

Charter Oak Church Church Council Minutes

January 27, 2022 – Council Meeting

Council Members: Nathan Anderson, Cindy Carasia, Rich Hoffman, Keith Impink, Erin Irons, David Leuthold, Christina McCaffrey, Adam Pardee, Brian Quinn, Garth Shaner, Nick Watson, Chris Whitehead, Tom Beagan (Ex Officio)

Absent: Rich Hoffman

Guest Attendance: Tim Chappell, Autumn Vinopal

Prayer – Nathan Anderson

Bible Study – Chris Whitehead

- Book Study: *The Great Evangelical Recession* by John S. Dickerson.
 - Please read Chapter 1 for February's Church Council Meeting.

Review the December 2021 Meeting Minutes

- **MOTION** by Erin Irons to accept the December Council Meeting Minutes.
 - Motion 2nd by Brian Quinn.
 - Motion ACCEPTED.

Old Business

- Church Council Sub-Committee Meeting Update
 - Nathan Anderson spoke to Church Council regarding the meeting dialogue between the Charter Oak Church Sub-Committee representatives (Nathan Anderson, Christina McCaffrey, Nick Watson) and the District Superintendent, Paul Ritchey, and Conference Treasurer, Roger White, on January 9, 2022.
 - Charter Oak Church remitted payment of \$150,512 to the Conference on January 12, 2022, for the 2021 Connectional Apportionment.
 - Paul Ritchey and Roger White said they will look into the concerns and get back to Church Council with an answer, when available.
- Church Council Transitional Team
 - **MOTION** by Nathan Anderson to create and appoint a Transitional Team to advise Church Council on Denominational related subjects.
 - Motion 2nd by Brian Quinn.
 - Chris Whitehead ABSTAINED.
 - Motion ACCEPTED.
- Information from John Seth
 - Charter Oak Church is hosting the Wesleyan Covenant Association (WCA) on Saturday January 29, 2022, at the Frye Farm Campus.
 - In the process of working on Annual Conference legislation for disaffiliation.
 - September 25, 2022 – Global Methodist Church will be started.

Charter Oak Church Church Council Minutes

January 27, 2022 – Council Meeting

- Seeking to raise \$10,000 for conference WCA work.

Memorial Garden Report – Keith Impink

- The Memorial Garden benches have arrived.

Finance Report – Christina McCaffrey

- See the attached document titled **Treasurer Report 1-27-22**.
- See the attached document titled **Capital Improvements Report 1-27-22**.
- See the attached document titled **Capital Improvements and Maintenance Requirements Report 1-27-22**.
 - Charter Oak Church has a \$657,000 Risk Assessment on Capital Improvements and Maintenance Requirements.
 - Church Council discussed the possible ways to itemize the risk assessments.
- Interim Church Council Treasurer for Christina McCaffrey
 - Discussion occurred on the possible replacements to take over as the INTERIM Treasurer for Church Council.

Comments from Visitors

- None.

New Business

- Denomination Next Steps
 - Wesleyan Covenant Association
 - **MOTION** by Nathan Anderson for Charter Oak Church to join the Wesleyan Covenant Association (WCA) at a cost of up to \$2,000 total (\$1.50 per member) from the Strengthening Our Future Fund with a start date of January 2022.
 - Motion 2nd by Nick Watson.
 - Motion ACCEPTED.
- Journey Class
 - Topics on potential Journey Class offerings are being put together and will be shared once those are finalized.
 - Nathan Anderson, Christina McCaffrey, and Garth Shaner will lead from Church Council.
- Organizational Clarity
 - **Mission:** To reach out to those who are searching and equip believers to become fully devoted followers of Jesus.
 - **Engagement:** 6 Marks of a Disciple = how we take ownership of our discipleship.

Charter Oak Church Church Council Minutes

January 27, 2022 – Council Meeting

- **Core:** Essential environments, products, and processes of our church that help us accomplish our mission and lead people into deeper engagement. These are core offerings that are required to be a Charter Oak Church campus no matter the size or model.
- **Campus:** Execute core & lead people into engagement.
- **Central:** Provide cross campus products & services, fulfills cross campus policies and procedures.
- **Expansion:** Plans for future locations, fills the future leadership pipeline, gives direction for early start up home and community groups.
- 2022 Crucial Objectives
 - Prayer
 - Denominational Next Steps
 - Campus Expansion Plan
 - Communication Plan
 - New Location for Crossroads Campus
 - Capital Improvements
- Intern Program
 - **MOTION** by Nick Watson to designate up to \$6,500 from the Strengthening Our Future fund to use for the 2022 Intern Program.
 - Motion 2nd by Erin Irons.
 - Motion ACCEPTED.

Executive Session

- Church Council went into Executive Session.

