

Charter Oak Church

Church Council Minutes

December 19, 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), Kristi Fellers (Ex-Officio)

Absent: Autumn Vinopal, Nick Watson

Guest Attendance: Skip Bennett, Stan Kiska, Jonathan Hartland

Prayer: Brian Quinn

Review the November 2024 Meeting Minutes

- **MOTION** by Amanda Polinsky to accept the November Church Council Meeting Minutes
 - Motion 2nd by Adam Pardee
 - Motion ACCEPTED

Finance Report: Larry Rybacki

- See the attached document titled **Treasurer Report 12-19-24**

Old Business

- Crossroads Building Update
 - Skip Bennett, Executive Director of Expansion, gave an update of activities over the past month related to the Mid Town Plaza property:
 - Meeting with Lutheran Church revealed an agreed upon purchase price of \$1.25M, a reminder that God is worthy of our awe and answers our prayers
 - Certificates of Occupancy have been shared
 - Interestingly, several organizations have expressed interest in tenancy over the past month, which supports the urgency to decide if we are going to proceed
 - This leaves us with two recommended options:
 - Continue the lease
 - Draw up a sales agreement with standard contingencies, including a due diligence period and a vote for approval by Church Conference
 - How would financing work in the 2nd scenario:
 - Purchase Loan – have had conversations with Key Bank; 20-25% downpayment would likely be required by the bank
 - Construction Loan - a considerable amount of renovation work would be necessary for the Crossroads Campus at this location
 - If the lease would include the entire space, the amount would likely be double what we are paying now; thus far a purchase has been the primary focus
 - Preparing the Congregation for this potential vote: Family Meeting in January, Communications to Congregation, Church Conference in February
 - Insurance company has been consulted and has done a walk-through of the property within the past few months
 - Attorney Rob King is currently performing all of the legal background

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- Jonathan Hartland, Crossroads Campus Pastor, noted that months of due diligence have already taken place and that there will be a reasonable due diligence period if in fact a sales agreement would be established
- The new space offers 15,500 sq ft – including parking lot ground level on the right side of the building; the current Crossroads Campus operates at 4,300 sq ft; the new space offers the same cost with greatly increased square footage
- **MOTION** by Larry Rybacki to have attorney Rob King draft and submit a sales agreement for the purchase of the Mid Town Plaza located at 450 South Main Street, Greensburg, PA, 15601, at the agreed upon price of \$1.25M, contingent on our Church Conference approval.
 - Motion 2nd by Brian Quinn.
 - Motion ACCEPTED.
- **MOTION** by Amanda Polinsky to request a Church Conference to be called on February 20, 2025, at 6:30 PM at the Frye Farm Campus to purchase the Mid-Town Plaza for \$1.25M.
 - Motion 2nd by Adam Pardee.
 - Motion ACCEPTED.
- Discussion ensued on whether to keep the vacant Garden Street property, including discussion on the cost of the investment versus the benefit of selling, as well as the timing for making this decision.
 - It will be important to communicate the timeline of events to the congregation, although the selling of this property does not require a congregational vote.
- Frye Farm Renovation Project Update
 - Lead Pastor Chris Whitehead gave an update:
 - Cavcon has provided a renovation estimate of \$150,075 with a \$25,000 contingency, to renovate the upper level and grand staircase to the lower level, as well as to provide a general refresh to our building; this estimate does not include furniture, decorations, or materials needed to renovate the wall next to the grand staircase.
 - The project would take place when we have the cash-on-hand available.
 - Chow Juan, Executive Director of the Frye Farm Campus, will be compiling costs of outstanding items, such as furniture, decorations, and other materials.
 - A question was asked regarding the estimated cost of replacing the HVAC control system and units at the Frye Farm Campus.
 - Jason Halfhill, Executive Director of Central Services, provided that the total cost of replacing 6 rooftop HVAC units has been estimated at \$365,390. There are options for a payment plan (interest free) with down payments ranging from \$25K - \$100K.
 - The conversation will continue in 2025.

Comments from Visitors

- Attending the Church Council meeting for the first time, Stan Kiska began discussion about expanding the Safety Team at the Frye Farm Campus, including the addition of trained medical professionals.

