

UUFP Board Meeting, July 18, 2023

In attendance: Connie Shemo, Megan Morrissey, Annette Wells, Tana Hanley,
Jerry Bates (non-voting member) and Lisa Bulriss

Absent: Abby Guay, Kimberley Bertrand, Ursula Jones, Rev. Noline Guerrier and Mark Preston
Notetaker: Lisa Bulriss

Item	Discussion	If a task is involved, who is overseeing it and deadline?
Check-in		
Minutes	Motion to approve the June 27, 2023 Board minutes – 1 st by Meg and 2 nd by Connie all approved.	Kimberley working on minutes from the June 4 th Congregational Meeting.
Treasurer's Report	Annette stated report was clear and overall the budget is within projection. Motion to accept the Treasurer's Report – 1st by Meg and 2nd by Connie, all approved.	
Date for Orientation for New Board member	Connie stated Ursula asked this to be on the agenda and she will reach out to her on what she would include in an orientation. Annette stated during the interview process, we go through the expectations of being a board member. Meg recalled when she came on the board, an orientation was done. Meg remembered a discussion of the committees' roles and what the board is responsible for. Tana stated she learned a lot at the last board meeting. Connie stated the round tables equalize the conversations.	Connie will email Ursula to ask what should Tana needs as a new board member.
Mini-Retreat	Connie stated we need to make a recommendation to Rev. Noline on what we would like for food at the retreat and suggestions on where. A discussion took place of where to hold the mini retreat; the place needs to be accessible. Annette asked for a round table to discuss food options. The board recommendation to Rev. Noline is ordering food with support from the congregation; however, everyone is flexible with a potluck style too. Connie will email Rev. Noline.	August 2 nd from 5 to 9 PM. Rev. Noline will let the board know of the location at a later time. Connie will email Rev. Noline on food options.
Worship services	Nancy asked Connie to update the board in regards to an issue that arose involving a discussion of politics in the worship services. A discussion took place regarding the UU policies and standing up for human rights and social justices regardless of political parties. A round table was done. The board feels this issue is a big topic	

	and conversations will continue with the worship services committee.	
Budget Shortfall and Members for Finance Committee	<p>Connie and Annette stated as a board we need to ask ourselves what we are going to do with the continuing budget shortfalls. A round table was done. The board discussed fundraising ideas and expanding exposure to the community.</p> <p>A discussion took place regarding sharing space. The board feels asking for more money from the congregation is not a solution.</p> <p>Tana asked if Finance and Fundraising were the same committee or are they separate? Jerry stated on paper they are separate; but in reality, no. Current members of the fundraising committee are Ursula and Jerry; same people who are on the finance committee.</p> <p>Since the meeting, clarification has been made on committee members; Please note the following committees and the members:</p> <p>Finance Committee – Ursula and Jerry Fund Development Committee – Ursula and Jerry, with John Neuhaus as a consultant Fundraising Committee – Ursula, Darlynn, Lori N., Evelyn R., Simone L. with Jerry as a consultant.</p> <p>Tana volunteered to be on the fundraising committee and Meg also offered to volunteer in the near future.</p>	Jerry will send email to Tana in regards to fundraising committee.
Next Meeting	<p>Next Board meeting – August 15th at 7:30 PM</p> <p>Future Board meeting dates – 3rd Tuesday of the month</p> <p>September 19, 2023, October 17, 2023, November 21, 2023 and December 19, 2023.</p>	Add future board meeting dates to August agenda.
Check-out		

UUFPP Board Meeting 7/18/23
 Treasurer Report as of 6/30/23

As of the end of June, 50% of the fiscal year had elapsed and we have collected 51% of the projected income (\$56,869) excluding the \$31,469 from savings. As noted in previous reports, the anticipated \$8,000 in interest from our CD will not come due until 2024. Our income by percentage received and the actual amounts includes the following:

Contributions	
Share the Plate	97% (\$3,881)-twice expected amount/half to orgs.
Other donations	1.3% (\$160)
Pledges	59% (\$52,368) Statements sent 7/5/23
Interest Income	1.1% (\$90)
Other Income/fundraising	
Rental income	70% (\$350)
Rummage Sales/other	1% (\$20)-Scheduled for Oct and Nov.
Total Excluding Amt from Savings	51% (\$56,869)

Regarding expenses our total expenses so far this year we are at 48 %(\$68,709) of projections, with some costs being higher and some being lower than expected:

Religious Life has expended 52% (\$12,177) of its budget including:	
Living Our Mission	79% (\$2,444)-includes donations given to STP
Communicating	29% (\$937)
Religious Exploration	30% (\$268)
Worship	22% (\$1,140)
Professional Ministry	101% (\$4,057)
UUA Fair Share	48% (\$3,330)
Operating Expenses has expended 48% (\$56,531) of its budget including:	
Admin Expense	47% (\$6,534)
B&G	48% (\$4,627)
Payroll	47% (\$45,370)

The total amount of Religious Life and Operating Expenses spent so far is 48% (\$68,709).

