

Charter Oak Church Church Council Minutes

May 16, 2024 – Council Meeting

Council Members: Nathan Anderson, Kris Hobaugh, Erin Irons, Christina McCaffrey, Jordan Morran, Adam Pardee, Amanda Polinsky, Brian Quinn, Larry Rybacki, Garth Shaner, Autumn Vinopal, Nick Watson, Chris Whitehead, Jason Halfhill (Ex-Officio), Ty Holler (Ex-Officio)

Absent: Autumn Vinopal

Guest Attendance: None

Prayer: Kris Hobaugh

Review the April 2024 Meeting Minutes

- **MOTION** by Nick Watson to accept the April Church Council Meeting Minutes.
 - Motion 2nd by Amanda Polinsky.
 - Motion ACCEPTED.

Finance Report: Larry Rybacki

- See the attached document titled **Treasurer Report 5-16-24**.

Old Business

- Discernment Process Follow-Up
 - How has God been speaking to you since the last Church Council meeting?
 - Church Council members held discussions on the thoughts they had over the last month concerning the discussion from the April's Church Council meeting.
- Possible Projects Update
 - See the attached document titled **Capital Improvements Report 5-16-24**.
 - Discussion ensued on projecting the Frye Farm campus renovation using cash over a period of a few years and prioritizing those improvements.

Comments from Visitors

- None.

New Business

- First Look: August 1, 2024 – July 31, 2025 Fiscal Year Budget
 - The Financial Sub-Committee Team developed a preliminary first draft budget.
 - Jason Halfhill reviewed the budget and detailed the breakdowns of each major line item.
 - Discussion ensued on potential adjustments to the budget for the second review at the June 16, 2024 Church Council meeting.
 - The August 1, 2024 – July 31, 2025 Fiscal Year Budget is on track to be voted on at the July 18, 2024 Church Council meeting.

Charter Oak Church
Church Council Minutes
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Executive Session

- Church Council went into Executive Session.

Next Church Council Meeting

- June 16, 2024 (Frye Farm Campus)
 - Start Time 7:00 PM

Respectfully Submitted,
Ty Holler
May 16, 2024

DRAFT

Treasurer's Notes: April '24

** Numbers are based on a Revenue Budget of \$2,489,915, and an Expense Budget of \$2,383,022

9 MONTHS												
Revenue	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	ENDED 4/30/24	Budget	% of Bdgt.
Frye Farm	123,734	130,488	165,835	134,520	226,274	142,369	135,228	157,227	143,225	1,358,900		
Central Services	-	-	-	-	-	-	-	-	-	-		
Crossroads	20,540	19,855	26,386	24,336	45,268	21,255	23,880	33,215	28,040	242,775		
Jeannette	7,866	8,066	12,075	10,044	27,289	9,530	20,180	16,804	16,516	128,370		
Mt Pleasant / Scottsdale	11,123	9,514	12,545	8,758	9,564	8,647	8,522	12,210	15,750	96,634		
Totals	163,263	167,923	216,841	177,658	308,395	181,801	187,810	219,456	203,531	1,826,678	2,489,915	73%
2022/2023	166,989	155,242	171,893	158,728	243,049	185,623	165,299	239,838	214,077	1,700,738	Note>>9/12=	75%

