

# UUF Board Meeting, August 15, 2023

In attendance: Connie Shemo, Ursula Jones, Annette Wells, Tana Hanley,  
Mark Preston and Lisa Bulriss

Absent: Megan Morrissey, Abby Guay, Kimberley Bertrand, Rev. Noline Guerrier  
and Jerry Bates (non-voting member)

Notetaker: Lisa Bulriss

Item	Discussion	If a task is involved, who is overseeing it and deadline?
Check-in		
Minutes	<p>Motion to approve the July 18, 2023 Board minutes – 1<sup>st</sup> by Connie and 2<sup>nd</sup> by Tana all approved except Mark abstained</p> <p>Lisa to send Connie and Annette the monthly board reminder worksheet.</p>	<p>Lisa is working on minutes from the June 4<sup>th</sup> Congregational Meeting. Lisa to email the board calendar reminder worksheet to Connie and Annette.</p>
Treasurer's Report	<p>Ursula stated the CDC contract has been executed, sale price is \$155,000 and the For Sale sign is on the lot. Tim Collins was hired to brush hog the lot, looks good. Not anticipating a quick sale. The Finance Committee will have to investigate on how to get the best return on the sale proceeds.</p> <p>Motion to accept the Treasurer's Report – 1st by Connie and 2nd by Tana, all approved except Ursula abstained.</p>	
Request for Payment in Kind for use of Sanctuary	<p>Connie told the board she just emailed a request they received from Vini Fallica. Connie read the email to the board. Vini is proposing a Trade of Services for using the sanctuary for studio portraiture. Instead of payment for use of the space, Vini is offering free portraits of the Fellowship members.</p> <p>Connie asked for a round. After a discussion, a few questions need to be answered before a decision is made. Questions for Vini are How many hours? How often, once a week and how long, 2 months, 6 months? Lisa will email Vini the questions and add it to the September agenda.</p>	<p>Lisa to email Vini the questions the board has regarding the request.</p> <p>Add to September board agenda</p>
Report from Meeting with Temple Beth Israel	<p>Connie went over the Ad Hoc Committee Report regarding today's meeting with Temple Beth Israel (TBI). The current president of TBI is planning to step down mid-September. She is a strong supporter of shared space and would like to get a deal done before she leaves. TBI's biggest concerns are: following the kosher guidelines, displaying crosses and security. Connie asked for a</p>	<p>Connie to email the Ad Hoc Committee Report to everyone.</p> <p>Lisa to email Connie a list of Ad Hoc</p>

	<p>round. After a discussion the Board has a question for the Ad Hoc Committee on what information they have or can gather from other UU congregations on rental space costs. Ursula reminded everyone we have a budget deficit and currently have limited cash flow. Most of our cash is tied up CD's. The Ad Hoc Committee can answer TBI's questions. Connie will email the Ad Hoc Committee members to ask the question and let them know to answer TBI's questions.</p>	<p><b>Committee members.</b></p> <p><b>Connie will email Ad Hoc Committee about the Board question.</b></p>
<p><b>Set Goals for Fellowship for the Coming Year</b></p>	<p>Annette stated as a board we need to set goals for the fellowship for the upcoming year. Connie asked for a round. After a discussion, the board came up with the following ideas:</p> <ul style="list-style-type: none"> <li>-Foster development in the Community and relationships to each other; making members feel connected and involved.</li> <li>-Work on addressing the budget deficit.</li> <li>-Pursue shared space.</li> <li>-Bigger footprint in the community (letting people know we are here). Expand who we are and what we do.</li> <li>-Work on getting more members involved in the fellowship.</li> </ul> <p>Since several board members were absent; the board would like the other members to be involved in developing the annual goals. Lisa will email the board members the list and ask the absent board members to review and make comments.</p> <p>Ursula recommends establishing one or two goals; volunteers are limited. Setting too many goals could be counterproductive.</p>	<p><b>Lisa to start an email thread to the Board with the list of potential goals for the upcoming year.</b></p>
<p><b>Budget Planning Calendar</b></p>	<p>Ursula stated after the goal(s) is established; they are shared with the working committees (Worship, Communications, RE and Buildings and Grounds, etc). The committees are asked for their budgets to help ensure we can move forward with the goal(s).</p>	
<p><b>Insurance Item</b></p>	<p>Insurance renewals are in September and will be reviewed by the Finance Committee.</p>	
<p><b>Next Meeting</b></p>	<p>Next Board meeting – September 19, 2023 @ 7:30 PM          Future Board meeting dates – October 17, 2023, November 14, 2023 and December 12, 2023.</p>	
<p><b>Check-out</b></p>		

