

UUFP Board Meeting, October 15, 2024

In attendance: Nicholas Hunt-Bull, Ursula Jones, Rev. Nicoline Guerrier,

Mark Preston Tana Hanley and Connie Shemo joined at 7:30 PM

Absent: Megan Morrissey 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 September 17, 2024 board meeting minutes. No objections, minutes of the September 17, 2024 Board meeting are approved.</p> <p>Nicholas asked if there were any comments or changes to the June 9, 2024 Annual Congregational Meeting Minutes. No objections, minutes of the June 9, 2024 Congregational Meeting are approved.</p>	
Treasurer's Report	<p>Ursula reviewed the highlights of the Treasurer's Report. Overall, the budget is within projection with the exception of the buildings and grounds category. This category includes the driveway expense which is over budget by \$2,900.</p> <p>Ursula updated the board on the 2025 budget progress. A draft of the proposed budget has been prepared which reflects a \$10,000 increase. Ursula went back to committees requesting them to review their budget requests and consider ways to reduce the expenses or submit ideas for raising money. Ursula received one response with no changes. The 2025 Budget Proposal will be discussed at a later point during the meeting.</p>	
Minister's Report	Nicholas stated there is no minister's report this month but asked Rev. Nicoline if there was anything to report on. Rev. Nicoline thanked Nicholas for asking. Rev. Nicoline stated the Event Staff Position's job description will be emailed out within the week.	Rev. Nicoline to email the Event Staff Job Position to board members.
Business Arising	<p>UUA 8th Principle – Tana updated the board on her research regarding UUA 8th Principle. Tana stated a report summarizing the research was sent out by email to all the board members last week. At the end of the report a study action guide was included. Tana suggested this guide is a great starting point to develop the next step. Nicholas stated this topic will be added to next month's agenda. Nicholas thanked Tana for all the time spent on this topic.</p> <p>Update on Safety Committee – Connie is not present to discuss,</p>	<p>Add UUA 8th principle to next month's agenda.</p> <p>Add Safety Committee</p>

	<p>add to the agenda next month.</p> <p>Letters to Nancy and Kimberley were completed. Nicholas thanked Tana and Connie for doing this.</p> <p>Nicholas stated as a board how do we address individuals retiring from positions. Rev. Nicoline suggested a board member mention the retirements during announcements. Mark offered to make the announcement at one of the Sunday Services. Also it was discussed to include the retirements in the E-news.</p> <p>Nicholas asked the board if there are any suggestions for filling the vacant board positions. A discussion took place regarding who could address this. Ursula to ask Jerry and Dorothy about their willingness to be an active Leadership Development Committee and board members to discuss with Leadership Development Committee about potential candidates.</p> <p>Refugee Project Update: Ursula updated the board that the team is waiting patiently for the family. Nicholas thanked everyone on the team for continuing to work on this project.</p> <p>Planning for Ministers Sabbatical; Nicholas stated a report was sent with the agenda. The report recommended adding the following additional points:</p> <ol style="list-style-type: none"> 1. That the minister does not begin earning time towards her next sabbatical until after her current sabbatical is completed. 2. That the minister is expected to go on a communication "blackout" while on her sabbatical. The minister will note on her outgoing message that she is not going to read any messages sent during her time away. 3. While on sabbatical, only two individuals will be allowed to reach out to the minister: for pastoral care issues Dorothy Latta, for other issues one of the two Trustee co-chairs selected by the Board of Trustees. <p>Ursula made the motion to approve the three additional points, Tana seconded, all approved.</p> <p>Nicholas stated Items 7-9 mentioned in the report need to be addressed by the board.</p> <ol style="list-style-type: none"> 7. Who will supervise the staff? Ursula offered to supervise the Office Assistant. 8. Minister's leadership for the Board of Trustees? 9. How to manage community social events? <p>Nicholas stated items 7 through 9 will be added to next month's agenda.</p>	<p>to next month's agenda.</p> <p>Mark to announce Kimberley and Nancy's retirement at the next Sunday Service he attends.</p> <p>Ursula to talk to Jerry and Dorothy about the Leadership Development Committee.</p> <p>Continue to discuss at next month's meeting.</p>
Composting	Proposal from Connie; Connie not present to discuss this topic; place on agenda for next month.	Add Composting to agenda next month.
Committee Reports	A discussion took place on how the board can communicate with the fellowship's committees. The board decided at least	Nicholas to invite Dorothy to next

