

# UUFP Board Meeting, March 12, 2024

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

Absent: Lisa Bulriss

Notetaker: Kimberley Bertrand

Item	Discussion	If a task is involved, who is overseeing it and deadline?
Check-in		
Minutes	Motion to approve the minutes of February 13, 2024 Board minutes – 1 <sup>st</sup> by Mark and 2 <sup>nd</sup> by Connie, all approved but abstained by Kimberley.	
Business Arising	<p>Refugee Project Update – The Fellowship will be going with Welcome.Corps vs Welcome.Us for a few reasons: Welcome.Corps refugees have the status of Refugee which makes them more able to apply for services and able to become citizens in 90 days, whereas the Welcome.Corps are a Humanitarian Parole status and not able to become citizens that quickly. As well, the cost commitment is about \$3,000 for 90 days for Welcome.Corps vs. 2 years with Welcome.Us. There was a discussion on the costs and where the money would come from and it was decided that other avenues besides the congregation would be best. Ursula would be gathering a five-person team to be further exploring this project</p> <p>Hospitality Committee Update – Tana and Kimberley do not have to become members of the Hospitality Committee for the Ask a Friend/Be a Friend Program. The program is currently working to set members of the congregation who will be alone on Easter to people willing to host them in their homes for Easter dinner. The forms are in the sanctuary and on-line.</p> <p>The Leadership Development Committee – Current members are Mark and Jerry. Kimberley said she would join. Another member of the congregation is needed. Mark said he would contact Lori to see if she would be willing to be on the committee.</p> <p>The Minister Evaluation Committee needs to be formed for Nicoline's evaluation due in June 2024. Kimberley and Annette agreed to form the committee and move things along.</p>	<p>Ursula to form a 5-person committee</p> <p>Mark to contact Lori about the Leadership Development Committee</p>

Treasurer's Report	<p>Ursula reported that the end of February marked the completion of 16.6% of the year and while our expenses were in line with projections at 15.57% (\$24,069) our income exceeded projections at 29.3% (\$45,398). Our pledges were included in this amount and at present are at 42.2% (\$42,644) reflecting the giving pattern of some members to pay their full pledge at the end of the preceding year or at the beginning of the current year. This portends well for pledgers to be able to make good on the 13% increase in pledged amounts. We also earned this first of the interest payments on the CDs invested last year using the money from the sale of Elm St, \$1,199. This CD, now valued at \$31,199, was reinvested at 4.593% APY 4.7 for 12 months with Oak View National Bank.</p> <p>Our total cash balance has increased over last month and is \$242,403.51 as of 2/29/24.</p>	
Minister's Report	<p>Nicoline reported she was able to eliminate the bulk of her overtime over the Christmas holidays and start the year off fresh. She completed the OWL facilitator training and she and Kelly Predojevic will be offering four sessions of HAWK (Hope Action Wisdom Kindness) between March 10 and June 2. She offered the blessing at the MLK Day Service and attended SUNY Plattsburgh's National Day of Healing and would like the time to build more community connections. We have lost long-time member Kathy Felty and a Celebration of Life will be arranged in early June. Digital Outreach Specialist, Clarice Knelly, left her position and the Fellowship is looking for someone to replace her.</p> <p>Motion to accept the Treasurer's and Minister's Report – 1<sup>st</sup> by Connie and 2<sup>nd</sup> by Tana, all approved.</p>	
General Assembly Delegates Needed	<p>The General Assembly is June 20-23. It is 100% virtual. There is no charge to vote in the business meeting and members from our congregation are needed to vote. The cost is \$280 per person, which the Fellowship can cover this cost for two individuals, if the individual wishes to attend more than just the business meeting. Early Bird Registration was March 15.</p>	<p><b>Rev. Nicoline will write an announcement for enews directing interesting parties to contact Connie and/or Annette.</b></p>