UUFP Board Meeting 8/15/23  
Treasurer Report as of 7/31/23

As of the end of July, 58% of the fiscal year had elapsed and we have collected 61% of projected contributions (\$68,955) excluding the \$32,469 from savings. As noted in previous reports, the anticipate \$8,000 in interest income from our CDs will not come due until 2024. Pledge statements were sent out 7/5 with the effect of several members catching up on their pledge payments and others paying forward. Our income by percentage received and the actual amount includes the following:

Contributions	
Share the Plate	99% (\$3,955)-2xs expected amt/half to org.
Other donations	1.3% (\$160)
Pledges	72.5% (\$64,265)-up from 59% from June report
Interest Income	1.2% (\$95)
Other Income/fundraising	
Rental income	92% (\$460)
Rummage Sales/other	1% (\$20)-scheduled for Oct and Nov
Total Excluding amt from Savings	61% (\$68,955)

Regarding expenses, our total expenses as of 7/31 are at 54% (\$77,792) of projections with some costs being higher and some being lower than expected.

Religious Life has expended 55% (\$12,814) of its budget including:

Living Our Mission	79% (\$2,444)-includes donations to STP
Communicating	29% (\$964)
Religious Exploration	30% (\$268)
Worship	22% (\$1,140)
Professional Ministry	101% (\$4,057)
UUA Fair Share	56% (\$3,941)

Operating Expenses hs expended 54% (\$64,978) of its budget including:

Admin Expense	55% (\$7,604)
B&G	52% (\$4,883)
Payroll	54% (\$52,491)

The total amount of Religious Life and Operating Expenses spent so far is 54% (\$77,792).

Cash Balances as of 7/31/23

Community Bank Checking Account	\$7,47.60
Glens Falls National Bank Checking Account	1,000.00
Glens Falls National Bank Savings Account	29,674.73
Oak View National Bank- 12 Month CD	30,000.00
Oak View National Bank- 18 Month CD	120,000.00
UU Endowment Fund	<u>47,531.70</u>
Total Cash	<b>\$235,683.03</b>

The Board has approved signing a contract with CDC Real Estate to represent us in the sale of our property at Kansas and Montana Ave, Plattsburgh. CDC recommends listing the property for an asking price of \$155,000 (approx. \$39,000/AC) and seriously consider anything

in the range of \$100,000 or higher (approx. \$25,000/AC). The contract is for one year reflecting the time it takes to market and sell commercial property. For the near future we need to find ways to reduce the budget deficit and best utilize our assets.

Ursula Jones, Treasurer

)

