

UUFP Board Meeting, July 15, 2025

In attendance: Nicholas Hunt-Bull, Tana Hanley, Ursula Jones, Rev. Nicoline Guerrier
 Mark Preston, Stacey Edwards, Vincine Fallica, Michael Vaughan,
 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 17, 2025 Board Meeting Minutes	Nicholas asked if there were any comments or changes to the June 17, 2025 board meeting minutes. Rev. Nicoline requested the name Kristin on page 2, under the minister's search, be the full name, Christine Purcell and correct Nicholas's name on page 2, 1 st paragraph. No objections, minutes of the June 17, 2025 board meeting are approved with the corrections.	
January 26, 2025 Annual Congregational Meeting Minutes	Nicholas stated the January 26, 2025 Annual Congregational meeting minutes were recently emailed this afternoon. Nicholas asked if there were any comments or changes to the January 26, 2025 Annual Congregational Meeting minutes. No objections, minutes of the January 26, 2025 meeting are approved.	
Treasurer's Report	<p>Ursula reviewed the Treasurer's Report; no unanticipated surprises. For the new board members Ursula reviewed how the Treasurer's report is prepared. Ursula is waiting for a call back from the CDC Realty on the contract renewal for the sale of the Kansas Ave. and Montana parcel. Ursula to update the board next month.</p> <p>Nicholas asked if there were any objections to accepting the Treasurer's Report, no objections, Treasurer's Report accepted.</p>	<p>Ursula to update the board next month about the CDC Realty contract and asking price for the Kansas Ave. and Montana parcel.</p>
Minister's Report	<p>Rev. Nicoline stated her last report is more a list of action requirements the board needs to address rather than a report.</p> <p>Dorothy Latta, CLM, needs a supervisor upon Rev. Nicoline's departure. Rev. Nicoline usually met with Dorothy every couple of months. Nicholas volunteered to be Dorothy's supervisor. Nicholas stated the remaining items will be addressed further down.</p>	<p>Nicholas to supervisor Dorothy Latta, CLM.</p>
Business Arising	<p>Safety Committee – Tana read an email from Connie. A discussion took place who would form the Safety Committee. Rev. Nicoline stated employees met yesterday morning to brain storm and put together an organization chart. During this meeting,</p>	<p>Develop a committee similar to the past Committee on Shared Ministry.</p>

	<p>they discussed reestablishing the Committee on Shared Ministry that brings together all representatives from the action committees, RE, Worship, etc. With this type of group, a Safety committee would not be needed; they could tackle safety issues.</p> <p>Rev. Nicoline stated during the annual reviews, Jason, Jo El and Kris's hours are maxed out with no time left over to do any learning and/or professional development. Learning is useful for getting new ideas, bringing back ideas to the congregation, and guidance so they don't have to invent on their own. Rev. Nicoline asked the board to consider adding extra hours to their positions for learning and being part of the new committee, if they don't hire a new minister. A discussion took place regarding a new committee and additional hours for staff. Ursula asked Rev. Nicoline and Lisa to review the budget and prepare the impact on the budget.</p> <p>A discussion took place regarding the need to send a notification to the Department of Homeland Security to advise them of Rev. Nicoline's termination of employment agreement. Tana will send notification.</p> <p>A discussion took place regarding the completion of the exit interview for Rev. Nicoline. This is the board's responsibility; Rev. Alia has sent several invitations to the board. A discussion place regarding the process. Rev. Nicoline completes an exit interview, the board completes an exit interview and Rev. Alia, UUA's primary contact, shares the interviews with the involved parties. Rev. Nicoline explained this is valuable feedback regarding our shared ministry from the past seven years. This information may also help future candidates consider applying to serve the fellowship. Nicholas stated a subcommittee is needed to complete the exit interview. Tana, Nicholas and Ursula will serve on the subcommittee and complete the exit interview. Rev. Nicoline will ask Rev. Alia to resend the exit interview information.</p>	<p>Rev. Nicoline and Lisa prepare budget impact for additional employee hours.</p> <p>Tana to send notification to Department of Homeland Security.</p> <p>Tana, Nicholas and Ursula will complete the exit interview process.</p> <p>Rev. Nicoline will ask Rev. Alia to resend the exit interview information.</p>
<p>Update from Search Committee</p>	<p>Stacey stated nothing new to report. One person is still considering submitting their application by the end of the week. The search committee has discussed sharing a minister with other fellowships within a few hours of Plattsburgh. Currently Saratoga Springs is currently looking for a part-time minister. Stacey will research who is conducting the search for Saratoga Springs. Stacey to keep Tana and Nicholas updated on progress.</p> <p>Board will revisit options at next board meeting or call a meeting prior to the scheduled August meeting if new information arises. Rev. Nicoline recommended while researching options to reach out Christine Purcell, UUA representative.</p>	<p>Stacey will research Saratoga Springs contact information.</p>
<p>Items from Board/Staff Meeting</p>	<p>Items from the board/staff meeting that were discussed and not resolved were unlocked doors and nut free policy. A discussion took place regarding sex offenders and new members. These</p>	