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New Business

- Creation of LLC
 - Lead Pastor Chris Whitehead reported that Attorney Rob King has recommended that the property should not be purchased under the LLC due to potential tax complications; recommended to purchase the property from one church to another and then move the property under the LLC at a later date.
 - Discussion ensued on the need for questions to be answered before we would move forward with creating the LLC.
 - Laura Saffell, GMC Presiding Elder, suggests that Church Council has the authority to decide on whether to create the LLC (a Congregational vote is not required).
 - It was requested that Attorney Rob King meet with the Finance Subcommittee to answer the remaining questions.
 - Charter Oak Church would purchase the property; the established LLC would serve as a property management firm.
- Creation of Capital Campaign Fund
 - Lead Pastor Chris Whitehead reported the need for a Capital Campaign Fund; establishing a Capital Campaign Fund does not require a vote by Church Council.
 - From ideation to Celebration Sunday, the Capital Campaign is a 9-month process, including creation of leadership teams, communication to Congregation, and recognition of pledges and gifts.
 - Included in the Capital Campaign would be items such as \$1M downpayment, expansion team, residencies, and campus renovations and updates.
 - Capital Campaign leadership team would likely begin in March 2025.
 - The goal is to define not only the immediate need, but also what will get us 10 years down the road. The accomplishment of this Capital Campaign should have the capability of advancing us a decade.
 - Christina McCaffrey noted that this is not our first Capital Campaign and that we can trust that those who have walked through this before can lead this Capital Campaign well.
- Approval of 2025 Church Council Vice-Chair
 - **MOTION** by Chris Whitehead to elect Adam Pardee as Church Council Vice-Chair, effective January 1, 2025.
 - Motion 2nd by Brian Quinn.
 - Motion ACCEPTED.
- Church Council Class of 2025 Farewell
 - Thank you to Christina McCaffrey, current Church Council Vice-Chair, and to Erin Irons, who will be stepping down from their roles on Church Council. Much appreciation was expressed for their diligent service as Church Council Members.
 - Nathan Anderson, Church Council Chair, acknowledged Erin Irons for her inspiring commitment to the next generation. He also acknowledged longstanding Council Member, Christina McCaffrey, noting his admiration of her unwavering conviction, consistent way of finding clear truth, and total commitment to the Bride of Christ.

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Executive Session

- Church Council went into Executive Session.

Next Church Council Meeting

- January 16, 2025 (Frye Farm Campus)
 - Start Time 7:00 PM

Respectfully Submitted,
Kristi Fellers
December 19, 2024

F E M I N A L

Treasurer's Notes: Nov '24

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

Revenue	4 MONTHS ENDED					Budget	% of Bdgt.
	Aug-24	Sep-24	Oct-24	Nov-24	11/30/24		
Frye Farm	122,582	153,178	136,816	140,916	553,492		
Central Services	-	-	-	-	-		
Expansion	463	1,473	679	300	2,915		
Crossroads	22,362	26,567	24,444	22,808	96,181		
Jeannette	8,969	13,980	9,598	10,741	43,288		
Mt Pleasant / Scottdale	11,497	12,038	10,190	11,430	45,155		
Totals	165,873	207,236	181,727	186,195	741,031	2,568,350	29%
2023/2024	163,263	167,923	216,841	177,658	725,685	Note>>4/12=	33%

Expenses	4 MONTHS ENDED					Budget	% of Bdgt.
	Aug-24	Sep-24	Oct-24	Nov-24	11/30/24		
Frye Farm	99,680	111,343	113,217	106,357	430,597		
Central Services	37,231	19,831	24,332	28,933	110,327		
Expansion	464	1,473	678	7,037	9,652		
Crossroads	26,680	29,112	26,712	29,389	111,893		
Jeannette	12,606	12,321	13,177	14,207	52,311		
Mt Pleasant / Scottdale	8,645	8,785	8,436	8,377	34,243		
Totals	185,306	182,865	186,552	194,300	749,023	2,735,642	27%
2023/2024	163,899	198,434	178,558	179,512	720,403	Note>>4/12=	33%

	4 MONTHS ENDED				
	Aug-24	Sep-24	Oct-24	Nov-24	11/30/24
Unadjusted Net Income	(19,433)	24,371	(4,825)	(8,105)	(7,992)
Mortgage Principal	(8,468)	(8,500)	(8,764)	(8,593)	(34,325)
Adjusted Total Profit / (Loss)	(27,901)	15,871	(13,589)	(16,698)	(42,317)
2023/2024 Unadjusted Net Income	(636)	(30,511)	38,283	(1,854)	5,282

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
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		\$ 45,881
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	\$ 1,442,495
Outstanding Payables / Prepaids	(57,058)
Payroll Liabilities	(21,613)
Reserve Commitments	(1,016,246)
Unrestricted Cash	\$ 347,577

Balances of Select Reserve Accounts:	
Crossroads Future Start Up	53,607



