

# Charter Oak Church Church Council Minutes

February 24, 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:** Erin Irons, David Leuthold, Tom Beagan

**Guest Attendance:** Stan Hunt

**Prayer** – Keith Impink

**Bible Study** – Chris Whitehead

- Book Study: *The Great Evangelical Recession* by John S. Dickerson.
  - Discussion ensued on *Chapter 1*.
- Please read *Chapter 7* for the March Church Council Meeting.

**Review the January 2022 Meeting Minutes**

- **MOTION** by Cindy Carasia to accept the January Council Meeting Minutes.
  - Motion 2<sup>nd</sup> by Keith Impink.
  - Motion ACCEPTED.

**Old Business**

- Transitional Team Update
  - Discussion ensued on the potential plans going forward.
  - Discussion ensued on members of the Transition Team Subcommittee.
    - Nathan Anderson, Nick Watson, Stan Hunt, Larry Morris, Ty Holler, Amanda Polinsky, and two or three yet to be named members of the congregation will serve on the Transition Team Subcommittee.
- Teaching Team Update
  - Nathan Anderson, Christina McCaffrey, Rich Hoffman, and Garth Shaner will lead from Church Council.
  - The Teaching Team will be meeting with Chris Whitehead to start the future planning.
- Wesleyan Covenant Association (WCA) Update
  - Charter Oak Church has officially joined as a member of the WCA.
- Summer Interns Update
  - Communications and postings have been sent to local colleges and the congregation.
- Potential New Location for Crossroads
  - The vetting process has begun into the former Shop 'N Save building on Route 136, Greensburg.
    - The building is 43,000 square feet.

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- Listed for \$1.9 million and could cost approximately \$2.5 million when complete.
- The building has 236 parking spaces.
- Two other locations are also being vetted to see if they will qualify.
- Church Council Human Resources Team
  - Cindy Carasia will serve as the Chair of the Human Resources Team.
    - Adam Pardee and Wayne Petrosky will serve as Human Resource Team members.

## **Finance Report** – Christina McCaffrey

- See the attached document titled **Treasurer Report 2-24-22.**
- See the attached document titled **Capital Improvements and Maintenance Requirements Report 2-24-22.**
  - Frye Farm Campus Deck Membrane
    - Waiting on options from Eric Greene from RSSC.
  - Frye Farm Campus Parking Lots
    - Waiting on a bid from Cooper's Paving.
  - Jeannette Campus Worship Center Carpet
    - Bids will need to be sent out to determine what the costs would be to replace it.

## **Memorial Garden Report** – Keith Impink

- Mitchell Ross completed the advertisement video for the Memorial Garden.
- Rust stains will need to be addressed in the spring.

## **Comments from Visitors**

- Stan Hunt stated the importance that each Church Council member has to the work of God and Charter Oak Church.

## **New Business**

- None.

## **Executive Session**

- Church Council went into Executive Session.

# Charter Oak Church Church Council Minutes

February 24, 2022 – Council Meeting

## Next Church Council Meeting

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

Respectfully Submitted,  
Ty Holler  
February 24, 2022

DRAFT

Treasurer's Notes: JANUARY '22

\*\* 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)

