

# UUFP Board Meeting, October 17, 2023

In attendance: Connie Shemo, Ursula Jones, Megan Morrissey, Kimberley Bertrand, Tana Hanley,  
 , Rev. Nicoline Guerrier, Jerry Bates (non-voting member) Mark Preston and Lisa Bulriss

Absent: Annette Wells

Notetaker: Lisa Bulriss

Item	Discussion	If a task is involved, who is overseeing it and deadline?
Cost-of Living Increases	A discussion took place regarding the proposed cost of living increase in the 2024 proposed budget. A vote was passed to include the proposed increases and include a bonus for year end of 1% of the minister's salary.	
Check-in		
Minutes	Motion to approve the September 19, 2023 Board minutes – 1 <sup>st</sup> by Mark and 2 <sup>nd</sup> by Megan, all approved except Tana and Ursula abstained	
Business Arising	<p>Safety Committee Update – Connie stated she will reach out to Jo EI to setup a meeting as soon as she can.</p> <p>Beth Israel Committee – Connie stated no one has volunteered to be on this committee. Connie encouraged board members to participate in future activities that Temple Beth Israel (TBI) is hosting. We want to show TBI that we are willing to learn and build a relationship with them. She is planning to attend the film and discussion this Sunday</p> <p>Rental of Sanctuary/Vini – Lisa updated the board that Vini is in the process of ordering his equipment and will be back in touch when equipment is in hand.</p>	<b>Connie to set up a safety committee meeting.</b>
Treasurer's Report	<p>Ursula stated the expenses are coming in as projected; no surprises. The Finance Committee has been thinking of what to do with the matured CDs in 2024. At this time, it appears CDs are the best option for return of monies. Ursula stated there are generally no questions or comments regarding the Treasurer's Report. She is thinking of preparing the Treasurer's Report on a quarterly basis as long as the budget is within projections.</p> <p>Motion to accept the Treasurer's Report – 1st by Connie and 2nd by Tana, all approved except Ursula abstained.</p>	
2024 Proposed	Connie stated cost of living adjustments were discussed at the	

Budget	<p>beginning of the meeting. At the request of Rev. Nicoline the budget does not include a 3% increase to the minister's salary; the board respects Rev. Nicoline wishes. Rev. Nicoline brought it to the board's attention that she is eligible for sabbatical in September 2024. Rev. Nicoline stated she is not necessarily going to take it in 2024 but would like the fellowship to be prepared. Ursula stated the proposed budget includes \$1,400 for other ministers. Ursula stated the Stewardship Campaign will be based on the 2024 proposed budget. Rev. Nicoline suggested the board should reflect about how to proceed with the budget; do you want the members to pay more or do you want to cut expenses?</p> <p>A round was requested. After discussion the board decided the budget stays as is. The goal of the Annual Giving Campaign is set for \$100,000 and \$30,408 is the amount needed from savings to balance the proposed budget. If the Annual Giving Campaign falls short of the goal, cuts may need to be made to the proposed budget. A motion was made to accept the proposed budget and to begin the Stewardship Campaign – 1<sup>st</sup> by Connie and 2<sup>nd</sup> by Meg, all approved.</p> <p>Ursula stated in December the tentative budget will be brought back to the board for final approval dependent on the results of the stewardship campaign.</p>	
Follow up to Sunday Service to Allison Heard	<p>Connie stated a report from Rev. Nicoline was included in the board agenda and reports regarding an incident at a Sunday service a few weeks ago. Connie asked the board if they would like to extend an invitation to the worship team to educate us, not take a position in regards to what happened. Rev. Nicoline stated the Board, that represents this institution, needs to continue to think of our principles, especially the 8<sup>th</sup> principle that was adopted a few years ago. Connie asked Lisa to send an invitation out to the worship team to extend an invitation to the next board meeting to educate the board.</p> <p>A round was done regarding what should come from the board. After discussion Connie will send Allison a letter expressing the following points, the board is processing what happened and is listening and learning, more education and very much regret the loss of your trust</p> <p>Rev Nicoline stated she has connected to UUA for resources to educate the congregation and looking at other resources,</p>	<p><b>Lisa to send an invitation to the Worship team to the next board meeting.</b></p> <p><b>Connie to send a letter to Allison Heard on behalf of the board.</b></p>
Next Meeting	<p>Next Board meeting –November 14, 2023 @ 6:30 PM (Change of Time from 7:30 to 6:30)</p> <p>Future Board meeting dates – December 12, 2023.</p>	
Check-out		