	<p>once a year to invite committees to a board meeting to give a presentation. Committees to invite include Communication, RE, Social Justice, Worship, and Buildings and Grounds. Committee presentations would not be at the December meeting or during the summer months. This leaves about 6 months. Rev. Nicoline suggested the Worship team during the sabbatical. Nicholas stated he would take this task on. He will start with the invite to Dorothy for next month's board meeting.</p>	<p>month's meeting and work on a schedule for committees to make a presentation to the board.</p>
<p>Stewardship Goal and Budget</p>	<p>Ursula reviewed the 2025 draft budget which is based on committee's requests and 2024 actual revenue and expenses to date. The board discussed a slogan and goal for the annual campaign. Connie joined the meeting during this discussion. The board also discussed pros and cons for volunteers with the RE program. Ursula encouraged the board members to pledge as soon as the campaign kicks off on Sunday. Ursula encouraged the board members to attend and support the Fine Arts Sale on November 9th. Nicholas stated 2025 budget decisions will be made upon completion of the annual campaign.</p>	
<p>Next Meeting</p>	<p>Next Board meeting is November 19, 2024 at 6:30 PM</p> <p>Future Board Meeting time is 6:30 PM and dates are as follows: 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>	

UUF Board Meeting 10/15/24

Treasurer Report as of 9/30/24

As of the end of September 75% of the year had elapsed and we had collected 83.49% of the projected income (\$99,120.52) excluding \$33,150 from savings. This includes 82% of pledges or \$82,911.03. The income by percentage and actual amounts includes the following:

Contributions	
Share the Plate	64.4% (\$3,864.22)
Other donations	115.4% (\$2,308.09)
Interest income	102.40% (\$8,191.93)
Other income/fundraising	
Misc.	n/a (\$865.00)
Rental income	60.38% (\$370)
Community Outreach/Mem Ser	n/a (\$400.00)
Rummage Sales/Art Sale	8.41% (\$210.25) scheduled Nov
Total excluding Amt from Savings	83.49% (\$99,120.52)

In terms of expenses our total expenses so far this year are at 68.24% (\$105,508.68) of projections, with most costs being close to projected amounts. Expenses by percentage and actual amounts include the following:

Religious Life has expended 62.95% (\$18,244.30) distributed as follows:

Living Our Mission	85.72% (\$3,540.41)
includes STP distribution	
Communicating	58.85% (\$1,497.73)
Religious Exploration	37.17% (\$1,661.04)
Worship	47.10% (\$1,413.00)
Professional Ministry	69.99% (\$3,494.52)
UUA Fair Share	73.78% (\$5,678.73)

Operating Expenses has expended 69.46% (\$87,264.38) of its budget including:

Admin Expense	56.11% (\$8,308.21)
B&G	94.10% (\$14,312.29)
Payroll	67.60%
(\$64,643.88)	

The total amount of Religious Life and Operating expenses spent so far is 68.24% (\$105,508.68). Our total amount of income so far this year minus the total amount of expenses gives us a net income of - \$4,858.16.

Cash Balances as of 9/30/24

Community Bank Checking Account	\$10,625.59
Glens Falls National Bank Checking Account	1,000.00
Glens Falls National Bank Savings Account	22,723.49
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

UUA Common Endowment Fund	\$53,464.58
Total Cash	\$218,788.29

The Finance Committee with input from various committees (Social Justice, Communications, RE, Worship, B&G, as well as Rev Nicoline and Lisa Bulriss, Bookkeeper) has put together a Proposed 2025 Budget that includes all of their input/requests without edit. The Board needs to review the proposed budget, tentatively edit/approve, and then give direction to the Annual Giving Campaign as to messaging of our appeal and the amount of the monetary goal. Full Board support is essential in this endeavor.

