

# Charter Oak Church

## Church Council Minutes

February 20, 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:** Nathan Anderson, Nick Watson

**Guest Attendance:** Christina McCaffrey, Traci Shearer, Tonya Riggs, Jonathan Hartland, Skip Bennett

**Prayer:** Adam Pardee

### Review the January 2025 Meeting Minutes

- **MOTION** by Bob Carter to accept the January Church Council Meeting Minutes with edits as recommended.
  - Motion 2<sup>nd</sup> by Autumn Vinopal.
  - Motion ACCEPTED.

### Finance Report: Larry Rybacki

- See the attached document titled **Treasurer Report 02-20-25**
  - The Treasurer Report features a new format this month.
    - It was suggested to add an additional column to the reserve account balances information to show the change from the previous month.
    - The finance subcommittee is open to comments and any additional items Church Council would like to see.
  - Expenses are elevated over budget due to snow plowing costs in the amount of nearly \$20K in the month of January.
  - The Profit and Loss statement is strong for the month of January.

### Old Business

- Crossroads Building Update
  - Jonathan Hartland, Crossroads Campus Pastor, and Skip Bennett, Executive Director of Expansion, joined Church Council to give an update on the Crossroads Building.
  - Jonathan Hartland joyfully reflected on the member approval of Church Council's motion to purchase the Mid-Town Plaza property, as this has been a seven-year process to find a permanent home for the Crossroads Campus. Charter Oak Church members voted with 92.7% affirmation at this evening's Church Conference.
  - The Chair of the Building Team is now Chris Bitz. He lends vast experience to the project management phase that we will now be stepping into.
  - Cavcon has been selected as the design build contractor for the Mid-Town Plaza project. The Build Team voted unanimously on this selection.
  - Our former church affiliation was based on assets. Our current Charter Oak Church by-laws base the need for voting on percent of liabilities. Tonight's vote was necessary because of this. We will also be required to have another Church Conference vote when a construction loan is needed.

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- Capital Campaign Projects
  - Frye Farm Renovations
    - We are working with Cavcon for the renovations at Frye Farm. Their interior designer will create renderings to give an idea of the finished product.
  - Central Services Offices
    - Phase One of the Central Services offices is complete (Chris, Skip, and Kristi's office). Chris' former office is now the Christian Counseling Associates office. Kristi's former office is now a Prayer Room. Phase Two is set to be completed in the next few weeks (Jason, Angie, Kay, and Paul's offices). We are targeted to be under budget by at least \$1000.
  - HVAC at the Frye Farm Campus
    - An independent evaluation of all of our HVAC units will take place on March 6. We are getting bids from other companies to be sure we have all the facts in front of us to make the right decision.
    - Bob McDonald, a member with HVAC experience, will participate in these meetings with HVAC companies.
    - The finance subcommittee will put together a recommendation to share with Church Council.
  - Jeannette Campus
    - Bob Carter requested that someone walk through the Jeannette Campus to put together a list of projects and costs for that Campus.
      - Pastor Chris stated that he, Ben Phipps, and Phil Frye from Cavcon plan to set a date soon to meet at the Jeannette Campus.
  - Capital Campaign
    - Autumn Vinopal suggested that as we kick off the Capital Campaign, it will require good communication and transparency.
    - Amanda Polinsky requested that the Church Council members be given a clear explanation of details from the last Capital Campaign that can be shared with anyone who asks questions.

### Questions from Visitors

- Traci Shearer presented concerns that our Sunday morning children's activities are only available through 5<sup>th</sup> grade. She presented facts and statistics, requesting to see a greater focus on middle and high school students, specifically Bible Study on Sunday mornings. Traci also requested that the church have a revival. She stated it's a big ask, but she is confident in asking because she serves a big God. She suggested partnering with local college campuses or perhaps other churches to achieve this goal.
  - Church Council members discussed this request for a greater focus on middle and high school students. Church Council expressed that they are always the right place to share concerns. Specifically for the Frye Farm Campus though, these types of logistics are worked out among the Frye Farm Staff.
  - It was suggested to put Student Ministry on a future Church Council agenda for further discussion.

