

UUFP Board Meeting, January 16, 2024

In attendance: Connie Shemo, Ursula Jones, Annette Wells, Kimberley Bertrand, Megan Morrissey,

, Rev. Nicoline Guerrier, Tana Hanley, Mark Preston and Lisa Bulriss

Absent: Jerry Bates

Notetaker: Lisa Bulriss

Item	Discussion	If a task is involved, who is overseeing it and deadline?
Check-in		
Minutes	Motion to approve the minutes of December 13, 2023 Board minutes – 1 st by Mark and 2 nd by Kimberley, all approved.	
Treasurer's Report	<p>Ursula stated she compared last year's Treasurer's report to this year's Treasurer's Report. This year everything fell within projections; the budget was within 10% of our revenue and expenses. Falling within the budget means we are getting better at the estimates and pledges are being met.</p> <p>Rev. Nicoline explained that many other congregations are having trouble meeting their pledge goals, and congratulated the fellowship for accomplishing something that's becoming more and more rare.</p> <p>Motion to accept the Treasurer's Report – 1st by Mark and 2nd by Kimberley all approved.</p>	
Update from Sub-Committee on Annual January 21, 2024 Meeting	<p>Annette stated the Committee is still finalizing the details for the meeting. Another meeting is planned for January 18th and the 19th to work out the slide details. Rev. Nicoline is on the agenda to present her Minister's Report from the last quarter. Ursula asked Rev. Nicoline to send the number of minutes that will be needed for the presentation.</p> <p>Ursula stated Jerry volunteered to help with the inhouse count. Kimberley stated she will be taking the minutes.</p> <p>Ursula asked if the board wanted to make a statement at the Annual Meeting? Jerry had emailed some suggestions. Annette asked for a round. After discussion, the board decided a brief statement, focusing on the positive and celebrating the successful pledge drive should be given. Connie offered to write up a statement and email it to everyone.</p>	<p>Connie to email the Board a statement of what will be presented at the meeting.</p> <p>Rev. Nicoline to send number of minutes her presentation will take.</p>
Future Board Meeting Dates	Rev. Nicoline stated February through May she has conflicts on the 3 rd Tuesday of each month. Would the Board be able to change	Lisa to Include meeting time in emails.

	<p>the board decided the meeting date would be changed from the 3rd Tuesday to the 2nd Tuesday of the months February through June. Meeting time remains the same, 6:30 PM. Lisa to include the time in future emails with the agenda.</p>	
Sponsoring a Refugee	<p>Ursula proposed the fellowship consider sponsoring a refugee, and provided some background information, she further expressed enthusiasm for sponsoring a refugee from Haiti, and asked whether this might fall in line with some of the goals of the BLM Committee.</p> <p>Questions were asked regarding cost and whether Plattsburgh Cares has any experience collaborating with the organization. Ursula agreed to contact Plattsburgh Cares and directed board members to the organization's website, Welcome.US for more information.</p> <p>Ursula suggested that we take advantage of this month's annual congregational meeting to present this idea to the congregation. After discussion the board recommended postponing any representation to the congregation to a time after the congregational meeting, once more research will have been done. A committee of Connie, Meg and Ursula will meet to gather more information to present to the congregation.</p>	<p>The Committee for investigating the Refugee Project is Ursula, Connie and Meg. Ursula will reach out to members to set up a time to meet.</p> <p>Ursula agreed to contact Plattsburgh Cares.</p>
Holiday Planning	<p>Does the Board want to ask the Worship Committee to consider re-starting a Christmas Day Activity?</p> <p>Kimberley stated during the holidays some people are alone and that it would be nice to reconsider activities around the holiday. Rev. Nicoline stated a Christmas Eve brunch was planned but had to be canceled due to the rise of Covid cases. Ursula stated the budget includes a line item for food which speaks to the notion that we value those opportunities. Prior to Covid a hospitality committee used to coordinate those social gatherings. Now it's a matter of how do we move ahead after Covid. Rev. Nicoline stated there was a group organizing the Christmas Eve gathering and asked Kimberley if she would be willing to work with this group? Kimberley stated yes. Rev. Nicoline asked the board if anyone would anchor the hospitality committee, Tana offered.</p>	<p>Tana and Kimberley to work with starting the Hospitality Committee again.</p>
Next Meeting	<p>Next Board Meeting – February 13, 2024 at 6:30 PM</p> <p>Future Board meeting dates – March 12, 2024, April 9, 2024, May 14, 2024, June 11, 2024. Meeting time 6:30 PM</p>	
Check-out		