Kansas Ave Property	The report on our intentions with the Kansas Ave property was submitted to the Town of Plattsburgh and was accepted by them.	
Worship Committee Report	There was no report made at this meeting	
Next Meeting	<p>Next Board Meeting – April 9, 2024 at 6:30 PM.</p> <p>Future Board meeting dates –May 14, 2024, June 11, 2024. Meeting time 6:30 PM</p>	
Check-out		

Treasurer Report 2/29/24  
UUFP Board Meeting 3/12/24  
Financial Summary:

The end of February marked the completion of 16.6% of the year and while our expenses were in line with projections at 15.57% (\$24,069) our income exceeded projections at 29.3% (\$45,398). Our pledges were included in this amount and at present are at 42.2% (\$42,644) reflecting the giving pattern of some members to pay their full pledge at the end of the preceding year or at the beginning of the current year. This portends well for pledgers to be able to make good on the 13% increase in pledged amounts. We also earned this first of the interest payments on the CDs invested last year using the money from the sale of Elm St, \$1,199. This CD, now valued at \$31,199, was reinvested at 4.593% APY 4.7 for 12 months with Oak View National Bank. Our total cash balance has increased over last month and is \$242,403.51 as of 2/29/24.

Respectfully,  
Ursula Jones  
Treasurer

## March 2024 Quarterly Board Report

This is my second experiment in sending you a quarterly board report.

If you've felt I've been less present in the pulpit recently, it's because I did three services in January (filling in for a last-minute pulpit absence) and so dropped down to one service - rather than my usual two - in February. Much as I would have liked to simply add in that extra service, without cutting back the following month, the time involved would have cut too deeply into other commitments and would have led me straight back into filling my overtime bank once again. On that note, however, I did manage to eliminate the bulk of my overtime during the Christmas holidays and start the calendar year off fresh.

I completed the OWL Facilitator training in February. The training itself took 20 hours, but there was an additional 15-20 hours of homework between the sessions. Kelly Predojevic and I are scheduled to offer four sessions to 6-7 youth, between March 10 and June 2. Since organizations who modify the curriculum in any way are not allowed to use the OWL name for their program, Kris Lutters has worked with the youth to develop a new name. The name they've chosen is HAWK: Hope, Action, Wisdom, Kindness. One congregant is considering being trained as an additional facilitator this summer, which would allow us to offer four more sessions in the fall, but the person in question remains undecided about their ability to offer the time required for the training. We will do what we can with the resources we have.

**Supporting and Developing Leadership** I've been supporting the discernment of a number of fellowship leaders - both volunteer and paid - about the scope of their activities, and the eternal question of how to balance personal and professional/volunteer lives. In addition, a number of fellowship leaders have been facing health challenges in recent weeks, which has made the importance of balance all the more apparent. Huge thanks to all volunteer leaders and staff who continue to support the fellowship during these demanding times!

**Outreach and Engagement** I played an active role in two community events this quarter: I was invited to offer a blessing at the annual MLK Day service. Then, the following day, I spent the day at SUNY Plattsburgh's National Day of Racial Healing events, and - together with Jo El Miano - represented the fellowship by hosting a lunch-time table conversation on the topic of "Spiritual and Embodied Practices for Enhancing Courage and Resilience." It was an honor to represent the fellowship out in the wider community, and to meet so many changemakers. I only wish I had time to build more community connections of this sort!

**Pastoral Care** The fellowship lost a beloved long-time member, Kathy Felty, this quarter, and I will be working with the family to offer a Celebration of Life in early June. In addition, a number of fellowship members are currently in hospital, or are facing health and other challenges. I continue to visit members one on one in a variety of settings, and am grateful for the support of the Caring Team. I'm also pleased two board members have taken the initiative to establish a "Holiday Friends" program, so that congregation members need not find themselves alone during holiday mealtimes.