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## New Business

- Vote to Create LLC and Officers
  - As part of the process of purchasing the Mid-Town Plaza property, the attorney has recommended that we create and name an LLC. The LLC should be created prior to the execution of a sales agreement. Charter Oak Church Ministries, LLC, and Charter Oak Church Holdings, LLC, COC Holdings, LLC, and Charter Oak Church Properties, LLC were recommended.
  - **MOTION** by Brian Quinn that Church Council authorize the formation of a single-member Limited Liability Company, to be wholly owned by Charter Oak Church. The LLC shall be named COC Holdings, LLC.
    - Motion 2<sup>nd</sup> by Autumn Vinopal.
    - Motion ACCEPTED.
  - Jordan Morran suggested that the Garden Street property be moved under the LLC.
  - Discussion ensued and nominations proceeded for the following individuals to serve as officers of the newly created Limited Liability Company: Brian Quinn, Bob Carter, and Garth Shaner.
    - **MOTION** by Jordan Morran to approve the nomination of Brian Quinn, Bob Carter, and Garth Shaner to serve as officers of COC Holdings, LLC.
      - Motion 2<sup>nd</sup> by Steve Manges.
      - Motion ACCEPTED.

## Executive Session

- Church Council went into Executive Session.

## Next Church Council Meeting

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

Respectfully Submitted,  
Kristi Fellers  
February 20, 2025

Treasurer's Notes: Jan '25

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

								6 MONTHS	
Revenue	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	ENDED 01/31/25		
Frye Farm	122,582	153,178	136,816	140,916	179,377	156,800	889,669		
Central Services	-	-	-	-	-	-	-		
Expansion	463	1,473	679	300	160	-	3,075		
Crossroads	22,362	26,567	24,444	22,808	61,253	24,668	182,102		
Jeannette	8,969	13,980	9,598	10,741	13,292	25,881	82,461		
Mt Pleasant / Scottdale	11,497	12,038	10,190	11,430	13,518	10,185	68,858	<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>217,534</b>	<b>1,226,165</b>	2,568,350	48%
<b>2023/2024</b>	163,263	167,923	216,841	177,658	243,049	181,801	1,150,535	Note>>6/12=	50%

