

# UUFP Board Meeting, April 9, 2024

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

Absent:

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 March 12, 2024 Board meeting – 1 <sup>st</sup> by Connie and 2 <sup>nd</sup> by Tana, all approved.	
Treasurer's Report	<p>Ursula stated the Treasurer's Report is brief, revenue and expenses are within the budget expectations. Ursula stated we have received our annual AUUA Program Fund contribution letter. The annual program fund is the largest source of funding for the UUA. The primary mission of the UUA is equipping congregations, training and supporting leaders and advancing our values in the world. The UUA has been in the process of changing the way the amount requested from congregations is calculated from a per capita system to a percentage of expenditures in the previous year. In changing to this system, they further calculated no increase from one year to the next to be greater than 10%. By paying our full assessment we continue to be ranked as an Honor Congregation by the UUA; the UUFP has been an Honor Congregation since its inception. Rev. Nicoline expressed appreciation of the congregation of always supporting the AUUA Program Fund.</p> <p>Motion to accept the Treasurer's Report 1<sup>st</sup> by Kimberley and 2<sup>nd</sup> by Meg, all approved, Ursula abstained.</p>	
Business Arising	<p>Refugee Project Update – Ursula stated a team of 5 people has been established with her as Team Director. Each team member is assigned one of the five major categories. The assignments are as follows:</p> <ul style="list-style-type: none"> <li>Coordinator – Ursula</li> <li>Finance &amp; Employment Team – Meg and Erin</li> <li>Housing &amp; Basic Necessities Team – Connie</li> <li>Benefits &amp; Health Care Team – Arlene</li> <li>Welcoming &amp; Local Orientation Team – Ursula</li> <li>Education &amp; Language - Kris</li> </ul> <p>Ursula explained there are several steps to complete before an application can even be submitted. Now that the team is established; each member has to complete 4 hours of training, orientation, sign a commitment form, fundraise 60% of funds</p>	<p><b>Ursula to send amended motion to board members at least 24 hrs prior to Sunday's meeting.</b></p>



	<p>needed to sponsor a family (amount varies depending on size of family) and complete a background check. Ursula stated sponsorship from a congregation shows moral support, comfort to the refugees and an welcoming community. Sponsorship from the Congregation does not include any financial obligations at all. Meg stated she has \$2,000 already for the Refugee Project.</p> <p>Ursula would like to present the following motion to the congregation on Sunday: UUFP will pursue the sponsorship of a refugee family with Welcome Corp Program launched by the US Dept of State in coordination with the US Dept of Health &amp; Human Services. After discussion, the board would like to include the words about financial responsibility. Ursula to amend the motion and send out to the board 24 hrs. prior to the Sunday Meeting.</p> <p>Holiday Friend Committee – Tana stated a member hosted a few people for the holiday. A discussion took place regarding circle supper being held in the summer/fall. Tana to email Kimberley about the circle supper.</p> <p>Leadership Development Committee Update – Mark stated Lori Neuhaus has volunteered to be on the Leadership Development Committee. Committee consist of Mark, Jerry, Kimberley and Lori. Committee waiting for responses from people on interest to attend GA in June.</p> <p>Minister Evaluation Committee Update. Annette stated her and Kimberley are waiting for responses from the emails that have sent out.</p>	<p><b>Ursula to send a revised motion to the board 24 hrs prior to Sunday's meeting.</b></p> <p><b>Tana to email Kimberley to discuss a circle supper later this year.</b></p> <p><b>Still ongoing</b></p> <p><b>Still ongoing.</b></p>
Schedule Board Evaluation	Rev. Nicoline explained this is an opportunity for the board members to express how things are going. Currently there is a board self-evaluation form, Ursula suggested the board review the form to simplify it. Lisa will email form to board members so they can review and be ready to comment at May's meeting. Lisa to add to the agenda for next month's meeting.	<b>Lisa to send board self-evaluation form to board and add to May's agenda.</b>
Advertising for June's Congregational Meeting	Tana offered to write an announcement to invite the congregational to attend June's Congregational Meeting. Annette expressed the need to emphasize the importance on attending the meeting and every person counts. Ursula stated a list of the new officers need to be posted a week before the meeting.	<b>Tana to complete announcement for June's congregational meeting.</b>
Committee on Ministry	Annette stated the board needs to find someone to replace Mary Jane who recently passed away. Rev. Nicoline stated the Board appoints members to the Committee on Ministry. Qualifications to be considered for the committee, a member of the congregation, little more diversity of ages, requires a lot of discretion and helps if	<p><b>Rev. Nicoline to send information on the Committee on Ministry.</b></p> <p><b>Tana to reach out to</b></p>