Cash Balances as of 6/30/23

Community Bank Checking Account	\$5,030.95
Glens Falls National Bank Checking Account	1,000.00
Glens Falls National Bank Savings Account	29,669.69
Oak View National Bank 12 mon CD	30,000.00
Oak View National Bank 15 mon CD	120,000.00
UUA Common Endowment Fund	47,531.70
Total Cash	\$233,232.34

The congregation voted at the Annual Meeting 6/4/23 to approve the sale of our property at Kansas/Montana Ave, Plattsburgh. So far we have not chosen a realtor to represent us. For next year we need to find additional income or plan for cuts in the budget. Ursula Jones, Treasurer

UUPF 2023 BUDGET WORKSHEET

	APPROVED	As of	% of	
	2023	6/30/2023	Budget	June
REVENUE/INCOME				
2023 Contributions				
Share the Plate Donations	\$4,000.00	\$3,881.35	97.03%	\$524.00
Other Donations	12,000.00	160.00	1.33%	0.00
Pledges	88,640.00	52,367.86	59.08%	2,234.00
Uncollectables (1.5% 2021) - 3% in 2022 & 2023	-2,659.00	0.00	0.00%	
Interest Income	8,000.00	89.55	1.12%	5.71
76% Contributions	\$109,981.00	\$56,498.76	51.37%	\$2,763.71
Other Income-Fundraising				
Virtual Auction				
Misc. Income				
Rental Income	\$500.00	\$350.00	70.00%	0
Rummage Sales, Other Fundraisers	\$2,000.00	20.00	1.00%	0.00
2% Other Income-Fundraising	\$2,500.00	370.00	14.80%	\$0.00
Total Income	\$112,481.00	\$56,868.76	50.56%	\$2,763.71
Contributions from Savings				
Restricted funds from OWL	\$625.00	\$250.00	40.00%	0
Savings	\$30,844.00	\$0.00	0.00%	\$0.00
22% Contributions from Savings	\$31,469.00	\$250.00	0.79%	\$0.00
Total Income	\$143,950.00	\$57,118.76	39.68%	\$2,763.71
EXPENSES				
RELIGIOUS LIFE				
Living our Mission				
Social Gatherings (food, activities)	\$600.00	\$173.01	28.84%	\$19.65
Faith Formation	200.00	0.00	0.00%	0.00
Faith in Action (BLM, UUtheVote, Climate, others)	250.00	250.00	100.00%	0.00
Share the Plate donations *** ADD NUMBER (figure here est from current)	2,000.00	2,020.68	101.03%	234.50
Interfaith Council	30.00	0.00	0.00%	0.00
Living Our Mission	\$3,080.00	\$2,443.69	79.34%	\$254.15
Communicating				
Advertising (social media, decals, banners)	\$800.00	\$0.00	0.00%	\$0.00
Supplies (brochures etc)	200.00	0.00	0.00%	0.00
Website domain/backup service	200.00	34.99	17.50%	0.00
Printing	200.00	0.00	0.00%	0.00
Online subscrippts (Zoom, Mailchimp, rsvp, Canva, GGeeks)	740.00	413.40	55.86%	26.50
"Licensing (CVLI, CCS, OneLicense)"	1,065.00	489.00	45.92%	0.00
Postage	75.00	0.00	0.00%	0.00
Communicating	\$3,280.00	\$937.39	28.58%	\$26.50
Religious Exploration				
RE Professional Development (incl LREDA membership)	\$55.00	\$0.00	0.00%	\$0.00
OWL Instructors: Training *500.00 from restricted funds	500.00	250.00	50.00%	0.00
OWL materials/supplies *125.00 from restricted funds	125.00	0.00	0.00%	0.00
Materials/Supplies (snacks/supplies)	200.00	18.25	9.13%	0.00