**UUFP 2023 BUDGET WORKSHEET**

		APPROVED	As of	% of	
		2023	7/31/2023	Budget	July
<b>REVENUE/INCOME</b>					
<b>2023</b>	<b>Contributions</b>				
	Share the Plate Donations	\$4,000.00	\$3,955.35	98.88%	\$74.00
	Other Donations	17,000.00	160.00	1.33%	0.00
	Pledges	88,640.00	64,264.90	72.50%	11,897.04
	Uncollectables (1.5% 2021) - 3% in 2022 & 2023	-2,659.00	0.00	0.00%	
	Interest Income	8,000.00	94.59	1.18%	5.04
<b>76%</b>	<b>Contributions</b>	<b>\$109,981.00</b>	<b>\$68,474.84</b>	<b>62.26%</b>	<b>\$11,976.08</b>
	<b>Other Income-Fundraising</b>				
	Virtual Auction				
	Misc. Income				
	Rental Income	\$500.00	\$460.00	92.00%	\$110.00
	Rummage Sales, Other Fundraisers	\$2,000.00	20.00	1.00%	0.00
<b>2%</b>	<b>Other Income-Fundraising</b>	<b>\$2,500.00</b>	<b>480.00</b>	<b>19.20%</b>	<b>\$110.00</b>
	<b>Total Income</b>	<b>\$112,481.00</b>	<b>\$68,954.84</b>	<b>61.30%</b>	<b>\$12,086.08</b>
	<b>Contributions from Savings</b>				
	Restricted funds from OWL	\$625.00	\$250.00	40.00%	\$0.00
	Savings	\$30,844.00	\$0.00	0.00%	\$0.00
<b>22%</b>	<b>Contributions from Savings</b>	<b>\$31,469.00</b>	<b>\$250.00</b>	<b>0.79%</b>	<b>\$0.00</b>
	<b>Total Income</b>	<b>\$143,950.00</b>	<b>\$69,204.84</b>	<b>48.08%</b>	<b>\$12,086.08</b>
<b>EXPENSES</b>					
	<b>RELIGIOUS LIFE</b>				
	<b>Living our Mission</b>				
	Social Gatherings (food, activities)	\$600.00	\$173.01	28.84%	\$0.00
	Faith Formation	200.00	0.00	0.00%	0.00
	Faith In Action (BCM, 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%	0.00
	Interfaith Council	30.00	0.00	0.00%	0.00
	<b>Living Our Mission</b>	<b>\$3,080.00</b>	<b>\$2,443.69</b>	<b>79.34%</b>	<b>\$0.00</b>
	<b>Communicating</b>				
	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 subscripots (Zoom, Mailchimp, rsvp, Canva, GGeeks)	740.00	439.90	59.45%	26.50
	"Licensing (CVLI, CCS, OneLicense)"	1,065.00	489.00	45.92%	0.00
	Postage	75.00	0.00	0.00%	0.00
	<b>Communicating</b>	<b>\$3,280.00</b>	<b>\$963.89</b>	<b>29.39%</b>	<b>\$26.50</b>
	<b>Religious Exploration</b>				
	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