Next Church Council Meeting

- February 24, 2022 (Frye Farm Campus)
 - Start Time 7:00 PM

Respectfully Submitted,
Ty Holler
January 27, 2022

Treasurer's Notes: DECEMBER 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)

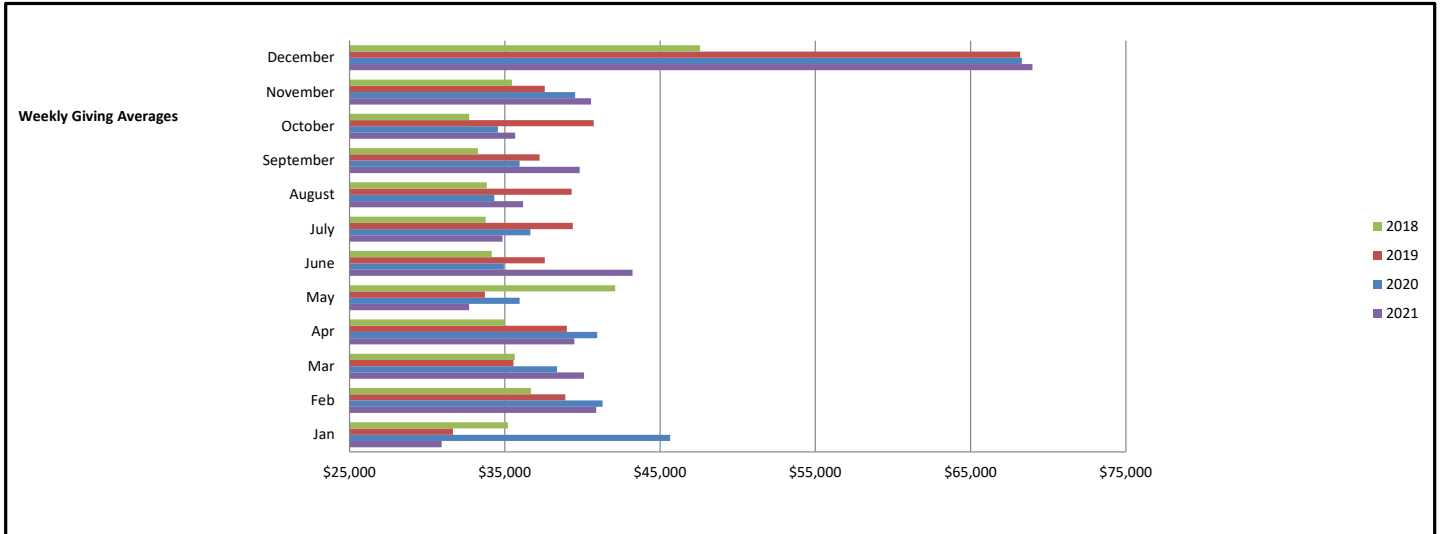
Revenue	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	FYE 7/31/22		
Frye Farm	\$ 139,767.51	\$ 124,628.36	\$ 135,787.95	\$ 123,270.05	\$ 210,433.30	\$ 733,887.17		
Central Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Crossroads	\$ 23,804.00	\$ 19,650.85	\$ 26,448.00	\$ 24,682.00	\$ 39,392.87	\$ 133,977.72		
Jeannette	\$ 8,154.00	\$ 5,565.00	\$ 6,832.00	\$ 6,263.00	\$ 13,479.52	\$ 40,293.52		
Mt Pleasant / Scottsdale	\$ 9,147.36	\$ 9,461.00	\$ 9,267.15	\$ 7,980.00	\$ 12,604.00	\$ 48,459.51		
Totals	\$ 180,872.87	\$ 159,305.21	\$ 178,335.10	\$ 162,195.05	\$ 275,909.69	\$ 956,617.92	\$ 884,700	108%
2020	\$ 171,594.80	\$ 143,798.81	\$ 138,232.86	\$ 197,629.97	\$ 273,183.87	\$ 924,440.31		

Expenses	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	FYE 7/31/22		
Frye Farm	\$ 102,528.69	\$ 108,534.53	\$ 119,802.30	\$ 119,904.53	\$ 143,752.12	\$ 594,522.17		
Central Services	\$ 1,183.43	\$ 8,602.59	\$ 12,698.79	\$ 7,015.99	\$ (15,570.97)	\$ 13,929.83		
Crossroads	\$ 22,256.21	\$ 21,457.17	\$ 24,567.13	\$ 23,803.51	\$ 26,982.10	\$ 119,066.12		
Jeannette	\$ 11,521.23	\$ 10,712.88	\$ 10,912.71	\$ 11,779.48	\$ 11,237.14	\$ 56,163.44		
Mt Pleasant / Scottsdale	\$ 2,904.32	\$ 5,056.18	\$ 2,633.37	\$ 5,300.95	\$ 10,882.52	\$ 26,777.34		
Totals	\$ 140,393.88	\$ 154,363.35	\$ 170,614.30	\$ 167,804.46	\$ 177,282.91	\$ 810,458.90	\$ 956,237	85%
2020	\$ 156,091.37	\$ 171,793.44	\$ 167,862.44	\$ 165,595.75	\$ 172,232.24	\$ 833,575.24		