	<p>someone is active in the congregation. Committee is a sounding board for the minister, the minister brings issues to the committee, evaluate how ministry is going. Currently two people are on the committee and meets every other month. Board discussed possible candidates, Tana to reach out to a possible candidate. Rev. Nicoline will send information to Tana on the Committee on Ministry.</p>	<p><b>possible candidate.</b></p>
<p>Update on 2<sup>nd</sup> session of On Repentance and Repair</p>	<p>Rev. Nicoline stated the 2nds workshop was about institutional accountability and the harm it may have caused and making amends. Rev. Nicoline thought this may be a good focus for the board retreat.</p>	
<p>Summer Board Retreat</p>	<p>The board discussed possible dates for a summer board retreat. Board members to share times available in June/July to Annette. Annette will provide an update at the next meeting. Generally, retreat is held during the week in the evening between 5-9 PM.</p>	<p><b>Board members to share times available in June/July to Annette. Annette will update next meeting.</b></p>
<p>Next Meeting</p>	<p>Next Board Meeting – May 14, 2024 at 6:30 PM.</p> <p>Future Board meeting dates –June 11, 2024. Meeting time 6:30 PM</p> <p>Annual Congregational Meeting – June 9, 2024</p>	
<p>Check-out</p>		



UUFPP Board Meeting April 9, 2024  
Treasurer Report as of March 31, 2024

Our income as of March 31, 2024 from pledges, share the plate, donations, and interest is 42.9% or \$49,806 while only 25% of the year has elapsed. We have received \$90 from rental income and utilized \$650 from the Owl restricted funds bringing our total income to \$50,546 or 32.7% of our projected income while 25% of the year elapsed. Our expenses have been close to what was predicted for the end of March at \$35,633 or 23%.

We have received our request to contribute to the UUA Annual Program Fund for the fiscal year 2025 of \$8,061 which represents a 10% increase over the previous year. The Annual Program Fund is the largest source of funding for the UUA. The primary mission of the UUA is equipping congregations, training and supporting leaders, and advancing our values in the world. The UUA has been in the process of changing the way the amount requested from congregations is calculated from a per capita system to a percentage of expenditures in the previous year. In changing to this system, they further calculated no increase from one year to the next to be greater than 10%. By paying our full assessment we continue to be ranked as an Honor Congregation by the UUA; the UUFPP has been an Honor Congregation since its inception.

Cash Balances as of 03/31/2024

Community Bank Checking Account	\$8,622.53
Glens Falls National Bank Checking Account	1,000.00
Glens Falls National Bank Saving Account	21,696.84
Oak View National Bank – 12 month CD	31,199.29
Oak View National Bank- 15 month CD	120,000.00
UU Endowment Fund	53,464.24
<b>Total Cash</b>	<b>\$235,983.24</b>

