

# UUF Board Meeting, June 17, 2025

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

Notetaker: Lisa Bulriss

Item	Discussion	If a task is involved, who is overseeing it and deadline?
Check-In	Rev. Nicoline Guerrier	
June 8, 2025 Annual Congregational Meeting Minutes	Nicholas asked if there were any comments or changes to the June 8, 2025 Annual Congregational minutes. Rev. Nicoline stated Vincine Fallica name is misspelled on page 2 and remised on page 7 needs another s. No objections, minutes of the June 8, 2025 Annual Congregational meeting are approved with the corrections.	
May 20, 2025 Board Meeting Minutes	Nicholas asked if there were any comments or changes to the May 20, 2025 board meeting minutes. No objections, minutes of the May 20, 2025 board meeting are approved.	
Treasurer's Report	<p>Ursula reviewed the Treasurer's Report with the board. No surprises thus far with the budget. Due to Rev. Nicoline's sabbatical minister's professional development line item is current at 84% spent. The contract with CDC Realtor is up for renewal next month. Discussion took place regarding the current asking price. Ursula will ask the realtor to evaluate the current asking price and will update board next month.</p> <p>Ursula reviewed current signers on the bank account and will coordinate the necessary changes as of July 1, 2025 with new board members.</p> <p>Rev. Nicoline explained the minister's professional development budget line item runs from September to August; will need to keep this in mind when a new minister is hired.</p> <p>Nicholas asked if there were any objections to accepting the Treasurer's Report, no objections, Treasurer's Report accepted.</p>	<p><b>Ursula to coordinate time for new bank signer(s).</b></p> <p><b>Ursula to contact CDC Realtor in regards to asking price and contract.</b></p>
Business Arising	<p>Safety Committee- Connie and Rev. Nicoline to set a time to meet to discuss goals of the Safety Committee.</p> <p>Take Away from June's Annual Congregational Meeting – Tana congratulated Jerry for recruiting three new board members. Discussion took place regarding the counting of zoom members, the start time and the speed of the meeting. Board members welcomed the feedback.</p>	<p><b>Connie and Rev. Nicoline to set up a time to meet.</b></p>

<p>Approval of Employee Timesheets</p>	<p>A discussion took place regarding who should approve employee timesheets upon Rev. Nicoline's departure. In the past when Rev. Nicoline was not available Dorothy Latta, HR Committee member, approved the timesheets. Due to the indefinite period of time, Dorothy feels this is a conflict of interest with her role in the HR Committee. Nicholas agreed to approve employee timesheets until the end of December, Mark agreed to be backup.</p>	<p><b>Rev. Nicoline to advise employees Nicholas will approve timesheets.</b></p>
<p>Supervisory Role with Staff</p>	<p>Rev. Nicoline reviewed the supervisory responsibilities for overseeing the employees. This includes meeting with the employees, providing support, accountability, end of year evaluations (Rev. Nicoline to complete this year before departure). Board discussed how employee supervision was during Rev. Nicoline's sabbatical. The following board members will supervise employees:          Ursula – Lisa, Office Assistant          Mark – Kris, RE Director and Childcare Providers          Nicholas – Jo El, Music Director                            Jason, Digital Outreach Specialist, Worship Tech, Cleaner and Event Staff</p> <p>A discussion took place regarding the duties of the new minister and supervisory role would be negotiated with the minister's contract.</p>	<p><b>Rev. Nicoline to advise employees of their supervisor.</b></p>
<p>Approval of RE contracts for the remaining year</p>	<p>Rev. Nicoline stated all RE Contracts were included in the email with the board agenda. These RE contracts are from July through December 2025. In the past the RE contracts ran from September through June and all other employee's contracts are the fiscal year, January through December. Now that RE is running for eleven months we are trying to get it in sync with the budget and other employee contracts. Discussion took place regarding RE employees and contracts. Connie made a motion to approve the three RE contracts, Tana 2<sup>nd</sup>, four yes votes, Mark abstained, approved.</p>	
<p>Update of Minister's Search</p>	<p>Connie stated as of today we have received no applications; next meeting is June 23, 2025. Stacey Edwards, the new board member will be the board's liaison in the future. Rev. Nicoline reminded Connie to use the UUA transition office as support. Connie to reach out to Christine Purcell. Discussion took place regarding the position and negotiations. Position is identified as half time and what this is going to look like. The search committee's responsibility is to come to the board with recommendations. Nicholas made a recommendation to conduct one formal interview with the whole search committee. Rev. Nicoline asked the board if they have identified what priorities you want to cut from the minister's portfolio since the position is going</p>	

