

# UUFP Board Meeting, September 19, 2023

In attendance: Rev. Noline Guerrier, Ursula Jones, Megan Morrissey, Mark Preston, Connie Shemo

Absent: Jerry Bates, Kimberley Bertrand, Lisa Bulriss, Tana Hanley, Annette Wells

Notetaker: Mark Preston

Item	Discussion	If a task is involved, who is overseeing it and deadline?
Check-in	Rev. Noline	
June 4 Congregational Meeting Minutes	Review of minutes: Aug board and Congregational meeting. Kathy Sajor's name misspelled in congregational meeting minutes. On condition of this correction: Ursula motion to approve, second by Connie.	
August 15 Board Minutes	See above	
Minister's Report	Discussed reducing frequency of ministers reports to quarterly, or to 3 or 4 annually.  Discussion of Covid cases increasing, and relevance or not of revisiting the current position on safety. The Safety Committee will be reached out to explore whether there are any new recommendations for building ventilation. The value of a statement by the board regarding increased Covid cases was explored.  Motion made to hire Grace Suarez two paid Sundays per month as childcare support. Motion by Connie, second by Ursula. All approved.	<b>The board approved reducing the frequency of the Minister's Report to quarterly.</b>  <b>Connie will reach out to JoEl to convene a Safety Committee meeting.</b>
Treasurer's Report	There was discussion about the Treasurer's proposal regarding freezing or reducing spending in next year's budget because of the budget deficit.  Ursula proposed that the Treasurer's Report not be presented and approved in a block together with the Minister's Report.	<b>The Treasurer's Report will become a separate agenda item on upcoming board agendas.</b>
	Minister's and Treasurers Reports: Motion to accept by Meg, Second by Connie.	
Temple Beth	Connie and Rev. Noline volunteered to be on the committee	<b>Rev. Noline will</b>

Israel - Report from 2nd meeting	recommended in the report, consisting of members of both congregations to plan events for bringing congregants together. It was suggested that membership in this group be open to a larger pool of UUFM members.	contact Jo El and Nancy to request they write an announcement soliciting members for the E-News.
Fellowship goal for 2023-24	Invest in community engagement, visibility, and leadership while attending to the long-term sustainability and viability of the congregation.	Ursula will circulate this goal to the committees and groups, so it can guide them in goal-setting for the 2024 budget year.
Budget Planning Calendar	Ursula shared details from the budget planning calendar and fielded questions about this process.	
Abby announcement	Connie shared a message from Abby, who has resigned from the board via letter because she will be missing more meetings than she feels appropriate. Connie replied by thanking her for her service to the board.	
Vini response	The board heard the response made by Vini Fallica following the August board meeting, on the topic of his request to use the building for portraiture in exchange for an offer of his services. Though Vini has not yet made a detailed proposal, the board established they were open to a six month trial period, whereby Vini would compensate the congregation with one hour offered back to the congregation for every hour used for his portraiture sessions.	It was suggested that Lisa follow up with Vini, given that she is responsible for arranging rental agreements. <b>Rev. Nicoline agreed to follow up with Lisa about this.</b>
Safety preparedness training	<p>Rev. Nicoline recommends some congregational members participate in training sessions to enhance congregational preparedness in the event of any events threatening participants' safety. Two possible events were named, one of which required payment of a fee to attend.</p> <p>Rev. Nicoline requested board members' input on the relevance of this type of activity and the board agreed it would be a good idea to participate. Connie recommended the board cover the cost to participate, should cost be an issue for any participants.</p> <p>The board agreed to revisit how to fund these activities should this become necessary.</p>	<b>Rev. Nicoline will circulate information about the two training sessions and will encourage participation from key sectors of fellowship life (worship, RE, possibly communications.)</b>
Items tabled until next month's meeting	None	

Next Meeting	Next Board meeting – October 17, 2023 Future Meeting dates – November 14, 2023 and December 12, 2023.	
Check-out	Rev. Nicoline	