Respectfully submitted  
Ursula Jones, Treasurer

## UJFP 2024 BUDGET WORKSHEET

		ADOPTED	As of		
		2024	3/31/2024	change	March
<b>REVENUE/INCOME</b>					
<b>2024 Contributions</b>					
	Share the Plate Donations	\$6,000.00	\$1,181.72	19.70%	\$376.42
	Other Donations	2,000.00	201.81	10.09%	0.00
	Pledges includes the matching funds	101,105.00	47,216.39	46.70%	4,571.95
	Uncollectables (1.5% 2021) - 3% in 2022 & 2023	-1,000.00	0.00	0.00%	0.00
	Interest Income	8,000.00	1,206.28	15.08%	
<b>99%</b>	<b>Contributions</b>	<b>\$116,105.00</b>	<b>\$49,806.16</b>	<b>42.90%</b>	<b>\$4,948.37</b>
<b>Other Income</b>					
	Misc. Income				
	Rental Income	\$613.00	\$90.00	14.68%	\$0.00
	Rummage Sales, Other Fundraisers	2,500.00	0.00	0.00%	0.00
<b>0%</b>	<b>Other Income-Fundraising</b>	<b>\$2,813.00</b>	<b>\$90.00</b>	<b>3.44%</b>	<b>\$0.00</b>
	<b>Total Income</b>	<b>\$118,718.00</b>	<b>\$49,896.16</b>	<b>42.03%</b>	<b>\$4,948.37</b>
<b>Contributions from Savings</b>					
	Restricted funds from OWL	\$2,755.00	\$650.00	23.59%	\$200.00
	Savings	\$33,150.00	\$0.00	0.00%	0.00
<b>1%</b>	<b>Contributions from Savings</b>	<b>\$35,905.00</b>	<b>\$650.00</b>	<b>1.81%</b>	<b>\$200.00</b>
	<b>Total Income</b>	<b>\$154,623.00</b>	<b>\$50,546.16</b>	<b>32.69%</b>	<b>\$5,148.37</b>
<b>EXPENSES</b>					
<b>RELIGIOUS LIFE</b>					
<b>Living our Mission</b>					
	Social Gatherings (food, activities)	\$500.00	\$140.95	23.49%	\$0.00
	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	705.86	23.53%	268.21
	Interfaith Council	30.00	0.00	0.00%	0.00
<b>3%</b>	<b>Living Our Mission</b>	<b>\$4,130.00</b>	<b>\$846.81</b>	<b>20.50%</b>	<b>\$268.21</b>
<b>Communicating</b>					
	Advertising (brochures, posters, print ads, LED Signage)	\$800.00	\$0.00	0.00%	\$0.00
	Website domain/backup service/New website domain	250.00	120.99	48.40%	0.00
	Printing	175.00	0.00	0.00%	0.00
	Online subscrip (Zoom, Mailchimp, Canva, GGeeks)	570.00	209.50	36.75%	156.50
	*Licensing (CVL, CCS, OneLicense)*	250.00	0.00	0.00%	0.00
<b>2%</b>	<b>Communicating</b>	<b>\$2,545.00</b>	<b>\$330.49</b>	<b>12.99%</b>	<b>\$156.50</b>
<b>Religious Exploration</b>					
	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%	0.00
	OWL Facilitator includes FB*restricted funds	3,954.00	400.00	10.09%	200.00
	Materials/Supplies (snacks/supplies)	200.00	107.59	53.80%	0.00
<b>3%</b>	<b>Religious Exploration</b>	<b>\$4,459.00</b>	<b>\$757.59</b>	<b>16.95%</b>	<b>\$200.00</b>
<b>Worship</b>					
<b>Music</b>					
	Professional Development	\$550.00	\$125.00	22.73%	\$0.00
	Piano subs & guest musicians	1,000.00	125.00	12.50%	0.00
	PERMISSIONS/DONATIONS (music, streaming rights)	300.00	145.00	48.33%	25.00
	Equipment & repairs	300.00	132.00	44.00%	132.00
	<b>Music</b>	<b>\$2,150.00</b>	<b>\$527.00</b>	<b>24.51%</b>	<b>\$157.00</b>
<b>Sunday Services</b>					
	Worship Materials	\$200.00	\$0.00	0.00%	\$0.00
	Guest speakers*10 lay, 3UU	2,800.00	\$15.00	21.96%	300.00
	<b>Sunday Services</b>	<b>\$3,000.00</b>	<b>\$615.00</b>	<b>20.50%</b>	<b>\$300.00</b>