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Treasurer Report as of 9/30/23

As of the end of September 75% of the year had elapsed and we had collected 70% of the projected income (\$78,342) excluding \$31,219 from savings. This includes 82% of pledges or \$72,801. The income by percentage and actual amounts includes the following:

Contributions	
Share the Plate	117% (\$4,699)
Other donations	2.2% (\$260)
Interest income	1.27 (\$102)
Other income/fundraising	
Rental income	92% (\$460) includes zoom rental
Rummage Sales/other	1% (\$20) scheduled Oct and Nov
Total excluding Amt from Savings	70% (\$78,342)

In terms of expenses our total expenses so far this year are at 68% (\$98,480) of projections, with most costs being close to projected amounts. Expenses by percentage and actual amounts include the following:

Religious Life has expended 68% (\$15,877) distributed as follows:

Living Our Mission	103% (\$3,170) includes STP distribution
Communicating	32% (\$1,039)
Religious Exploration	30% (\$268)
Worship	32% (\$1,650)
Professional Ministry	115% (\$4,588)
UUA Fair Share	74% (\$5,162)

Operating Expenses has expended 68% (\$82,603) of its budget including:

Admin Expense	65% (\$8,981)
B&G	81% (\$7,668)
Payroll	68% (\$65,955)

The total amount of Religious Life and Operating expenses spent so far is 68% (\$98,480). Our total amount of income so far this year minus the total amount of our expenses gives us a net income of -\$19,889.

Cash Balances as of 9/30/23

Community Bank Checking Account	\$9,354.50
Glens Falls National Bank Checking Account	1,000.00
Glens Falls National Bank Savings Account	16,679.39
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
<b>Total Cash</b>	<b>\$224,565.59</b>

As noted in earlier reports, while our expenses are close to projections, our income is not. We anticipated receiving \$12,000 in Donations which had come in previous years from bequests that have not materialized so far this year, the interest income \$8,000

from our CDs will not be received until 2024, and our Fund-Raising efforts are likely to fall short of the \$2,000 projected. Our Finance/Fund Development/Endowment team is recommending that when our CDs come due in 2024 that we reinvest in high interest CDs which are giving the highest return in the current market. Our property on Kansas Ave?Montana Ave on the new base is on the market for the asking price of \$155,000 by CDC Realtors. When this property sells, we will look to invest similarly.

The Finance Committee with input from various committees (Social Justice, Communications, RE, Worship, Rev Nicoline, and Bookkeeper) has put together a Proposed 2024 Budget that includes all of their input/requests without edit. The Board needs to review the proposed budget, tentatively edit/approve, and then give direction to the Stewardship Campaign as to messaging of our appeal-what is our primary focus and its rationale and what should the campaign goal be. Full Board support is essential in this endeavor.

