

# UUFP Board Meeting, July 23, 2024

In attendance: Connie Shemo, Nicholas Hunt-Bull, Ursula Jones, Rev. Noline Guerrier, Mark Preston, Meagan Morrissey, Tana Hanley, Jerry Bates (non-voting member) and Lisa Bulriss  
 Absent: Kimberley Bertrand  
 Notetaker: Lisa Bulriss

Item	Discussion	If a task is involved, who is overseeing it and deadline?
Check-in	Rev. Noline started the meeting with a check in.	
Minutes	Nicholas asked if there were any revisions to the minutes or objections to approving the minutes of the June 11, 2024 board meeting. No objections, minutes of the June 11, 2024 Board meeting are approved.	
Treasurer's Report	<p>Ursula stated we are halfway through the fiscal year. Revenue is slightly over the budget. Last month we mailed out the semi-annually giving statements. The annual pledge campaign revenue collected is 66.67% as of the end of June. Expenses are at 46%, slightly under the budget. Ursula stated the realtor contract for the sale of Kansas Ave is coming up for renewal in August. Ursula reached out to the realtor to ask their opinion on any changes to the asking price for the new contract; no response back yet.</p> <p>Nicholas asked if there were any objections to accepting the Treasurer's Report, no objections, Treasurer's Report is accepted.</p>	
Business Arising	<p>Refugee Project Update: Ursula stated the Refugee Team received a match from Welcome Corps last week. The team has approved the match. Information on the match is very limited; we have been informed it is a family of 4, 2 adults and 2 children from Somalia, Africa and their religion is Muslim. The US Office of Immigration is in charge of travel arrangements, average time is from one to four months. We will not learn anything more till they arrive.</p> <p>Event Staff Position job description (if ready for review): Add to next month's agenda.</p>	<p><b>Add Event Staff Position to August Agenda</b></p> <p><b>Rev. Noline to work on preparing the draft job description</b></p>
Set 24/25 Board Meeting Dates	Nicholas stated the board meeting dates need to be established. Are there any suggestions or concerns with the 3 <sup>rd</sup> Tuesday at 6:30 pm? Everyone agreed except for the month of January will have to be held earlier in the month due to the Annual Congregational meeting held later in January.	

**Buildings &  
Grounds Report  
and Request**

Ursula reviewed the following Buildings and Grounds Report:  
Building and Grounds Report 7/23/24

Request for Approval to complete electrical repairs

We have an estimate attached from Chester Pellerin for electrical work. It includes \$1076 for materials and \$2640 for labor (Two men for 24 hours at \$110) for a total of \$4013.28. Below is a listing of the work to be done in order of priority beginning with the heater in the sanctuary and the wiring needed to support the dual platform Sunday services. These two items will use the most amount of labor as well as materials. We could decide to see what is accomplished in 2 days and stop without completing all the items-this would save us \$880 in labor.

There are a number of electrical problems with the 4 Palmer St building:

1. the heater on the south wall of the sanctuary began not functioning in April and was disconnected. The problem is that the relay switch in the electrical panel in the basement is not working and needs to be replaced.
2. The electrical supply on the balcony for the dual platform Sunday services is supplied by a series of extension cords and 3 outlet strips linked together. An additional outlet is needed and connecting another outlet strip is not advised; the current situation is a marginal solution that has limitations and causes some gaps in the zoom service. It is not considered up to basic electrical standards. The solution is to add another relay switch from the electrical panel in the back wall of the basement and run wires from the panel above the ceiling in the basement and up to the balcony. This will be a safer provision of electricity and give more consistent dual platform services.
3. Currently the wires from the 5 speakers positioned around the sanctuary have wires that drop from the speaker to the above the baseboards and channel around the room along the baseboards and over the heaters. At the door to the handicap ramp they continue along the floor with a spare piece of carpet lying on top. The solution is to run wire from each of the speakers along the walls and on top of the windows and front wall hanging to the far side of the handicap ramp door and then lead the wires to the amplifier; they will be encased in ivory colored wire molding.
4. There is only one outlet available to plug in air purifier in the back area of the sanctuary that is difficult to reach due to the stacked chairs and no outlet on the north wall to the right of the handicap door. It is proposed that

