

UUFP Board Meeting, February 13, 2024

In attendance: Connie Shemo, Ursula Jones, Annette Wells, Rev. Nicoline Guerrier, Tana Hanley, Mark Preston, Jerry Bates (non-voting member) and Lisa Bulriss
 Absent: Kimberley Bertrand and Megan Morrissey
 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 January 16, 2024 Board meeting – 1 st by Ursula and 2 nd by Tana, all approved.	
Annual Congregational Meeting	Ursula requested to amend the minutes on page 2 to correct the spelling of names. Motion to approve the amended minutes of January 21, 2024 Annual Congregational meeting – 1 st by Connie and 2 nd by Mark, all approved.	
Treasurer's Report	Ursula stated each quarter a full Treasurer's Report will be provided and in between an abbreviated version. No questions on the Treasurer's report (Attachment A). Endowment fund value increase was noted. Rev. Nicoline announced Clarice, our Digital Outreach Specialist, turned her resignation letter in. Motion to accept the Treasurer's Report – 1 st by Annette and 2 nd by Tana, all approved except Ursula abstained.	
Business Arising: Hospitality Committee	Tana stated clarification was needed to determine who was already doing some of the hospitality duties. Tana to reach out to Kimberley (who has offered to help) and will report at the next board meeting.	Tana to contact Kimberley to discuss hospitality roles and will report back at next meeting.
Business Arising: Sponsoring a Refugee	Ursula stated an email was sent to everyone right before this meeting detailing the information gathered in the past month for sponsoring a refugee. (Attachment B-Welcome.us presentation) A discussion took place on the support of this project and how to proceed. Connie made a motion to support sponsoring a refugee and proceed to educate the congregation on this project, 2 nd by Ursula, all approved. Rev. Nicoline to reach out to retired Keene minister to speak to the congregation on sponsoring a refugee.	Ursula to organize the next steps to proceed with the project. Rev. Nicoline to reach out to the Keene retired minister to speak to the congregation.
Business Arising: Take Away from Annual	Rev. Nicoline asked the board members their thoughts on how the Annual Congregational Meeting in January went. A discussion took place regarding attendance and not to take it for granted.	Lisa to add reminder to the board calendar about getting the word

Congregational Meeting		out for annual meetings held in January and June.
Committees review Policies and Procedures	A discussion took place regarding committees needing to review their policies and procedures and make recommendations of any changes to the board. Current working committees are Worship and Finance. The RE Safe Congregation Policy should be reviewed by Kris, RE Childcare Educator. Annette will send emails to the committee chairperson requesting them to review the committee's policies and procedures and update the board.	Annette to send emails to each committee requesting them to review policies and procedures and report back to the board.
Appoint Leadership Development Committee	Board needs to form a Leadership Development Committee which generally consists of two board members and two members of the congregation. Purpose of the Leadership Development Committee is to reach out to current board members to determine willingness to continue as a board member. Determine any opening seats then develop a pool of competent effective leaders who meet the Fellowships needs and represent the diversity of the membership. Mark volunteered for the committee. Annette to email Connie, Megan and Kimberley to inquire about their interest in serving on the committee. Arlene and Tom Morrissey's names were suggested for the committee.	Annette to email Connie, Megan and Kimberley about the Leadership Development Committee. Mark offered to be on the Committee.
Appoint Minister's Evaluation Committee	A discussion of forming a committee to conduct the annual review of the minister is needed. Discussion to continue at next month's meeting.	Discuss at next month's meeting.
Set date for June's Congregational Meeting	The next congregational meeting date is set for June 9, 2024. Rev. Nicoline will update google calendar.	Rev. Nicoline will update google calendar.
Next Meeting	Next Board Meeting – March 12, 2024 at 6:30 PM Future Board meeting dates – April 9, 2024, May 14, 2024, June 11, 2024. Meeting time 6:30 PM Future Congregational Meeting – June 9, 2024 at 11:45 AM	
Check-out		

Treasurer Report 1/31/24
UUFP Board Meeting 2/13/24
Financial Summary:

The end of January marked the completion of 8.3% of the year and at that point our projected income and expenses fell close to mark with the exception of the income from pledges. As has happened for several years, many members of the Fellowship paid their full pledge towards the end of the previous year or at the beginning of the current year. So far we have collected 27% (\$27,545.91) of the total amount pledged (\$101,105). The total amount of income at this point is at 18.38% (\$28,420.24).

