

# UUFP Board Meeting, August 27, 2024

In attendance: Connie Shemo, Nicholas Hunt-Bull, Ursula Jones, Rev. Nicoline Guerrier, Megan Morrissey, and Tana Hanley

Absent: Kimberley Bertrand, Mark Preston and Jerry Bates (non-voting member)

Notetaker: Meeting was recorded

Item	Discussion	If a task is involved, who is overseeing it and deadline?
Check-in	Rev. Nicoline started the meeting with a check in.	
Minutes	<p>Nicholas asked if there were any comments or changes to the July 23, 2024 board meeting minutes. No objections, minutes of the July 23, 2024 Board meeting are approved.</p> <p>June 9, 2024 Annual Congregation Meeting Minutes have not been submitted yet.</p>	<p><b>Need to identify who is preparing the June 9<sup>th</sup>, annual congregation meeting minutes.</b></p>
Composting Bin Presentation	<p>Rory Fischer is working on a composting project and is asking the board to help Rory and Kris Lutters on the project. Rory made a presentation on how composting is beneficial to the soil and aligns with the UU's 7<sup>th</sup> principle. River Valley Regenerative picks up twice a month at a cost of \$15 per pickup.</p> <p>The board will take this request under advisement. Ursula requested a survey be done with the members. Rory and Kris will conduct a survey on who would use the composting.</p> <p>Rev. Nicoline thanked Rory for bringing this project to the board.</p>	<p><b>Rory and Kris will conduct a survey with the members on who would use the composting.</b></p>
Business Arising	<p>Refugee Project Update: Ursula stated nothing is new since the last meeting, still waiting for travel assurance. Once we get the travel assurance, we will be notified when the family will arrive. The Go Fund Me page is up and working. Ursula asked the board to visit the page and share. Connie and Kris are meeting with a few young people that are the same ages of the children to help them when they arrive.</p> <p>Event Staff Position job description: Rev. Nicoline reviewed the Event Staff position job description with the board. A discussion took place regarding advertising the position and the rental fees covering the cost of the position. Nicholas Hunt-Bull made a motion to approve the Event Staff Position, offer the position to Jason Murray and to adjust the Rental fee schedule, when necessary, seconded by Connie, no further discussion. All approved.</p>	

	<p>Update on Safety Committee; Connie stated Jo El Miano does not want to head the Safety Committee or continue to serve on the committee. Currently we don't have a committee leader so there hasn't been another meeting. Connie has reached out to Mark to head the committee but he is not available. Connie will call a meeting in the next month.</p> <p>Update on Meeting with UUA Regional Representative, the Rev. Alia Shinbrough; Nicholas stated the meeting went well. Another purpose of the meeting was to introduce our fellowship to Rev. Alia, who is new to the UUA position.</p> <p>Planning for Minister's Sabbatical: Nicholas stated the first meeting of the Sabbatical Planning Team is tomorrow afternoon so there is nothing to report at this time. Rev. Nicoline stated the team consists of herself, along with Dorothy Latta, Jo El Miano, and Nicholas.</p>	<p><b>Connie will schedule a safety meeting in the next month.</b></p>
Treasurer's Report	<p>Ursula stated there was one typo on the Treasurer's Report under other revenue; it is 115.40 % not 1,115.40%. Cash balance is the same as last year at this time. Nicholas asked about the amount in the savings account. Ursula explained it is the estimated amount of cash flow we estimated based on previous years cash flow. Ursula stated she is open to putting more of the savings somewhere else to earn a high interest rate. Nicholas and Ursula will meet to explore possible options before the next meeting in September.</p>	<p><b>Ursula and Nicholas to meet prior to September's meeting.</b></p>
CDC Real Estate-Contract Renewal	<p>Ursula asked if anyone had any questions regarding the contract. Ursula stated CDC Real Estate is one of the major real estate agencies for commercial property in this area. Ursula discussed the recent sales in the area. The realtor recommends increasing the sale price per acre. The board authorizes Ursula to negotiate the contract with CDC Real Estate and to request an asking price of \$42,000 per acre.</p>	<p><b>Ursula to follow up with CDC Real Estate to finalize the contract.</b></p>
Addressing the UU 8 <sup>th</sup> Principle	<p>Rev. Nicoline requested a round. The board discussed how the board should approach addressing the UU 8<sup>th</sup> principle. After the discussion Rev. Nicoline stated several reports are available to guide congregations on addressing the 8<sup>th</sup> principle. Tana offered to read on this topic and report back to the board next month. Nicholas and Connie offered their assistance to Tana.</p>	<p><b>Tana to research and report back to the board next month. Rev. Nicoline will provide Tana with the hard copy.</b></p>
Items on the calendar	<p>Budget Planning Calendar – Ursula stated the calendar begins when the Board sets the goals for the fellowship. In September the board presents the goals to the fellowship and committees.</p> <p>October Committees submit their "dream" budget to the Finance committee which aligns with achieving the fellowship goals.</p> <p>November is the Annual Giving Campaign.</p>	