	items should be placed on future agenda for discussion.	
Board Retreat	Nicholas stated information was included on the agenda regarding the UUA online board retreat options. Discussion took place regarding the board retreat format and who could attend. A majority of board members are available on the July 26 th date, those who can attend will do so.	Board members that can attend the UUA Board retreat on July 26, 2025 will do so
Orient New Board Members	<p>Nicholas reviewed the following items he thought would be helpful to the new board members.</p> <ul style="list-style-type: none"> • Who do you call about different things? Email a few board members. • Schedule a meeting with Ursula to review the budget process. • Covenant: A key point for this group is an environment where we can disagree in this group but show a united front with the congregation. Show support in public. • Board agenda is prepared by Tana (collaborated with Ursula and myself), agenda and reports are generally emailed a week before the meeting. Please read all the documents prior to board meetings. Anything you wish to add to the agenda please email Tana. <p>Tana reminded the new board members your opinion is extremely valuable; please always feel welcome to share it.</p> <p>Ursula stated being a board member you are responsible for the financial well-being of the fellowship and its security. Ways to do this, pay attention to the Treasurer's Report, respond quickly to the annual pledge drive and attend fundraisers, compliment the volunteers working.</p> <p>Rev. Nicoline asked the new board members if texting is an option. This is very unusual but happens occasionally. Vinl doesn't check his phone regularly but always checks his email. Everyone else is onboard for group texting. Tana will organize group text.</p>	Tana to organize group text.
Next Meeting	<p>Next Board meeting is August 19, 2025 at 6:30 PM.</p> <p>Future Board Meeting time is 6:30 PM and dates are as follows: September 16, 2025, October 21, 2025, November 18, 2025, December 16, 2025, January 20, 2026, February 17, 2026, March 17, 2026, April 21, 2026, May 19, 2026 and June 16, 2026.</p>	
Check Out	Rev. Nicoline	

UUF Board Meeting 7/15/25
Treasurer Report as of 6/30/25

As of the end of June, 50% of the fiscal year had elapsed and we have collected 61.7% of the projected income (\$78,480.92) excluding the \$31,355 from savings. Our income by percentage received and the actual amounts includes the following:

Contributions	
Share the Plate	73.8% (\$3,689)-twice expected amount/half to orgs.
Other donations	3.69% (\$258)
Pledges	71.23% (\$72,231) Statements sent 7/5/23
Interest Income	15.01% (\$1,501)
Other Income/fundraising	
Rental income	26.67% (\$160)
Rummage Sales/other	0% (\$0)-Art Sale Scheduled for Oct
Total Excluding Amt from Savings	61.7% (\$74,480)

Regarding expenses our total expenses so far this year we are at 45.7%(\$72,457) of projections, with some costs being higher and some being lower than expected:

Religious Life has expended 46.55% (\$13,616) of its budget including:	
Living Our Mission	44.17% (\$2,421)-includes donations given to STP
Communicating	51.66% (\$1,523)
Religious Exploration	23.14% (\$59)
Worship	17.3% (\$1,232)
Professional Ministry	83.86% (\$4,351)
UUA Fair Share	48.85% (\$4,030)
Operating Expenses has expended 45.51% (\$568,841) of its budget including:	
Admin Expense	44.57% (\$6,912)
B&G	43.47% (\$4,612)
Payroll	45.84% (\$47,312)

The total amount of Religious Life and Operating Expenses spent so far is 45.7% (\$72,457).