Our total expenses are at 6.7% (\$10,375.38) of the projected amount with Religious Life having expended 6.84% (\$1,981.58) and Operating Expenses having expended 6.68% (\$8,393.80).

Our total cash balance is \$239,387.79. Of note is that our Endowment Fund with the UUA has increased in value from an initial investment of \$50,000 to \$53,464.58.

Ursula Jones
Treasurer

UUPF 2024 BUDGET WORKSHEET					
	ADOPTED	As of			
	2024	1/31/2024	% of change	January	
REVENUE/INCOME					
2024 Contributions					
Share the Plate Donations	\$6,000.00	\$383.00	6.38%	\$383.00	
Other Donations	2,000.00	176.81	8.84%	176.81	
Pledges includes the matching funds	101,105.00	27,545.91	27.24%	27,545.91	
Uncollectables (1.5% 2021) - 3% in 2022 & 2023	-1,000.00	0.00	0.00%	0.00	
Interest Income	8,000.00	4.52	0.06%	4.52	
99% Contributions	\$116,105.00	\$28,110.24	24.21%	\$28,110.24	
Other Income					
Rental Income	\$613.00	\$60.00	9.79%	\$60.00	
Rummage Sales, Other Fundraisers	2,500.00	0.00	0.00%	0.00	
0% Other Income-Fundraising	\$2,613.00	\$60.00	2.30%	\$60.00	
Total Income	\$118,718.00	\$28,170.24	23.73%	\$28,170.24	
Contributions from Savings					
Restricted funds from OWL	\$2,755.00	\$250.00	9.07%	\$250.00	
Savings	\$33,150.00	\$0.00	0.00%	0.00	
1% Contributions from Savings	\$35,905.00	\$250.00	0.70%	\$250.00	
Total Income	\$154,623.00	\$28,420.24	18.38%	\$28,420.24	
EXPENSES					
RELIGIOUS LIFE					
Living our Mission					
Social Gatherings (food, activities)	\$600.00	\$80.95	13.49%	\$80.95	
Faith Formation	200.00	0.00	0.00%	0.00	
Faith in Action (BLM, UUtheVote, Climate, others)	300.00	0.00	0.00%	0.00	
Share the Plate donations *** ADD NUMBER (figure here est from current)	3,000.00	244.15	8.14%	244.15	
Interfaith Council	30.00	0.00	0.00%	0.00	
3% Living Our Mission	\$4,130.00	\$325.10	7.87%	\$325.10	
Communicating					
Advertising (brochures, posters, print ads, LED Signage)	\$800.00	\$0.00	0.00%	\$0.00	
Website domain/backup service/New website domain	250.00	0.00	0.00%	0.00	
Printing	175.00	0.00	0.00%	0.00	
Online subscripits (Zoom, Mailchimp, Canva, GGeeks)	570.00	26.50	4.65%	26.50	
"Licensing (CVL, CCS, OneLicense)"	750.00	0.00	0.00%	0.00	
2% Communicating	\$2,545.00	\$26.50	1.04%	\$26.50	
Religious Exploration					
RE Professional Development (incl LREDA membership)	\$55.00	\$0.00	0.00%	\$0.00	
OWL Instructors: Training *restricted funds	250.00	250.00	100.00%	250.00	
OWL Facilitator includes FB*restricted funds	3,964.00	0.00	0.00%	0.00	
Materials/Supplies (snacks/supplies)	200.00	74.40	37.20%	74.40	
3% Religious Exploration	\$4,469.00	\$324.40	7.26%	\$324.40	
Worship					
Music					
Professional Development	\$550.00	\$0.00	0.00%	\$0.00	
Piano subs & guest musicians	1,000.00	125.00	12.50%	125.00	
PERMISSIONS/DONATIONS (music, streaming rights)	300.00	120.00	40.00%	120.00	
Equipment & repairs	300.00	0.00	0.00%	0.00	
Music	\$2,150.00	\$245.00	11.40%	\$245.00	
Sunday Services					
Worship Materials	\$200.00	\$0.00	0.00%	\$0.00	
Guest speakers*10 lay, 3UU	2,800.00	0.00	0.00%	0.00	
Sunday Services	\$3,000.00	\$0.00	0.00%	\$0.00	
3% Worship	\$5,150.00	\$245.00	4.76%	\$245.00	

