

UUFP Board Meeting, June 11, 2024

In attendance: Connie Shemo, Ursula Jones, Kimberley Bertrand, Rev. Nicoline Guerrier,
Mark Preston and Lisa Bulriss

Absent: Annette Wells, Meagan Morrissey, Tana Hanley and Jerry Bates

Notetaker: Lisa Bulriss

Item	Discussion	If a task is involved, who is overseeing it and deadline?
Check-in		
Minutes	<p>A note was made prior to motion, since the board meeting Kimberley Bertrand is not able to attend the General Assembly. Motion to approve the minutes of the May 14, 2024 Board meeting – 1st by Mark and 2nd by Ursula, all approved.</p>	
Treasurer's Report	<p>Ursula stated the two CD's invested last year have matured and the revenue reflects \$7,965 of interest, slightly under the estimated \$8,000.</p> <p>Ursula stated the CDC Realtor's contract to sell the Montana and Kansas Avenue lot is coming due next month. Ursula's recommendation is signing another contract with them. When the property sells, plan on utilizing these funds for higher interest investments.</p> <p>Nothing unusual with the revenue and expenses through May.</p> <p>Rev. Nicoline stated Share the Plate revenue seems lower than the past few years and is wondering if not passing the plate during the service is impacting this revenue. A discussion took place regarding STP income being higher when a speaker from the organization comes earlier in the month to a Sunday service. Rev. Nicoline will talk to Dorothy about inviting speakers earlier in the month. A suggestion was made to monitor the revenue; maybe in the fall reconsider passing the plate again.</p> <p>Motion to accept the May 2024 Treasurer's Report – 1st by Kimberley, 2nd by Mark, all approved.</p>	<p>Rev. Nicoline will speak to Dorothy about inviting STP speakers at the beginning of the month to Sunday services.</p>
Business Arising	<p>Connie thanked Tana for making the basket for the Grateful Fed event. Connie also thanked Kimberley for completing the Minister's Evaluation Report. Kimberley stated Tana also helped with the report.</p>	<p>Connie is inquiring about a gift certificate to Kris Lutter's camp.</p>
Refugee Project	<p>Ursula stated when the bank account for the Refugee Project was opened it was named, Unitarian Universalist Fellowship</p>	

Refugee Project. While working on the application the committee decided to name the Refugee Project Unitarian Universalist Fellowship Plattsburgh Refugee Organization. The bank statement needs to match the application name. Ursula made a Motion for the UUFP Board approves the changing the name of the Checking Account at Community Bank, 9 Margaret St. Plattsburgh, NY 12901 from Unitarian Universalist Fellowship Refugee Project to Unitarian Universalist Fellowship Plattsburgh Refugee Organization (PRO).

2nd by Connie, all approved.

Ursula stated much has happened since the Fellowship approved at the Congregational Meeting on 4/14/24 a Refugee Committee to pursue a sponsorship application through the Welcome Corps a program of the U.S. Department of State. The Committee subsequently adopted the name Plattsburgh Refugee Organization with the acronym PRO. Our original team of 7 (Ursula Jones, Kris Lutters, Arlene Morrissey, Megan Morrissey-Kelley, Connie Shemo, Shera Marston, and Erin Cass) have added Rita-Ann FitzGerald and Elaine Ostry to their number. As a team we decided to apply for a family of 4 with children with no preferences as regards to country of origin or language spoken. We have raised \$3,000 in donations and applied for a grant from The Sponsor Fund who advertised amounts bringing sponsorship applicants up to the 60% of the total amount required to apply or awarding up to \$1212.50 per sponsored refugee to meet the total amount required. The approval came on this past Tuesday one week after applying in the amount of \$4,850, the larger of the two possible awards. We are very grateful for this timely and generous response.

We have been meeting regularly to meet other requirements of the application process including completing an Essential Training Course with group discussions, learning about the responsibilities of sponsorship, making a commitment to fulfill those obligations and individually obtaining background checks. On Thursday, 6/6/24, we submitted our application to become a sponsor and on yesterday, 6/10/24 we received notification that we were certified. When you don't know the person or family you are sponsoring, the process is called "matching".

What happens next? We will receive a survey to complete that details more about the composition of the family we are sponsoring, this environment and resources available here. When you don't know the person or family you are sponsoring, the process is called "matching". Then we will be "matched" with a "newcomer" family which could take a couple of weeks or months. It may take less time because we have not expressed preferences and because there are many refugees who have waited up to a year to be matched. Where might the country of origin be of our matched family? Recently Welcome Corps has placed refugees from the Democratic Republic of Congo, Syria, Afghanistan, Ukraine, and Burma.

