

Charter Oak Church

Church Council Meeting Minutes

April 16, 2026 – Council Meeting

Council Members: Bob Carter, Wendell Davis, Duane Goodsell, Ben Little, Steve Manges, Jordan Morran, Adam Pardee, Amanda Polinsky, Brian Quinn, Larry Rybacki, Garth Shaner, Autumn Vinopal, Chris Whitehead, Jason Halfhill (Ex-Officio), Kristi Fellers (Ex-Officio)

Absent: Amanda Polinsky

Guest Attendance: Jon Hartland

Prayer: Wendell Davis

Review the March 2026 Meeting Minutes

- **MOTION** by Garth Shaner to accept the March Church Council Meeting Minutes.
 - Motion 2nd by Autumn Vinopal.
 - Motion ACCEPTED (12-0-0).

Finance Report: Larry Rybacki

- See the attached document titled **Treasurer Report 04-16-26**
 - Our annual payment was made to the GMC Allegheny West Annual Conference in March. This payment significantly affects the bottom line of expenses for the Frye Farm Campus.
 - Our financial condition is stable, predictable, and well-managed. Our financial position is very strong. Our net assets significantly exceed our liabilities.
 - In the past we set a minimum level for unrestricted cash at \$350K. Presently, we are above that level, but we need to remain mindful of this.
 - Adam Pardee suggested that we validate the strategy for unrestricted cash during this budget cycle.
 - The Finance Subcommittee has suggested that we evaluate this minimum number annually.
 - Wendell Davis stated that the unrestricted cash minimum should be based on expenses not income.

Old Business

- Follow Up from Last Meeting Decisions
 - Light Panel Upgrade at the Frye Farm Campus
 - Westmoreland Electric has recommended a company to assess the lighting panel upgrade. They did a walk-through and have ordered the parts. It will be a one-day upgrade, which will be scheduled as soon as the parts are received. The new lighting panel will have the ability to be controlled remotely.
 - Frye Farm Campus Sound Board
 - The sound board has been ordered but has not yet arrived. Sarah Cooper has scheduled training.
 - Ad Hoc Search Team for Future Council Members

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- The team has received the bylaws, the GMC requirements, and the formerly written but unapproved plan. The team has been assigned to read through all of the materials and will meet soon at an undetermined date to discuss.
- Virtual Attendance for Council Members
 - This option will be available for Council Members to attend future Council meetings in case they are unavailable to meet in-person.
 - Council Members discussed acceptable reasons for virtual attendance, including out-of-town travel, illness, or other extreme circumstances.
 - Council Members should notify Kristi in advance if they are unable to be present for any given Council meeting.
 - Jason will send the link to any Council Member who cannot attend due to any reason listed above.
- MidTown Plaza Renovation
 - Church Council Members reviewed and discussed the document titled *Church Council Presentation*, which compares cost estimates at the time of the February 2025 Church Conference vote to present costs.
 - Possible financing options were discussed.
 - Potential tenants continue to show interest in the available spaces.
 - We have a contractual agreement to begin parking lot renovations by August 2026.
 - The Finance Subcommittee recommends using the monies available in our current Lines of Credit for the most essential MidTown Plaza renovations, including the parking lot, roof, loading dock, and upstairs tenant space.
 - As president of COC Holdings, LLC, Brian Quinn requests that Church Council make a motion to authorize COC Holdings, LLC to utilize existing Charter Oak Church Line of Credit funds to complete renovations to the parking lot, Crossroads roof, and repairs/updates to the loading dock, and vacant office spaces.
 - **MOTION** by Steve Manges, in response to the request from the LLC Board, to extend a loan to COC Holdings, LLC of up to \$801,444 from the Charter Oak Church Lines of Credit for MidTown Plaza renovations.
 - Motion 2nd by Jordan Morran.
 - Motion ACCEPTED (12-0-0).
 - Adam Pardee requested from the Finance Subcommittee a firm date for the provision of a report to Church Council Members, so that final costs and financing can be discussed next month.
- Executive Director Report (Jason Halfhill)
 - We saw a remarkable increase year-over-year in Ash Wednesday, Holy Thursday, Good Friday, and Easter attendance.
 - Student Ministries across all campuses will be attending the Annual Encounter Youth Conference sponsored by the Allegheny West Conference of the GMC April 24th – 26th. This conference gathers churches across our denomination to encounter God in worship and Bible study. There will be 20 students and 6 leaders attending the conference.
 - Missions at Charter Oak Church
 - On Mission Conversation Series: A new addition to Missions at Charter Oak Church are Online Worker Conversations with our various workers across the

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globe. These online events are open to anyone and will provide insight for what God is doing in their locations.

