

Charter Oak Church

Church Council Minutes

March 21, 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: Garth Shaner

Guest Attendance: Jon Hartland, Jay McCaffrey, Mike Lynch, Golden Lynch

Prayer: Erin Irons

Review the February 2024 Meeting Minutes

- **MOTION** by Autumn Vinopal to accept the February Church Council Meeting Minutes.
 - Motion 2nd by Adam Pardee.
 - Motion ACCEPTED.

Old Business

- Capital Improvements Report (Jason Halfhill)
 - See the attached document titled **Capital Improvements Report 3-21-24**.
 - Jason Halfhill presented on all the current capital improvements needed for each campus.
 - The approved Frye Farm Worship Center projector is on target to be installed soon and the total price will come under what was approved.
 - The Jeannette Campus had their Worship Center computers replaced and installed with new technology.
 - It is the recommendation by Church Council to get AED devices installed at the Crossroads and Jeannette Campuses.
- Financial Sub-Committee Team (Chris Whitehead)
 - Discussion ensued and nominations proceeded for the following individuals to serve on the Financial Sub-Committee Team: Larry Rybacki (Chair/Treasurer), Nick Watson (Church Council), Christina McCaffrey (Church Council), Kris Hobaugh (Church Council), and Jason Halfhill (Central Services Executive Director).
 - **MOTION** by Chris Whitehead to approve the nomination of Larry Rybacki (Chair/Treasurer), Nick Watson (Church Council), Christina McCaffrey (Church Council), Kris Hobaugh (Church Council), and Jason Halfhill (Central Services Executive Director) to serve on the Financial Sub-Committee Team.
 - Motion 2nd by Brian Quinn.
 - Motion ACCEPTED.
- Financial Sub-Committee Report (Christina McCaffrey)
 - Christina McCaffrey reported on the proposals that the Financial Sub-Committee Team worked through, and the expected recommendations on what they think Charter Oak Church should pursue in next steps for the future of the Capital Campaign projects.

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- **MOTION** by Christina McCaffrey to direct the Crossroads Building Team to use a budgetary target of \$2.3 million for the exploration of design building options for the Crossroads Campus building at Garden Street (Greensburg, PA).
 - Motion 2nd by Kris Hobaugh.
 - Motion ACCEPTED.
- Crossroads Building Project (Jon Hartland)
 - The Crossroads Campus Build Team consists of Bob Carr (Chair), Jon Hartland, Bob Ross, Skip Bennett, Chris Bitz, Bryan Ball, Kay Scheller, and Rick Riggle.
 - Pastor Jon Hartland presented that by having the “top ceiling” dollar amount of the project will be helpful for the Crossroads Campus Build Team in making decisions on the cost estimates.
 - The Crossroads Build Team will start the soil survey process to understand what we are building on for the foundation.
 - The design firms would be brought in and given the “top ceiling” dollar limit and see what those plans could look like.
 - Discussion and questions were asked by Church Council to Pastor Jon Hartland to better understand the Crossroads Campus Build Team’s wants and clarification on actions that they need to bring back to Church Council with the parameters that were set.
- Human Resources Sub-Committee Team (Chris Whitehead)
 - Discussion ensued and nominations proceeded for the following individuals to serve on the Human Resources Sub-Committee Team: Amanda Polinsky (Chair / Human Resources Church Council Representative), Adam Pardee (Church Council), Jason Halfhill (Central Services Executive Director), and Ty Holler (Charter Oak Church Human Resources Staff Representative).
 - **MOTION** by Chris Whitehead to approve the nominations of Amanda Polinsky (Chair / Human Resources Church Council Representative), Adam Pardee (Church Council), Jason Halfhill (Central Services Executive Director), and Ty Holler (Charter Oak Church Human Resources Staff Representative) to serve on the Human Resources Sub-Committee Team.
 - Motion 2nd by Brian Quinn.
 - Motion ACCEPTED.
- Sabbatical Policy Edits (Amanda Polinsky)
 - **MOTION** by Amanda Polinsky to accept the edits made to the Charter Oak Church Sabbatical Policy. This policy will take effect immediately.
 - Motion 2nd by Adam Pardee.
 - Motion ACCEPTED.
- Pastor Chris Whitehead Sabbatical Policy Request (Amanda Polinsky)
 - **MOTION** by Amanda Polinsky to approve the submitted Sabbatical Application by Pastor Chris Whitehead.
 - Motion 2nd by Adam Pardee.
 - Motion ACCEPTED (11-0-1).
- Sabbatical Sub-Committee Team
 - **MOTION** by Amanda Polinsky to appoint Autumn Vinopal (Chair), Adam Pardee, and Erin Irons to serve as the Sabbatical Sub-Committee Team.
 - Motion 2nd by Jordan Morran.

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- Motion ACCEPTED.
- Security Team Update (Chris Whitehead)
 - Pastor Chris Whitehead presented on the proposal for the security team.
 - Church Council expressed that this needs to be done at all campuses.
 - Discussion ensued that there needs to be plans, processes, procedures, and trainings put in place as well as having teams of individuals fulfilling those duties.

Finance Report: Larry Rybacki

- See the attached document titled **Treasurer Report 3-21-24**.

Comments from Visitors

- Jay McCaffrey expressed concern in the urgency of the security plan that is being in place. He said we need to institute little things in the meantime to help the security issues until the full plan is put in place.
- Mike Lynch discussed that he reached out to a retired state trooper who runs a security training for churches based off each individual church. The trooper would do the first two trainings at no costs to the church once the security team is put in place. Mike Lynch expressed that these security measures need to be an urgency of the church with the security team and the needed security plans.