	<p>are you waiting for it to emerge during the interview process; who is identifying what the 50 percent ministerial is going to look like? A discussion took place what the ministerial position is going to look like.</p>	
<p>Board Retreat/Staff Meeting</p>	<p>A discussion took place regarding the UUA online board retreat options. Connie emailed information to the board that Rev. Nicoline provided. Ursula had a conflict on July 26<sup>th</sup>. No decision on retreat. Nicholas offered to host meeting for the staff and board members on July 1, 2025 at 5:30 PM. Rev. Nicoline will advise staff.</p>	<p><b>Add board retreat to July's agenda. Rev. Nicoline to advise staff of date and time for meeting with board members.</b></p>
<p>Discussion of Congregational contact with Minister after end of Ministerial Relationship</p>	<p>Connie stated when a paid position of significant leadership leaves a congregation; it is advised by the UUA not to have contact with the congregation for two years. Rev. Nicoline explained this leaves space for the congregation to embrace another minister and/or to develop the tools to function without the minister.</p>	
<p>Board Reflections</p>	<p>Connie sent an email with questions to reflect their time on the board. A suggestion was made to go over the questions at the July 1, 2025 meeting.</p>	
<p>Next Meeting</p>	<p>Next Board meeting is July 15, 2025 at 6:30 PM</p>	
<p>Check Out</p>	<p>Rev. Nicoline</p>	

UUFP Board Meeting 6/17/2025  
Treasurer Report for May 31, 2025

As of the end of May 41% of the fiscal year had elapsed and we have collected 52.07% (\$66,229.33) of the projected income excluding the \$31,355 from savings. Pledge payments continue to be ahead of schedule at 59.77% (\$60,607.46) as usual due to members pre-paying at the end of 2024 and during the first few months of 2025. The Share the Plate Donations have been ahead projection with 62.88% (\$3,143.85) being collected so far.

Regarding expenses our total expenses so far this year are at 39.23% (\$62,199.25) of our projections, with most costs being close to what was projected. One exception occurred with Rev. Nicoline being on sabbatical Feb-May and using 83.68% of the Minister Professional Development line (\$4,351.93).

Religious Life has expended 42.63% (\$12,469.88) of its budget including:

Living Our Mission	38.33% (\$2,100.32)
Communicating	46.76% (\$1,377.91)
Religious Exploration	19.50% (\$49.72)
Worship	17.30% (\$1,231.93)
Professional Ministry	83.68% (\$4,351.25)
UUA Fair Share	40.71 (\$3,358.75)

Operating Expenses has expended 38.46% (\$49,729.37) of its budget including:

Admin Expenses	35.92% (\$5,560.80)
Build & Grounds	40.69% (\$4,316.77)
Payroll	38.61% (\$39,851.80)

The total of Religious Life and Operating Expenses is 39.23% (\$62,199.25).

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 \$168,000. If the property does not sell in the next year, and our budget predictions are realized, then we will need to begin drawing down the endowment fund to balance the budget in 2026.