	<p>December is finalizing the budget. January the board presents the budget to the Congregation for a vote.</p> <p>Board Goals for next year. A discussion took place on possible goals. Three major points were identified as 1) Outreach to the community, 2) Connecting the congregation to events we support in the community, and 3) Every group in the congregation would be asked to explain their value they have with the community and what they do for the community. Nicholas will summarize the main points that emerged during this discussion and send them to Rev. Nicoline for review.</p>	<p><b>Nicholas to summarize annual goals and send to Rev. Nicoline for her input.</b></p>
<p>Items to think about for the September Meeting</p>	<p>Review compensation and benefits for all paid staff: Nicholas, and Ursula will meet before the next meeting to review employee's compensation and benefits. Rev. Nicoline will summarize her thoughts and email them to Nicholas and Ursula.</p>	<p><b>Rev. Nicoline to send email summarizing her thoughts to Nicholas and Ursula. Nicholas and Ursula to meet before next board meeting.</b></p>
<p>Next Meeting</p>	<p>Next Board meeting is September 17, 2024 at 6:30 PM</p> <p>Future Board Meeting time is 6:30 PM and dates are as follows: October 15, 2024, November 19, 2024, December 17, 2024, January 2025 to be determined, February 18, 2025, March 18, 2025, April 15, 2025, May 20, 2025 and June 17, 2025.</p>	

Treasurer Report as of 7/31/24  
 UUFP Board Meeting 8/27/24

As of the end of July, 58% of the fiscal year had elapsed and we have collected 76.9% of projected contributions (\$91,303.51) excluding the \$35,905 from savings. This includes \$8,182.81 in interest income from our CDs and savings. Pledge statements were sent out in June with the effect of several members catching up on their pledge payments and others paying forward. Our income by percentage received and the actual amount includes the following:

Contributions	
Share the Plate	53.46% (\$3,207.72)
Other donations	1115.4% (\$2,308.09)
Pledges and matching funds	75.06% (\$75,885.89)
Interest Income Other Income/fundraising	102.29% (\$8,182.81)
Rental income	50.57% (\$310)
Rummage Sales/other	5.76% (\$144-scheduled for Nov)
Total Income Excluding amt from Savings	76.9% (\$91,303.51)

Regarding expenses: our total expenses as of 7/31 are at 52.24% (\$80,770.49) of projections with some costs being higher and some being lower than expected.

Religious Life has expended 53.32% (\$15,601.75) of its budget including:

Living Our Mission	62.33% (\$2,574.29-includes donations to STP)
Communicating	56.77% (\$1,444.73)
Religious Exploration	36.99% (\$1,653.06)
Worship	46.06% (\$2,371.87)
Professional Ministry	64.54% (\$3,222.57)
UUA Fair Share.	56.32% (\$4,335.23)

Operating Expenses has expended 51.87% (\$65,168.74) of its budget including:

Admin Expense	43.18% (\$6,394.41)
B&G	47.75% (\$7,263.01)
Payroll	53.87% (\$51,511.32)

The total amount of Religious Life and Operating Expenses spent so far is 52.24% (\$80,770.49).

