

# Charter Oak Church

## Church Council Minutes

August 15, 2024 – Council Meeting

**Council Members:** Nathan Anderson, Kris Hobough, 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), Kristi Fellers (Ex-Officio)

**Absent:** Nathan Anderson, Nick Watson, Chris Whitehead, Jason Halfhill

**Guest Attendance:** Skip Bennett

**Prayer:** Autumn Vinopal

### Review the July 2024 Meeting Minutes

- **MOTION** by Autumn Vinopal to accept the July Church Council Meeting Minutes.
  - Motion 2<sup>nd</sup> by Brian Quinn.
  - Motion ACCEPTED.

### Finance Report: Larry Rybacki

- See the attached document titled **Treasurer Report 8-15-24**.
  - Discussion ensued on how attendance has been affecting giving over the summer and what the projections could look like going through Lead Pastor Chris Whitehead's sabbatical (August 7 – October 16).
  - **MOTION** by Larry Rybacki to approve the creation of the Reserve Account: Frye Farm Capital Improvements Fund (230005).
    - Motion 2<sup>nd</sup> by Christina McCaffrey.
    - Motion ACCEPTED.

### Old Business

- Crossroads Campus Building Next Steps
  - Skip Bennett, Executive Director of Expansion, provided insight on the project for the Crossroads Campus Building. He also provided details on the meeting last week with the City of Greensburg.
  - Details on the six-month lease (August 2024 – January 2025) for the Mid Town Plaza are nearly complete.
  - It is the expectation to receive final changes next week and then have Charter Oak Church's attorney review.
  - Through this lease period, Charter Oak Church will be able to secure the space for our interest and the time necessary to continue due diligence in exploring the costs of a possible purchase or long-term lease.
  - Additional next steps will be to commission asbestos testing, applying for a change of use zoning permit from the City of Greensburg, and beginning the process of exploring potential tenants, as well as grant money for facade and parking lot improvements.
  - Discussion and questions ensued on what to potentially do with the Garden Street Property that we already own.

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- Ordination Interview for Dave Wilcox
  - See the attached document titled **PPRC Interview Packet 8-15-24**.
  - The interview will occur with Dave Wilcox during the Church Council Meeting on September 19, 2024. The interview time will start at approximately 8:00 PM after the open session of Church Council has concluded.
  - Church Council members planned the proposed organization of the interview.

### Comments from Visitors

- Christina McCaffrey reiterated to those on council that we need people here to ask questions about things going on in our church and to hold Church Council accountable on the decisions that are being made.
- Jordan Morran proposed to have Church Council members present the monthly update video.

### New Business

- Communication and Interviews for Church Council Openings – Class of 2028
  - The Church Council Class of 2028 has two seat openings.
  - An interview team will need to be formed with 3-4 Church Council Members alongside Pastor Chris Whitehead to interview candidates, upon his return in October.
    - The following members will be on the interview team to select the next Church Council members for the class of 2028: Nathan Anderson, Brian Quinn, Adam Pardee, and Kris Hobaugh.
  - The application process begins August 7 and will run through the beginning of October – all applications will be sent to Kristi Fellers, Executive Assistant.
  - The interview process will follow what is outlined in Charter Oak Church's bylaws.
  - Church Council requested that two of their members be featured in the September monthly update video to highlight these openings.
- Charge Conference Meeting – November 21, 2024 at 6:30 PM (Frye Farm Campus)
  - Charge Conference is the Annual Business Meeting of the church.
  - An item that could be up to vote on is the purchasing of the South Main Street property in Greensburg for the Crossroads Campus, if ready to act upon by that date.
  - Autumn Vinopal commented that it is important for Church Council to have all the information necessary at the October meeting if they are expected to vote on the matter at the November Charge Conference.
- Approve Signatory on Bank and Financial Accounts – Kristi Fellers
  - **MOTION** by Brian Quinn to empower Kristi Fellers as an additional authorized signatory for Charter Oak Church's accounts with Key Bank. This individual will have the responsibility of handling all business matters related to Charter Oak Church's accounts with Key Bank, but not limited to, issuing directives on behalf of Charter Oak Church related to the management of those funds.
    - Motion 2<sup>nd</sup> by Garth Shaner.
    - Motion ACCEPTED.
- Approve Human Resources Sub Committee Team Member – Kristi Fellers
  - **MOTION** by Amanda Polinsky to appoint Kristi Fellers to the Human Resources Subcommittee Team.
    - Motion 2<sup>nd</sup> by Adam Pardee.