UUF Board Meeting 9/19/23  
Treasurer Report as of 8/31/23

As of the end of August 66% of the year had elapsed and we have collected 65% of the projected income (\$72,798) excluding \$31,219 from savings. This includes 77% of pledges or \$67,857. The income by percentage and actual amounts includes the following:

Contributions	
Share the Plate	105% (\$4,202)-half is shared with org.
Other donations	1.3% (\$160)
Pledges	77% (\$67,857)
Interest income	1.1% (\$90)-interest from CDs is due in 2024
Other Income/fundraising	
Rental income	92% (\$460)-includes zoom rental
Rummage Sales/other	1% (\$20)-scheduled Oct and Nov
Total excluding Amt from savings	65% (\$72,798)

In terms of expenses our total expenses so far this year are at 61% (\$88,188) of projections, with most costs being close to projected amounts. Expenses by percentage and actual amounts include the following:

Religious Life has expended 62% (\$14,419) distributed as follows:

Living Our Mission	94% (\$2,901)includes STP distribution
Communicating	30% (\$990)
Religious Exploration	30% (\$268)
Worship	32% (\$1,650)
Professional Ministry	101% (\$4,057)
UUA Fair Share	65% (\$4,551)

Operating Expenses has expended 61% (\$73,770) of its budget including:

Admin Expense	60% (\$8,275))
B&G	65% (\$6,127)
Payroll	61% (\$59,367)

The total amount of Religious Life and Operating expenses spent so far is 61% (\$88,188).

Cash Balances as of 8/31/23

Community Bank Checking Account	\$5,179.71
Glens Falls National Bank Checking Account	1,000.00
Glens Falls National Bank Savings Account	26,679.39
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	\$230,390.80

While expenditures are close to our projections, our income in some areas is significantly lower than projected: the interest income of \$8,000 will not come in until 2024, and "Other Donations" were projected at \$12,000 and only \$160 has been collected. We have two fundraisers scheduled for the fall with only a modest projection of collecting \$2,000 that might

bring in more. Outside of bringing in significantly more with these fundraisers, we are looking at a \$50,000 deficit for the end of this year. The Finance, Fund Development, and Endowment Committees will be looking to invest the money that comes due from current CDs and the sale of our lot on Kansas/Montana Ave for the highest rate of return to help balance next year's budget. The Fund Raising Committee will again be planning more fund raisers for the new year. For the 2024 budget planning process, I recommend we freeze spending at current levels except for essentials (utilities, ins, etc.) and to honor existing commitment, and look to reduce spending where possible.

Ursula Jones, Treasurer

**UUPF 2023 BUDGET WORKSHEET**

	APPROVED	As of	% of	
	2023	8/31/2023	Budget	August
<b>REVENUE/INCOME</b>				
<b>2023 Contributions</b>				
Share the Plate Donations	\$4,000.00	\$4,202.35	105.06%	\$247.00
Other Donations	12,000.00	160.00	1.33%	0.00
Pledges	88,640.00	67,856.90	76.55%	3,592.00
Uncollectables (1.5% 2021) - 3% in 2022 & 2023	-2,659.00	0.00	0.00%	
Interest Income	8,000.00	99.25	1.24%	4.66
<b>76% Contributions</b>	<b>\$109,981.00</b>	<b>\$72,318.50</b>	<b>65.76%</b>	<b>\$3,843.66</b>
<b>Other Income-Fundraising</b>				
Virtual Auction				
Misc. Income				
Rental Income	\$500.00	\$460.00	92.00%	\$0.00
Rummage Sales, Other Fundraisers	\$2,000.00	20.00	1.00%	0.00
<b>2% Other Income-Fundraising</b>	<b>\$2,500.00</b>	<b>480.00</b>	<b>19.20%</b>	<b>\$0.00</b>
<b>Total Income</b>	<b>\$112,481.00</b>	<b>\$72,798.50</b>	<b>64.72%</b>	<b>\$3,843.66</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% 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>\$73,048.50</b>	<b>50.75%</b>	<b>\$3,843.66</b>
<b>EXPENSES</b>				
<b>RELIGIOUS LIFE</b>				
<b>Living our Mission</b>				
Social Gatherings (food, activities)	\$600.00	\$320.24	53.37%	\$147.23
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	2,331.18	116.56%	310.50
Interfaith Council	30.00	0.00	0.00%	0.00
<b>Living Our Mission</b>	<b>\$3,080.00</b>	<b>\$2,901.42</b>	<b>94.20%</b>	<b>\$457.73</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 subscrpts (Zoom, Mailchimp, rsvp, Canva, GGeeks)	740.00	466.40	63.03%	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>\$990.39</b>	<b>30.19%</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