Cash Balances as of 7/31/24

Community Bank Checking Account	\$17,819.68
Glens Falls National Bank Checking Account	1,000.00
Glens Falls National Bank Savings Account	31,714.37
Refugee Project bank account	3,000.00
Oak View National Bank- 12 Month CD	31,199.29
Oak View National Bank- 18 Month CD	96,765.34
UU Endowment Fund	<u>53,464.58</u>
Total Cash	<b>\$234,963.26</b>

Ursula Jones, Treasurer

## UUFP 2024 BUDGET WORKSHEET

		ADOPTED	As of		
		2024	7/31/2024	change	July
<b>REVENUE/INCOME</b>					
<b>2024 Contributions</b>					
	Share the Plate Donations	\$6,000.00	\$3,207.72	53.46%	\$526.00
	Other Donations	2,000.00	2,308.09	115.40%	0.00
	Pledges includes the matching funds	101,105.00	75,885.89	75.06%	8,376.05
	Uncollectables (1.5% 2021) - 3% in 2022 & 2023	-1,000.00	0.00	0.00%	0.00
	Interest Income	8,000.00	8,182.81	102.29%	6.52
<b>97%</b>	<b>Contributions</b>	<b>\$116,105.00</b>	<b>\$89,584.51</b>	<b>77.16%</b>	<b>\$8,908.57</b>
<b>Other Income</b>					
	Misc. Income	\$0.00	\$865.00	n/a	265.00
	Rental Income	\$613.00	310.00	50.57%	\$0.00
	Community Outreach/Memorial Services	\$0.00	400.00	n/a	\$0.00
	Rummage Sales, Other Fundraisers	2,500.00	144.00	5.76%	0.00
<b>2%</b>	<b>Other Income-Fundraising</b>	<b>\$2,613.00</b>	<b>\$1,719.00</b>	<b>65.79%</b>	<b>\$265.00</b>
	<b>Total Income</b>	<b>\$118,718.00</b>	<b>\$91,303.51</b>	<b>76.91%</b>	<b>\$9,173.57</b>
<b>Contributions from Savings</b>					
	Restricted funds from OWL	\$2,755.00	\$1,530.00	55.54%	\$0.00
	Savings	\$33,150.00	\$0.00	0.00%	0.00
<b>2%</b>	<b>Contributions from Savings</b>	<b>\$35,905.00</b>	<b>\$1,530.00</b>	<b>4.26%</b>	<b>\$0.00</b>
	<b>Total Income</b>	<b>\$154,623.00</b>	<b>\$92,833.51</b>	<b>60.04%</b>	<b>\$9,173.57</b>
<b>EXPENSES</b>					
<b>RELIGIOUS LIFE</b>					
<b>Living our Mission</b>					
	Social Gatherings (food, activities)	\$600.00	\$543.28	90.55%	\$0.00
	Faith Formation	200.00	65.95	32.98%	25.96
	Faith in Action (BLM, UU(theVote, Climate, others)	300.00	174.20	58.07%	174.20
	Share the Plate donations	3,000.00	1,440.86	48.03%	0.00
	Community Outreach/Ceremony	0.00	350.00	n/a	350.00
	Interfaith Council	30.00	0.00	0.00%	0.00
<b>3%</b>	<b>Living Our Mission</b>	<b>\$4,130.00</b>	<b>\$2,574.29</b>	<b>62.33%</b>	<b>\$550.16</b>
<b>Communicating</b>					
	Advertising (brochures, posters, print ads, LED Signage)	\$800.00	50.00	0.00%	\$0.00
	Website domain/backup service/New website domain	250.00	120.99	48.40%	0.00
	Printing	175.00	123.44	70.54%	123.44
	Online subscrip (Zoom, Mailchimp, Canva, GGeeks)	570.00	434.90	76.30%	26.50
	"Licensing (CVLI, CCS, OneLicense)"	750.00	765.40	102.05%	0.00
<b>2%</b>	<b>Communicating</b>	<b>\$2,545.00</b>	<b>\$1,444.73</b>	<b>56.77%</b>	<b>\$149.94</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	3,964.00	1,280.00	32.29%	0.00
	Materials/Supplies (snacks/supplies)	200.00	123.06	61.53%	0.00
<b>3%</b>	<b>Religious Exploration</b>	<b>\$4,469.00</b>	<b>\$1,653.06</b>	<b>36.99%</b>	<b>\$0.00</b>
<b>Worship</b>					
<b>Music</b>					
	Professional Development	\$550.00	\$215.00	39.09%	\$90.00
	Piano subs & guest musicians	1,000.00	375.00	37.50%	0.00
	Hymnals, Supplies	0.00	91.87	n/a	91.87
	PERMISSIONS/DONATIONS (music, streaming rights)	300.00	145.00	48.33%	0.00
	Equipment & repairs	300.00	132.00	44.00%	0.00
	<b>Music</b>	<b>\$2,150.00</b>	<b>\$958.87</b>	<b>44.60%</b>	<b>\$181.87</b>
	<b>Sunday Services</b>				