	Religious Exploration	\$880.00	\$268.25	30.48%	\$0.00
	Worship				
	Music				
	Professional Development	\$390.00	\$0.00	0.00%	\$0.00
	Guest Musicians	1,200.00	505.00	42.08%	150.00
	PERMISSIONS/DONATIONS (music, streaming rights)	300.00	0.00	0.00%	0.00
	Equipment & repairs	300.00	0.00	0.00%	0.00
	Music	\$2,190.00	\$505.00	23.06%	\$150.00
	Sunday Services				
	Worship Materials	\$200.00	\$20.00	10.00%	0.00
	Guest Speakers * 10 lay, 3 UU Ministers	2,695.00	615.00	22.82%	0.00
	Sunday Services	\$2,895.00	\$635.00	21.93%	\$0.00
	Worship	\$5,085.00	\$1,140.00	22.42%	\$150.00
	Professional Ministry				
	Minister Professional Development	\$4,000.00	\$4,057.47	101.44%	1,403.43
	Professional Ministry	\$4,000.00	\$4,057.47	101.44%	\$1,403.43
	UUA Fair Share	\$6,996.00	\$3,330.00	47.60%	555.00
	16% RELIGIOUS LIFE TOTAL	\$23,321.00	\$12,176.80	52.21%	\$2,389.08
	OPERATING EXPENSES				
	Administrative Expenses				
	Internet-Telephones	\$2,500.00	\$1,289.23	51.57%	\$219.03
	Office Supplies (General)	200.00	172.95	86.48%	21.97
	Board Expenses	100.00	0.00	0.00%	0.00
	Payroll Service	1,400.00	883.15	63.08%	113.01
	SS Medicare, Emp taxes	3,274.00	1,370.16	41.85%	222.29
	Insurance, WC, Disability (est.)	2,151.00	1,143.94	53.18%	128.58
	Minister's disability insurance	645.00	321.00	49.77%	53.50
	Breeze/PayPal Fees	1,000.00	488.25	48.83%	87.56
	Technology	700.00	140.56	20.08%	0.00
	Leadership Development	600.00	300.00	50.00%	300.00
	CLM Training/Development	300.00	0.00	0.00%	0.00
	Safe Congregation Screening	200.00	75.00	37.50%	25.00
	Contingency & Miscellaneous	500.00	50.00	10.00%	0.00
	Minister's Discretionary Budget	300.00	300.00	100.00%	300.00
	10% Administration	\$13,870.00	\$6,534.24	47.11%	\$1,470.94
	Buildings and Grounds:				
	Utilities: Palmer	\$1,500.00	\$1,107.17	73.81%	\$62.64
	Maintenance/Repairs Palmer	800.00	236.38	29.55%	0.00
	Trash Removal	480.00	315.58	65.75%	52.54
	Insurance	2,677.00	1,219.00	45.54%	0.00
	Grounds	1,500.00	750.00	50.00%	250.00
	Cleaner-Contractor	2,000.00	850.00	42.50%	150.00
	Kansas Ave/Montana Drive Property	500.00	148.70	29.74%	
	7% Building & Grounds	\$9,457.00	\$4,626.83	48.92%	\$515.18
	Payroll Expense				

	Ministerial Salary (7% increase Salary/housing)	\$35,933.00	\$17,966.52	50.00%	\$2,764.08
	Ministerial Housing Allowance	14,000.00	6,999.98	50.00%	1,076.92
	Ministerial Retirement Contribution/Salary	4,993.00	2,496.52	50.00%	384.08
	Staff (Office Assistant, Music Director, digital outreach, RE, Childcare, tech booth asst)	42,376.00	17,907.37	42.26%	2,905.08
68%	Payroll Expense	\$97,302.00	\$45,370.39	46.63%	\$7,130.16
84%	Operating Expenses	\$120,629.00	\$56,531.46	46.86%	\$9,116.28
	Total Expenses	\$143,950.00	\$68,708.26	47.73%	\$11,505.36
	REVENUES	\$143,950.00	\$57,118.76		\$2,763.71
	EXPENSES	143,950.00	68,708.26		\$11,505.36
	NET INCOME	\$0.00	-\$11,589.50		(\$8,741.65)
	Cash Balances as of 06/30/2023				
	Community Bank Checking Accounts	\$5,030.95			
	Glens Fall National Bank Checking Account	1,000.00			
	Glens Fall National Bank Savings Account	29,669.69			
	Oak View National Bank- 12 months CD	30,000.00			
	Oak View National Bank- 15 months CD	120,000.00			
	UU Endowment Fund	47,531.70			
	Total Cash	\$233,232.34			