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- Motion ACCEPTED.
- Amanda Polinsky and Christina McCaffrey discussed that based on our bylaws, Ty Holler does not have to be replaced on the Human Resources Sub Committee, and that they would like him to stay as an adjunct member once his position on staff has concluded.
- Thank You Ty
  - Christina McCaffrey spoke for Church Council in thanking outgoing staff employee Ty Holler for everything that he has done for Charter Oak Church while on staff and wished him well in his new position.

### Executive Session

- Church Council went into Executive Session.

### Next Church Council Meeting

- September 19, 2024 (Frye Farm Campus)
  - Start Time 7:00 PM

Respectfully Submitted,  
Ty Holler  
August 15, 2024

Treasurer's Notes: Jul '24

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

Revenue	12 MONTHS												ENDED 7/31/24
	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	
Frye Farm	123,734	130,488	165,835	134,520	226,274	142,369	135,228	157,227	143,225	132,653	153,469	112,670	1,757,692
Central Services	-	-	-	-	-	-	-	-	-	-	-	-	-
Crossroads	20,540	19,855	26,386	24,336	45,268	21,255	23,880	33,215	28,040	22,656	29,359	20,534	315,324
Jeannette	7,866	8,066	12,075	10,044	27,289	9,530	20,180	16,804	16,516	11,221	11,315	10,100	161,006
Mt Pleasant / Scottdale	11,123	9,514	12,545	8,758	9,564	8,647	8,522	12,210	15,750	8,898	12,336	9,559	127,427
<b>Totals</b>	<b>163,263</b>	<b>167,923</b>	<b>216,841</b>	<b>177,658</b>	<b>308,395</b>	<b>181,801</b>	<b>187,810</b>	<b>219,456</b>	<b>203,531</b>	<b>175,428</b>	<b>206,479</b>	<b>152,863</b>	<b>2,361,448</b>
2022/2023	166,990	155,242	171,893	158,728	243,049	185,623	165,299	239,838	214,077	176,142	158,313	226,695	2,261,889

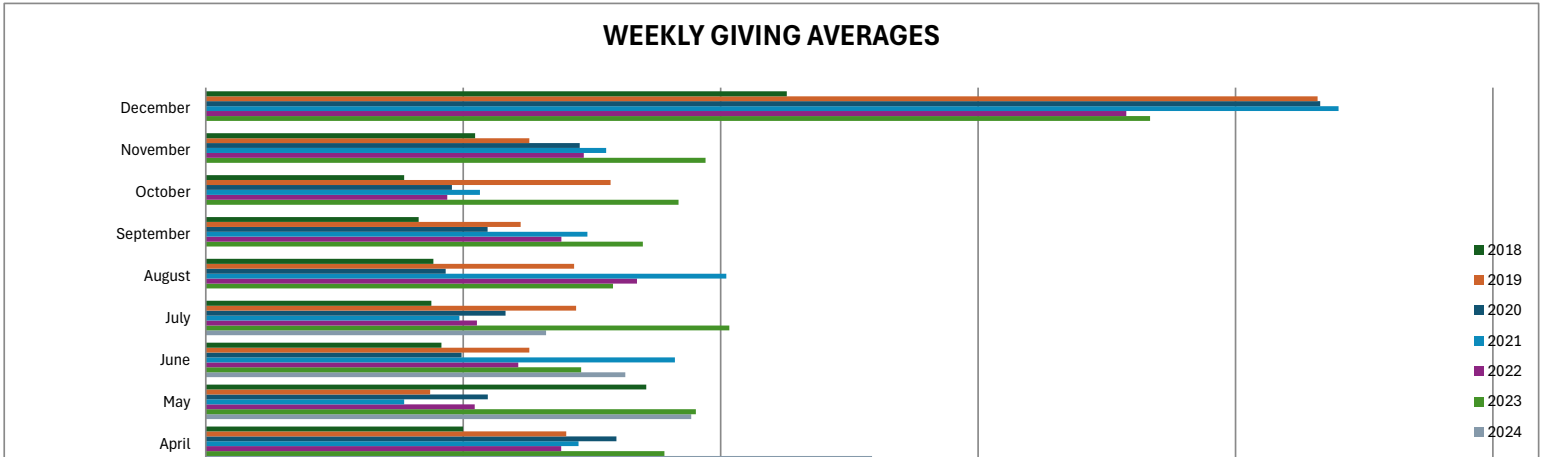
Expenses	12 MONTHS												ENDED 7/31/24
	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	
Frye Farm	96,759	125,533	113,096	101,964	126,630	107,631	117,729	167,401	107,400	97,473	106,131	121,121	1,388,868
Central Services	24,446	24,925	15,074	27,536	6,620	27,390	23,627	19,246	23,835	29,407	22,170	39,869	284,145
Crossroads	23,361	24,026	29,338	26,825	31,089	24,713	26,365	28,580	26,150	26,707	30,852	32,070	330,077
Jeannette	10,187	12,728	15,982	13,599	12,737	12,998	16,133	14,129	13,564	13,911	14,639	19,069	169,674
Mt Pleasant / Scottdale	8,039	8,998	8,396	9,589	8,104	8,438	8,183	8,303	8,336	8,593	8,328	9,845	103,152
<b>Totals</b>	<b>162,792</b>	<b>196,210</b>	<b>181,887</b>	<b>179,513</b>	<b>185,179</b>	<b>181,170</b>	<b>192,037</b>	<b>237,659</b>	<b>179,285</b>	<b>176,091</b>	<b>182,120</b>	<b>221,974</b>	<b>2,275,917</b>
2022/2023	170,191	167,333	180,825	165,707	170,933	211,044	195,794	187,531	187,350	172,175	177,770	344,777	2,331,430