	<b>Religious Exploration</b>	<b>\$880.00</b>	<b>\$268.25</b>	<b>30.48%</b>	<b>\$0.00</b>
	<b>Worship</b>				
	<b>Music</b>				
	Professional Development	\$390.00	\$0.00	0.00%	\$0.00
	Guest Musicians	1,200.00	505.00	42.08%	0.00
	PERMISSIONS/DONATIONS (music, streaming rights)	300.00	0.00	0.00%	0.00
	Equipment & repairs	300.00	0.00	0.00%	0.00
	<b>Music</b>	<b>\$2,190.00</b>	<b>\$505.00</b>	<b>23.06%</b>	<b>\$0.00</b>
	<b>Sunday Services</b>				
	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
	<b>Sunday Services</b>	<b>\$2,895.00</b>	<b>\$635.00</b>	<b>21.93%</b>	<b>\$0.00</b>
	<b>Worship</b>	<b>\$5,085.00</b>	<b>\$1,140.00</b>	<b>22.42%</b>	<b>\$0.00</b>
	<b>Professional Ministry</b>				
	Minister Professional Development	\$4,000.00	\$4,057.47	101.44%	0.00
	<b>Professional Ministry</b>	<b>\$4,000.00</b>	<b>\$4,057.47</b>	<b>101.44%</b>	<b>\$0.00</b>
	<b>UUA Fair Share</b>	<b>\$6,996.00</b>	<b>\$3,940.62</b>	<b>56.33%</b>	<b>\$610.62</b>
	<b>16% RELIGIOUS LIFE TOTAL</b>	<b>\$23,321.00</b>	<b>\$12,813.92</b>	<b>54.95%</b>	<b>\$637.12</b>
	<b>OPERATING EXPENSES</b>				
	<b>Administrative Expenses</b>				
	Internet-Telephones	\$2,500.00	\$1,508.31	60.33%	\$219.08
	Office Supplies (General)	200.00	172.95	86.48%	0.00
	Board Expenses	100.00	0.00	0.00%	0.00
	Payroll Service	1,400.00	998.91	71.35%	115.76
	SS Medicare, Emp taxes	3,274.00	1,591.68	48.62%	221.32
	Insurance, WC, Disability (est.)	2,151.00	1,210.91	56.30%	66.97
	Minister's disability insurance	645.00	374.50	58.06%	53.50
	Breeze/PayPal Fees	1,000.00	581.00	58.10%	92.75
	Technology	700.00	140.56	20.08%	0.00
	Leadership Development	600.00	600.00	100.00%	300.00
	CLM Training/Development	300.00	0.00	0.00%	0.00
	Safe Congregation Screening	200.00	75.00	37.50%	0.00
	Contingency & Miscellaneous	500.00	50.00	10.00%	0.00
	Minister's Discretionary Budget	300.00	300.00	100.00%	0.00
	<b>10% Administration</b>	<b>\$13,870.00</b>	<b>\$7,603.82</b>	<b>54.82%</b>	<b>\$1,069.58</b>
	<b>Buildings and Grounds</b>				
	Utilities: Palmer	\$1,500.00	\$1,161.62	77.44%	\$54.45
	Maintenance/Repairs Palmer	800.00	236.38	29.55%	0.00
	Trash Removal	480.00	367.59	76.58%	52.01
	insurance	2,677.00	1,219.00	45.54%	0.00
	Grounds	1,500.00	750.00	50.00%	0.00
	Cleaner-Contractor	2,000.00	1,000.00	50.00%	150.00
	Karas Ave/Montana Drive Property	500.00	148.70	29.74%	0.00
	<b>7% Building &amp; Grounds</b>	<b>\$9,457.00</b>	<b>\$4,883.29</b>	<b>51.64%</b>	<b>\$256.46</b>
	<b>Payroll Expense</b>				

	Ministerial Salary (7% Increase Salary/housing)	\$35,933.00	\$20,730.60	57.69%	\$2,764.08
	Ministerial Housing Allowance	14,000.00	8,076.90	57.69%	1,076.92
	Ministerial Retirement Contribution/Salary	4,993.00	2,880.60	57.69%	384.08
	Staff (Office Assistant, Music Director, digital outreach, RE, Childcare, tech booth asst)	42,376.00	20,802.45	49.09%	2,895.08
<b>68%</b>	<b>Payroll Expense</b>	<b>\$97,302.00</b>	<b>\$52,490.55</b>	<b>53.95%</b>	<b>\$7,120.16</b>
<b>84%</b>	<b>Operating Expenses</b>	<b>\$120,629.00</b>	<b>\$64,977.66</b>	<b>53.87%</b>	<b>\$8,446.20</b>
	<b>Total Expenses</b>	<b>\$143,950.00</b>	<b>\$77,791.58</b>	<b>54.04%</b>	<b>\$9,083.32</b>
	<b>REVENUES</b>	<b>\$143,950.00</b>	<b>\$69,204.84</b>		<b>\$12,086.08</b>
	<b>EXPENSES</b>	<b>143,950.00</b>	<b>77,791.58</b>		<b>\$9,083.32</b>
	<b>NET INCOME</b>	<b>\$0.00</b>	<b>-\$8,586.74</b>		<b>\$3,002.76</b>
	<b>Cash Balances as of 07/31/2023</b>				
	Community Bank Checking Accounts	\$7,476.60			
	Glens Fall National Bank Checking Account	1,000.00			
	Glens Fall National Bank Savings Account	29,674.73			
	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			
	<b>Total Cash</b>	<b>\$235,683.03</b>			