**Jerry will update the board after the 2<sup>nd</sup> estimate.**

	<p>outlets be installed on both sides of the handicap ramp door.</p> <ol style="list-style-type: none"> <li>5. The monitor in the front of the sanctuary is connected to the computer on the balcony with a wire dropping down to the floor, along the baseboard and over the heater before going up to the balcony. It is proposed that the wire go across the top of the windows and to the balcony encased in ivory wire molding.</li> <li>6. The monitor in the front of the sanctuary's power cord is encased in a pvc pipe and dropped down to the floor and plugged into a outlet strip plugged into a heater outlet. It is proposed that a wire be added from the basement up the wall to in back of the monitor, and an outlet installed for the monitor.</li> <li>7. The back group meeting room in the basement only has one outlet and it does not have 3 prongs. It is proposed a 3 prong outlet and one other outlet be installed in that room</li> <li>8. Some trouble shooting will need to be done to assess the most economical way to meet these various electrical tasks.</li> </ol> <p>Ursula Jones, Hap Wheeler, Kris Lutters, Buildings and Grounds</p> <p>Nicholas stated the estimate appears reasonable. Jerry stated he reached out to another electrical company and is expecting an answer back this week. His recommendation would be wait till we receive another estimate so there is a comparison. Jerry will keep the board updated.</p> <p>Connie made a motion to authorize payment up to \$4,013.28 for electrical repairs and 2<sup>nd</sup> by Mark, unanimously approved.</p>	
Kris Lutters Camp	This event has already happened.	
Safety Committee	<p>Rev. Nicoline stated the 2024-year end evaluation report reviewed in June included a suggestion of reestablishing the safety committee to direct concerns regarding emergency preparedness. Now that we are gathering in person once again, Rev. Nicoline recommends the congregation conduct annual fire drills, organize trainings for use of the defibrillator, and help staff and congregants develop skill in responding to disruptive individuals or situations. Ursula stated there was a Pandemic Safety Committee and prior to the pandemic there was a Safety Committee. Connie stated the Pandemic Safety Committee is active and maybe could continue as the Safety Committee. Connie stated she would contact the members, Mark, Hap, Arlene, and Jo El to see if they would like to transition from a Pandemic Safety Committee to a Safety Committee and address the three items that need to get done for the year. Mark stated he would serve on the safety committee.</p>	<p><b>Connie to reach out to the Covid Safety Committee members to see if they would like to transition to a Safety Committee. Connie will report back at next month's meeting.</b></p>

	Connie will report back to the board next month.	
Meeting with New UUA Regional Representative	Nicholas stated there is a new UUA representative, Rev. Alia Shinbrough who recently reached out to the board members for a meeting to learn about our fellowship. Nicholas, Connie and Rev. Nicoline will coordinate a time to meet with Rev. Alia, then extend the invitation to the board members.	Rev. Nicoline to set up a meeting with Alla, Nicholas, Connie and herself. Rev. Nicoline will also let the board members know the meeting date and time anyone from the board is welcome to attend.
Planning for the Minister's Sabbatical	Nicholas suggested a small group, 3 liaisons, to work with Rev. Nicoline to prepare for the sabbatical leave. Nicholas offered to be one of them. Rev. Nicoline specified one of the goals for the team would be to try to anticipate what the impact of my absence will be, and plan for additional supports as needed. Lisa will email the worship committee to ask if anyone is interested in being part of this group. Connie will send a message to the CLM's, Dorothy and Nancy, to ask if one of them would like to be part of this group.	Lisa to send email to Worship Committee. Connie to reach out to the CLMs'.
Review proposed changes to Financial Operations & Procedures polity	<p><b>Proposed Revisions to the Financial Operations and Procedures Policy</b></p> <p>Nicholas stated proposed revisions appear fine except for the typo on Page 7 stating Board approved report is posted on online; need to omit on. Nicholas asked if there is any discussion or feedback on these proposed changes</p> <p>Revisions are as follows (typo corrected)- See below  Page 5 and concerning the Coffee House the following was added:  "...please note as of 07/23/24 Coffee House is still inactive due to COVID pandemic."</p> <p>Page 5 and concerning Assets the following was added:  "Accounts shall be evaluated annually for return on investment."</p> <p>Page 7 and concerning the review process for approving the Treasurer's Report at Congregational Business Meetings the following was added:  "Board approved Report is posted online, after the (meeting) minutes have been approved."</p> <p>Page 7 and concerning Financial Monitoring section c, Annual Review; the phrase "if requested" was added to the following sentence.  On completion of the CPA review, if requested, finance committee reviews and forwards report to the Board with recommendation to accept or reject.</p>	

	<p>Connie made a motion to approve the revisions, 2<sup>nd</sup> by Mark, all approved except Ursula abstained.</p>	
<p>Items to discuss at next month's meeting</p>	<p>Nicholas reviewed the items on the board's calendar for next month's meeting. Connie and Nicholas will work on the agenda for next month's meeting. Nicholas also stated we will try to get the agenda out a week before the meeting.</p> <p>Items to consider/prepare for the August Meeting</p> <ul style="list-style-type: none"> <li>Set goals for next fellowship year.</li> <li>Set budget Planning calendar &amp; distribute</li> <li>Addressing UU 8th principle</li> </ul>	
<p>Next Meeting</p>	<p>Next Boarding Meeting Date August 27, 2024 at 6:30 PM</p> <p>Future Board Meeting time is 6:30 PM and dates are as follows:  September 17, 2024, 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>	
<p>Check-out</p>		