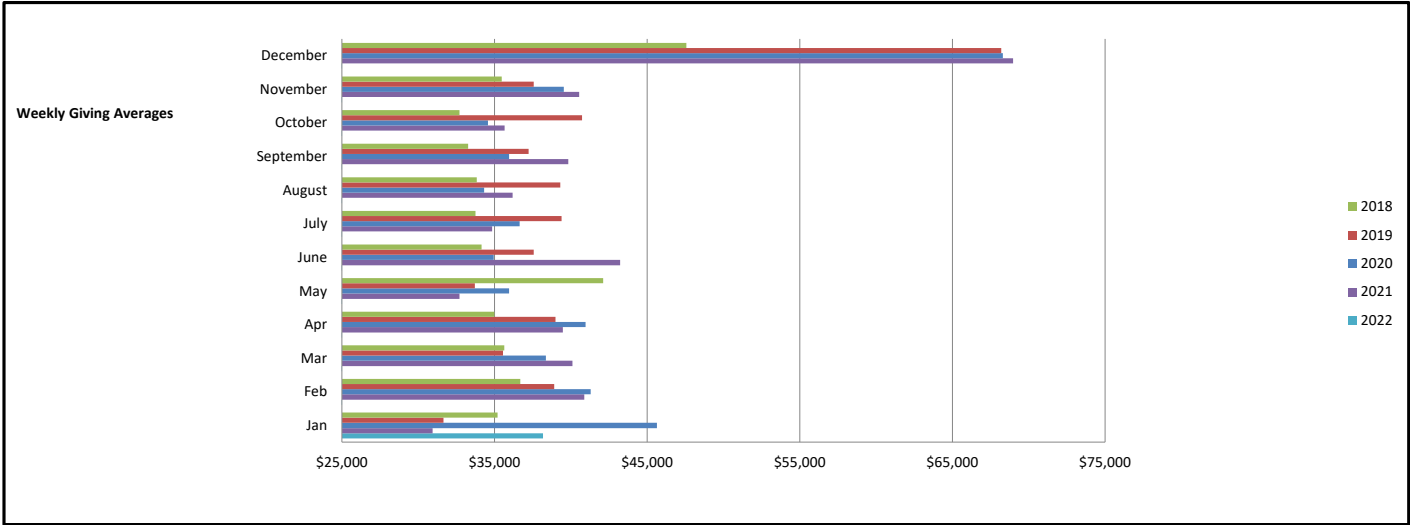
| Revenue                 | Aug-21            | Sep-21            | Oct-21            | Nov-21            | Dec-21            | Jan-22            | FYE 7/31/22         |              |      |
|-------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|--------------|------|
| Frye Farm               | \$ 139,768        | \$ 124,628        | \$ 135,788        | \$ 123,270        | \$ 210,463        | \$ 105,447        | \$ 839,364          |              |      |
| Central Services        | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -                |              |      |
| Crossroads              | \$ 23,804         | \$ 19,651         | \$ 26,448         | \$ 24,682         | \$ 39,393         | \$ 20,216         | \$ 154,194          |              |      |
| Jeannette               | \$ 8,154          | \$ 5,565          | \$ 6,832          | \$ 6,263          | \$ 13,480         | \$ 24,544         | \$ 64,838           |              |      |
| Mt Pleasant / Scottdale | \$ 9,147          | \$ 9,461          | \$ 9,267          | \$ 7,980          | \$ 12,604         | \$ 4,556          | \$ 53,016           |              |      |
| <b>Totals</b>           | <b>\$ 180,873</b> | <b>\$ 159,305</b> | <b>\$ 178,335</b> | <b>\$ 162,195</b> | <b>\$ 275,940</b> | <b>\$ 154,763</b> | <b>\$ 1,111,411</b> | \$ 1,061,640 | 105% |
| <b>2020/2021</b>        | <b>\$ 171,595</b> | <b>\$ 143,799</b> | <b>\$ 138,233</b> | <b>\$ 197,630</b> | <b>\$ 273,184</b> | <b>\$ 154,693</b> | <b>\$ 1,079,133</b> |              |      |

| Expenses                | Aug-21            | Sep-21            | Oct-21            | Nov-21            | Dec-21            | Jan-22            | FYE 7/31/22         |              |     |
|-------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|--------------|-----|
| Frye Farm               | \$ 102,529        | \$ 108,535        | \$ 119,802        | \$ 119,905        | \$ 148,890        | \$ 104,206        | \$ 703,866          |              |     |
| Central Services        | \$ 1,183          | \$ 8,603          | \$ 12,699         | \$ 7,016          | \$ (15,454)       | \$ 9,831          | \$ 23,878           |              |     |
| Crossroads              | \$ 22,256         | \$ 21,457         | \$ 24,567         | \$ 23,804         | \$ 26,982         | \$ 23,974         | \$ 143,040          |              |     |
| Jeannette               | \$ 11,521         | \$ 10,713         | \$ 10,913         | \$ 11,779         | \$ 11,237         | \$ 11,699         | \$ 67,862           |              |     |
| Mt Pleasant / Scottdale | \$ 2,904          | \$ 5,056          | \$ 2,633          | \$ 5,301          | \$ 10,883         | \$ 8,374          | \$ 35,151           |              |     |
| <b>Totals</b>           | <b>\$ 140,394</b> | <b>\$ 154,363</b> | <b>\$ 170,614</b> | <b>\$ 167,804</b> | <b>\$ 182,538</b> | <b>\$ 158,084</b> | <b>\$ 973,798</b>   | \$ 1,148,058 | 85% |
| <b>2020/2021</b>        | <b>\$ 156,091</b> | <b>\$ 171,793</b> | <b>\$ 167,862</b> | <b>\$ 165,596</b> | <b>\$ 172,232</b> | <b>\$ 173,644</b> | <b>\$ 1,007,219</b> |              |     |

