
    - Bryan Ball will do a walkthrough with the HVAC company to grade all the units.
  - A priority check list will be put together and shared with Church Council at the October meeting.
- Crossroads Building Project
  - The Crossroads Building Project Team Members are as follows: Bob Carr, Bob Ross, Bryan Ball, Rick Riggle, Kay Scheller, Chris Bitz, and Jon Hartland.
  - The first team meeting will be on October 9, 2023. The team will provide a written monthly report to Church Council with an occasional in person attendance presentation.
  - The Team will start the process with Morton Building for Phase 1 of the project.
- Expansion
  - Institute
    - Vision Meeting is set for Saturday, November 4<sup>th</sup> from 9:00 AM – 11:00 AM at the Frye Farm Campus.
    - Old Testament Survey Seminar is set for Saturday, December 9<sup>th</sup> from 9:00 AM – 1:00 PM at the Frye Farm Campus.
    - Wesleyan Theology Course is set for January – March 2024 (11 Weeks) taught by Pastor Ben Phipps.
  - Campus Pastor Search

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- Looking at all options for the hiring process: outside firm, try luck for Church Staffing, or other approaches.
- Possible Search Firm – NL Moore
  - It is a six-month process from start to finish.
  - Minimum amount to use the search firm would be \$25,000.
  - The search firm will narrow the results down to five or so people that they send back to the client to do final interviews with the hope your candidate is selected within that group.
  - The search firm guarantees to fill the position, but if the hire leaves after one year, or if you don't like the remaining candidates, the process starts over for free.
  - Payments are done in four installments.
- Church Staffing
  - It is a six-month process from start to hire date.
  - It is very low cost, but not a lot of keyed in applicants and no guarantee of getting a quality candidate.
- Inside Charter Oak Church
  - Invest in those inside the "Charter Oak Church Family".
  - It is an 18-month process from hire to campus launch.
- Location
  - Looking at hiring the "who" before hiring the "what" (which is the next location).
- Sabbatical Policy
  - The Human Resources Subcommittee has come up with an initial DRAFT version of Charter Oak Church's proposed Sabbatical Policy.
  - Discussion ensued on question areas the team presented within the policy.
  - Cindy Carasia will make the needed feedback adjustments and submit an updated policy back to Church Council for the October meeting.

## Finance Report: Christina McCaffrey

- See the attached document titled **Treasurer Report 9-28-23**.

## Comments from Visitors

- None.

## New Business

- Church Wide Capital Campaign
  - Pastor Chris Whitehead presented the initial vision for the Church Wide Capital Campaign.
  - Nathan Anderson presented that Pastor Chris Whitehead travel to each campus to present in person the vision for the Capital Campaign.
- Church Council Meeting Proposal for 2024
  - Church Council discussed potentially moving the monthly meetings to the THIRD Thursday of each month starting in January 2024.

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- Moving to the third Thursday will change some procedures on month end financials, but Christina McCaffrey mentioned all financials should be able to be completed.
- Agendas will be publicly posted on the website and in the Enews Letter the two Wednesdays before each Church Council Meeting starting in October 2023.
- Families at Charter Oak Church
  - Church Council members discussed a few conversations that were brought to their attention for the need to promote a greater focus on families within all campuses.
- Charge Conference
  - The yearly Charter Oak Church's Charge Conference will be held with Church Council on October 26, 2023, at 7:00 PM at the Frye Farm Campus.

### Executive Session

- Church Council went into Executive Session.

### Next Church Council Meeting

- October 26, 2023 (Frye Farm Campus)
  - Start Time 7:00 PM
- The next Church Council meeting on October 26 will also coincide with the yearly Charge Conference that is required for the Global Methodist Church.

Respectfully Submitted,  
Ty Holler  
September 28, 2023

## Frye Farm HVAC replacement/upgrade information – 9.25.23

All units are the same age: 2005 -2006 vintage. Making them about 17 years old. The units are in good to fair condition. As discussed, the average lifespan of this type of equipment is about 15 years, however, with proper maintenance they can last a lot longer.

The units are all Refrigerant – 22 (R-22). The production of R-22 was stopped in January of 2020; however, you can still get it, but it is becoming very expensive. New units moving forward will most likely be Refrigerant – 410A (R-410A) which is the replacement for R-22, due to it not being as harsh on the environment.

Trane's recommendation is to start a 5-year plan to begin replacing units as they either start costing us a lot to repair or they begin to continually fail. We should also look at a Controls upgrade, as the existing controls system we have will eventually become obsolete.

Below are BALLPARK/BUDGET pricing to use as a starting point for replacement/upgrade plan. Since we would not be replacing all the units at once, it is important to remember several factors when figuring out the installation portion of the cost (i.e. ease to get new unit into the space, ground level units vs. rooftop, piping changes, electrical changes, etc.)

A general rule of thumb is to double your equipment price and that would give a budget for the installation portion of the costs.

Units that we currently have:

- (3) three = 7.5 ton - \$6,000 each
- (2) two = 10 ton - \$14,000 each
- (1) one = 17.5 ton - \$24,500
- (1) one = 20 ton - \$28,000
- (1) one = 27.5 ton - \$35,500

The smaller units we have, 4-ton or less, are going to be in the \$6,000 - \$8,000 range to replace and install. This would also be similar for the Heat Recover Unit and Make-up Air unit.

- (2) two = 3 ton
- (1) one = 4 ton
- (1) one = Make-up Air unit
- (1) one = Heat Recovery unit
- (2) two = Unit heaters - \$3,500 – 4,500 each

Control upgrades, we would be looking at a budget of approx. \$30,000 for the System controllers and associated unit controllers.

