

UUFP Board Meeting, April 22, 2025

In attendance: Nicholas Hunt-Bull, Connie Shemo, Ursula Jones, Mark Preston, Tana Hanley, Jerry Bates (non-voting member), and Lisa Bulriss

Absent: Rev. Nicoline Guerrier

Notetaker: Lisa Bulriss

Item	Discussion	If a task is involved, who is overseeing it and deadline?
Minutes	Nicholas asked if there were any comments or changes to the March 18, 2025 board meeting minutes. No objections, minutes of the March 18, 2025 Board meeting are approved.	
Executive Session	Board entered executive session at 6:00 PM to discuss a personnel matter; executive session ended at 6:35 PM.	
Lawyer for Visa Renewal Application	Nicholas and Ursula updated the board on this issue.	
Review By-law revisions	<p>Ursula reviewed the recommended By-law changes. Nicholas made a motion to approve the recommended changes, Mark seconded. A discussion took place reviewing the following recommended changes:</p> <ul style="list-style-type: none"> - Eliminate secretary position with duties shifting to Office Assistant Position - Board consists of three officers and no fewer than two and no more than 4 members-at-large. - Quorum is 3 board members, including at least one officer. - At the annual election, if there are no nominations from the floor, the president or a co-chair will cast one ballot. <p>No objections, all approved Nicholas thanked Ursula for working on the revisions. Ursula will post notice for recommended bylaw changes to allow a the required 30-day notice. Ursula stated she will work on updating the board's policies and procedures manual that reflect secretary duties.</p>	<p>Ursula will post notice of recommended by-law changes to allow the required 30-day notice.</p> <p>Ursula will update the board's policies and procedures manual for the secretary position.</p>
Set Annual Business Congregational Meeting Date	The board discussed June dates for the Annual Business Congregational Meeting and decided on June 8 th . The board's recommended changes to the by-laws need to be posted by May 8 th . Also, a one week notice for officer positions needs to be posted.	

Inactive Members	<p>Ursula recommends changing the status of members that have not been involved with the fellowship for the past several years to an inactive/friend member status. The members are Donna Kelly, Sarah McCarty and Marilyn Smith. Mark made a motion to change the status to inactive/friend status, Tana seconded, all approved.</p>	
Minister's Evaluation Committee	<p>The board passed on this item at this time.</p>	
Appoint Leadership Development Committee	<p>Nicholas stated the essential role of the Leadership Development Committee is to provide a slate of officers and nominating persons to the board. Connie suggested asking Dorothy Latta to serve on the committee.</p> <p>With the revisions of the bylaw, a minimum of 5 board members are needed. The Board reviewed who is staying on board; at this point everyone will continue except Connie is at the end of her term limit. At this point the committee will be looking for one person to serve on the board.</p> <p>Connie stated Megan gave her verbal resignation of leaving the board. The board accepts the verbal resignation of Megan's board position, of member at large.</p> <p>Jerry volunteered to be on the Leadership Development Committee. Nicholas stated he is willing to be president or continue with the co-chair position. Jerry will ask Dorothy to accept the board's nomination to the Leadership Development Committee.</p>	<p>Jerry will serve on the Leadership Development Committee. Jerry will also ask Dorothy to serve on the Committee.</p>
Treasurer's Report	<p>Ursula reviewed the following Treasurer's Report with the Board. UUFPP Board Meeting April 22, 2025 Treasurer Report as of March 31, 2025</p> <p>Our income as of March 31, 2025 from pledges, share the plate, donations, and interest is 43.14% or \$52,804.21 while only 25% of the year has elapsed. We have received \$160 from rental income and \$265 from the Gift Basket Raffle bringing our total income to \$53,299.21 or 33.57% of our projected income while 25% of the year elapsed. Our expenses have been close to what was predicted for the end of March at \$36,238.59 or 22.86%.</p> <p>We have received our request to contribute to the UUA Annual Program Fund for the fiscal year 2026 of \$8,431 which represents a 4.6% increase over the previous year. The Annual Program Fund is the largest source of funding for the UUA. The primary mission of the UUA is equipping congregations, training and supporting leaders, and advancing our values in the world. The UUA has been in the process of changing the way the amount requested from congregations is calculated from a per capita system to a percentage of expenditures in the previous year. In</p>	