- Online Worker Conversation: Northern Michigan – Tuesday, April 28th
7:00-7:45PM
- Big Creek Mission Trip will be April 18th – 25th with 41 committed goers. Our previous high for a Big Creek Trip was 26.
- Intro To Missions Journey Class will be held at the Jeannette Campus Thursday, April 30th from 6:00 – 8:00PM.
- NYC Missions trip will be May 7th – 10th. Our team will support the work of Global Gates and a long-term missionary among West African Muslims. They will serve by teaching English, share meals and fellowship, prayer walk, visit a mosque, and worship with other nations.
- The Charter Oak Church Institute
 - “The Puzzle of Predestination” seminar will be held on Saturday, May 16th from 8:30 – 11:00AM @ the Frye Farm Campus. This seminar tackles one of Christianity’s most debated questions through the lens of Arminian theology – the view embraced by John Wesley, founder of Methodism.
- Our next Baptism Sunday is scheduled for May 17 across all campuses.

Questions/Comments from Visitors

- None

New Business

- Parental Leave Policy (Autumn Vinopal)
 - Our current Staff Parental Leave Policy states, “Full-time staff members are granted 80 hours of paid leave upon the birth of their own child or the placement of a child with the employee in connection with adoption or foster care. Leave must be taken within six months of birth/placement and days must be scheduled and approved in advance by the employee’s Direct Supervisor. This leave is granted in addition to any other approved paid leave, such as sick time and vacation.”
 - The HR Subcommittee met and discussed the Parental Leave Policy. They recommend increasing our staff paid parental leave from two weeks to four weeks.
 - **MOTION** by Autumn Vinopal to increase our staff paid parental leave from two weeks to four weeks effective immediately.
 - Motion 2nd by Garth Shaner.
 - Motion ACCEPTED (12-0-0).
- Vote to Repay Loan from Memorial Garden Fund Purchase
 - On August 26, 2021, Church Council made and accepted a motion “to approve an interest free loan in addition to the previous August 2020 loan of \$40,000 from the Parsonage Fund Reserve in the amount not-to exceed \$25,000, to be used to pay any remaining balance owed for the Memorial Garden with all funds from both loans to be paid back to the Capital Improvement Fund.”
 - Jason Halfhill recommends that we move the funds from the Key Bank account to the COC Memorial Garden Reserve Fund.
 - We will revisit this motion at next month’s meeting.

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- Frye Farm Parking Lot Resealing
 - We are at the 2-year mark and need to reseal the Frye Farm parking lot. We have received a quote for resealing, line painting, patching, and crack sealing. The cost of this project is \$53,500.
 - **MOTION** by Bob Carter to approve the cost of repaving the Frye Farm Campus parking lot in the amount of \$53,500, not to exceed \$56,000, to be paid from the Frye Farm Capital Improvement Fund.
 - Motion 2nd by Duane Goodsell.
 - Motion ACCEPTED (12-0-0).
- Business – Roles and Responsibilities of Central Services; Review Q1
 - Jason Halfhill reviewed the roles and responsibilities of Central Services, who are the support system for all campuses. The staff on this team includes Executive Director of Central Services, Business Manager, Communications Manager, Facilities Manager, Missions Manager, and Executive Assistant to the Lead Pastor.
 - Chris Whitehead provided Council Members with the Q1 2026 Quarterly Report. This report will be provided to the congregation in the giving letters, on the website, and in the e-newsletter.
- Ministry – Student Ministry: What’s Happening across Campuses (Wins, Challenges, Stories)
 - The Mount Pleasant-Scottsdale Campus is focusing on daily Bible reading together. The students are reading their Bibles with their Student Ministry friends, but are also inviting their unchurched friends and their families to join in. Two students that participated in Club Ramsay have joined Student Ministry.
 - The Jeannette Campus has borrowed a church van to pick up students. The majority of students who attend Jeannette’s Student Ministry do not attend the Jeannette Campus on Sunday mornings. Meetings begin with a full dinner. Many students had a dramatic experience of repentance at a recent gathering. Last fall, the congregation stepped up to support a family who had to quickly leave their home due to sensitive issues. These students are still attending Student Ministry.
 - The Crossroads Campus has seen many students bring friends to Student Ministry. Students are participating on the Worship team. Friendships are blossoming and relationships are growing.
 - A highlight from the Frye Farm Campus is the spiritual growth seen in a young man who has prioritized Student Ministry over the past two years.