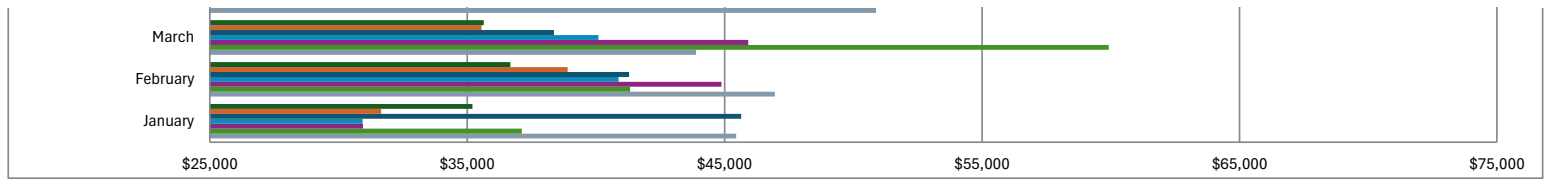
	12 MONTHS												ENDED 7/31/24
	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	
Unadjusted Net Income	471	(28,287)	34,954	(1,855)	123,216	631	(4,226)	(18,203)	24,246	(663)	24,359	(69,111)	85,531
Mortgage Principal	(10,117)	(1,744)	(11,462)	(11,277)	(8,119)	(1,915)	(9,473)	(8,707)	(2,054)	(6,318)	(6,318)	(8,627)	(86,131)
<b>Adjusted Total Profit / (Loss)</b>	<b>(9,646)</b>	<b>(30,031)</b>	<b>23,492</b>	<b>(13,132)</b>	<b>115,097</b>	<b>(1,284)</b>	<b>(13,700)</b>	<b>(26,910)</b>	<b>22,192</b>	<b>(6,981)</b>	<b>18,041</b>	<b>(77,738)</b>	<b>(600)</b>
2022/2023 Unadjusted Net Income	(3,201)	(12,091)	(8,932)	(6,979)	72,116	(25,421)	(30,495)	52,307	26,727	3,967	(19,457)	(118,082)	(69,541)

Weekly Giving Averages	12 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	\$ 43,857	\$ 41,296	\$ 38,216						\$ 44,364
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	\$ 1,318,946
Outstanding Payables / Prepaids	(23,273)
Payroll Liabilities	(12,531)
Reserve Commitments	(871,071)
<b>Unrestricted Cash</b>	<b>\$ 412,071</b>

Balances of Select Reserve Accounts:	
Crossroads Future Start Up	65,225
Reserve for Capital Improvement	112,630
Strengthening Our Future	427,817





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
<b>2022/2023</b>	\$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
<b>2023/2024</b>	\$5,428	\$2,835	\$38,831	\$2,475	\$3,619	\$2,580	\$1,816	\$3,035	\$2,675	\$2,740	\$2,770	\$1,710	\$70,514