

UUFP Board Meeting, May 20, 2025

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

Notetaker: Meeting Recorded

Item	Discussion	If a task is involved, who is overseeing it and deadline?																						
Check-In	Rev. Nicoline Guerrier																							
April 22, 2025 Board Meeting Minutes	Nicholas asked if there were any comments or changes to the April 22, 2025 board meeting minutes. No objections, minutes of the April 22, 2025 Board meeting are approved.																							
May 6, 2025 Special Board Meeting Minutes	Nicholas asked if there were any comments or changes to the May 6, 2025 special board meeting minutes. No objections, minutes of the May 6, 2025 Special Board meeting are approved.																							
Treasurer's Report	<p>Ursula reviewed the following Treasurer's Report with the Board.</p> <p>Treasurer's Report April 30, 2025: 33% of the year has elapsed</p> <p>Pledge income continues to be ahead of schedule due to many members having prepaid their pledges at the end of 2024 or in the beginning of 2025. We have received \$53,642.81 or 53.9% of the total amount pledged. Share the Plate donations are at \$2,546.60 or 50.93% of projection. Our total income is \$58,494.50 or 45.99% of projection.</p> <p>Our total expenses are at \$51,335.00 or 32.38% of our projection with some categories being slightly higher or lower than expected. Here is how each category is doing:</p> <p>Religious Life Expenses:</p> <table data-bbox="388 1391 1044 1622"> <tr><td>Living Our Mission</td><td>32.88%</td></tr> <tr><td>Communicating</td><td>45.86%</td></tr> <tr><td>Religious Exploration</td><td>19.50%</td></tr> <tr><td>Worship</td><td>10.63%</td></tr> <tr><td>Professional Ministry</td><td>79.14%</td></tr> <tr><td>UUA Fair Share</td><td><u>32.57%</u></td></tr> <tr><td>Religious Life Expense Total</td><td>36.79% (\$10,762.00)</td></tr> </table> <p>Operating Expenses:</p> <table data-bbox="388 1657 1044 1821"> <tr><td>Administration</td><td>24.91%</td></tr> <tr><td>B&G</td><td>37.43%</td></tr> <tr><td>Pay Roll</td><td><u>31.73%</u></td></tr> <tr><td>Operating Expense Total</td><td><u>31.38%</u> (\$40,573.00)</td></tr> </table>	Living Our Mission	32.88%	Communicating	45.86%	Religious Exploration	19.50%	Worship	10.63%	Professional Ministry	79.14%	UUA Fair Share	<u>32.57%</u>	Religious Life Expense Total	36.79% (\$10,762.00)	Administration	24.91%	B&G	37.43%	Pay Roll	<u>31.73%</u>	Operating Expense Total	<u>31.38%</u> (\$40,573.00)	
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	<p>Total of Religious Life and Operating 30.34% (\$46,915)</p> <p>Our lot on Montana and Kansas Avenues on the new base in Plattsburgh continues to be for sale: we have a contract with CDC Realtors; there have been no offers.</p> <p>Our Cash Balances as of 4/30/2025:</p> <table border="0"> <tr> <td>Community Bank Checking</td> <td>\$ 5,818.54</td> </tr> <tr> <td>Glens Falls National Bank Checking</td> <td>1,000.00</td> </tr> <tr> <td>Glens Falls National Bank Savings</td> <td>40,415.23</td> </tr> <tr> <td>Refugee Project bank Account</td> <td>1,392.89</td> </tr> <tr> <td>Oak View National Bank 12 months CD</td> <td>0.00</td> </tr> <tr> <td>UUA Endowment Fund (as of 12/31/24)</td> <td><u>168,834.06</u></td> </tr> <tr> <td>Total Cash</td> <td><u>\$217,460.72</u></td> </tr> </table> <p>Ursula Jones, Treasurer</p> <p>Nicholas asked if there were any objections to accepting the Treasurer's Report, no objections, Treasurer's Report accepted.</p>	Community Bank Checking	\$ 5,818.54	Glens Falls National Bank Checking	1,000.00	Glens Falls National Bank Savings	40,415.23	Refugee Project bank Account	1,392.89	Oak View National Bank 12 months CD	0.00	UUA Endowment Fund (as of 12/31/24)	<u>168,834.06</u>	Total Cash	<u>\$217,460.72</u>	
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<p>Minister's Sabbatical Report</p>	<p>Rev. Nicoline asked the board if they had any questions about the Sabbatical Report. Connie stated she enjoyed reading the report. No further comments or questions.</p>															
<p>Tasks regarding Minister's Departure</p>	<p>Connie asked Rev. Nicoline to discuss prioritizing items that need to be addressed for her departure. Rev. Nicoline stated the list is similar to one used for the sabbatical leave and better to plan for no minister but a transfer to lay leadership.</p> <ol style="list-style-type: none"> 1) Supervision for the staff; delegate one or two board members or board members each take an employee. 2) Approval of Timesheets; Dorothy's responsibility is HR and feels approving timesheets for a long period of time is a conflict of interest. 3) Membership; membership classes should be offered at least twice during the year. Membership class is to explain what membership is all about. Rev. Nicoline plans to schedule one prior to departure and will invite the recent new members to the class. If the board can recommend anyone to take on leadership for the membership classes, they should attend the session scheduled for June 22nd and Rev. Nicoline will mentor them. 4) Discretionary funds; suspend or give that ability to manage the fund to someone else so that the fellowship could still offer modest financial support to members experiencing financial crisis. 5) Staff not clear who makes the final decision. Who decides what, when does a minister decide, congregation 	<p>Lisa to add to June's agenda the Supervisory role with the staff and name a delegate to approve timesheets.</p> <p>Rev. Nicoline to email staff and board members to confirm a June date.</p>														