|  | Aug-21           | Sep-21             | Oct-21             | Nov-21             | Dec-21            | Jan-22             | FYE 7/31/22      |
|--|------------------|--------------------|--------------------|--------------------|-------------------|--------------------|------------------|
| Unadjusted Net Income                  | \$ 40,479        | \$ 4,942           | \$ 7,721           | \$ (5,609)         | \$ 93,402         | \$ (3,321)         | \$ 137,613       |
| Mortgage Principle                     | \$ (9,247)       | \$ (9,282)         | \$ (9,317)         | \$ (9,352)         | \$ (9,387)        | \$ (9,422)         | \$ (56,006)      |
| <b>Adjusted Total Profit / (Loss)</b>  | <b>\$ 31,232</b> | <b>\$ (4,340)</b>  | <b>\$ (1,596)</b>  | <b>\$ (14,961)</b> | <b>\$ 84,015</b>  | <b>\$ (12,743)</b> | <b>\$ 81,607</b> |
| <b>2020/2021 Unadjusted Net Income</b> | <b>\$ 15,503</b> | <b>\$ (27,995)</b> | <b>\$ (29,630)</b> | <b>\$ 32,034</b>   | <b>\$ 100,952</b> | <b>\$ (18,951)</b> | <b>\$ 71,914</b> |

| 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    |
| 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    |
| 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    |
| 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    |
| 2022                   | \$ 38,179      |           |                |           |                |           |           |                |           |           |           |           | \$ 38,179    |
| <b>w=# of weeks</b>    | '21=5w; '22=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                    | \$ 1,361,527 |
| Hennon Fund                           | \$ (2,787)   |
| Memorial Garden Fund                  | \$ (16,244)  |
| Reserve Commitments                   | \$ (673,936) |
| Strengthening Our Future              | \$ 214,892   |
| Reserve for Future Growth             | \$ 144,705   |
| Outstanding Payables                  | \$ (26,734)  |
| Payroll Related & Pens. HSA Liability | \$ (17,673)  |
| Available Cash                        | \$ 983,750   |
| E-Newsletter Calculation              |              |
| FYE 7/31/22                           |              |
| Revenue                               |              |
| From P&L                              | \$ 1,111,411 |
| Expenses                              |              |
| From P&L                              | \$ 973,798   |
| Mortgage Principle                    | \$ 56,006    |
|                                       | \$ 1,029,804 |
| Net Income                            | \$ 81,607    |



Notes:

1. February 2022 (2 of 4 Weeks) - General Fund: \$73,859; SOF: \$4,642
2. Audit work for FYE 7/31/21 is nearing completion.
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. In December '21, Council approved capital repairs totalling \$183,000. Funding will be drawn from the following reserves: Parsonage Fund Reserve, Branching Out & Reserve for Future Growth

**CHARTER OAK CHURCH**

**CAPITAL IMPROVEMENT AND MAINTENANCE REQUIREMENTS**

Updated: 02/22/22

| 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                         | Approved                                     | 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               | Approved                                     | 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.   |
|                  |        |        |                                      |  |               | <b>\$183,000</b>          | <b>High Total</b>                                     |                                 |  |   |  |
| 3                | 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   |
| 4                | 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   |
| 5                | 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   |
| 6                | FF     |        | Replace Rubber Membrane under pavers | Proposed                                     | 06/01/09      |                           | Med   | Y                               | This was said to have a 5 year life span. It is now 13 years old   |   | Have begun process of bids.  |
|                  |        |        |                                      |  |               | <b>\$12,550</b>           | <b>Medium Total</b>                                   |                                 |  |   |  |
| 7                | 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  |  |
| 8                | JN     |        | New Carpet in CLC                    | Proposed                                     | Original      |                           | Low   | Y                               | This is original carpet.   | Cosmetic  | The carpet cleaner indicated it will not withstand another cleaning or 2.  |
| 9                | 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  |  |
| 10               | 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  |  |
| 11               | FF     |        | Resurface Parking Lots               | Proposed                                     | 06/01/06      | \$200,000                 | Low   | Y                               | Parking lots have been resealed but are breaking apart   | Maintenance   |  |
|                  |        |        |                                      |  |               | <b>\$227,500</b>          | <b>Low Total</b>                                      |                                 |  |   |  |
|                  |        |        |                                      |  |               | <b>PROPOSED \$423,050</b> | <b>Grand Total</b>                                    |                                 |  |   |  |

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