Cash Balances as of 05/31/2025

Community Bank Checking Account	\$2,689.76
Glens Falls National Bank Checking Account	1,000.00
Glens Falls National Bank Savings Account	40,422.10
Refugee Project bank account	1,400.46
Oak View National Bank-12 month CD	0.00
UU Endowment Fund	168,834.06
Total Cash	\$214,346.38

Ursula Jones, Treasurer

## UUFP 2025 BUDGET WORKSHEET

		ADOPTED	As of	% Earned	
		2025	5/31/2025	/Used	May
<b>REVENUE/INCOME</b>					
% of					
<b>Budget</b>	<b>2025 Contributions</b>				
	Share the Plate Donations	\$5,000.00	\$3,143.85	62.88%	\$597.25
	Other Donations	7,000.00	258.52	3.69%	26.06
	Pledges includes the matching funds& Prepaid Pledges)	101,406.00	60,607.46	59.77%	6,964.65
	Uncollectables (1.5% 2021) - 3% in 2022 & 2023	(1,011.00)	0.00	0.00%	0.00
	Interest Income	10,000.00	1,494.50	14.95%	6.87
<b>77%</b>	<b>Contributions</b>	<b>\$122,395.00</b>	<b>\$65,504.33</b>	<b>53.52%</b>	<b>\$7,594.83</b>
	<b>Other Income</b>				
	Misc. Income	\$500.00	\$0.00	0.00%	\$0.00
	Rental Income	600.00	160.00	26.67%	0.00
	Community Outreach/Memorial Services	1,200.00	0.00	0.00%	0.00
	Gift Basket Raffle	0.00	565.00	n/a	140.00
	Rummage Sales, Other Fundraisers (net expenses)	2,500.00	0.00	0.00%	0.00
<b>3%</b>	<b>Other Income-Fundraising</b>	<b>\$4,800.00</b>	<b>\$725.00</b>	<b>15.10%</b>	<b>\$140.00</b>
	<b>Total Income</b>	<b>\$127,195.00</b>	<b>\$66,229.33</b>	<b>52.07%</b>	<b>\$7,734.83</b>
	Savings	\$31,355.00	\$0.00	0.00%	0.00
<b>20%</b>	<b>Contributions from Savings</b>	<b>\$31,355.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>
	<b>Total Income</b>	<b>\$158,550.00</b>	<b>\$66,229.33</b>	<b>41.77%</b>	<b>\$7,734.83</b>
<b>EXPENSES</b>					
<b>RELIGIOUS LIFE</b>					
	<b>Living our Mission</b>				
	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	250.00	31.25%	0.00
	Share the Plate donations	2,500.00	1,646.93	65.88%	298.63
	Community Outreach/Ceremony (offset by revenues)	1,050.00	0.00	0.00%	0.00
	Interfaith Council	30.00	0.00	0.00%	0.00
<b>3%</b>	<b>Living Our Mission</b>	<b>\$5,480.00</b>	<b>\$2,100.32</b>	<b>38.33%</b>	<b>\$298.63</b>
	<b>Communicating</b>				
	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%	0.00
	Printing	65.00	13.52	20.80%	0.00
	Online subscripsts (Zoom, Mailchimp, Canva, GGeeks)	962.00	396.90	41.26%	26.50
	"Licensing (CVLI, CCS, OneLicense)"	1,150.00	823.32	71.59%	0.00
<b>2%</b>	<b>Communicating</b>	<b>\$2,947.00</b>	<b>\$1,377.91</b>	<b>46.76%</b>	<b>\$26.50</b>
	<b>Religious Exploration</b>				
	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
<b>1%</b>	<b>Religious Exploration</b>	<b>\$255.00</b>	<b>\$49.72</b>	<b>19.50%</b>	<b>\$0.00</b>
	<b>Worship</b>				
	<b>Music</b>				
	Professional Development	\$90.00	\$0.00	0.00%	\$0.00
	Piano subs & guest musicians	1,900.00	300.00	15.79%	125.00
	Hymnals, Supplies	0.00	0.00	0.00%	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
	<b>Music</b>	<b>\$2,770.00</b>	<b>\$432.00</b>	<b>15.60%</b>	<b>\$125.00</b>
	<b>Sunday Services</b>				
	Food	\$300.00	\$24.93	8.31%	0.00
	Worship Materials	200.00	0.00	0.00%	\$0.00
	Guest speakers*10 lay, 3UU	3,850.00	775.00	20.13%	350.00
	<b>Sunday Services</b>	<b>\$4,350.00</b>	<b>\$799.93</b>	<b>18.39%</b>	<b>\$350.00</b>