Ursula Jones, Treasurer

UUFP 2024 BUDGET WORKSHEET

		ADOPTED	As of		
		2024	9/30/2024	change	September
REVENUE/INCOME					
2024 Contributions					
	Share the Plate Donations	\$6,000.00	\$3,864.22	64.40%	\$491.50
	Other Donations	2,000.00	2,308.09	115.40%	0.00
	Pledges includes the matching funds	101,105.00	82,911.03	82.00%	4,506.05
	Uncollectables (1.5% 2021) - 3% in 2022 & 2023	-1,000.00	0.00	0.00%	0.00
	Interest Income	8,000.00	8,191.93	102.40%	3.75
97%	Contributions	\$116,105.00	\$97,275.27	83.78%	\$5,001.30
Other Income					
	Misc. Income	\$0.00	\$865.00	n/a	0.00
	Rental Income	\$613.00	370.00	60.36%	\$0.00
	Community Outreach/Memorial Services	\$0.00	400.00	n/a	\$0.00
	Rummage Sales, Other Fundraisers	2,000.00	210.25	10.51%	0.00
2%	Other Income-Fundraising	\$2,613.00	\$1,845.25	70.62%	\$0.00
	Total Income	\$118,718.00	\$99,120.52	83.49%	\$5,001.30
Contributions from Savings					
	Restricted funds from OWL	\$2,755.00	\$1,530.00	55.54%	\$0.00
	Savings	\$33,150.00	\$0.00	0.00%	0.00
2%	Contributions from Savings	\$35,905.00	\$1,530.00	4.26%	\$0.00
	Total Income	\$154,623.00	\$100,650.52	65.09%	\$5,001.30
EXPENSES					
RELIGIOUS LIFE					
Living our Mission					
	Social Gatherings (food, activities)	\$600.00	\$444.53	74.09%	\$151.25
	Faith Formation	200.00	124.17	62.09%	58.22
	Faith in Action (BLM, UUtheVote, Climate, others)	300.00	664.60	221.53%	240.40
	Share the Plate donations	3,000.00	1,957.11	65.24%	245.75
	Community Outreach/Ceremony	0.00	350.00	n/a	0.00
	Interfaith Council	30.00	0.00	0.00%	0.00
3%	Living Our Mission	\$4,130.00	\$3,540.41	85.72%	\$695.62
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	123.44	70.54%	0.00
	Online subscripsts (Zoom, Mailchimp, Canva, GGeeks)	570.00	487.90	85.60%	26.50
	"Licensing (CVLI, CCS, OneLicense)"	750.00	765.40	102.05%	0.00
2%	Communicating	\$2,545.00	\$1,497.73	58.85%	\$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	1,280.00	32.29%	0.00
	Materials/Supplies (snacks/supplies)	200.00	131.04	65.52%	7.98
3%	Religious Exploration	\$4,469.00	\$1,661.04	37.17%	\$7.98
Worship					
Music					
	Professional Development	\$550.00	\$215.00	39.09%	\$0.00
	Piano subs & guest musicians	1,000.00	375.00	37.50%	0.00
	Hymnals, Supplies	0.00	91.87	n/a	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
	Music	\$2,150.00	\$958.87	44.60%	\$0.00
Sunday Services					
	Worship Materials	\$200.00	\$73.00	36.50%	\$0.00

	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%	\$0.00
3%	Worship	\$5,150.00	\$2,371.87	46.06%	\$0.00
	Professional Ministry				
	Minister Professional Development	\$4,993.00	\$3,494.52	69.99%	\$271.95
3%	Professional Ministry	\$4,993.00	\$3,494.52	69.99%	\$271.95
5%	UUA Fair Share	\$7,697.00	\$5,678.73	73.78%	\$671.75
19%	RELIGIOUS LIFE TOTAL	\$28,984.00	\$18,244.30	62.95%	\$1,673.80
	OPERATING EXPENSES				
	Administrative Expenses				
	Internet-Telephones	\$2,472.00	\$1,739.79	70.38%	\$179.96
	Office Supplies (General)	400.00	151.69	37.92%	7.79
	Postage	75.00	20.40	27.20%	0.00
	Board Expenses	175.00	0.00	0.00%	0.00
	Payroll Service	1,790.00	1,299.76	72.61%	121.54
	SS Medicare, Emp taxes	3,118.00	1,879.17	60.27%	183.70
	Insurance, WC, Disability (est.)	1,953.00	1,498.53	76.73%	262.41
	Minister's Disability Insurance	665.00	481.50	72.41%	53.50
	Breeze/PayPal Fees	1,210.00	887.38	73.34%	94.54
	Technology	500.00	299.99	60.00%	299.99
	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	\$8,308.21	56.11%	\$1,203.43
	Buildings and Grounds				
	Utilities: Palmer	\$1,692.00	\$1,111.96	65.72%	\$59.04
	Maintenance/Repairs Palmer	1,400.00	59.99	4.29%	0.00
	Handicap Parking	2,600.00	5,552.46	213.56%	5,402.46
	Building Equipment-Purifer	2,500.00	2,450.00	98.00%	0.00
	Trash Removal	240.00	159.14	66.31%	17.75
	Insurance	2,677.00	2,336.00	87.26%	1,080.00
	Grounds	1,600.00	1,227.00	76.69%	104.00
	Cleaner-Contractor/Supplies	2,000.00	1,269.90	63.50%	150.00
	Kansas Ave/Montana Drive Property	500.00	145.84	29.17%	0.00
10%	Building & Grounds	\$15,209.00	\$14,312.29	94.10%	\$6,813.25
	Payroll Expense				
	Ministerial Salary	\$35,933.00	\$26,258.76	73.08%	\$2,764.08
	Ministerial Housing Allowance	14,000.00	10,230.74	73.08%	1,076.92
	Ministerial Retirement Contribution/Salary	4,993.00	3,648.76	73.08%	384.08
	Staff (Office Assistant, Music Director, digital outreach, RE, RE Childcare & worship serv tech)	40,696.00	\$24,505.62	60.22%	2,401.50
62%	Payroll Expense	\$95,622.00	\$64,643.88	67.60%	\$6,626.58
81%	Operating Expenses	\$125,639.00	\$87,264.38	69.46%	\$14,643.26
	Total Expenses	\$154,623.00	\$105,508.68	68.24%	\$16,317.06
	REVENUES	\$154,623.00	\$100,650.52		\$5,001.30
	EXPENSES	154,623.00	105,508.68		16,317.06
	NET INCOME	\$0.00	-\$4,858.16		-\$11,315.76
	Cash Balances as of 09/30/2024				
	Community Bank Checking Accounts	\$10,625.59			
	Glens Fall National Bank Checking Account	1,000.00			
	Glens Fall National Bank Savings Account	22,723.49			
	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	<u>5218,778.29</u>		