New Business

- Expansion Plan (Chris Whitehead)
 - Church Council will be walking through a discernment process over the next month.

Executive Session

- Church Council went into Executive Session.

Next Church Council Meeting

- April 18, 2024 (Frye Farm Campus)
 - Start Time 7:00 PM

Respectfully Submitted,
Ty Holler
March 21, 2024

Treasurer's Notes: January '24

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

7 MONTHS								
Revenue	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	ENDED 2/29/24
Frye Farm	123,734	130,488	165,835	134,520	226,274	142,369	135,228	1,058,448
Central Services	-	-	-	-	-	-	-	-
Crossroads	20,540	19,855	26,386	24,336	45,268	21,255	23,880	181,520
Jeannette	7,866	8,066	12,075	10,044	27,289	9,530	20,180	95,050
Mt Pleasant / Scottdale	11,123	9,514	12,545	8,758	9,564	8,647	8,522	68,673
Totals	163,263	167,923	216,841	177,658	308,395	181,801	187,810	1,403,691
								Budget 2,489,915
								% of Bdgt. 56%
2022/2023	166,989	155,242	171,893	158,728	243,049	185,623	165,299	1,246,823
								Note>>7/12= 58%

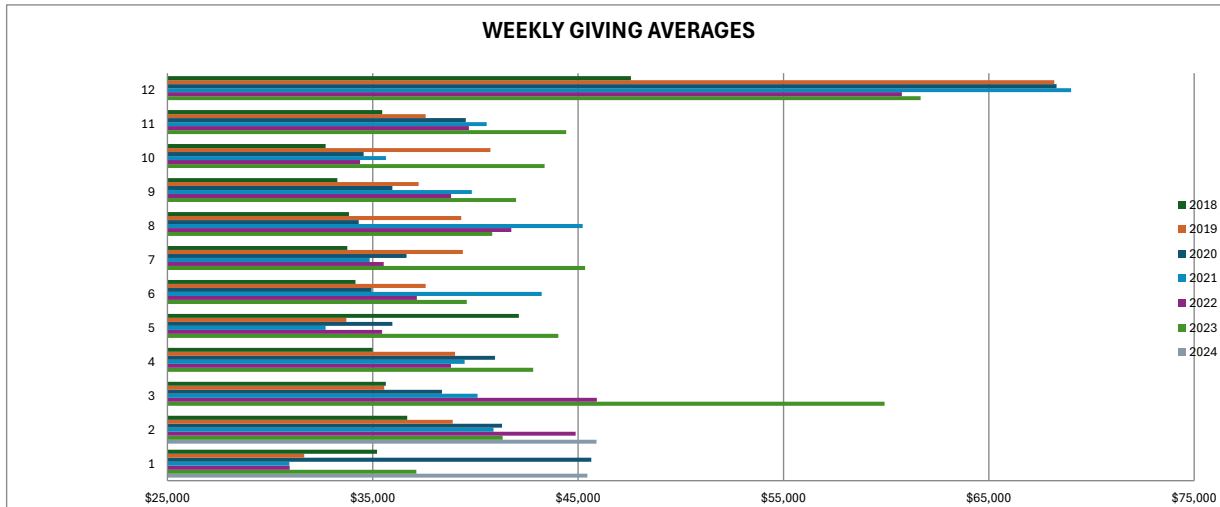
7 MONTHS								
Expenses	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	ENDED 2/29/24
Frye Farm	96,759	125,533	113,096	101,964	126,630	107,631	112,080	783,693
Central Services	24,446	24,925	15,074	27,536	6,625	27,390	23,627	149,618
Crossroads	23,361	24,026	29,338	26,825	31,089	24,713	26,365	185,719
Jeannette	10,187	12,728	15,982	13,599	12,737	12,998	16,133	94,363
Mt Pleasant / Scottdale	8,039	8,998	8,396	9,589	8,104	8,438	8,183	59,747
Totals	162,792	196,210	181,887	179,513	185,179	181,170	186,387	1,273,139
								Budget 2,383,022
								% of Bdgt. 53%
2022/2023	170,191	167,333	180,825	166,904	178,918	203,589	195,794	1,263,554
								Note>>7/12= 58%

7 MONTHS								
	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	ENDED 2/29/24
Unadjusted Net Income	471	(28,287)	34,954	(1,855)	123,216	631	1,423	130,553
Mortgage Principal	(10,117)	(1,744)	(11,462)	(11,277)	(8,119)	(1,799)	(17,141)	(44,518)
Adjusted Total Profit / (Loss)	(9,646)	(30,031)	23,492	(13,132)	115,097	(1,168)	(15,718)	86,035
2022/2023 Unadjusted Net Income	(3,202)	(12,091)	(8,932)	(8,176)	64,131	(17,966)	(30,495)	(16,731)

Weekly Giving Averages	7 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	\$ 45,893											\$ 45,672
w=# of weeks	21, 22, 23 = 5w		19, 20 = 5w	23 = 5w		20, 21, 22 = 5w	19 = 5w	18, 22, 23 = 5w	20, 21 = 5w	19 = 5w	21, 22, 23 = 5w	20 = 5w	19, 23 = 5w

Available Cash	
Total Bank Accounts	\$ 1,345,090
Outstanding Payables / Prepays	(17,924)
Payroll Liabilities	(18,753)
Reserve Commitments	(862,244)
Unrestricted Cash	\$ 446,168

Balances of Select Reserve Accounts:	
Crossroads Future Start Up	67,925
Reserve for Capital Improvement	103,203
Strengthening Our Future	464,648



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	\$2,250	\$18,080	\$38,831	\$5,561	\$3,619	\$3,580	\$1,816						\$73,737