So, while we wait for notification of being matched, we are making plans and preparations. High on our list is networking with our friends and Fellowship members in our search for safe and affordable housing as well as employment opportunities. And we are looking for donations to furnish an apartment with furniture, kitchen items and linens. Once we have been matched and have information about the family composition and ages, we will be specific about certain needed items and will communicate these via the e-news. Fundraising continues by applying for grants as they become available and establishing a GoFundMe page on Facebook in coordination with our Communication Committee. Fellowship members will be alerted about the GoFundMe posting and encouraged to visit the page and share it with friends to get the widest response possible. Sharing the Facebook page will also be a PR opportunity to let the community know more about the Fellowship and the social justice activities we are engaged in.

In terms of a timeline, it is hard to predict when our newcomers will arrive at an airport, but we could be welcoming them in 1.5 to 4 months. People who have information about possible housing, employment, or furnishings or would like to be more involved should contact me or Connie Shemo.

Respectfully submitted,
Ursula Jones, Coordinator

Minister's Self
Evaluation/
Board's Minister

Rev. Nicoline apologized for the lengthy report. The purpose of this process is to review the discrepancies between the two reports. The board discussed the extra items the minister takes on

**Connie, Mark and
Kimberley will form a
Social Activity**

<p>Evaluation</p>	<p>and feels a social activities committee might help to alleviate some of this from Rev. Nicoline. Kimberley, Mark and Connie offered to form a Social Activity Committee. Connie will also have a signup sheet after this Sunday service for the Committee.</p> <p>The board discussed the Minister's sabbatical leave and how the board should proceed. This item will be added to next month's agenda.</p> <p>Rev. Nicoline is working on zoom hosts</p> <p>Rev. Nicoline encouraged the board in the future to include items the minister might need to improve on. Mark stated the one item Rev. Nicoline needs to work on is saying no. Rev Nicoline agreed. Rev. Nicoline appreciated the effort, time and thought that went into the report.</p> <p>Rev. Nicoline and Connie thanked Kimberley for taking on the report.</p>	<p>Committee. Connie will do a signup sheet at Sunday's service.</p> <p>Add to July's agenda the Minister's sabbatical.</p> <p>Rev. Nicoline working on zoom hosts.</p>
<p>Event Staff</p>	<p>Rev. Nicoline recommends the fellowship pay an event staff person for future events. Events can take 4-5 hrs. with opening and closing. Now that we have held several formal social events; there is a need for it. Costs would be approximately \$1,000 a year. Rev. Nicoline asked the board if they would like her to write up a formal job description. A round took place. Rev. Nicoline will write up a formal job description for July's board meeting.</p>	<p>Rev. Nicoline to write up a formal job description for Event Staff position and place item on July's agenda.</p>
<p>Summer Childcare</p>	<p>Rev. Nicoline stated generally child care is not provided in the summer; however, a need for childcare has presented itself. Rev. Nicoline stated the childcare provider position is slightly over the budget projection but the RE position is under the budget projection. The board discussed the summer childcare hire, everyone is agreement to hire the current childcare provider during the summer.</p>	
<p>Board Self Evaluation</p>	<p>The board reviewed the questions.</p>	
<p>Dates for Board Meeting</p>	<p>Rev. Nicoline stated she would not be able to attend the July and August meetings on the 2nd Tuesday but is available on other dates. The board will move the July meeting from the 9th to the 23rd and August meeting from the 13th to the 27th; if the new board member can attend. Lisa will provide the contact information to Connie. Connie will reach out to the new board member.</p>	<p>Lisa to provide Connie contact information for new board member.</p> <p>Connie to reach out to new board member with tentative dates.</p>
<p>Board Retreat</p>	<p>Board retreat is June 25, 2024 from 5 – 9 PM at the fellowship.</p>	
<p>Next Meeting</p>	<p>Next Board Meeting – Tentatively July 23, 2024</p> <p>Future Board meeting dates – August 27, 2024</p>	

	Meeting time 6:30 PM	
Check-out		

UUPF Board Meeting 6/11/2024
Treasurer Report for May 31, 2023

As of the end of May 41% of the fiscal year had elapsed and we have collected over 59% (\$70,647) of the projected income excluding the \$33,905 from savings. Pledge payments continue to be ahead of schedule at 58% (\$58,758) as usual due to members pre-paying at the end of 2023 and during the first few months of 2024. The Share the Plate Donations have lower then projection with 37.8% (\$2,268) being collected so far.