4%	Worship		\$7,120.00	\$1,231.93	17.30%	\$475.00
	Professional Ministry					
	Minister Professional Development		\$5,200.00	\$4,351.25	83.68%	\$236.00
3%	Professional Ministry		\$5,200.00	\$4,351.25	83.68%	\$236.00
5%	UUA Fair Share		\$8,250.00	\$3,358.75	40.71%	\$671.75
18%	RELIGIOUS LIFE TOTAL		\$29,252.00	\$12,469.88	42.63%	\$1,707.88
	OPERATING EXPENSES					
	Administrative Expenses					
	Internet-Telephones		\$2,350.00	\$960.71	40.88%	\$192.19
	Office Supplies (General)		300.00	80.00	26.67%	80.00
	Postage		50.00	43.80	87.60%	0.00
	Board Expenses		175.00	0.00	0.00%	0.00
	Payroll Service		1,921.00	823.14	42.85%	194.40
	SS Medicare, Emp taxes		3,567.00	1,248.37	35.00%	222.34
	Insurance, WC, Disability (est.)		1,927.00	1,210.00	62.79%	604.06
	Minister's disability insurance		665.00	267.50	40.23%	53.50
	Breeze/PayPal Fees		1,278.00	522.28	40.87%	128.11
	Technology		300.00	0.00	0.00%	0.00
	Leadership Development		600.00	0.00	0.00%	0.00
	CLM Training/Development		300.00	200.00	66.67%	200.00
	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	75.00	25.00%	30.00
	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	\$5,560.80	35.92%	\$1,704.60
	Buildings and Grounds					
	Utilities: Palmer		\$1,692.00	\$1,131.43	66.87%	\$103.10
	Maintenance/Repairs Palmer		1,900.00	298.00	15.68%	0.00
	Trash Removal		240.00	95.40	39.75%	19.07
	Insurance		2,677.00	1,296.00	48.41%	0.00
	Grounds		1,600.00	904.00	56.50%	104.00
	Cleaner-Contractor/Supplies		2,000.00	501.25	25.06%	120.00
	Kansas Ave/Montana Drive Property		500.00	90.69	18.14%	0.00
7%	Building & Grounds		\$10,609.00	\$4,316.77	40.69%	\$346.17
	Payroll Expense					
	Ministerial Salary		\$36,431.00	\$15,413.09	42.31%	\$2,802.38
	Ministerial Housing Allowance		15,000.00	6,346.12	42.31%	1,153.84
	Ministerial Retirement Contribution/Salary		5,143.00	2,175.91	42.31%	395.62
	Staff (Office Assistant, Music Director, digital outreach, RE, RE Childcare & worship serv tech)		46,632.00	\$15,916.68	34.13%	2,753.76
65%	Payroll Expense		\$103,206.00	\$39,851.80	38.61%	\$7,105.60
82%	Operating Expenses		\$129,298.00	\$49,729.37	38.46%	\$9,156.37
	Total Expenses		\$158,550.00	\$62,199.25	39.23%	\$10,864.25
	REVENUES		\$158,550.00	\$66,229.33		\$7,734.83
	EXPENSES		158,550.00	62,199.25		10,864.25
	NET INCOME		\$0.00	\$4,030.08		-\$3,129.42
	Cash Balances as of 05/31/2025					
	Community Bank Checking Accounts		52,689.76			
	Glens Fall National Bank Checking Account		1,000.00			
	Glens Fall National Bank Savings Account		40,422.10			
	Refugee Project bank Account		1,400.46			
	Oak View National Bank- 12 months CD		0.00			
	UU Endowment Fund (as of 12/31/24)		168,834.06			
	Total Cash		\$214,346.38			