	<p>changing to this system, they further calculated no increase from one year to the next to be greater than 10%. By paying our full assessment we continue to be ranked as an Honor Congregation by the UUA; the UUFP has been an Honor Congregation since its inception.</p> <p>Cash Balances as of 03/31/2025</p> <table> <tr> <td>Community Bank Checking Account</td> <td>\$15,792.47</td> </tr> <tr> <td>Glens Falls National Bank Checking Account</td> <td>1,000.00</td> </tr> <tr> <td>Glens Falls National Bank Saving Account</td> <td>40,408.59</td> </tr> <tr> <td>Refugee Project Bank Account</td> <td>5,366.00</td> </tr> <tr> <td>UU Endowment Fund</td> <td><u>162,834.06</u></td> </tr> <tr> <td>Total Cash</td> <td>\$231,401.06</td> </tr> </table> <p>Respectfully submitted Ursula Jones, Treasurer</p>	Community Bank Checking Account	\$15,792.47	Glens Falls National Bank Checking Account	1,000.00	Glens Falls National Bank Saving Account	40,408.59	Refugee Project Bank Account	5,366.00	UU Endowment Fund	<u>162,834.06</u>	Total Cash	\$231,401.06	
Community Bank Checking Account	\$15,792.47													
Glens Falls National Bank Checking Account	1,000.00													
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Refugee Project Bank Account	5,366.00													
UU Endowment Fund	<u>162,834.06</u>													
Total Cash	\$231,401.06													
General Assembly Delegates	<p>Connie stated Jason Murray expressed interest in being a GA Delegate; he is attending the GA. Ursula stated Dorothy Latta also expressed interest in being a delegate, she is attending by zoom. Our congregation is entitled to 2 delegates given the size of our congregation.</p> <p>Nicholas made a motion to accept Jason and Dorothy as the 2025 GA Delegates, seconded by Ursula, all approved. Tana agreed to notify Jason and Dorothy.</p>	Tana to notify Jason and Dorothy.												
Safety Committee	<p>Connie to ask the service leader to make an announcement this Sunday, April 27, 2025, that the Safety Committee is seeking members. If no one is interested, Connie will make another announcement the following Sunday, May 4, 2025.</p>	Connie to ask April 27th service leader to make an announcement at the Sunday Service; Safety Committee is seeking members.												
Annual Board Assessment	<p>Board discussed possible ways to do a board assessment. A discussion took place doing a board retreat which includes the board assessment and including the new board member(s). Possible dates would be July or August.</p>	Add to next month's agenda.												
Next Meeting	<p>Next Board meeting is May 20, 2025 at 6:30 PM</p> <p>Future Board Meeting is June 17, 2025 at 6:30 PM.</p>	.												
Check Out	<p>Ursula ended the meeting with a check out.</p>													

Bylaws: Proposed revisions spring 2025 re: eliminating the secretary position

V Administration

V.1... The Board will consist of four officers and no fewer than three and no more than five members-at-large. The officers are the president, vice president, secretary and treasurer.

Proposed: The Board will consist of three officers and no fewer than two and no more than four members-at-large. The officers are the president, vice president, and treasurer.

V.3 Executive Officers

V.3.D The secretary will be responsible for the written records of the proceedings of elections, business meetings and the Board of Trustee meetings. The secretary will have responsibility for all non-financial records of the fellowship and will keep accurate minutes of all meetings of the congregation and Board. The secretary will maintain records of membership of the fellowship and the voting eligibility of the members.

Proposed: Delete V.3.D and revise and the Office assistant responsibilities to include above tasks.

VII Rules and Procedures

VII.3 Quorums

VII.3.B Four Board members, including at least one officer, will constitute a quorum of the Board of Trustees meetings.

Proposed: Three Board members, including at least one officer, will constitute a quorum, for the Board for Trustees meetings.