Regarding expenses our total expenses so far this year are at 39.88% (\$61,660) of our projections, with most costs being close to what was projected.

Religious Life has expended 43.8% (\$12,715) of its budget including:

Living Our Mission	41.3% (\$1,705)
Communicating	49.8% (\$1,268)
Religious Exploration	34.4% (\$1,538)
Worship	37.4% (\$1,928)
Professional Ministry	64.5% (\$3,222)
UUA Fair Share	39.6% (\$3,052)

Operating Expenses has expended 38.9% (\$48,944) of its budget including:

Admin Expenses	32.4% (\$4,805)
Build & Grounds	41.8% (\$6,370)
Payroll	39.5% (\$37,768)

The total of Religious Life and Operating Expenses is 39.88% (\$61,660)).

Our 15 month CD with Oak View Bank that had an opening amount of \$120,000 in February 2023 came due in May 2024. The balance at the time of maturity was \$126,765.34 reflecting interest earned of \$6,765.34. Of that amount we transferred \$30,000 to our savings account at Glens Falls National Bank and put the remainder in a 6 month CD at 5% APY with Oak View National Bank. The transfer to savings made those funds available to balance the budget and cover expenses over the rest of the year. To review, we earned \$1,199.29 in February when our \$30,000 12 month CD came due. When added to the recently accrued interest the total accrued this year is \$7,964.63 and just shy of the \$8,000 we had predicted from these investments.

Our contract with CDC Realtors for the sale of our property on Montana and Kansas Ave comes due next month when we will have the opportunity to change realtors and/or change our asking price of \$155,000.

Cash Balances as of 05/31/2024

Community Bank Checking Account	\$6,505.47
Glens Falls National Bank Checking Account	1,000.00
Glens Falls National Bank Savings Account	41,701.10
Oak View National Bank-12 month CD	31,199.29
Oak View National Bank- 6 month CD	96,765.34
UU Endowment Fund	53,464.58
Total Cash	\$230,635.69

Ursula Jones, Treasurer

UUPF 2024 BUDGET WORKSHEET

	ADOPTED	As of		
REVENUE/INCOME	2024	5/31/2024	change	May
2024 Contributions				
Share the Plate Donations				
Other Donations	\$6,000.00	\$2,267.72	37.80%	\$459.00
Pledges includes the matching funds	2,000.00	1,058.09	52.90%	50.00
Uncollectables (1.5% 2021) - 3% in 2022 & 2023	101,105.00	58,757.79	58.12%	4,215.35
Interest Income	-1,000.00	0.00	0.00%	0.00
97% Contributions	\$116,105.00	\$70,253.05	60.51%	\$11,684.25
Other Income				
Misc. Income				
Rental Income	\$613.00	\$250.00	40.78%	\$0.00
Rummage Sales, Other Fundraisers	2,500.00	144.00	5.76%	34.00
1% Other Income-Fundraising	\$2,613.00	\$394.00	15.08%	\$34.00
Total Income	\$118,718.00	\$70,647.05	59.51%	\$11,718.25
Contributions from Savings				
Restricted funds from OWL	\$2,755.00	\$1,415.00	51.36%	\$125.00
Savings	\$33,150.00	\$0.00	0.00%	0.00
2% Contributions from Savings	\$35,905.00	\$1,415.00	3.94%	\$125.00
Total Income	\$154,623.00	\$72,062.05	46.61%	\$11,843.25
EXPENSES				
RELIGIOUS LIFE				
Living our Mission				
Social Gatherings (food, activities)	\$600.00	\$506.95	84.49%	\$250.00
Faith Formation	200.00	39.99	20.00%	0.00
Faith in Action (BLM, UtheVote, Climate, others)	300.00	0.00	0.00%	0.00
Share the Plate donations *** ADD NUMBER (figure here est from current)	3,000.00	1,158.86	38.63%	229.50
Interfaith Council	30.00	0.00	0.00%	0.00
3% Living Our Mission	\$4,130.00	\$1,705.80	41.30%	\$479.50
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	120.99	48.40%	0.00
Printing	175.00	0.00	0.00%	0.00
Online subscripts (Zoom, Mailchimp, Canva, GGeeks)	570.00	381.90	67.00%	26.50
"Licensing (CVU, CCS, OneLicense)"	750.00	765.40	102.05%	0.00
2% Communicating	\$2,545.00	\$1,268.29	49.83%	\$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%	0.00
OWL Facilitator includes FB*restricted funds	3,964.00	1,165.00	29.39%	125.00
Materials/Supplies (snacks/supplies)	200.00	123.00	61.53%	0.00
3% Religious Exploration	\$4,469.00	\$1,538.06	34.42%	\$125.00
Worship				
Music				
Professional Development	\$550.00	\$125.00	22.73%	\$0.00
Piano subs & guest musicians	1,000.00	375.00	37.50%	250.00
PERMISSIONS/DONATIONS (music, streaming rights)	300.00	145.00	48.33%	0.00
Equipment & repairs	300.00	132.00	44.00%	0.00
Music	\$2,150.00	\$777.00	36.14%	\$250.00
Sunday Services				
Worship Materials	\$200.00	\$61.00	30.50%	\$61.00
Guest speakers*10 lay, 3UU	2,800.00	1,090.00	38.93%	325.00
Sunday Services	\$3,000.00	\$1,151.00	38.37%	\$386.00