	<p>or board decides. Open to board members meeting with the staff in June to discuss flowchart.</p> <p>Discussion took place regarding the communication with staff. Lisa to add the Supervisory role with the staff to next month's agenda. Nicolas stated the process point is missing; need to have a meeting and invite the staff. The board will take staff input and develop a process. Board discussed times to meet; Wednesday June 11th at 5 pm or Wednesday, June 18th at 5pm; Rev. Nicoline to email board members and staff. Nicholas offered to bring pizza to June's meeting.</p>	
Business Arising	Safety Committee- Connie to contact worship leader for Sunday's service.	Connie will write an announcement and send to Jason.
June Congregational Meeting Agenda	<p>Connie asked for volunteers to prepare agenda. Discussion took place on what to have on the agenda. The following agenda items were agreed upon; vote on the amendment to the Bylaws, election of the officers, Search Committee Update, the Board accepting Rev. Nicoline resignation, Rev. Nicoline's report, invite Dorothy Latta, Commissioned Lay Minister to speak and sponsorship of the refugee family. Rev. Nicoline advised the board Dorothy Latta's Commissioned Lay Minister's 3 year appointment is expiring in June. Nicholas made a motion to ask the congregation to approve Dorothy Latta as a recommission lay minister, for another 3 years, Tana 2nd, no objections, all approved. Nicholas and Ursula volunteered to work on preparing the agenda. Tana to take care of gift for Commissioned Lay Minister. Other items needed for meeting; babysitting services, confirm Jason is available and food for meeting.</p>	<p>Nicholas and Ursula will prepare agenda.</p> <p>Tana to take care of Commissioned Lay Minister's gift</p> <p>Rev. Nicoline will reach out to Dorothy to confirm continuation of Commission Lay Minister and availability for Congregational meeting.</p>
Update from Leadership Development Committee	Jerry still working on recruiting members for the board. Dorothy is available for consulting. Ursula stated names need to be posted at least 7 days before the meeting. Rev. Nicoline reminded Jerry that Lisa would be available to help with Breeze.	
Issue from publicizing Rev. Nicoline's Departure	Connie stated Rev. Nicoline's has asked that the resignation letter not be publicized while still crossing the border. The board agreed not to publicize or write letters to editors regarding Rev. Nicoline's departure.	
Update about Minister's Search Committee	Minister's Search Committee members are Jason Murray, Kris Lutters, Dorothy Latta, David Spinner, Kathy Sajor and Connie Shemo. Ursula stated the UUA Ministerial Search form requires us to state the minimum salary amount being offered. Ursula and Lisa reviewed the UUA salary recommendations. Ursula stated the minimum amount is \$32,100 and mid-point is \$35,650. Board	

	discussed the salary recommendations, Board agreed upon \$32,100 as the minimum salary.	
Scope of Minister's Search Committee	<p>Connie reviewed the following questions with the Board: What does the congregation hope the minister will focus on in the next ministry partnership? Describe how the congregation defines good preaching and worship. What is most important to you personally in worship services? What do you see a current source of pride for our congregation? What do you see as work that is slow, stuck or left undone within our congregation? What changes do you think are important?</p> <p>We need to answer these questions for the congregational record? Keeping it to 3 or 4 questions is likely to get people to answer it. Connie explained the search committee is having a sharing session on Friday, May 23 and then Sunday May 25th. Also working on a zoom session. Connie asked what is the search committee's responsibility? Nicholas stated we are fortunate to have a very strong committee. The search committee responsibility is to bring one or a few candidates to the board. The board makes the final decision. The board discussed what they would like to see in a minister; a good relationship with past congregations, works well with Lay Ministers, and strong commitments to social justice. Rev. Nicoline reminded the board to appreciate the differences of the candidates. Connie will share the Transition handbook to other members of the Search committee.</p>	Connie will share the Transition handbook to the other Search Committee members.
Next Meeting	Next Board meeting is June 17, 2025 at 6:30 PM	
Check Out	Rev. Nicoline	