## March 2024 Quarterly Board Report, Page 2

**Professional Growth and Development** In February, along with many of my UUMA colleagues, I took a 5-session online course, "Peacebuilding amid Polarization: A Leader's Toolkit for Constructive Engagement on the Israeli-Palestinian Crisis." Although the fellowship has not experienced overt conflict on the topic of Israel/Gaza, we have been proactively cautious about addressing this issue from the pulpit. In addition, I expected the course would offer transferrable skills that could be useful during the upcoming election season - or for use at any other time where open conflict might emerge. I am still processing the learnings but hope to integrate them into my leadership. I also do plan to finally preach on the topic during the March 31, Easter service.

**Organizational Health** Keeping up with staffing changes continues to mobilize a lot of my energy. In February, we learned that Clarice Knelly, our highly competent Digital Outreach staff person, would be leaving us in March. By the time the board meets, we hope to have a new candidate to present to the board for approval in hiring.

Respectfully submitted,  
Rev. Nicoline Guerrier

**UUPP 2024 BUDGET WORKSHEET**

	ADOPTED 2024	As of 2/29/2024	% of change	February	January
<b>REVENUE/INCOME</b>					
<b>2024 Contributions</b>					
Share the Pile Donations	\$6,000.00	\$805.30	13.42%	\$422.30	\$383.00
Other Donations	2,000.00	201.81	10.09%	23.00	175.81
Pledges includes the matching funds	101,105.00	42,644.44	42.18%	15,096.53	27,545.91
Uncollectibles (1.5% 2021) - 3% in 2022 & 2023	-1,000.00	0.00	0.00%	0.00	0.00
Interest Income	0.00	1,206.24	11.08%	1,201.72	4.52
<b>89% Contributions</b>	<b>\$116,105.00</b>	<b>\$44,857.79</b>	<b>38.64%</b>	<b>\$16,747.55</b>	<b>\$28,110.24</b>
<b>Other Income</b>					
Rental Income	\$611.00	\$90.00	14.88%	\$30.00	\$60.00
Rummage Sales, Other Fundraisers	2,800.00	2.00	0.00%	0.00	0.00
<b>0% Other Income-Fundraising</b>	<b>\$2,811.00</b>	<b>\$92.00</b>	<b>3.44%</b>	<b>\$30.00</b>	<b>\$60.00</b>
<b>Total Income</b>	<b>\$118,916.00</b>	<b>\$44,949.79</b>	<b>37.86%</b>	<b>\$16,777.55</b>	<b>\$28,170.24</b>
<b>Contributions from Savings</b>					
Restricted funds from OWL	\$2,755.00	\$450.00	16.33%	\$200.00	\$250.00
Savings	\$33,150.00	\$0.00	0.00%	0	0.00
<b>1% Contributions from Savings</b>	<b>\$35,905.00</b>	<b>\$450.00</b>	<b>1.25%</b>	<b>\$200.00</b>	<b>\$250.00</b>
<b>Total Income</b>	<b>\$154,821.00</b>	<b>\$45,399.79</b>	<b>29.36%</b>	<b>\$16,977.55</b>	<b>\$28,420.24</b>
<b>EXPENSES</b>					
<b>RELIGIOUS LIFE</b>					
<b>Living our Mission</b>					
Social Gatherings (Food, activities)	\$600.00	\$140.95	23.49%	\$60.00	\$80.95