	Professional Ministry				
	Minister Professional Development	\$4,993.00	\$450.00	9.01%	\$450.00
3%	Professional Ministry	\$4,993.00	\$450.00	9.01%	\$450.00
5%	UUA Fair Share	\$7,697.00	\$610.58	7.93%	\$610.58
19%	RELIGIOUS LIFE TOTAL	\$28,984.00	\$1,981.58	6.84%	\$1,981.58
	OPERATING EXPENSES				
	Administrative Expenses				
	Internet-Telephones	\$2,472.00	\$200.25	8.10%	\$200.25
	Office Supplies (General)	400.00	8.00	2.00%	8.00
	Postage	75.00	0.00	0.00%	0.00
	Board Expenses	175.00	0.00	0.00%	0.00
	Payroll Service	1,790.00	250.08	13.97%	250.08
	SS Medicare, Emp taxes	3,118.00	191.60	6.14%	191.60
	Insurance, WC, Disability (est.)	1,953.00	119.73	6.13%	119.73
	Minister's disability insurance	665.00	53.50	8.05%	53.50
	Breeze/PayPal Fees	1,210.00	100.06	8.27%	100.06
	Technology	500.00	0.00	0.00%	0.00
	Leadership Development	600.00	0.00	0.00%	0.00
	CLM Training/Development	300.00	0.00	0.00%	0.00
	Safe Congregation Screening	200.00	0.00	0.00%	0.00
	Contingency & Miscellaneous	1,050.00	0.00	0.00%	0.00
	Minister's Discretionary Budget	300.00	0.00	0.00%	0.00
10%	Administration	\$14,808.00	\$923.22	6.23%	\$923.22
	Buildings and Grounds				
	Utilities Palmer	\$1,692.00	\$202.31	11.96%	\$202.31
	Maintenance/Repairs Palmer	1,400.00	0.00	0.00%	0.00
	Handicap Parking	2,600.00	0.00	0.00%	0.00
	Building Equipment-Purifier	2,500.00	0.00	0.00%	0.00
	Trash Removal	240.00	17.97	7.49%	17.97
	Insurance	2,677.00	0.00	0.00%	0.00
	Grounds	1,600.00	200.00	12.50%	200.00
	Cleaner-Contractor	2,000.00	175.00	8.75%	175.00
	Kansas Ave/Montana Drive Property	500.00	145.84	29.17%	145.84
10%	Building & Grounds	\$15,209.00	\$741.12	4.87%	\$741.12
	Payroll Expense				
	Ministerial Salary	\$35,933.00	\$2,764.08	7.69%	\$2,764.08
	Ministerial Housing Allowance	14,000.00	1,076.92	7.69%	1,076.92
	Ministerial Retirement Contribution/Salary	4,993.00	384.08	7.69%	384.08
	Staff (Office Assistant, Music Director, digital outreach, RE, RE Childcare & worship serv tech)	40,696.00	2,504.38	6.15%	2,504.38
62%	Payroll Expense	\$95,622.00	\$6,729.46	7.04%	\$6,729.46
81%	Operating Expenses	\$125,639.00	\$8,393.80	6.68%	\$8,393.80
	Total Expenses	\$154,623.00	\$10,375.38	6.71%	\$10,375.38
	REVENUES	\$154,623.00	\$28,420.24		\$28,420.24
	EXPENSES	154,623.00	10,375.38		10,375.38
	NET INCOME	\$0.00	\$18,044.86		\$18,044.86
	Cash Balances as of 01/31/2024				
	Community Bank Checking Accounts	\$8,230.50			
	Glens Fall National Bank Checking Account	1,000.00			
	Glens Fall National Bank Savings Account	26,692.71			
	Oak View National Bank- 12 months CD	30,000.00			
	Oak View National Bank- 15 months CD	120,000.00			
	UU Endowment Fund	53,464.58			
	Total Cash	\$239,387.79			