Open Items for Next Month’s Meeting

- Reprisal of Memorial Garden Repayment
- Campus 5 Discussion

Executive Session

- Church Council went into Executive Session.

Next Church Council Meeting

- Thursday, May 21, 2026

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Respectfully Submitted,
Kristi Fellers
April 16, 2026

DRAFT

Treasurer's Notes: Mar '26

** Numbers are based on a Revenue Budget of \$2,711,103, and an Expense Budget of \$2,590,854

Revenue	8 MONTHS ENDED									Budget	% of Bdgt.
	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	03/31/26		
Frye Farm	165,517	155,136	268,980	198,655	231,004	139,212	168,067	201,236	1,527,807		
Central Services	-	-	-	-	-	-	-	-	-		
Expansion	983	-	408	359	104	-	690	461	3,005		
Crossroads	31,423	24,257	22,744	27,576	49,163	24,183	32,987	36,527	248,860		
Jeannette	10,936	26,063	10,181	12,596	14,365	11,591	10,813	22,084	118,629		
Mt Pleasant / Scottdale	15,172	10,381	10,388	14,032	11,090	9,358	10,668	12,399	93,487		
Totals	224,031	215,837	312,701	253,218	305,726	184,343	223,225	272,707	1,991,789	2,711,103	73%
2024/2025	165,873	207,236	181,720	186,195	267,600	217,534	191,964	258,273	1,676,395	Note>8/12=	67%

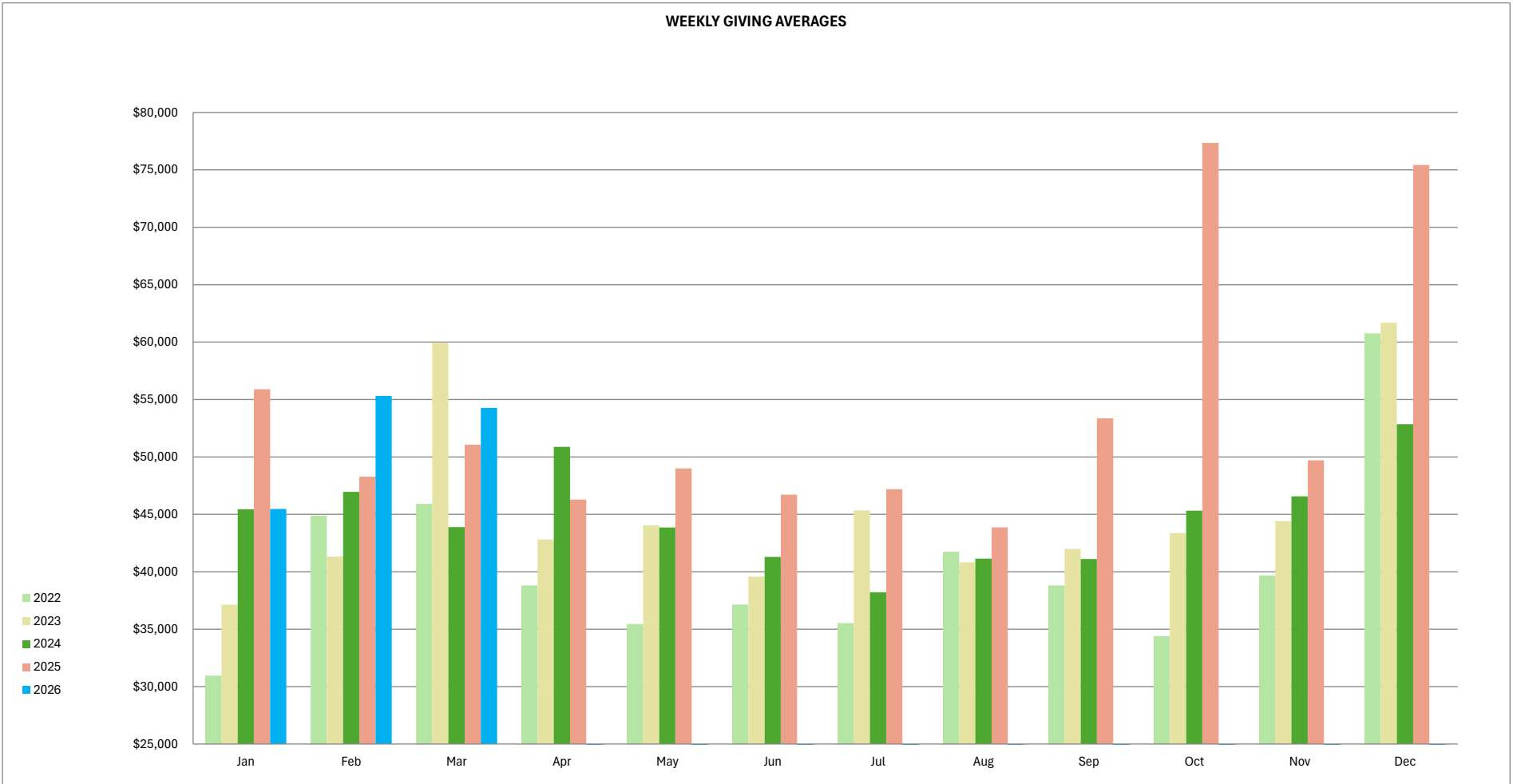
Expenses	8 MONTHS ENDED									Budget	% of Bdgt.
	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	03/31/26		
Frye Farm	103,532	115,677	141,111	139,733	143,181	113,484	121,843	201,492	1,080,053		
Central Services	20,326	30,341	7,478	19,138	13,221	35,584	26,792	20,141	173,021		
Expansion	983	-	408	359	104	0	690	461	3,005		
Crossroads	29,518	28,134	28,276	29,365	34,739	28,197	35,903	34,037	248,169		
Jeannette	12,432	15,436	14,341	14,135	15,214	14,672	17,524	16,140	119,894		
Mt Pleasant / Scottdale	5,026	5,277	6,761	5,219	5,421	5,490	7,127	6,568	46,888		
Totals	171,817	194,865	198,375	207,949	211,880	197,426	209,879	278,839	1,671,030	2,590,854	64%
2024/2025	185,306	182,865	186,552	194,300	173,651	209,565	195,280	253,238	1,580,757	Note>8/12=	67%