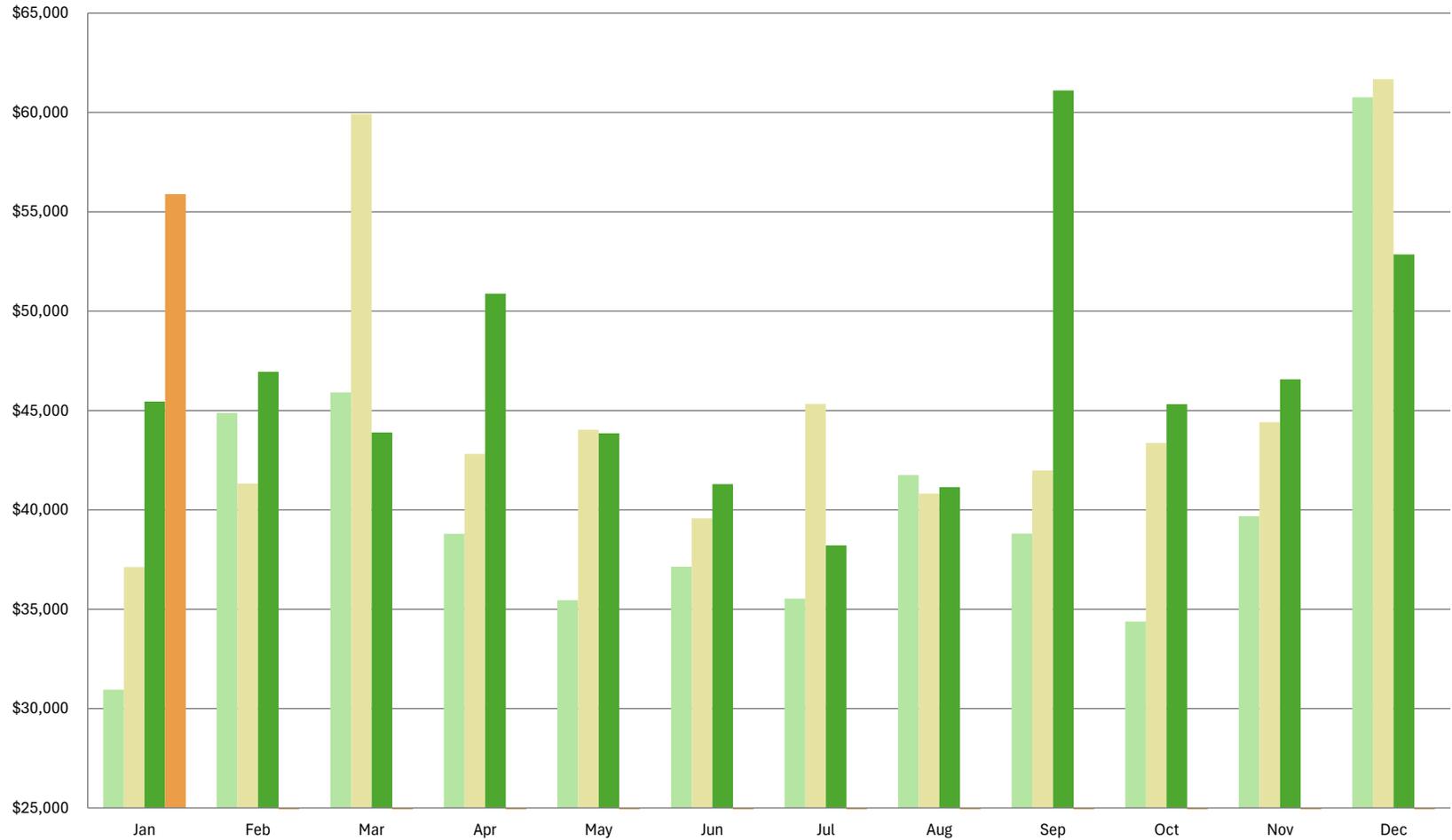
								6 MONTHS	
Expenses	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	ENDED 01/31/25		
Frye Farm	99,680	111,343	113,217	106,357	106,390	142,038	679,025		
Central Services	37,231	19,831	24,332	28,933	7,023	18,554	135,904		
Expansion	464	1,473	678	7,037	160	-	9,812		
Crossroads	26,680	29,112	26,712	29,389	37,638	24,497	174,028		
Jeannette	12,606	12,321	13,177	14,207	13,659	15,641	81,611		
Mt Pleasant / Scottdale	8,645	8,785	8,436	8,377	8,781	8,835	51,859	<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>209,565</b>	<b>1,132,239</b>	2,735,642	41%
<b>2023/2024</b>	163,899	198,434	178,558	179,512	170,933	183,252	1,074,588	Note>>6/12=	50%

								6 MONTHS	
	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	ENDED 01/31/25	Budget	
Unadjusted Net Income	(19,433)	24,371	(4,825)	(8,105)	93,949	7,969	93,926	(167,292)	
Mortgage Principal	(8,468)	(8,500)	(8,764)	(8,593)	(8,593)	(8,593)	(51,511)		
<b>Adjusted Total Profit / (Loss)</b>	<b>(27,901)</b>	<b>15,871</b>	<b>(13,589)</b>	<b>(16,698)</b>	<b>85,356</b>	<b>(624)</b>	<b>42,415</b>		
<b>2023/2024 Unadjusted Net Income</b>	(636)	(30,511)	38,283	(1,854)	72,116	(1,451)	75,947		

Available Cash	
Total Bank Accounts	1,683,772
Outstanding Payables / Prepays	(55,599)
Payroll Liabilities	(17,615)
Reserve Commitments	(1,168,332)
<b>Unrestricted Cash</b>	<b>\$ 442,226</b>

Balances of Select Reserve Accounts:	
Crossroads Future Start Up	57,649
Reserve for Capital Improvement	41,181
Strengthening Our Future	488,896

**WEEKLY GIVING AVERAGES**



Weekly Giving Averages	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Weekly Avg/Mo
	<b>2022</b>	\$ 30,953	\$ 44,876	\$ 45,915	\$ 38,804	\$ 35,449	\$ 37,142	\$ 35,532	\$ 41,748	\$ 38,811	\$ 34,379	\$ 39,682	\$ 60,762
<b>2023</b>	\$ 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
<b>2024</b>	\$ 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
<b>2025</b>	\$ 55,892												
<b>w=# of weeks</b>	'23=5w		'24, '25 = 5w	'23=5w	'22 = 5w	'24, '25 = 5w	'23 = 5w	'25 = 5w	24 = 5w	'23 = 5w	'25 = 5w	'24= 5w	