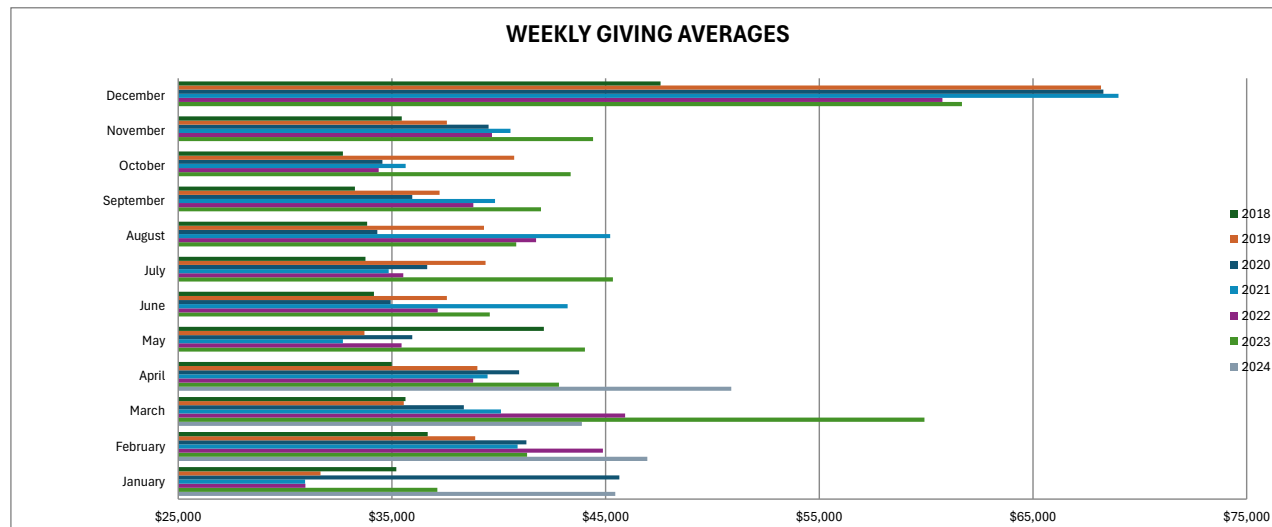
9 MONTHS												
Expenses	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	ENDED 4/30/24	Budget	% of Bdgt.
Frye Farm	96,759	125,533	113,096	101,964	126,630	107,631	117,729	167,401	107,400	1,064,143		
Central Services	24,446	24,925	15,074	27,536	6,620	27,390	23,627	19,246	23,835	192,699		
Crossroads	23,361	24,026	29,338	26,825	31,089	24,713	26,365	28,580	25,900	240,198		
Jeannette	10,187	12,728	15,982	13,599	12,737	12,998	16,133	14,129	16,260	124,752		
Mt Pleasant / Scottsdale	8,039	8,998	8,396	9,589	8,104	8,438	8,183	8,303	8,336	76,386		
Totals	162,792	196,210	181,887	179,513	185,179	181,170	192,037	237,659	181,731	1,698,178	2,383,022	71%
2022/2023	170,191	167,333	180,825	166,904	178,918	203,589	195,794	187,531	187,350	1,638,435	Note>>9/12=	75%

9 MONTHS												
	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	ENDED 4/30/24		
Unadjusted Net Income	471	(28,287)	34,954	(1,855)	123,216	631	(4,226)	(18,203)	21,800	128,500		
Mortgage Principal	(10,117)	(1,744)	(11,462)	(11,277)	(8,119)	(1,799)	(17,141)	(8,707)	(6,318)	(76,684)		
Adjusted Total Profit / (Loss)	(9,646)	(30,031)	23,492	(13,132)	115,097	(1,168)	(21,368)	(26,910)	15,482	51,816		
2022/2023 Unadjusted Net Income	(3,202)	(12,091)	(8,932)	(8,176)	64,131	(17,966)	(30,495)	52,307	26,727	62,303		

Weekly Giving Averages	9 MONTHS												Weekly Avg/Mo
	Jan	Feb	Mar	Apr	May	June	July	August	September	October	November	December	
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									\$ 45,431
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	\$ 1,346,987
Outstanding Payables / Prepays	(19,343)
Payroll Liabilities	(21,879)
Reserve Commitments	(865,126)
Unrestricted Cash	\$ 440,639

Balances of Select Reserve Accounts:	
Crossroads Future Start Up	65,225
Reserve for Capital Improvement	112,359
Strengthening Our Future	445,542



1. Strengthening Our Future giving (NOT part of the budget, but funding for the Director of Expansion position is wholly drawn from Stengthening Our Future):

	August	September	October	November	December	January	February	March	April	May	June	July	TOTAL
2022/2023	\$9,395	\$12,216	\$27,581	\$24,960	\$59,372	\$11,574	\$9,258	\$7,454	\$8,777	\$7,547	\$4,250	\$6,523	\$188,907
2023/2024	\$5,428	\$2,835	\$38,831	\$2,475	\$3,619	\$2,580	\$1,816	\$3,035	\$2,675				\$63,294