3%	Worship		\$5,150.00	\$1,928.00	37.44%	\$636.00
	Professional Ministry					
	Minister Professional Development		\$4,993.00	\$3,222.57	64.54%	\$422.10
3%	Professional Ministry		\$4,993.00	\$3,222.57	64.54%	\$422.10
5%	UUA Fair Share		\$7,697.00	\$3,052.90	39.66%	\$610.58
19%	RELIGIOUS LIFE TOTAL		\$28,984.00	\$12,715.62	43.87%	\$2,299.68
	OPERATING EXPENSES					
	Administrative Expenses					
	Internet-Telephones		\$2,472.00	\$1,000.23	40.46%	\$199.74
	Office Supplies (General)		400.00	112.00	28.00%	88.00
	Postage		75.00	20.40	27.20%	20.40
	Board Expenses		175.00	0.00	0.00%	0.00
	Payroll Service		1,790.00	743.84	41.56%	125.36
	SS Medicare, Emp taxes		3,118.00	1,116.12	35.80%	328.28
	Insurance, WC, Disability (est.)		1,953.00	992.81	50.84%	480.14
	Minister's disability insurance		665.00	267.50	40.23%	53.50
	Breeze/PayPal Fees		1,210.00	502.74	41.55%	101.95
	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	50.00	4.76%	0.00
	Minister's Discretionary Budget		300.00	0.00	0.00%	0.00
10%	Administration		\$14,808.00	\$4,805.64	32.45%	\$1,397.37
	Buildings and Grounds					
	Utilities: Palmer		\$1,692.00	\$894.68	52.88%	\$70.64
	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	88.32	36.80%	17.51
	Insurance		2,677.00	1,256.00	46.92%	0.00
	Grounds		1,600.00	761.00	47.56%	156.00
	Cleaner-Contractor		2,000.00	775.00	38.75%	175.00
	Kansas Ave/Montana Drive Property		500.00	145.84	29.17%	0.00
10%	Building & Grounds		\$15,209.00	\$6,370.84	41.89%	\$419.15
	Payroll Expense					
	Ministerial Salary		\$35,933.00	\$15,202.44	42.31%	\$4,146.12
	Ministerial Housing Allowance		14,000.00	5,923.06	42.31%	1,615.38
	Ministerial Retirement Contribution/Salary		4,993.00	2,112.44	42.31%	576.12
	Staff (Office Assistant, Music Director, digital outreach, RE, RE Childcare & worship serv tech)		40,696.00	\$14,530.47	35.70%	4,291.64
62%	Payroll Expense		\$95,622.00	\$37,768.41	39.50%	\$10,629.26
81%	Operating Expenses		\$125,639.00	\$48,944.89	38.96%	\$12,445.78
	Total Expenses		\$154,623.00	\$61,660.51	39.88%	\$14,745.46
	REVENUES		\$154,623.00	\$72,062.05		\$11,843.25
	EXPENSES		154,623.00	61,660.51		14,745.46
	NET INCOME		\$0.00	\$10,401.54		-\$2,902.21
	Cash Balances as of 05/31/2024					
	Community Bank Checking Accounts		\$6,505.47			
	Glens Fall National Bank Checking Account		1,000.00			
	Glens Fall National Bank Savings Account		41,701.01			
	Oak View National Bank- 12 months CD		31,199.29			
	Oak View National Bank- 6 months CD		96,765.34			
	UU Endowment Fund		53,464.58			
	Total Cash		\$230,635.69			