Treasurer's Report April 30, 2025: 33% of the year has elapsed

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Ursula Jones, Treasurer

UUFP 2025 BUDGET WORKSHEET

		ADOPTED	As of	% Earned	
		2025	4/30/2025	/Used	April
REVENUE/INCOME					
% of					
Budget	2025 Contributions				
	Share the Plate Donations	\$5,000.00	\$2,546.60	50.93%	\$529.00
	Other Donations	7,000.00	232.46	3.32%	0.00
	Pledges Includes the matching funds& Prepaid Pledges)	101,406.00	53,642.81	52.90%	4,569.65
	Uncollectables (1.5% 2021) - 3% in 2022 & 2023	(1,011.00)	0.00	0.00%	0.00
	Interest Income	10,000.00	1,487.63	14.88%	6.64
77%	Contributions	\$122,395.00	\$57,909.50	47.31%	\$5,105.29
	Other income				
	Misc. Income	\$500.00	\$0.00	n/a	\$0.00
	Rental Income	600.00	160.00	26.67%	0.00
	Community Outreach/Memorial Services	1,200.00	0.00	n/a	0.00
	Gift Basket Raffle	0.00	425.00	n/a	160.00
	Rummage Sales, Other Fundraisers (net expenses)	2,500.00	0.00	0.00%	0.00
3%	Other Income-Fundraising	\$4,800.00	\$585.00	12.19%	\$160.00
	Total Income	\$127,195.00	\$58,494.50	45.99%	\$5,265.29
	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	\$58,494.50	36.89%	\$5,265.29
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	250.00	31.25%	250.00
	Share the Plate donations	2,500.00	1,348.30	53.93%	314.50
	Community Outreach/Ceremony (offset by revenue)	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	\$1,801.69	32.88%	\$564.50
	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%	0.00
	Printing	65.00	13.52	20.80%	0.00
	Online subscrpts (Zoom, Mailchimp, Canva, GGeeks)	962.00	370.40	38.50%	145.90
	Licensing (CVLI, CCS, OneLicense)	1,150.00	823.32	71.59%	297.00
2%	Communicating	\$2,947.00	\$1,351.41	45.86%	\$442.90
	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%	0.00
	Guest speakers*10 lay, 3UU	3,850.00	425.00	11.04%	250.00
	Sunday Services	\$4,350.00	\$449.93	10.34%	\$250.00

4%	Worship	\$7,120.00	\$756.93	10.63%	\$250.00
	Professional Ministry				
	Minister Professional Development	\$5,200.00	\$4,115.25	79.14%	\$577.25
3%	Professional Ministry	\$5,200.00	\$4,115.25	79.14%	\$577.25
5%	UUA Fair Share	\$8,250.00	\$2,687.00	32.57%	\$671.75
18%	RELIGIOUS LIFE TOTAL	\$29,252.00	\$10,762.00	36.79%	\$2,506.40
	OPERATING EXPENSES				
	Administrative Expenses				
	Internet-Telephones	\$2,350.00	\$768.52	32.70%	\$192.19
	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	628.74	32.73%	127.58
	SS Medicare, Emp taxes	3,567.00	1,026.03	28.76%	330.31
	Insurance, WC, Disability (est.)	1,927.00	605.94	31.44%	210.36
	Minister's disability insurance	665.00	214.00	32.18%	53.50
	Breeze/PayPal Fees	1,278.00	394.17	30.84%	96.56
	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	45.00	15.00%	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	\$3,856.20	24.91%	\$1,040.50
	Buildings and Grounds				
	Utilities: Palmer	\$1,692.00	\$1,028.33	60.78%	\$184.27
	Maintenance/Repairs Palmer	1,900.00	298.00	15.68%	0.00
	Trash Removal	240.00	76.33	31.80%	19.16
	Insurance	2,677.00	1,296.00	48.41%	0.00
	Grounds	1,600.00	800.00	50.00%	500.00
	Cleaner-Contractor/Supplies	2,000.00	381.25	19.06%	170.00
	Kansas Ave/Montana Drive Property	500.00	90.69	18.14%	0.00
7%	Building & Grounds	\$10,609.00	\$3,970.60	37.43%	\$873.43
	Payroll Expense				
	Ministerial Salary	\$36,431.00	\$12,610.71	34.62%	\$4,203.57
	Ministerial Housing Allowance	15,000.00	5,192.28	34.62%	1,730.76
	Ministerial Retirement Contribution/Salary	5,143.00	1,780.29	34.62%	593.43
	Staff (Office Assistant, Music Director, digital outreach, RE, RE Childcare & worship serv tech)	46,632.00	\$13,162.92	28.23%	4,148.32
65%	Payroll Expense	\$103,206.00	\$32,746.20	31.73%	\$10,676.08
82%	Operating Expenses	\$129,298.00	\$40,573.00	31.38%	\$12,590.01
	Total Expenses	\$158,550.00	\$51,335.00	32.38%	\$15,096.41
	REVENUES	\$158,550.00	\$58,494.50		\$5,265.29
	EXPENSES	158,550.00	51,335.00		15,096.41
	NET INCOME	\$0.00	\$7,159.50		-\$9,831.12
	Cash Balances as of 04/30/2025				
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