

# Charter Oak Church

## Church Council Minutes

January 16, 2025 – Council Meeting

**Council Members:** Nathan Anderson, Bob Carter, Kris Hobaugh, Steve Manges, Jordan Morran, Adam Pardee, Amanda Polinsky, Brian Quinn, Larry Rybacki, Garth Shaner, Autumn Vinopal, Nick Watson, Chris Whitehead, Jason Halfhill (Ex-Officio), Kristi Fellers (Ex-Officio)

**Absent:** Brian Quinn

**Guest Attendance:** Ty Holler, Christina McCaffrey, Skip Bennett, Jonathan Hartland, Traci Grace Shearer

**Prayer:** Adam Pardee

**This meeting was held via Zoom.**

### Review the December 2024 Meeting Minutes

- **MOTION** by Amanda to accept the December Church Council Meeting Minutes.
  - Motion 2<sup>nd</sup> by Jordan Morran.
  - Motion ACCEPTED.

### Finance Report: Larry Rybacki

- See the attached document titled **Treasurer Report 01-16-25**
  - Revenue Note: \$48K stock contribution got hung up in their system, so it will not appear until the January 2025 report (\$15.6K went to the Jeannette Campus and the rest to the Frye Farm General Fund).
  - Finance Subcommittee is going to review the Treasurer Report within the next week or two and determine whether beneficial changes should be made.
    - Email Larry with any suggestions for improvement or any new data you would like to see in future reports.
    - Amanda suggested removing the Weekly Giving Averages chart.

### Old Business

- Crossroads Building Update
  - Cross-Town Plaza Purchase
    - Skip Bennett, Executive Director of Expansion, gave a brief history and overview of the Crossroads Campus new building purchase.
    - A Family Meeting will take place at every campus on Sunday, January 26, to inform the congregation of the plans and progress.
    - The Lutheran Church, who owns the Mid-Town Plaza property, will vote on February 2 whether they will agree to sell the property.
    - If their vote is affirmed, Charter Oak Church will hold a Church Conference on February 20 in which our members will vote whether to purchase the property.
    - Chris Whitehead, Lead Pastor, noted that Skip Bennett, Jason Halfhill, and Jonathan Hartland have been working to understand how much cash would be needed.
      - 20% downpayment is required.

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- Closing likely by the beginning of May.
- With closing costs included, \$340K will be needed to purchase the building.
- Construction
  - At the onset of construction, there would be costs incurred, which would potentially be covered by internal funds as well as a construction loan. These decisions would be brought to the Finance Subcommittee.
- LLC Update
  - Skip Bennett gave a brief update on the LLC.
    - Creating the LLC as its own entity will help protect the church from liability; the LLC will also have separate finance accounts.
    - Jason and Skip have been working with Key Bank related to ownership, exposure for federal tax liability, and the creation of an EIN number for the new LLC.
    - It may be beneficial to keep the purchase loan and construction loans separate in order to potentially avoid additional unearned business income tax payments.
    - The Crossroads Campus would become a rent-paying tenant of the LLC.
    - It is required by Key Bank that an approved motion be recorded in the Church Council minutes for the use of Key Bank. Potentially could be done in the February meeting.
    - The Finance Subcommittee will meet to determine the name of the new LLC.
- Capital Campaign
  - The Capital Campaign Restricted Fund has been created with an initial donation of \$150K, with a commitment to \$200-250K more.
  - The industry standard for capital campaigns is to raise 1x the previous year's General Fund Giving over three years. The ballpark based on our 2024 giving would be \$2.3-2.5M.
    - Whether or not the goal is met for our Capital Campaign, Church Council would prioritize the projects based on how much money was raised.
  - Rather than hiring a capital campaign management firm, could we utilize someone in the church to manage the project deadlines and deliverables?
  - Projects
    - Jeannette Campus:
      - Convert current Nursery to a Lobby/First Impressions area and move Nursery to Kids Ministry area on Lower Level
      - Convert the Fellowship Hall to a Student Center, similar to the one at Frye Farm Campus
      - Create a playground out of the fenced-in area behind the building
    - Mount Pleasant/Scottsdale Campus:
      - Cash for a future full-time rental space
    - Frye Farm Campus: See Handout **Frye Farm Campus Projects 01-16-25**
      - Lobby Renovations
      - Kids Ministry Wing Renovations
      - Hallway Beside Worship Center Renovation
      - Worship Center Renovation

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- Does providing more space actually provide *good* space?
  - Electronic Door Locking System
  - HVAC Replacements
- Expansion:
  - Institute
  - Expansion of Campuses
- Next Steps
  - The Finance Subcommittee will meet at the end of January to determine whether the HVAC expense can come out of the Capital Reserve/General Fund as a payment plan instead of through the Capital Campaign.
  - Consider safety as a top priority at the Frye Farm Campus, especially in the Kids Ministry wing.
  - Provide rationale to Church Council for the prioritization of projects at each campus.
  - Create a list of price breakdowns, clarifying costs for each component of each proposed project.
  - Provide an objective and a cost/benefit analysis for each project item.
  - Consider utilizing an architectural engineer to ensure cohesiveness of design at the Frye Farm Campus, especially given the amount of money that is needed for these projects. The architect could also provide a visual representation.