VII.6 Elections and Conditions of Office

VII.6.D At the annual election, after all nominations are made, recorded and announced, voting will occur by secret ballot. IF there are no nominations from the floor, and no position is contested, the secretary will cast one ballot and the slate of nominees by the Leadership Development Committee will be considered elected.

Proposed:the president or a co-chair will cast one ballot...

UUFP 2025 BUDGET WORKSHEET

		ADOPTED	As of	% Earned	
		2025	3/31/2025	/Used	March
REVENUE/INCOME					
% of					
Budget	2025 Contributions				
	Share the Plate Donations	\$5,000.00	\$2,017.60	40.35%	\$598.60
	Other Donations	7,000.00	232.46	3.32%	0.00
	Pledges includes the matching funds& Prepaid Pledges)	101,406.00	49,073.16	48.39%	12,871.08
	Uncollectables (1.5% 2021) - 3% in 2022 & 2023	(1,011.00)	0.00	0.00%	0.00
	Interest Income	10,000.00	1,480.99	14.81%	7.03
77%	Contributions	\$122,395.00	\$52,804.21	43.14%	\$13,476.71
	Other Income				
	Misc. Income	\$500.00	\$0.00	n/a	\$0.00
	Rental Income	600.00	160.00	26.67%	50.00
	Community Outreach/Memorial Services	1,200.00	0.00	n/a	0.00
	Gift Basket Raffle	0.00	265.00	n/a	80.00
	Rummage Sales, Other Fundraisers (net expenses)	2,500.00	0.00	0.00%	0.00
3%	Other Income-Fundraising	\$4,800.00	\$425.00	8.85%	\$130.00
	Total Income	\$127,195.00	\$53,229.21	41.85%	\$13,606.71
	Savings	\$31,355.00	\$0.00	0.00%	0.00
20%	Contributions from Savings	\$31,355.00	\$0.00	0.00%	\$0.00
	Total Income	\$158,550.00	\$53,229.21	33.57%	\$13,606.71
EXPENSES					
RELIGIOUS LIFE					
	Living our Mission				
	Social Gatherings (food, activities)	\$900.00	\$203.39	22.60%	\$0.00
	Faith Formation	200.00	0.00	0.00%	0.00
	Faith in Action (BLM, UUtheVote, Climate, others)	800.00	0.00	0.00%	0.00
	Share the Plate donations	2,500.00	1,033.80	41.35%	299.30
	Community Outreach/Ceremony (offset by revenue)0	1,050.00	0.00	n/a	0.00
	Interfaith Council	30.00	0.00	0.00%	0.00
3%	Living Our Mission	\$5,480.00	\$1,237.19	22.58%	\$299.30
	Communicating				
	Advertising (brochures, posters, print ads, LED Signage)	\$590.00	\$0.00	0.00%	\$0.00
	Website domain/backup service/New website domain	180.00	144.17	80.09%	108.00
	Printing	65.00	13.52	20.80%	13.52
	Online subscripts (Zoom, Mailchimp, Canva, GGeeks)	962.00	224.50	23.34%	171.50
	"Licensing (CVLI, CCS, OneLicense)"	1,150.00	526.32	45.77%	526.32
2%	Communicating	\$2,947.00	\$908.51	30.83%	\$819.34
	Religious Exploration				
	RE Professional Development (Incl LREDA membership)	\$55.00	\$0.00	0.00%	\$0.00
	Materials/Supplies (snacks/supplies)	200.00	49.72	24.86%	0.00
1%	Religious Exploration	\$255.00	\$49.72	19.50%	\$0.00
	Worship				
	Music				
	Professional Development	\$90.00	\$0.00	0.00%	\$0.00
	Piano subs & guest musicians	1,900.00	175.00	9.21%	0.00
	Hymnals, Supplies	0.00	0.00	n/a	0.00
	PERMISSIONS/DONATIONS (music, streaming rights)	480.00	0.00	0.00%	0.00
	Equipment & repairs	300.00	132.00	44.00%	0.00
	Music	\$2,770.00	\$307.00	11.08%	\$0.00
	Sunday Services				
	Food	\$300.00	\$24.93	8.31%	0.00
	Worship Materials	200.00	0.00	0.00%	50.00
	Guest speakers*10 lay, 3UU	3,850.00	175.00	4.55%	175.00
	Sunday Services	\$4,350.00	\$199.93	4.60%	\$175.00