UUF Board Meeting 1/16/24
Treasurer Report as of 12/31/23

As of the end of last year(2023) we had collected 90% of the projected income (\$101,654) excluding the projected \$31,469 from savings. This includes 98.7% of pledges or \$87,477. The income by percentage and actual amounts includes the following:

Contributions	
Share the Plate	176% (\$7,030)
Other donations	25.6% (\$3,076)
Pledges	98.7% (\$87,477)
Interest income	1.35% (\$108)
Other income/fundraising	
Rental income	98% (\$490) includes zoom rental
Rummage Sales/other	158% (\$3,163)
Total excluding Amt from Savings	90% (\$101,654)

Total expenses for 2023 were 91% (\$131,301) of projections, with most costs being close to projected amounts. Expenses by percentage and actual amounts include the following:

Religious Life expended 91% (\$21,289) of their budget distributed as follows:

Living Our Mission	147% (\$4,541) Includes STP
Communicating	59% (\$1,925)
Religious Exploration	48% (\$418)
Worship	51% (\$2,617)
Professional Ministry	120% (\$4,795)
UUA Fair Share	99.9% (\$6,994)
Operating Expenses reached 91% (\$110,012) of the projected budget	

including:

Admin Expense	84% (\$11,612)
B&G	96% (\$9,047)
Payroll	92% (\$89,353)

The total amount of Religious Life and Operating expenses spent in 2023 was 91% (\$131,301). Our total income this year (2023) minus the total of our expenses leaves a net income of -\$29,397 versus the projected shortfall of \$31,469 added from savings to balance the budget.

Cash Balances as of 12/31/23

Community Bank Checking Account	\$13,219.67
Glens Falls National Bank Checking Account	1,000.00
Glens Falls National Bank Savings Account	26,688.19
Oak View National Bank 12 mon CD	30,000.00
Oak View National Bank 15 mon CD	120,000.00

UUA Common Endowment Fund	<u>47,531.70</u>
Total Cash	\$238,439.56

In 2023 we collected 90% of the projected income including almost the full amount of pledges-98.59% which speaks to the commitment of our members. At the same time we kept expenses in check and close to the projected amount (91%).

The Annual Giving campaign which ran from November thru December raised \$101,105.60 toward the goal of \$100,000. The campaign used a strategy of "matching funds" to induce members to increase their pledge by 13%. The proposed budget 2024 includes all our basic expenses, plus a 3% cost of living increase for the Music Dir and Office Assistant, \$600 to complete basic repair of the handicap ramp, \$2,600 to pave a handicap parking area, and approval to spend money to provide the OWL program from designated funds. It is balanced by adding \$33,405 from savings including \$2,755 restricted funds for OWL. The budget will be brought to the congregation for a vote January 21, 2024.

The Board decided last month to bring the potential purchase the air filtration system recommended by the Safety Committee (\$1700 plus shipping) to the congregation for approval at the January meeting.

The Finance and Fund Development Committees continue to plan to reinvest in high yield CDs when the current CDs come due in Jan and April 2024 in amounts the budget and cash flow allow.