Updated: 5/6/24		CAPITAL IMPROVEMENTS AND MAINTENANCE REQUESTS							
Campus	Item/Request	Status: Proposed/Approved On Hold/Canceled	Priority: High (Essential) Med (Preferred) Low (Optional)	Council Approval Required (Y/N)	Description	Investment Reason	Estimated Cost	Approved Budget Amount	Notes/Updates
JN	Back-up Generator	Proposed	Med	N	"Stand-By" generator that would have an auto on/off function. Would run on natural gas so there would not be any fuel maintenance required. 10kW system would supply power to essential circuits (boilers, hot water tank, lighting)	The current generator that is in the building does not work and is beyond repair. Having a back up power source is important for heating the building but also safety for lighting in the event of an evening emergency	\$6,000	\$ -	
FF	Replace Common Ground Chairs & Furniture	Proposed	Med	N	Replace the 8 leather seats and coffee tables that are around the fireplace.	These chairs are beginning to show their age as the leather is beginning to crack on all of the chairs	\$3,000	\$ -	
JN	Replace broken window blinds in meeting center & kitchen	Proposed	Med	N	Replace existing shades with a more modern, maintenance free version	Most of the window shades are broken, beyond repair, and outdated	\$2,500	\$ -	
FF	Trane HVAC Units	On Hold	Low	Y	Replace Trane HVAC Units and update control system	These units are original to the building and are approaching the end of their life expectancy	TBD	\$ -	Trane is compiling a cost list for all units and also an estimated install-time frame for each unit. (i.e. The 27.5 ton unit needs replaced, it will take approx. X days to install)
FF	Replace Worship Center Chairs	Proposed	Low	Y	Current chairs are starting to show their age, and some some have broken and cannot be repaired. Unable to find replacements to match current chair color	Cosmetic and important first impression for members/visitors	\$31,600	\$ -	Cost would be approx. \$60/chair plus shipping for 520 chairs
FF	New Carpet in Lobby, Chapel, Connect Room	On Hold	Low	Y	Replace all of the carpet from the student ministry room to the front doors in the lobby, chapel, and connect room	Cosmetic	\$12,300	\$ -	On hold: Consideration as part of FF Renovation Plan Capital Campaign
FF	Grand Staircase Refresh	On Hold	Low	N	Remove wall decorations on wall above staircase with a modern/more appealing design	Cosmetic	\$6,500	\$ -	On hold: Consideration as part of FF Renovation Plan Capital Campaign
FF	FF Outdoor Signage Replacement	Proposed	Low	N	Replace current signage at each entrance and upgrade signage in parking lots	Cosmetic. Outdoor signage is showing its age & some signs are falling apart	\$6,000	\$ -	
ALL	Auto Floor Scubber Machine	Proposed	Low	N	Machine to deep clean hard surface floors at multiple campuses	This machine will reduce cleaning time with increased efficiency. Example: Frye Farm Worship floor takes approx. 4 hours from start to finish using a wet mop/bucket and floor buffer. The auto scrubber will complete the task in less than an hour. It also can be transported to other campuses. It will also allow us strip/wax the floors more efficiently and frequently	\$5,319	\$ -	
FF	Coffee Equipment Replacement	On Hold	Low	N	The equipment we use is owned by First Choice Coffee. We are required to purchase coffee from them in order to continue to have the machines serviced/repaired at no cost to us	We can purchase coffee cheaper other vendors, so at some point we will want to invest in our own units	\$3,269	\$ -	Cost includes Bunn Coffee Dual Brewer and Bunn Coffee Servers (3).
MPS	Outdoor Worship Sound Equipment	Proposed	Low	N	MPS would like to run more summer outdoor services and upgrade their PA equipment.	Upgrading the PA system will create a higher quality outdoor worship experience	\$1,800	\$ -	
JN	Reupholster Worship Center Pews	On Hold	Low	TBD	Pew fabric is beginning to show wear/age	Cosmetic	TBD	\$ -	Facilities manager is seeking quotes
JN	New Carpet - Worship Center	Proposed	Low	TBD	Replace the carpet with a more modern/easier to clean option	Cosmetic, as this is original carpet	TBD	\$ -	Facilities manager is seeking quotes
TOTAL							\$78,288		

Completed Projects

Campus	Item/Request	Approved Budget Amount	Final Cost	Notes/Updates
FF	Reseal and repair parking lot	\$50,000	\$49,700	Project completed 9/20/23
JN	Worship/broadcast computer upgrade	\$3,000	\$2,119	Project completed 3/11/24
FF	Worship Center Projector Replacement	\$15,000	\$10,197	Project Completed 4/19/24
CR & JN	AED Units	\$3,000	\$2,488	Project completed 5/10/24
Totals		\$71,000	\$64,504	