Faith Formation	200.00	0.00	0.00%	0.00	0.00
Faith in Action (BIM, UUtheVote, Climate, others)	300.00	0.00	0.00%	0.00	0.00
Share the Pile donations	3,000.00	437.65	14.59%	193.30	344.13
Interfaith Council	30.00	0.00	0.00%	0.00	0.00
<b>3% Living Our Mission</b>	<b>\$4,130.00</b>	<b>\$578.60</b>	<b>14.01%</b>	<b>\$253.30</b>	<b>\$325.10</b>
<b>Communicating</b>					
Advertising (brochures, posters, print ads, LED Signage)	\$800.00	\$0.00	0.00%	\$0.00	\$0.00
Website domain/backup service/New website domain	230.00	110.99	48.40%	110.99	0.00
Printing	175.00	0.00	0.00%	0.00	0.00
Online subscribe (Zoom, Mailchimp, Civi, iGave)	370.00	53.00	9.30%	26.50	26.50
"Licensing (CVL, CCS, OneLicense)"	230.00	0.00	0.00%	0.00	0.00
<b>2% Communicating</b>	<b>\$2,345.00</b>	<b>\$173.99</b>	<b>7.44%</b>	<b>\$147.49</b>	<b>\$26.50</b>
<b>Religious Exploration</b>					
RE Professional Development (incl AREDA membership)	\$55.00	\$0.00	0.00%	\$0.00	\$0.00
OWL Instructors Training *restricted funds	230.00	250.00	100.00%	0.00	250.00
OWL Facilitator includes FB*restricted funds	\$,964.00	300.00	3.06%	200.00	0.00
Materials/Supplies (music/supplies)	200.00	107.88	53.80%	33.18	74.40
<b>3% Religious Exploration</b>	<b>\$4,489.00</b>	<b>\$557.88</b>	<b>12.48%</b>	<b>\$233.19</b>	<b>\$324.40</b>
<b>Worship</b>					
<b>Music</b>					
Professional Development	\$550.00	\$125.00	22.73%	\$125.00	\$0.00
Piano subs & guest musicians	1,000.00	125.00	12.50%	0.00	125.00
PERMISSIONS/DONATIONS (music, streaming rights)	300.00	125.00	40.90%	0.00	120.00
Equipment & repairs	300.00	0.00	0.00%	0.00	0.00
<b>Music</b>	<b>\$2,150.00</b>	<b>\$375.00</b>	<b>17.21%</b>	<b>\$125.00</b>	<b>\$245.00</b>
<b>Sunday Services</b>					
Worship Materials	\$200.00	\$0.00	0.00%	\$0.00	\$0.00
Guest speakers* 10 lay, UU	2,800.00	315.00	11.23%	315.00	0.00
<b>Sunday Services</b>	<b>\$3,000.00</b>	<b>\$315.00</b>	<b>10.50%</b>	<b>\$315.00</b>	<b>\$0.00</b>
<b>1% Worship</b>	<b>\$1,150.00</b>	<b>\$685.00</b>	<b>13.30%</b>	<b>\$440.00</b>	<b>\$245.00</b>
<b>Professional Ministry</b>					
Minister Professional Development	\$4,993.00	\$450.00	9.01%	\$0.00	\$450.00
<b>3% Professional Ministry</b>	<b>\$4,993.00</b>	<b>\$450.00</b>	<b>9.01%</b>	<b>\$0.00</b>	<b>\$450.00</b>
<b>5% UUA Fair Share</b>	<b>\$7,027.00</b>	<b>\$1,721.16</b>	<b>15.87%</b>	<b>\$610.58</b>	<b>\$610.58</b>
<b>19% RELIGIOUS LIFE TOTAL</b>	<b>\$29,504.00</b>	<b>\$3,666.34</b>	<b>12.46%</b>	<b>\$1,684.76</b>	<b>\$1,981.58</b>
<b>OPERATING EXPENSES</b>					
<b>Administrative Expenses</b>					
Internet-Telephones	\$2,477.00	\$400.00	16.20%	\$200.25	\$200.25
Office Supplies (General)	400.00	16.00	4.00%	8.00	8.00
Postage	75.00	0.00	0.00%	0.00	0.00
Board Expenses	175.00	0.00	0.00%	0.00	0.00