UUF Board Meeting 7/23/24  
 Treasurer Report as of 6/30/24

As of the end of June, 50% of the fiscal year had elapsed and we have collected 54% (\$83,659.94) of the projected income. Pledge payments are ahead of schedule despite the 13% increase achieved from the Annual Giving campaign. It also includes \$8,176.29 from interest income and only \$1,530 from savings restricted to Owl expenses. Our income by percentage received and the actual amounts includes the following:

Contributions	
Share the Plate	44.7% (\$2,681.72)-half to orgs.
Other donations	115.4% (\$2,308.09)-memorial donations
Pledges	66.77% (\$67,509.84) Statements sent 6/24
Interest Income	102.2% (\$8,176.29)
Other Income/fundraising	
Rental income	50.57% (\$310)
Com Outreach/Mem Ser	n/a% (\$400)
Rummage Sales/other	5.76% (\$144))-Scheduled for Nov.
Savings-Owl	55.54% (\$1,530)
Total	54.11% (\$83,659.94)

Regarding expenses our total expenses so far this year we are at 46.04% (\$71,193.91) of projections, with some costs being higher and some being lower than expected:

Religious Life has expended 48.43% (\$14,036.03) of its budget including:	
Living Our Mission	49.01% (\$2,024.13)-includes STP donations
Communicating	50.88% (\$1,294.79)
Religious Exploration	36.99% (\$1,653.06)
Worship	42.29% (\$2,178)
Professional Ministry	64.54% (\$3,222.57)
UUA Fair Share	47.6% (\$3,663.48)
Operating Expenses have totaled 48% or \$56,531 of its budget including:	
Admin Expense	38.14% (\$5,648.39)
B&G	45.23% (\$6,879.56)
Payroll	46.67% (\$44,629.83)

The total amount of Religious Life and Operating Expenses spent so far is \$71,193.91 or 46.04% of projection.

Cash Balances as of 6/30/24

Community Bank Checking Account	\$8,644.44
Glens Falls National Bank Checking Account	1,000.00
Glens Falls National Bank Savings Account	41,707.85
Refugee Project Bank Account	3,000.00
Oak View National Bank 12 mon CD	31,195.29
Oak View National Bank 15 mon CD	96,765.34
UUA Common Endowment Fund	53,464.58
Total Cash	<b>\$235,781.50</b>

Our contract with CDC Realty who represent us in the sale of our lot at the corner of Montana and Kansas Ave on the new Base is up for renewal next month. At their recommendation we have set an asking price of \$155,000 based on their assessment of similar properties in the area.