Ursula Jones, Treasurer

**UUPF 2023 BUDGET WORKSHEET**

		APPROVED	As of	% of	
		2023	10/31/2023	Budget	October
<b>REVENUE/INCOME</b>					
<b>2023 Contributions</b>					
	Share the Plate Donations	\$4,000.00	\$5,477.35	136.93%	\$778.00
	Other Donations	12,000.00	1,260.00	10.50%	1,000.00
	Pledges	88,640.00	76,261.94	86.04%	3,461.00
	Uncollectables (1.5% 2021) - 3% in 2022 & 2023	-2,659.00	0.00	0.00%	0.00
	In-Kind Donations	0.00	175.00	0.00%	175.00
	Interest Income	8,000.00	103.05	1.29%	1.42
<b>76%</b>	<b>Contributions</b>	<b>\$109,981.00</b>	<b>\$83,277.34</b>	<b>75.72%</b>	<b>\$5,415.42</b>
<b>Other Income-Fundraising</b>					
	Virtual Auction				
	Misc. Income				
	Rental Income	\$500.00	\$490.00	98.00%	\$30.00
	Rummage Sales, Other Fundraisers	\$2,000.00	838.00	41.90%	818.00
<b>2%</b>	<b>Other Income-Fundraising</b>	<b>\$2,500.00</b>	<b>1,328.00</b>	<b>53.12%</b>	<b>\$848.00</b>
	<b>Total Income</b>	<b>\$112,481.00</b>	<b>\$84,605.34</b>	<b>75.22%</b>	<b>\$6,263.42</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>\$84,855.34</b>	<b>58.95%</b>	<b>\$6,263.42</b>
<b>EXPENSES</b>					
<b>RELIGIOUS LIFE</b>					
<b>Living our Mission</b>					
	Social Gatherings (food, activities)	\$600.00	\$412.24	68.71%	\$42.00
	Faith Formation	200.00	0.00	0.00%	0.00
	Faith in Action (BLM, ULtheVote, Climate, others)	250.00	250.00	100.00%	0.00
	Share the Plate donations *** ADD NUMBER (figure here est from current)	2,000.00	2,938.68	146.93%	389.00
	Interfaith Council	30.00	30.00	100.00%	30.00
	<b>Living Our Mission</b>	<b>\$3,080.00</b>	<b>\$3,630.92</b>	<b>117.89%</b>	<b>\$461.00</b>
<b>Communicating</b>					
	Advertising (social media, decals, banners)	\$800.00	\$13.00	1.63%	\$13.00
	Supplies (brochures etc)	200.00	22.01	11.01%	0.00
	Website domain/backup service	200.00	134.99	67.50%	100.00
	Printing	200.00	0.00	0.00%	0.00
	Online subscrpts (Zoom, Mailchimp, rsvp, Canva, GGeeks)	740.00	519.40	70.19%	26.50
	"Licensing (CVL, 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>\$1,178.40</b>	<b>35.93%</b>	<b>\$139.50</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	87.24	43.62%	68.99
	<b>Religious Exploration</b>	<b>\$880.00</b>	<b>\$337.24</b>	<b>38.32%</b>	<b>\$68.99</b>
	<b>Worship</b>				
	<b>Music</b>				
	Professional Development	\$390.00	\$510.00	130.77%	\$0.00
	Guest Musicians	1,200.00	630.00	52.50%	125.00
	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>\$1,140.00</b>	<b>52.05%</b>	<b>\$125.00</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	790.00	29.31%	175.00
	<b>Sunday Services</b>	<b>\$2,895.00</b>	<b>\$810.00</b>	<b>27.98%</b>	<b>\$175.00</b>
	<b>Worship</b>	<b>\$5,085.00</b>	<b>\$1,950.00</b>	<b>38.35%</b>	<b>\$300.00</b>
	<b>Professional Ministry</b>				
	Minister Professional Development	\$4,000.00	\$4,794.66	119.87%	\$206.19
	<b>Professional Ministry</b>	<b>\$4,000.00</b>	<b>\$4,794.66</b>	<b>119.87%</b>	<b>\$206.19</b>
	<b>UUA Fair Share</b>	<b>\$6,996.00</b>	<b>\$5,772.36</b>	<b>82.51%</b>	<b>\$610.58</b>
<b>16%</b>	<b>RELIGIOUS LIFE TOTAL</b>	<b>\$23,321.00</b>	<b>\$17,663.58</b>	<b>75.74%</b>	<b>\$1,786.26</b>
	<b>OPERATING EXPENSES</b>				
	<b>Administrative Expenses</b>				
	Internet-Telephones	\$2,500.00	\$2,166.56	86.66%	\$219.99
	Office Supplies (General)	200.00	172.95	86.48%	0.00
	Board Expenses	100.00	119.44	119.44%	0.00
	Payroll Service	1,400.00	1,348.11	96.29%	119.60
	SS Medicare, Emp taxes	3,274.00	2,168.61	66.24%	193.29
	Insurance, WC, Disability (est.)	2,151.00	1,208.05	56.16%	71.84
	Minister's disability insurance	645.00	535.00	82.95%	53.50
	Breeze/PayPal Fees	1,000.00	842.09	84.21%	87.43
	Technology	700.00	165.56	23.65%	25.00
	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	100.00	50.00%	25.00
	Contingency & Miscellaneous	500.00	60.00	12.00%	10.00
	Minister's Discretionary Budget	300.00	300.00	100.00%	0.00
<b>10%</b>	<b>Administration</b>	<b>\$13,870.00</b>	<b>\$9,786.37</b>	<b>70.56%</b>	<b>\$805.65</b>
	<b>Buildings and Grounds</b>				
	Utilities: Palmer	\$1,500.00	\$1,332.27	88.82%	\$59.99
	Maintenance/Repairs Palmer	800.00	236.38	29.55%	0.00
	Trash Removal	480.00	453.47	94.47%	16.94
	Insurance	2,677.00	2,470.00	92.27%	208.50
	Grounds	1,500.00	1,600.00	106.67%	100.00
	Cleaner-Contractor	2,000.00	1,487.50	74.38%	175.00
	Kansas Ave/Montana Drive Property	500.00	648.70	129.74%	0.00
<b>7%</b>	<b>Building &amp; Grounds</b>	<b>\$9,457.00</b>	<b>\$8,228.32</b>	<b>87.01%</b>	<b>\$560.43</b>