4%	Worship		\$7,120.00	\$506.93	7.12%	\$175.00
	Professional Ministry					
	Minister Professional Development		\$5,200.00	\$3,538.00	68.04%	\$388.00
3%	Professional Ministry		\$5,200.00	\$3,538.00	68.04%	\$388.00
5%	UUA Fair Share		\$8,250.00	\$2,015.25	24.43%	\$671.75
18%	RELIGIOUS LIFE TOTAL		\$29,252.00	\$8,255.60	28.22%	\$2,353.39
	OPERATING EXPENSES					
	Administrative Expenses					
	Internet-Telephones		\$2,350.00	\$576.33	24.52%	\$192.11
	Office Supplies (General)		300.00	0.00	0.00%	0.00
	Postage		50.00	43.80	87.60%	0.00
	Board Expenses		175.00	0.00	0.00%	0.00
	Payroll Service		1,921.00	501.16	26.09%	123.55
	SS Medicare, Emp taxes		3,567.00	695.72	19.50%	228.10
	Insurance, WC, Disability (est.)		1,927.00	395.58	20.53%	130.81
	Minister's disability insurance		665.00	160.50	24.14%	53.50
	Breeze/PayPal Fees		1,278.00	297.61	23.29%	98.56
	Technology		300.00	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		100.00	0.00	0.00%	0.00
	Visa Application Fees		1,000.00	0.00	0.00%	0.00
	Composting		300.00	15.00	5.00%	15.00
	AUUA Membership		50.00	50.00	100.00%	0.00
	Contingency & Miscellaneous		300.00	0.00	0.00%	0.00
	Minister's Discretionary Budget		300.00	80.00	26.67%	0.00
10%	Administration		\$15,483.00	\$2,815.70	18.19%	\$841.63
	Buildings and Grounds					
	Utilities: Palmer		\$1,692.00	\$844.06	49.89%	\$265.83
	Maintenance/Repairs Palmer		1,900.00	298.00	15.68%	0.00
	Trash Removal		240.00	57.17	23.82%	19.14
	Insurance		2,677.00	1,296.00	48.41%	0.00
	Grounds		1,600.00	300.00	18.75%	0.00
	Cleaner-Contractor/Supplies		2,000.00	211.25	10.56%	80.00
	Kansas Ave/Montana Drive Property		500.00	90.69	18.14%	0.00
7%	Building & Grounds		\$10,609.00	\$3,097.17	29.19%	\$364.97
	Payroll Expense					
	Ministerial Salary		\$36,431.00	\$8,407.14	23.08%	\$2,802.38
	Ministerial Housing Allowance		15,000.00	3,461.52	23.08%	1,153.84
	Ministerial Retirement Contribution/Salary		5,143.00	1,186.86	23.08%	395.62
	Staff (Office Assistant, Music Director, digital outreach, RE, RE Childcare & worship serv tech)		46,632.00	\$9,014.60	19.33%	2,901.64
65%	Payroll Expense		\$103,206.00	\$22,070.12	21.38%	\$7,253.48
82%	Operating Expenses		\$129,298.00	\$27,982.99	21.64%	\$8,460.08
	Total Expenses		\$158,550.00	\$36,238.59	22.86%	\$10,813.47
	REVENUES		\$158,550.00	\$53,229.21		\$13,606.71
	EXPENSES		158,550.00	36,238.59		10,813.47
	NET INCOME		\$0.00	\$16,990.62		\$2,793.24
	Cash Balances as of 03/31/2025					
	Community Bank Checking Accounts		\$15,792.47			
	Glens Fall National Bank Checking Account		1,000.00			
	Glens Fall National Bank Savings Account		40,408.59			
	Refugee Project bank Account		5,366.00			
	Oak View National Bank- 12 months CD		0.00			

	UU Endowment Fund (as of 12/31/24)	168,834.06		
	Total Cash	5231,401.12		