Sabbatical Planning Committee Notes, 9/24/24

The committee planning to support Reverend Nicoline Guerrier on her 2025 sabbatical from UUFPP met for the second time on 9/24/24. Committee members, along with Rev Nicoline, are Jo Ellen Miano, Dorothy Latta, and Nicholas Hunt-Bull.

We recommend to that Board of Trustees that the contract with the Minister have the following additional points added, perhaps through a resolution by the BoT:

1. That the minister does not begin earning time towards her next sabbatical until after her current sabbatical is completed.
2. That the minister is expected to go on a communication "blackout" while on her sabbatical. The minister will note on her outgoing message that she is not going to read any messages sent during her time away.
3. While on sabbatical, only two individuals will be allowed to reach out to the minister: for pastoral care issues Dorothy Latta, for other issues one of the two Trustee co-chairs selected by the Board of Trustees

The committee is working with the minister on a process for her exit and entry from our community. In particular we are working with the minister to hold a service in January to communicate details of her sabbatical and how it benefits the congregation.

The committee is working on a communications plan for before, during and after the sabbatical to support and engage the congregation in this growth opportunity.

It is clear that the minister currently provides many services to UUFPP that go significantly beyond the traditional expectations for those in her role. For example, she has replaced work that would ideally be done by a Membership Committee and a Social Events Committee. The committee notes that the absence of the minister might provide an opportunity to rebuild skills among our members that have been allowed to lapse.

The committee divided the many roles of the minister, and recommend the following groups/individuals be assigned to step up...as *leaders* for addressing these issues. No doubt all will need help to fulfill these duties

1. Guide minister during sabbatical--The Sabbatical Planning Committee
2. Manage HR issues that come up--Dorothy Latta as the HR committee
3. Social Media communications--Jo El Miano for the Communications Team
4. Communications for sabbatical itself--The Sabbatical Planning Committee
5. Pastoral care --Dorothy Latta
6. Sunday Services--Worship Team
7. Supervisor for staff in Minister's absence--BoT should nominate a person to do this

8. Minister's leadership for Board of Trustees—BoT should consider how to manage check-in, check-out and other support Rev Nicoline provides for the BoT itself
9. Leading and managing community social events, such as pot lucks—The new Event Staff Person can manage outside users of the building, but someone will need to be assigned to cover community and other events Not sure yet.
10. Membership committee work—The Committee noted the congregational goal for this year and the current lack of a committee. Again we recommend that the BoT address this
11. "Voice of the congregation, answering questions from the media or outside entities—The Communications Team
12. Addressing emergencies—the Committee will work on this at their next meeting.

Respectfully submitted, Nicholas Hunt-Bull