Ursula Jones, Treasurer

UUPF 2023 BUDGET WORKSHEET

		APPROVED	As of	% of	
		2023	12/31/2023	Budget	December
REVENUE/INCOME					
2023	Contributions				
	Share the Plate Donations	\$4,000.00	\$7,030.40	175.76%	\$948.05
	Other Donations	12,000.00	3,075.86	25.63%	815.86
	Pledges	88,640.00	87,476.53	98.69%	4,946.27
	Uncollectables (1.5% 2021) - 3% in 2022 & 2023	-2,659.00	0.00	0.00%	
	In-Kind Donations	0.00	175.00	0.00%	0.00
	Interest Income	8,000.00	108.05	1.35%	3.40
76%	Contributions	\$109,981.00	\$97,865.84	88.98%	\$6,713.58
	Other Income-Fundraising				
	Misc. Income		\$135.31		\$27.50
	Rental Income	\$500.00	\$490.00	98.00%	\$0.00
	Rummage Sales, Other Fundraisers	\$2,000.00	3,162.93	158.15%	0.00
2%	Other Income-Fundraising	\$2,500.00	3,788.24	151.53%	\$27.50
	Total Income	\$112,481.00	\$101,654.08	90.37%	\$6,741.08
	Contributions from Savings				
	Restricted funds from OWL	\$625.00	\$250.00	40.00%	\$0.00
	Savings	\$30,844.00	50.00	0.00%	\$0.00
22%	Contributions from Savings	\$31,469.00	\$250.00	0.79%	\$0.00
	Total Income	\$143,950.00	\$101,904.08	70.79%	\$6,741.08
EXPENSES					
	RELIGIOUS LIFE				
	Living our Mission				
	Social Gatherings (food, activities)	\$600.00	\$482.04	80.34%	\$0.00
	Faith Formation	200.00	44.00	22.00%	0.00
	Faith in Action (BLM, UUtheVote, Climate, others)	250.00	289.60	115.84%	39.60
	Share the Plate donations *** ADD NUMBER (figure here est from current)	2,000.00	3,695.21	184.76%	454.03
	Interfaith Council	30.00	30.00	100.00%	0.00
	Living Our Mission	\$3,080.00	\$4,540.85	147.43%	\$493.63
	Communicating				
	Advertising (social media, decals, banners)	\$800.00	\$456.87	57.11%	\$227.98
	Supplies (brochures etc)	200.00	184.28	92.14%	0.00
	Website domain/backup service	200.00	161.99	81.00%	0.00
	Printing	200.00	60.86	30.43%	60.86
	Online subscrpts (Zoom, Mailchimp, rsvp, Canva, GGeeks)	740.00	572.40	77.35%	26.50
	"Licensing (CVU, CCS, OneLicense)"	1,065.00	489.00	45.92%	0.00
	Postage	75.00	0.00	0.00%	0.00
	Communicating	\$3,280.00	\$1,925.40	58.70%	\$315.34
	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	167.79	83.90%	79.33
	Religious Exploration	\$880.00	\$417.79	47.48%	\$79.33
	Worship				
	Music				
	Professional Development	\$390.00	\$510.00	130.77%	\$0.00
	Guest Musicians	1,200.00	1,005.00	83.75%	375.00
	PERMISSIONS/DONATIONS (music, streaming rights)	300.00	38.88	12.96%	38.88
	Equipment & repairs	300.00	132.00	44.00%	0.00
	Music	\$2,190.00	\$1,685.88	76.98%	\$413.88
	Sunday Services				
	Worship Materials	\$200.00	\$40.97	20.49%	\$0.00
	Guest Speakers * 10 lay, 3 UU Ministers	2,695.00	890.00	33.02%	-75.00
	Sunday Services	\$2,895.00	\$930.97	32.16%	-\$75.00
	Worship	\$5,085.00	\$2,616.85	51.46%	\$338.88
	Professional Ministry				
	Minister Professional Development	\$4,000.00	\$4,794.66	119.87%	\$0.00
	Professional Ministry	\$4,000.00	\$4,794.66	119.87%	\$0.00
	UUA Fair Share	\$6,996.00	\$6,993.52	99.96%	\$610.58
	16% RELIGIOUS LIFE TOTAL	\$23,321.00	\$21,289.07	91.29%	\$1,837.76
	OPERATING EXPENSES				
	Administrative Expenses				
	Internet-Telephones	\$2,500.00	\$2,682.31	107.29%	\$295.76
	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	1,645.19	117.51%	179.40
	SS Medicare, Emp taxes	3,274.00	2,634.19	80.46%	194.13
	Insurance, WC, Disability (est.)	2,151.00	1,364.04	63.41%	81.49
	Minister's disability insurance	645.00	642.00	99.53%	53.50
	Breeze/PayPal Fees	1,000.00	1,101.57	110.16%	135.89
	Technology	700.00	165.56	23.65%	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	125.00	62.50%	0.00
	Contingency & Miscellaneous	500.00	60.00	12.00%	0.00
	Minister's Discretionary Budget	300.00	300.00	100.00%	0.00
	10% Administration	\$13,870.00	\$11,612.25	83.72%	\$940.17
	Buildings and Grounds				
	Utilities: Palmer	\$1,500.00	\$1,614.21	107.61%	\$176.27
	Maintenance/Repairs Palmer	800.00	476.37	59.55%	39.99
	Trash Removal	480.00	487.25	101.51%	16.86
	Insurance	2,677.00	2,470.00	92.27%	0.00
	Grounds	1,500.00	1,600.00	106.67%	0.00
	Cleaner-Contractor	2,000.00	1,750.00	87.50%	137.50
	Kansas Ave/Montana Drive Property	500.00	648.70	129.74%	0.00
	7% Building & Grounds	\$9,457.00	\$9,046.53	95.66%	\$370.62