	Religious Exploration	\$880.00	\$268.25	30.48%	\$0.00
	<b>Worship</b>				
	Music				
	Professional Development	\$390.00	\$510.00	130.77%	\$510.00
	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>\$1,015.00</b>	<b>46.35%</b>	<b>\$510.00</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>\$1,650.00</b>	<b>32.45%</b>	<b>\$510.00</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>\$4,551.20</b>	<b>65.05%</b>	<b>\$610.58</b>
16%	<b>RELIGIOUS LIFE TOTAL</b>	<b>\$23,321.00</b>	<b>\$14,418.73</b>	<b>61.83%</b>	<b>\$1,604.81</b>
	<b>OPERATING EXPENSES</b>				
	<b>Administrative Expenses</b>				
	Internet-Telephones	\$2,500.00	\$1,727.39	69.10%	\$219.08
	Office Supplies (General)	200.00	172.95	86.48%	0.00
	Board Expenses	100.00	119.44	119.44%	119.44
	Payroll Service	1,400.00	1,114.67	79.62%	115.76
	SS Medicare, Emp taxes	3,274.00	1,794.58	54.81%	202.90
	Insurance, WC, Disability (est.)	2,151.00	1,086.60	50.52%	-124.31
	Minister's disability insurance	645.00	428.00	66.36%	53.50
	Breeze/PayPal Fees	1,000.00	665.81	66.58%	84.81
	Technology	700.00	140.56	20.08%	0.00
	Leadership Development	600.00	600.00	100.00%	0.00
	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
10%	<b>Administration</b>	<b>\$13,870.00</b>	<b>\$8,275.00</b>	<b>59.66%</b>	<b>\$671.18</b>
	<b>Buildings and Grounds</b>				
	Utilities: Palmer	\$1,500.00	\$1,215.95	81.06%	\$54.33
	Maintenance/Repairs Palmer	800.00	236.38	29.55%	0.00
	Trash Removal	480.00	419.72	87.44%	52.13
	Insurance	2,677.00	1,219.00	45.54%	0.00
	Grounds	1,500.00	1,250.00	83.33%	500.00
	Cleaner-Contractor	2,000.00	1,137.50	56.88%	137.50
	Kansas Ave/Montana Drive Property	500.00	648.70	129.74%	500.00
7%	<b>Building &amp; Grounds</b>	<b>\$9,457.00</b>	<b>\$6,127.25</b>	<b>64.79%</b>	<b>\$1,243.96</b>
	<b>Payroll Expense</b>				