	8 MONTHS ENDED									Budget
	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	03/31/26	
Unadjusted Net Income	52,214	20,972	114,326	45,269	93,846	(13,083)	13,346	(6,132)	320,758	120,249
Mortgage Principal	(8,956)	(9,004)	(9,248)	(9,101)	(9,101)	(9,101)	(9,247)	(9,868)	(73,625)	
Adjusted Total Profit / (Loss)	43,258	11,968	105,078	36,168	84,745	(22,183)	4,099	(16,000)	247,134	
2024/2025 Unadjusted Net Income	(19,433)	24,371	(4,832)	(8,105)	93,949	7,969	(3,316)	5,035	95,638	

Available Cash	Mar-26	Feb-26	
Total Bank Accounts	1,437,594	1,451,321	(13,727)
Outstanding Payables / Prepaids	-	(144,434)	(144,434)
Payroll Liabilities	(23,939)	(23,407)	532
Reserve Commitments	(1,024,582)	(985,682)	38,900
Unrestricted Cash	\$ 389,073	\$ 297,798	\$ 91,275

Balances of Select Reserve Accounts:	Mar-26	Feb-26	
Crossroads Future Start Up	215,236	214,195	1,041
Reserve for Capital Improvement	248,389	241,951	6,438
Strengthening Our Future	205,520	212,450	(6,930)
COC Holdings LLC Operating Account	37,691	46,166	(8,475)
Reserve Capital Campaign	-	8,295	(8,295)

WEEKLY GIVING AVERAGES



Weekly Giving Averages	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Weekly Avg/Mo
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
2023	\$ 37,125	\$ 41,325	\$ 59,924	\$ 42,816	\$ 44,036	\$ 39,578	\$ 45,339	\$ 40,816	\$ 41,980	\$ 43,368	\$ 44,415	\$ 61,679	\$ 45,200
2024	\$ 45,450	\$ 46,953	\$ 43,891	\$ 50,883	\$ 43,857	\$ 41,296	\$ 38,216	\$ 41,142	\$ 41,107	\$ 45,324	\$ 46,573	\$ 52,860	\$ 44,796
2025	\$ 55,892	\$ 48,285	\$ 51,064	\$ 46,289	\$ 48,993	\$ 46,715	\$ 47,192	\$ 43,869	\$ 53,363	\$ 77,341	\$ 49,700	\$ 75,419	\$ 53,677
2026	\$ 45,472	\$ 55,318	\$ 54,268										\$ 51,686
w=# of weeks	'23=5w		'24, '25, 26 = 5w	'23=5w	'22, 26 = 5w	'24, '25 = 5w	'23 = 5w	'25, 26 = 5w	24 = 5w	'23 = 5w	'25, 26 = 5w	'24= 5w	