	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	FYE 7/31/22
Unadjusted Net Income	\$ 40,478.99	\$ 4,941.86	\$ 7,720.80	\$ (5,609.41)	\$ 98,626.78	\$ 146,159.02
Mortgage Principle	\$ (9,247.23)	\$ (9,281.91)	\$ (9,316.71)	\$ (9,351.66)	\$ (9,386.72)	\$ (46,584.23)
Adjusted Total Profit / (Loss)	\$ 31,231.76	\$ (4,340.05)	\$ (1,595.91)	\$ (14,961.07)	\$ 89,240.06	\$ 99,574.79
2020 Unadjusted Net Income	\$ 15,503.43	\$ (27,994.63)	\$ (29,629.58)	\$ 32,034.22	\$ 100,951.63	\$ 90,865.07

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	\$ 68,978	\$ 40,281.25
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	\$1,441,719.70
Hennon Fund	\$ (2,689.17)
Memorial Garden Fund	\$ (16,243.55)
Reserve Commitments	\$ (605,384.55)
Strengthening Our Future	\$ 158,902.05
Reserve for Future Growth	\$ 139,664.33
Outstanding Payables	\$ (157,368.46)
Payroll Related & Pens. HSA Liability	\$ (17,813.85)
Available Cash	\$ 940,786.50
E-Newsletter Calculation	
FYE 7/31/22 Revenue	\$ 956,617.92
From P&L	
Expenses	
From P&L	\$ 810,458.90
Mortgage Principle	\$ 46,584.23
	\$ 857,043.13
Net Income	\$ 99,574.79



- Notes:
1. January 2022 (3 of 5 Weeks) - General Fund: \$110,273; SOF: \$55,336
 2. Audit work for FYE 7/31/21 will begin the week of 1/24/22.
 3. The FYE 7/31/22 budget requires draws of: \$48,000 from Strengthening Our Future and \$5,804 from Branching Out.
 4. MPS seems to be well on its way to covering its expenses as a Missional Campus (Level 1). Per July 2021 Council minutes, MPS will move to Growing Campus (Level 2) by March 2022.
 5. Contributions to Strengthening Our Future continue to be a notable amount. The average monthly contribution for 2021 was \$11,823.
 6. Total amount accrued as payable to WPA United Methodist Conference for Connectional Apportionment as of 12/31/21 was \$150,512; The entire amount was paid on 1/12/22.
 7. November's expense numbers for Central Services and Frye Farm have been adjusted since the issuance of the Treasurer's Report.
 8. In December, Council approved capital repairs totalling \$183,000. Funding will be drawn from the following reserves: Parsonage Fund Reserve, Branching Out & Reserve for Future Growth

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				

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Capital Review Buildings		Installed	Life Yrs			Est Replace \$
HVAC Original	FF	2006	15		Bid from Trane in 2021	\$ 212,000
Water Heater	FF up	2006	15	In kitchen		\$ 8,000
	FF down	2006	15	room 106		\$ 8,000
Carpeting	FF	2006	??			\$ 12,000
Parking Lot	FF	2006	??	2006, added 2 lots 2012	Sealing and patching was 24K, estimate is for full recap of all	\$ 200,000
Generator	FF	2006	25	Cummins	Annually serviced, working fine	\$ 15,000
Stove, Gas	FF	2006	10		Kitchen Equip	\$ 5,000
Dishwasher	FF	2006	10		Kitchen Equip	\$ 6,000
Double Convection Oven	FF	2006	10		Kitchen Equip	\$ 8,500
Ice Machine	FF	2006	10		Kitchen Equip	\$ 1,500
HVAC Addition	FF Addition	2010	15		Cost includes control unit that we are not using now	\$ 18,000
Benches top of hill	FF	2010	??		Need repaired	\$ 500
	CR	2015	10	2 roof top units	Maint tech, these are in great shape and running splendidly	\$ 15,000
Mitsubishi Units	JN	2015	10	7 wall mounted	1 in pastors office new, balance came with building	\$ 21,000
Boiler System	JN	2015	25			\$ 12,000
	CR	2015	??			\$ 7,500
Outdoor Freezer	FF	2016	10		Food Bank	\$ 14,000
Freezer	FF	2016	10		Kitchen Equip	\$ 2,500
A/C Sytem	JN	2017	15	in attic		\$ 19,000
Fridge	FF	2018	10		Kitchen Equip	\$ 2,000
Camera System	FF	2012 piece mea	??		10 Cameras	\$ 16,000
	Servers	2012-2018	Various		total of 3, internet, cameras, main(only a year old)	\$ 4,000
	CR	2015 piece mea	??		2 Cameras	incl ^
	JN	2017 piece mea	??		5 Cameras	incl ^
	JN	gravel	??		Would be nice to have it paved	\$ 20,000
Computers	For Empees	various	Various		6 older ones	\$ 4,500
	JN	with Bldg	??			\$ 15,000
Pew Cushions	JN	with Bldg	??		Cost is to replace all	\$ 10,000
TOTAL						\$ 657,000

Additional Items to be considered

Kids Min Tech	FF	2012-2018	10	Projectors		\$ 4,500
	CR	2014		Computers		\$ 1,600
	JN					TBD
Painting	FF	2006			CLC repainted 2018	TBD
	CR	2015				TBD
	JN	2017				TBD