	Ministerial Salary (7% increase Salary/housing)	\$35,933.00	\$23,494.68	65.38%	\$2,764.08
	Ministerial Housing Allowance	14,000.00	9,153.82	65.38%	1,076.92
	Ministerial Retirement Contribution/Salary	4,993.00	3,264.68	65.39%	384.08
	Staff (Office Assistant, Music Director, digital outreach, RE, Childcare, tech booth asst)	42,376.00	23,454.23	55.35%	2,651.78
<b>68%</b>	<b>Payroll Expense</b>	<b>\$97,302.00</b>	<b>\$59,367.41</b>	<b>61.01%</b>	<b>\$6,876.86</b>
<b>84%</b>	<b>Operating Expenses</b>	<b>\$120,629.00</b>	<b>\$73,769.66</b>	<b>61.15%</b>	<b>\$8,792.00</b>
	<b>Total Expenses</b>	<b>\$143,950.00</b>	<b>\$88,188.39</b>	<b>61.26%</b>	<b>\$10,396.81</b>
	<b>REVENUES</b>	<b>\$143,950.00</b>	<b>\$73,048.50</b>		<b>\$3,843.66</b>
	<b>EXPENSES</b>	<b>143,950.00</b>	<b>88,188.39</b>		<b>\$10,396.81</b>
	<b>NET INCOME</b>	<b>\$0.00</b>	<b>-\$15,139.89</b>		<b>(\$6,553.15)</b>
	<b>Cash Balances as of 08/31/2023</b>				
	Community Bank Checking Accounts	\$5,179.71			
	Glens Fall National Bank Checking Account	1,000.00			
	Glens Fall National Bank Savings Account	26,679.39			
	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>\$230,390.80</b>			



## September 2023 Board Report

I write this report still full of energy from last weekend's Water Communion/Ingathering service. For the first time since March 2020, the sanctuary was almost full, and there was a palpable feel of what one member called "the power and love of community" in the room. I hope this fall kickoff ends up being a harbinger of many good things in the year ahead.

At the same time, with COVID numbers on the upswing, I am curious to know whether the board will want to take a fresh look at safety precautions, and also whether anything further will be done to enhance air quality in the sanctuary once the season for keeping the doors open is behind us.

I have a proposal to make about my board reports: would the board be open to my shifting to a quarterly (but more substantial) report to the board? Or would you prefer I continue reporting monthly? Since board members often seem to be short on time for the pre-meeting required reading, I wondered whether this might be a helpful solution.

**Supporting and Developing Leadership** I thank the board members who gave up a summer evening to attend the board mini-retreat this past August. I hope this time together was a good investment in relationship-building, and also in enhancing board members' familiarity with key reference documents! Jason Murray, our able Sunday Tech staff person, has agreed to integrate some of the responsibilities previously carried by Nancy Lewin into his portfolio, and is also willing to work additional Sundays. This will free up time for our small crew tech volunteers, should they want to engage in other projects.

**Outreach and Engagement** I opted to use the bulk of one of my study leave weeks this summer to prepare for and officiate at a large funeral for an area young person who died under tragic circumstances. Mourners filled most of the ground floor of the Strand Theater, and my hope was that this would be a way of the fellowship being of service to the community - and that in addition it might serve as a kind of outreach. Since the terms of my work permit do not allow me to be remunerated by anyone other than the UUFP, I offered this service on fellowship time, with the agreement that the family would make a donation to the fellowship. In this era where fewer people have formal affiliation to a faith community, the fellowship has the opportunity to play a significant role in the face of community trauma and loss.

**Pastoral Care** I was ably supported by the two Commissioned Lay Ministers during my time away this summer, as they intervened directly in a number of pastoral situations. I am now in the process of reaching out to congregants who have become less affiliated with the fellowship over the summer, and who may need pastoral care.

**Professional Growth and Development** I continue with my responsibilities as Acting President of the St Lawrence chapter of the UUMA, and with supporting my two mentees. I recently resumed my own monthly meetings with my mentor, and continue to meet monthly with my collegial support group.

**Organizational Health** We have hired Kayla Carmello, a new staff person for Sunday childcare and more! In addition, the RE team is recommending offering two paid Sundays/monthly to one of the additional applicants. This will help ensure regular coverage for childcare, and hopefully allow for a small amount of outreach to families.

Respectfully submitted, *Rev. Nicoline Guerrier*