### Questions from Visitors

- Ty Holler answered a question that was raised earlier related to the LLC. The Board of Directors must create a motion to form the LLC, and the operating Board would also be the Board of the newly created LLC. The By-Laws indicate that the Board would need to have oversight of the LLC subsidiary. Official Corporation name – the same people would need to be on the Board of the LLC and new decision-making managers would need to be voted on to give them authority to operate within the LLC.
- Christina McCaffrey gave an encouraging comment that she is praying over the Church Council for unity and for stepping into the inheritance that God has for us.

### New Business

- Prayer for Wisdom and Discernment (Chris Whitehead)
  - Lead Pastor Chris Whitehead led us through a prayer exercise highlighting three prayer points. See Handout [Prayer Exercise for Church Council 01-16-25](#)
    - Break My Heart for the Lost
    - Passion for God's Presence
    - God's Provision to Fulfill Vision
  - Given our responsibility as Church Council, we must be intentional about spending time in prayer and listening to God's voice.

### Executive Session

- Church Council went into Executive Session.

### Next Church Council Meeting

**Charter Oak Church**  
**Church Council Minutes**  
January 16, 2025 – Council Meeting

- February 20, 2025 (Frye Farm Campus)
  - Start Time 7:00 PM

Respectfully Submitted,  
Kristi Fellers  
January 16, 2025

DRAFT

Treasurer's Notes: Nov '24

\*\* Numbers are based on a Revenue Budget of \$2,568,350, and an Expense Budget of \$2,735,642

5 MONTHS ENDED

Revenue	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	12/31/24		
Frye Farm	122,582	153,178	136,816	140,916	179,377	732,869		
Central Services	-	-	-	-	-	-		
Expansion	463	1,473	679	300	160	3,075		
Crossroads	22,362	26,567	24,444	22,808	61,253	157,434		
Jeannette	8,969	13,980	9,598	10,741	13,292	56,580		
Mt Pleasant / Scottdale	11,497	12,038	10,190	11,430	13,518	58,673	<b>Budget</b>	<b>% of Bdgt.</b>
<b>Totals</b>	<b>165,873</b>	<b>207,236</b>	<b>181,727</b>	<b>186,195</b>	<b>267,600</b>	<b>1,008,631</b>	2,568,350	39%
2023/2024	163,263	167,923	216,841	177,658	243,049	968,734	Note>>5/12=	42%

5 MONTHS ENDED

Expenses	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	12/31/24		
Frye Farm	99,680	111,343	113,217	106,357	106,390	536,987		
Central Services	37,231	19,831	24,332	28,933	7,023	117,350		
Expansion	464	1,473	678	7,037	160	9,812		
Crossroads	26,680	29,112	26,712	29,389	37,638	149,531		
Jeannette	12,606	12,321	13,177	14,207	13,659	65,970		
Mt Pleasant / Scottdale	8,645	8,785	8,436	8,377	8,781	43,024	<b>Budget</b>	<b>% of Bdgt.</b>
<b>Totals</b>	<b>185,306</b>	<b>182,865</b>	<b>186,552</b>	<b>194,300</b>	<b>173,651</b>	<b>922,674</b>	2,735,642	34%
2023/2024	163,899	198,434	178,558	179,512	170,933	891,336	Note>>5/12=	42%

5 MONTHS ENDED

	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	12/31/24
Unadjusted Net Income	(19,433)	24,371	(4,825)	(8,105)	93,949	85,957
Mortgage Principal	(8,468)	(8,500)	(8,764)	(8,593)	(8,593)	(42,918)
Adjusted Total Profit / (Loss)	<b>(27,901)</b>	<b>15,871</b>	<b>(13,589)</b>	<b>(16,698)</b>	<b>85,356</b>	<b>43,039</b>
2023/2024 Unadjusted Net Income	(636)	(30,511)	38,283	(1,854)	72,116	77,398

Weekly Giving Averages	Jan	Feb	Mar	Apr	May	June	July	August	September	October	November	December	Weekly 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	\$ 45,218	\$ 39,826	\$ 35,647	\$ 40,549	\$ 69,003	\$ 41,035
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	\$ 61,105	\$ 45,324	\$ 46,573	\$ 52,860	\$ 46,462
w=# of weeks	'21, '22, '23=5w		'19, '20, '24 = 5w	'23=5w	'20, '21, '22 = 5w	'19, '24 = 5w	'18, '22, '23 = 5w	'20, '21 = 5w	'19, '24 = 5w	'21, '22, '23 = 5w	'20 = 5w	'19, '23, '24 = 5w	

Available Cash	
Total Bank Accounts	\$ 1,663,304
Outstanding Payables / Prepaids	(50,943)
Payroll Liabilities	(23,659)
Reserve Commitments	(1,170,300)
Unrestricted Cash	\$ 418,402

Balances of Select Reserve Accounts:	
Crossroads Future Start Up	52,107

WEEKLY GIVING AVERAGES