	<b>Payroll Expense</b>				
	Ministerial Salary (7% increase Salary/housing)	\$35,933.00	\$29,022.84	80.77%	\$2,764.08
	Ministerial Housing Allowance	14,000.00	11,307.66	80.77%	1,076.92
	Ministerial Retirement Contribution/Salary	4,993.00	4,032.84	80.77%	384.08
	Staff (Office Assistant, Music Director, digital outreach, RE, Childcare, tech booth asst)	42,376.00	28,342.39	66.88%	2,526.08
<b>68%</b>	<b>Payroll Expense</b>	<b>\$97,302.00</b>	<b>\$72,705.73</b>	<b>74.72%</b>	<b>\$6,751.16</b>
<b>84%</b>	<b>Operating Expenses</b>	<b>\$120,629.00</b>	<b>\$90,720.42</b>	<b>75.21%</b>	<b>\$8,117.24</b>
	<b>Total Expenses</b>	<b>\$143,950.00</b>	<b>\$108,384.00</b>	<b>75.29%</b>	<b>\$9,903.50</b>
	<b>REVENUES</b>	<b>\$143,950.00</b>	<b>\$84,855.34</b>		<b>\$6,263.42</b>
	<b>EXPENSES</b>	<b>143,950.00</b>	<b>108,384.00</b>		<b>\$9,903.50</b>
	<b>NET INCOME</b>	<b>\$0.00</b>	<b>-\$23,528.66</b>		<b>(\$3,640.08)</b>
	<b>Cash Balances as of 10/31/2023</b>				
	Community Bank Checking Accounts.	\$16,093.08			
	Glens Fall National Bank Checking Account	1,000.00			
	Glens Fall National Bank Savings Account	16,683.19			
	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	\$231,307.97			
	<b>2024 Prepaid Pledges received as of 10/31/23-not</b>				

recorded as revenue until 2024 but reflected in the cash balances