	Payroll Service	1,790.00	373.52	20.87%	123.44	750.08
	SS Medicare, Emp taxes	3,118.00	415.67	13.33%	724.07	191.60
	Insurance, WL, Disability (est.)	1,553.00	252.58	12.92%	172.85	119.73
	Minister's disability insurance	865.00	107.00	16.08%	53.50	53.50
	Brussels/PayPal Fees	1,210.00	196.49	16.28%	96.43	100.00
	Technology	500.00	0.00	0.00%	0.00	0.00
	Leadership Development	600.00	0.00	0.00%	0.00	0.00
	CLM Training/Development	300.00	0.00	0.00%	0.00	0.00
	Safe Congregation Screening	200.00	0.00	0.00%	0.00	0.00
	Contingency & Miscellaneous	1,050.00	50.00	4.76%	80.00	0.00
	Minister's Discretionary Budget	300.00	0.00	0.00%	0.00	0.00
	<b>10% Administration</b>	<b>\$14,808.00</b>	<b>\$1,811.76</b>	<b>12.24%</b>	<b>\$888.54</b>	<b>\$923.22</b>
	<b>Buildings and Grounds</b>					
	Utilities- Palmer	\$1,692.00	\$483.53	27.40%	\$261.22	\$302.31
	Maintenance/Repairs Palmer	1,400.00	0.00	0.00%	0.00	0.00
	Handicap Parking	3,600.00	0.00	0.00%	0.00	0.00
	Building Equipment-Furnit	2,500.00	1,450.00	58.00%	2,450.00	0.00
	Trash Removal	740.00	35.82	4.93%	17.85	17.87
	Insurance	2,677.00	1,047.50	39.13%	1,047.50	0.00
	Grounds	1,800.00	300.00	16.75%	100.00	200.00
	Cleaner-Contractor	2,000.00	925.00	46.25%	150.00	175.00
	Kansas Ave/Mimiana Drive Property	500.00	145.84	29.17%	0.00	145.84
	<b>10% Building &amp; Grounds</b>	<b>\$15,209.00</b>	<b>\$4,767.69</b>	<b>31.35%</b>	<b>\$4,026.57</b>	<b>\$741.17</b>
	<b>Payroll Expense</b>					
	Ministerial Salary	\$55,933.00	\$5,528.18	15.38%	\$2,764.08	\$2,764.08
	Ministerial Housing Allowance	14,000.00	2,153.84	13.35%	1,076.92	1,076.92
	Ministerial Retirement Contribution/Salary	4,393.50	768.16	15.38%	384.08	384.08
	Staff (Office Assistant, Music Director, digital outreach, RE, RE Children & worship serv tech)	40,696.00	\$5,372.53	18.20%	2,889.13	2,504.38
	<b>82% Payroll Expense</b>	<b>\$95,022.00</b>	<b>\$13,822.69</b>	<b>14.46%</b>	<b>\$7,094.23</b>	<b>\$6,729.46</b>
	<b>81% Operating Expenses</b>	<b>\$125,639.00</b>	<b>\$20,403.14</b>	<b>16.24%</b>	<b>\$12,009.34</b>	<b>\$8,393.80</b>
	<b>Total Expenses</b>	<b>\$154,623.00</b>	<b>\$24,069.48</b>	<b>15.57%</b>	<b>\$13,664.10</b>	<b>\$10,375.38</b>
	<b>REVENUES</b>	<b>\$194,623.00</b>	<b>\$45,397.79</b>		<b>\$16,977.55</b>	<b>\$28,420.24</b>
	<b>EXPENSES</b>	<b>154,623.00</b>	<b>24,069.48</b>		<b>13,664.10</b>	<b>10,375.38</b>
	<b>NET INCOME</b>	<b>\$40,000.00</b>	<b>\$21,328.31</b>		<b>\$3,283.45</b>	<b>\$18,044.86</b>
	<b>Cash Balances as of 02/29/2024</b>					
	Community Bank Checking Accounts	\$20,044.50				
	Glens Fall National Bank Checking Account	1,000.00				
	Glens Fall National Bank Savings Account	16,685.14				
	Oak View National Bank- 12 months CD	31,199.29				
	Oak View National Bank- 15 months CD	120,000.00				
	UU Endowment Fund	53,464.58				
	<b>Total Cash</b>	<b>\$242,403.51</b>				