	Worship Materials	\$200.00	\$73.00	36.50%	\$12.00
	Guest speakers*10 lay, 3UU	2,800.00	1,340.00	47.86%	0.00
	Sunday Services	\$3,000.00	\$1,413.00	47.10%	\$12.00
3%	Worship	\$5,150.00	\$2,371.87	46.06%	\$193.87
	Professional Ministry				
	Minister Professional Development	\$4,993.00	\$3,222.57	64.54%	\$0.00
3%	Professional Ministry	\$4,993.00	\$3,222.57	64.54%	\$0.00
5%	UUA Fair Share	\$7,697.00	\$4,335.23	56.32%	\$671.75
19%	RELIGIOUS LIFE TOTAL	\$28,984.00	\$15,601.75	53.83%	\$1,565.72
	OPERATING EXPENSES				
	Administrative Expenses				
	Internet-Telephones	\$2,472.00	\$1,379.90	55.82%	\$179.93
	Office Supplies (General)	400.00	112.00	28.00%	0.00
	Postage	75.00	20.40	27.20%	0.00
	Board Expenses	175.00	0.00	0.00%	0.00
	Payroll Service	1,790.00	1,054.66	58.92%	127.58
	SS Medicare, Emp taxes	3,118.00	1,520.97	48.78%	203.19
	Insurance, WC, Disability (est.)	1,953.00	1,168.22	60.84%	86.69
	Minister's disability insurance	665.00	374.50	56.32%	53.50
	Breeze/PayPal Fees	1,210.00	693.76	57.34%	95.13
	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	\$6,394.41	43.18%	\$746.02
	Buildings and Grounds				
	Utilities: Palmer	\$1,692.00	\$996.04	58.87%	\$51.51
	Maintenance/Repairs Palmer	1,400.00	59.99	4.29%	59.99
	Handicap Parking	2,600.00	150.00	5.77%	0.00
	Building Equipment-Purifer	2,500.00	2,450.00	98.00%	0.00
	Trash Removal	240.00	123.64	51.52%	17.85
	Insurance	2,677.00	1,256.00	46.92%	0.00
	Grounds	1,600.00	1,019.00	63.69%	104.00
	Cleaner-Contractor	2,000.00	1,062.50	53.13%	150.00
	Kansas Ave/Montana Drive Property	500.00	145.84	29.17%	0.00
10%	Building & Grounds	\$15,209.00	\$7,263.01	47.75%	\$383.35
	Payroll Expense				
	Ministerial Salary	\$35,933.00	\$20,730.60	57.69%	\$2,764.08
	Ministerial Housing Allowance	14,000.00	8,076.90	57.69%	1,076.92
	Ministerial Retirement Contribution/Salary	4,993.00	2,880.60	57.69%	384.08
	Staff (Office Assistant, Music Director, digital outreach, RE, RE Childcare & worship serv tech)	40,696.00	\$19,823.22	48.71%	2,656.41
62%	Payroll Expense	\$95,622.00	\$51,511.32	53.87%	\$6,881.49
81%	Operating Expenses	\$125,639.00	\$65,168.74	51.87%	\$8,010.86
	Total Expenses	\$154,623.00	\$80,770.49	52.24%	\$9,576.58
	REVENUES	\$154,623.00	\$92,833.51		\$9,173.57
	EXPENSES	154,623.00	80,770.49		9,576.58
	NET INCOME	\$0.00	\$12,063.02		-\$403.01
	Cash Balances as of 07/31/2024				
	Community Bank Checking Accounts	\$17,819.68			
	Glens Fall National Bank Checking Account	1,000.00			

	Glens Fall National Bank Savings Account	31,714.37			
	Refugee Project bank Account	3,000.00			
	Oak View National Bank- 12 months CD	31,199.29			
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