	Payroll Expense				
	Ministerial Salary (7% increase Salary/housing)	\$35,933.00	\$35,933.04	100.00%	\$2,764.08
	Ministerial Housing Allowance	14,000.00	13,999.96	100.00%	1,076.92
	Ministerial Retirement Contribution/Salary	4,993.00	4,993.04	100.00%	384.08
	Staff (Office Assistant, Music Director, digital outreach, RE, Childcare, tech booth asst)	42,376.00	34,427.29	81.24%	2,537.28
68%	Payroll Expense	\$97,302.00	\$89,353.33	91.83%	\$6,762.36
84%	Operating Expenses	\$120,629.00	\$110,012.11	91.20%	\$8,073.15
	Total Expenses	\$143,950.00	\$131,301.18	91.21%	\$9,910.91
	REVENUES	\$143,950.00	\$101,904.08		\$6,741.08
	EXPENSES	143,950.00	131,301.18		\$9,910.91
	NET INCOME	\$0.00	-\$29,397.10		(\$3,169.83)
	Cash Balances as of 12/31/2023				
	Community Bank Checking Accounts	\$13,219.67			
	Glens Fall National Bank Checking Account	1,000.00			
	Glens Fall National Bank Savings Account	26,688.19			
	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	\$238,439.56			
	2024 Prepaid Pledges received as of 12/31/23-\$23,786 not recorded as revenue until 2024 but reflected in the cash balances				

UJFP 2024 BUDGET WORKSHEET					
		PROPOSED	APPROVED		
		2024	2023	Difference	% of change
REVENUE/INCOME					
2024 Contributions					
	Share the Plate Donations	\$6,000.00	\$4,000.00	\$2,000.00	50.00%
	Other Donations	2,000.00	12,000.00	-\$10,000.00	-83.33%
	Pledges includes the matching funds	101,105.00	88,640.00	\$12,465.00	14.06%
	Uncollectables (1.5% 2021) - 3% in 2022 & 2023	-1,000.00	-2,659.00	\$1,659.00	-62.39%
	Interest Income	8,000.00	8,000.00	\$0.00	0.00%
76%	Contributions	\$116,105.00	\$109,981.00	6,124.00	5.57%
Other Income					
	Misc. Income				
	Rental Income	\$613.00	\$500.00	\$113.00	22.60%
	Rummage Sales, Other Fundraisers	2,500.00	\$2,000.00	\$500.00	25.00%
2%	Other Income-Fundraising	\$2,613.00	\$2,500.00	\$613.00	24.52%
	Total Income	\$118,718.00	\$112,481.00	\$6,237.00	5.99%
Contributions from Savings					
	Restricted funds from OWL	\$2,755.00	\$625.00	\$2,130.00	340.80%
	Savings	\$30,650.00	\$30,844.00	-\$194.00	-0.63%
22%	Contributions from Savings	\$33,405.00	\$31,469.00	\$1,936.00	6.15%
	Total Income	\$152,123.00	\$143,950.00	\$8,173.00	5.68%
EXPENSES					
RELIGIOUS LIFE					
Living our Mission					
	Social Gatherings (food, activities)	\$600.00	\$600.00	\$0.00	0.00%
	Faith Formation	200.00	200.00	\$0.00	0.00%
	Faith in Action (BLM, UUtheVote, Climate, others)	300.00	250.00	\$50.00	20.00%
	Share the Plate donations *** ADD NUMBER (figure here est from current)	3,000.00	2,000.00	\$1,000.00	50.00%
	Interfaith Council	30.00	30.00	\$0.00	0.00%
3%	Living Our Mission	\$4,130.00	\$3,080.00	\$1,050.00	34.09%
Communicating					
	Advertising (brochures, posters, print ads, LED Signage)	\$800.00	\$800.00	\$0.00	0.00%
	Supplies-no need for this line item	0.00	200.00	-\$200.00	-100.00%
	Website domain/backup service/New website domain	250.00	200.00	\$50.00	25.00%
	Printing	175.00	200.00	-\$25.00	-12.50%
	Online subscrpts (Zoom, Mailchimp, Canva, GGeeks)	570.00	740.00	-\$170.00	-22.97%
	"Licensing (CVLI, CCS, OneLicense)"	750.00	1,065.00	-\$315.00	-29.58%
	Postage-move to Admin Expenditures	0.00	75.00	-\$75.00	-100.00%
2%	Communicating	\$2,545.00	\$3,280.00	-\$735.00	-22.41%
Religious Exploration					
	RE Professional Development (incl LREDA membership)	\$55.00	\$55.00	\$0.00	0.00%
Move to	DRE 5hrs weekly/\$20 per hour (42 weeks)/Childcare Provider/fb	5,246.00	4,400.00	\$846.00	19.23%
	OWL Instructors: Training *restricted funds	250.00	500.00	-\$250.00	-50.00%
Move to	OWL Facilitator includes FB*restricted funds	3,964.00	125.00	\$3,839.00	3071.20%
Move to	Childcare Care expenses includes FB	500.00	500.00	\$0.00	0.00%
	Materials/Supplies (snacks/supplies)	200.00	200.00	\$0.00	0.00%
7%	Religious Exploration	\$10,215.00	\$5,780.00	\$4,435.00	76.73%
Worship					
	Music				