Board Meeting 2/13/2024

Welcome.us Presentation

Welcome.us is a not-for-profit agency working with the US Citizenship and Immigration Services (USCIS) to bring eligible persons in Ukraine, Cuba, Haiti, Nicaragua, and Venezuela for settlement in the US under the status of "Humanitarian Parole". Persons in these countries apply to USCIS using form I-134A. Under this status they are eligible for work permits, and benefits thru DSS (Public Assistance, Medicaid, Food Stamps...). To be eligible for this program they must have a passport from their country and a few other things.

Persons in the US who wish to be Sponsors must complete a sponsorship application (I-134A); to be eligible one must be a citizen, over the age of 18 and commit to the conditions of sponsorship. During the 2 year period of humanitarian parole the sponsor is financially responsible for the "newcomers".

Sponsors are encouraged to form teams to be better able to meet the multiple needs of the newcomers. They suggest this structure and roles:

Sponsor Group Lead

Finance and Employment Team

Housing and Basic Necessities Team

Welcoming and Local Orientation Team

Benefits and Healthcare Team

Education and Language Team

I have been speaking with people about forming this team as I see the team as an essential component in being successful. I met with Kathy Sajor and asked her about Plattsburgh Cares and its current mission. I shared with her information about becoming a sponsor thru Welcome.us and about the possibility of the Fellowship becoming one. Plattsburgh Cares is currently focusing on providing food bags to persons from many places hoping to settle in the US who do not have a status and thus are not eligible to apply for work permits or benefits from DSS. Most of these people are passing thru Plattsburgh to other destinations. She expressed strong support for the Fellowship becoming a sponsor and is willing to participate on the team although her primary effort is with Plattsburgh Cares. She thinks that Plattsburgh Cares might be able to assist with this program.

Other persons I have spoken with who are interested in participating on the team include Kris Lutters, Mary Ward, Ariene Morrissey, Connie Shemo and Darlynn Bates. Everyone expressed strong support for the Fellowship becoming a sponsor.

People all want to know what it will cost; it is recommended that \$3,000 per person be raised to cover expenses for the first three months, most of which is needed for housing. Welcome.us has information on their website to assist with fundraising. There are travel support grants (the sponsor pays the cost of transportation from the country of origin), and there are matching grants up to \$3,000 for fundraising. They have tips and guides for sponsors for putting together a GoFundMe Fundraising page.

In terms of our process, I think all of us on the Board will need to put in a certain amount of time reading thru the information on the Welcome.us website. I sent an email earlier this afternoon which has some information and a link to the website as a starting point. I feel that helping people leave dangerous and terrible situations and settle in our community is living our mission. Once the Board is convinced that we should explore this option seriously, then we need to educate the congregation about this program. Nicoline suggested that we could ask the minister of a church in Keene who sponsored two women from Africa to come and speak and he offered to ask one of the women to speak. We could offer a number of information sessions at different times.

The advice from the people at Welcome.us about fundraising is that you don't begin it until you are matched with a person or family and then they become the focus and the reason people donate. The people I spoke with on the information/question session all said that once they began fundraising, it was easy. This means that we have to decide to do this before we know how much we will raise.

Questions?

Ursula Jones