Ursula Jones, Treasurer

**UJFP 2024 BUDGET WORKSHEET**

		ADOPTED	As of		
		2024	6/30/2024	change	June
<b>REVENUE/INCOME</b>					
<b>2024 Contributions</b>					
	Share the Plate Donations	\$6,000.00	\$2,681.72	44.70%	\$414.00
	Other Donations	2,000.00	2,308.09	115.40%	1,250.00
	Pledges includes the matching funds	101,105.00	67,509.84	66.77%	8,752.05
	Uncollectables (1.5% 2021) - 3% in 2022 & 2023	-1,000.00	0.00	0.00%	0.00
	Interest Income	8,000.00	8,176.29	102.20%	6.84
<b>96%</b>	<b>Contributions</b>	<b>\$116,105.00</b>	<b>\$80,675.94</b>	<b>69.49%</b>	<b>\$10,422.89</b>
<b>Other Income</b>					
	Misc. Income	\$0.00	\$600.00	n/a	\$600.00
	Rental Income	\$613.00	310.00	50.57%	60.00
	Community Outreach/Memorial Services	\$0.00	400.00	n/a	400.00
	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>\$1,454.00</b>	<b>55.64%</b>	<b>\$1,060.00</b>
	<b>Total Income</b>	<b>\$118,718.00</b>	<b>\$82,129.94</b>	<b>69.18%</b>	<b>\$11,482.89</b>
<b>Contributions from Savings</b>					
	Restricted funds from OWL	\$2,755.00	\$1,530.00	55.54%	\$115.00
	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>\$115.00</b>
	<b>Total Income</b>	<b>\$154,623.00</b>	<b>\$83,659.94</b>	<b>54.11%</b>	<b>\$11,597.89</b>
<b>EXPENSES</b>					
<b>RELIGIOUS LIFE</b>					
<b>Living our Mission</b>					
	Social Gatherings (food, activities)	\$600.00	\$543.28	90.55%	\$36.33
	Faith Formation	200.00	39.99	20.00%	0.00
	Faith in Action (BLM, UUtheVote, Climate, others)	300.00	0.00	0.00%	0.00
	Share the Plate donations	3,000.00	1,440.86	48.03%	282.00
	Interfaith Council	30.00	0.00	0.00%	0.00
<b>3%</b>	<b>Living Our Mission</b>	<b>\$4,130.00</b>	<b>\$2,024.13</b>	<b>49.01%</b>	<b>\$318.33</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	408.40	71.65%	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>\$1,294.79</b>	<b>50.88%</b>	<b>\$26.50</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	3,964.00	1,280.00	32.29%	115.00
	Materials/Supplies (snacks/supplies)	200.00	123.08	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>\$115.00</b>
<b>Worship</b>					
<b>Music</b>					
	Professional Development	\$550.00	\$125.00	22.73%	\$0.00
	Piano subs & guest musicians	1,000.00	375.00	37.50%	0.00
	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>\$777.00</b>	<b>36.14%</b>	<b>\$0.00</b>
<b>Sunday Services</b>					
	Worship Materials	\$200.00	\$61.00	30.50%	\$0.00
	Guest speakers*10 lay, 3UU	2,800.00	1,340.00	47.86%	250.00
	<b>Sunday Services</b>	<b>\$3,000.00</b>	<b>\$1,401.00</b>	<b>46.70%</b>	<b>\$250.00</b>

3%	Worship		\$5,150.00	\$2,178.00	42.29%	\$250.00
	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	\$3,663.48	47.60%	\$610.58
19%	RELIGIOUS LIFE TOTAL		\$28,984.00	\$14,036.03	48.43%	\$1,320.41
	OPERATING EXPENSES					
	Administrative Expenses					
	Internet-Telephones		\$2,472.00	\$1,199.97	48.54%	\$199.74
	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	927.08	51.79%	183.24
	SS Medicare, Emp taxes		3,118.00	1,317.78	42.26%	201.66
	Insurance, WC, Disability (est.)		1,953.00	1,101.53	56.40%	108.72
	Minister's disability insurance		665.00	321.00	48.27%	53.50
	Breeze/PayPal Fees		1,210.00	598.63	49.47%	95.89
	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	\$5,648.39	38.14%	\$842.75
	Buildings and Grounds					
	Utilities: Palmer		\$1,692.00	\$944.53	55.82%	\$49.85
	Maintenance/Repairs Palmer		1,400.00	0.00	0.00%	0.00
	Handicap Parking		2,600.00	150.00	5.77%	150.00
	Building Equipment-Purifer		2,500.00	2,450.00	98.00%	0.00
	Trash Removal		240.00	105.79	44.08%	17.47
	Insurance		2,677.00	1,256.00	46.92%	0.00
	Grounds		1,600.00	915.00	57.19%	154.00
	Cleaner-Contractor		2,000.00	912.50	45.63%	137.50
	Kansas Ave/Montana Drive Property		500.00	145.84	29.17%	0.00
10%	Building & Grounds		\$15,209.00	\$6,879.66	45.23%	\$508.82
	Payroll Expense					
	Ministerial Salary		\$35,933.00	\$17,966.52	50.00%	\$2,764.08
	Ministerial Housing Allowance		14,000.00	6,999.98	50.00%	1,076.92
	Ministerial Retirement Contribution/Salary		4,993.00	2,496.52	50.00%	384.08
	Staff (Office Assistant, Music Director, digital outreach, RE, RE Childcare & worship serv tech)		40,696.00	\$17,166.81	42.18%	2,636.34
62%	Payroll Expense		\$95,622.00	\$44,629.83	46.67%	\$6,861.42
81%	Operating Expenses		\$125,639.00	\$57,157.88	45.49%	\$8,212.99
	Total Expenses		\$154,623.00	\$71,193.91	46.04%	\$9,533.40
	REVENUES		\$154,623.00	\$83,659.94		\$11,597.89
	EXPENSES		154,623.00	71,193.91		9,533.40
	NET INCOME		\$0.00	\$12,466.03		\$2,064.49
	Cash Balances as of 06/30/2024					
	Community Bank Checking Accounts		\$8,644.44			
	Glens Fall National Bank Checking Account		1,000.00			
	Glens Fall National Bank Savings Account		41,707.85			
	Refugee Project bank Account		3,000.00			
	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	5235,781.50		