	Professional Development	\$550.00	\$390.00	\$160.00	-41.03%
	Piano subs & guest musicians	1,000.00	1,200.00	-\$200.00	-16.67%
	PERMISSIONS/DONATIONS (music, streaming rights)	300.00	300.00	\$0.00	0.00%
	Equipment & repairs	300.00	300.00	\$0.00	0.00%
	Music	\$2,150.00	\$2,190.00	-\$40.00	-1.83%
	Sunday Services				
	Worship Materials	\$200.00	-\$200.00	\$0.00	0.00%
	Guest speakers*10 lay, 3LU	2,800.00	2,695.00	\$105.00	3.90%
	Sunday Services	\$3,000.00	\$2,895.00	\$105.00	3.63%
3%	Worship	\$5,150.00	\$5,085.00	\$65.00	1.28%
	Professional Ministry				
	Minister Professional Development	\$4,993.00	\$4,000.00	\$993.00	24.83%
3%	Professional Ministry	\$4,993.00	\$4,000.00	\$993.00	24.83%
5%	UUA Fair Share	\$7,697.00	\$6,996.00	\$701.00	10.02%
23%	RELIGIOUS LIFE TOTAL	\$34,730.00	\$28,221.00	\$6,509.00	23.06%
	OPERATING EXPENSES				
	Administrative Expenses				
	Internet-Telephones	\$2,472.00	\$2,500.00	-\$28.00	-1.12%
	Office Supplies (General)	400.00	200.00	\$200.00	100.00%
	Postage	75.00	0.00	\$75.00	-%
	Board Expenses	175.00	100.00	\$75.00	75.00%
	Payroll Service	1,790.00	1,400.00	\$390.00	27.86%
	SS Medicare, Emp taxes	2,718.00	3,274.00	-\$556.00	-16.98%
	Insurance, WC, Disability (est.)	1,828.00	2,151.00	-\$323.00	-15.02%
	Minister's disability insurance	665.00	645.00	\$20.00	3.10%
	Breeze/PayPal Fees	1,210.00	1,000.00	\$210.00	21.00%
	Technology	500.00	700.00	-\$200.00	-28.57%
	Leadership Development	600.00	600.00	\$0.00	0.00%
	CLM Training/Development	300.00	300.00	\$0.00	0.00%
	Safe Congregation Screening	200.00	200.00	\$0.00	0.00%
	Contingency & Miscellaneous	1,050.00	500.00	\$550.00	110.00%
	Minister's Discretionary Budget	300.00	300.00	\$0.00	0.00%
9%	Administration	\$14,283.00	\$13,870.00	\$413.00	2.98%
	Buildings and Grounds				
	Utilities: Palmer	\$1,692.00	\$1,500.00	\$192.00	12.80%
	Maintenance/Repairs Palmer	1,400.00	800.00	\$600.00	75.00%
	Handicap Parking	2,600.00	0.00	\$2,600.00	-%
	Trash Removal	240.00	480.00	-\$240.00	-50.00%
	Insurance	2,677.00	2,677.00	\$0.00	0.00%
	Grounds	1,600.00	1,500.00	\$100.00	6.67%
	Cleaner-Contractor	2,000.00	2,000.00	\$0.00	0.00%
	Kansas Ave/Montana Drive Property	500.00	500.00	\$0.00	0.00%
8%	Building & Grounds	\$12,709.00	\$9,457.00	\$3,252.00	34.39%
	Payroll Expense				
	Ministerial Salary	\$35,933.00	\$35,933.00	\$0.00	0.00%
	Ministerial Housing Allowance	14,000.00	14,000.00	\$0.00	0.00%
	Ministerial Retirement Contribution/Salary	4,993.00	4,993.00	\$0.00	0.00%
	Staff (Office Assistant, Music Director, digital outreach, & worship serv tech)	35,475.00	37,476.00	-\$2,001.00	-5.34%
59%	Payroll Expense	\$90,401.00	\$92,402.00	-\$2,001.00	-2.17%

77%	Operating Expenses	\$117,393.00	\$115,729.00	\$1,664.00	1.44%
	Total Expenses	\$152,123.00	\$143,950.00	\$8,173.00	5.68%
	REVENUES	\$152,123.00	\$143,950.00		
	EXPENSES	<u>152,123.00</u>	<u>143,950.00</u>		
	NET INCOME	\$0.00	\$0.00		