3%	Worship	\$5,150.00	\$1,142.00	22.17%	\$457.00
	Professional Ministry				
	Minister Professional Development	\$4,993.00	\$2,578.72	51.65%	\$2,128.72
3%	Professional Ministry	\$4,993.00	\$2,578.72	51.65%	\$2,128.72
5%	UUA Fair Share	\$7,697.00	\$1,831.74	23.80%	\$610.58
19%	RELIGIOUS LIFE TOTAL	\$28,984.00	\$7,487.35	25.83%	\$3,821.01
	OPERATING EXPENSES				
	Administrative Expenses				
	Internet-Telephones	\$2,472.00	\$600.75	24.30%	\$200.25
	Office Supplies (General)	400.00	16.00	4.00%	0.00
	Postage	75.00	0.00	0.00%	0.00
	Board Expenses	175.00	0.00	0.00%	0.00
	Payroll Service	1,790.00	495.04	27.66%	121.52
	SS Medicare, Emp taxes	3,118.00	586.33	18.80%	170.66
	Insurance, WC, Disability (est.)	1,953.00	370.79	18.99%	118.21
	Minister's disability insurance	665.00	160.50	24.14%	53.50
	Breeze/PayPal Fees	1,210.00	298.11	24.64%	101.62
	Technology	500.00	0.00	0.00%	0.00
	Leadership Development	500.00	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	50.00	4.76%	0.00
	Minister's Discretionary Budget	300.00	0.00	0.00%	0.00
10%	Administration	\$14,808.00	\$2,577.52	17.41%	\$765.76
	Buildings and Grounds				
	Utilities: Palmer	\$1,692.00	\$653.41	38.62%	\$189.88
	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-Purifer	2,500.00	2,450.00	98.00%	0.00
	Trash Removal	240.00	53.33	22.22%	17.51
	Insurance	2,677.00	1,256.00	46.92%	208.50
	Grounds	1,600.00	405.00	25.31%	105.00
	Cleaner-Contractor	2,000.00	325.00	16.25%	0.00
	Kansas Ave/Montana Drive Property	500.00	145.84	29.17%	
10%	Building & Grounds	\$15,209.00	\$5,288.58	34.77%	\$520.89
	Payroll Expense				
	Ministerial Salary	\$35,933.00	\$8,292.24	23.08%	\$2,764.08
	Ministerial Housing Allowance	14,000.00	3,230.76	23.08%	1,076.92
	Ministerial Retirement Contribution/Salary	4,993.00	1,152.24	23.08%	384.08
	Staff (Office Assistant, Music Director, digital outreach, RE, RE Childcare & worship serv tech)	40,696.00	\$7,604.73	18.69%	2,231.20
62%	Payroll Expense	\$95,622.00	\$20,279.97	21.21%	\$6,456.28
81%	Operating Expenses	\$125,639.00	\$28,146.07	22.40%	\$7,742.93
	Total Expenses	\$154,623.00	\$35,633.42	23.05%	\$11,563.94
	REVENUES	\$154,623.00	\$50,546.16		\$5,148.37
	EXPENSES	154,623.00	35,633.42		11,563.94
	NET INCOME	\$0.00	\$14,912.74		-\$6,415.57
	Cash Balances as of 03/31/2024				
	Community Bank Checking Accounts	\$8,622.53			
	Glens Fall National Bank Checking Account	1,000.00			
	Glens Fall National Bank Savings Account	21,696.84			
	Oak View National Bank- 12 months CD	31,199.29			
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	UU Endowment Fund	53,464.58			
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