Cash Balances as of 6/30/25	
Community Bank Checking Account	\$4,603.92
Glens Falls National Bank Checking Account	1,000.00
Glens Falls National Bank Savings Account	40,438.74
Refugee Project Bank Account	1,460.46
UUA Common Endowment Fund	168,834.06
Total Cash	\$216,327.18

The congregation voted at the Annual Meeting 6/4/23 to approve the sale of our property at Kansas/Montana Ave, Plattsburgh. Our realtor is CDC Realty; over this past year a multi-unit housing project was built a block away from our lot with the second phase under construction. CDC contacted them last week about our property and is expecting a call back.

Ursula Jones, Treasurer

UUFP 2025 BUDGET WORKSHEET

		ADOPTED	As of	% Earned	
		2025	6/30/2025	/Used	June
REVENUE/INCOME					
% of					
Budget	2025 Contributions				
	Share the Plate Donations	\$5,000.00	\$3,689.85	73.80%	\$546.00
	Other Donations	7,000.00	258.52	3.69%	0.00
	Pledges includes the matching funds& Prepaid Pledges)	101,406.00	72,231.41	71.23%	11,623.95
	Uncollectables (1.5% 2021) - 3% in 2022 & 2023	(1,011.00)	0.00	0.00%	0.00
	Interest Income	10,000.00	1,501.14	15.01%	5.64
77%	Contributions	\$122,395.00	\$77,680.92	63.47%	\$12,176.59
	Other Income				
	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	640.00	n/a	75.00
	Rummage Sales, Other Fundraisers (net expenses)	2,500.00	0.00	0.00%	0.00
3%	Other Income-Fundraising	\$4,800.00	\$800.00	16.67%	\$75.00
	Total Income	\$127,195.00	\$78,480.92	61.70%	\$12,251.59
	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	\$78,480.92	49.50%	\$12,251.59
EXPENSES					
RELIGIOUS LIFE					
	Living our Mission				
	Social Gatherings (food, activities)	\$900.00	\$243.31	27.03%	\$39.92
	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	1,927.43	77.10%	280.50
	Community Outreach/Ceremony (offset by revenue)	1,050.00	0.00	0.00%	0.00
	Interfaith Council	30.00	0.00	0.00%	0.00
3%	Living Our Mission	\$5,480.00	\$2,420.74	44.17%	\$320.42
	Communicating				
	Advertising (brochures, posters, print ads, LED Signage)	\$590.00	\$118.10	20.02%	\$118.10
	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 subscripts (Zoom, Mailchimp, Canva, GGeeks)	962.00	423.40	44.01%	26.50
	"Licensing (CVLI, CCS, OneLicense)"	1,150.00	823.32	71.59%	0.00
2%	Communicating	\$2,947.00	\$1,522.51	51.66%	\$144.60
	Religious Exploration				
	RE Professional Development (incl LREDA membership)	\$55.00	\$0.00	0.00%	\$0.00
	Materials/Supplies (snacks/supplies)	200.00	\$9.00	29.50%	\$9.28
1%	Religious Exploration	\$255.00	\$59.00	23.14%	\$9.28
	Worship				
	Music				
	Professional Development	\$90.00	\$0.00	0.00%	\$0.00
	Piano subs & guest musicians	1,900.00	300.00	15.79%	0.00
	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
	Music	\$2,770.00	\$432.00	15.60%	\$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	775.00	20.13%	0.00
	Sunday Services	\$4,350.00	\$799.93	18.39%	\$0.00

4%	Worship	\$7,120.00	\$1,231.93	17.30%	\$0.00
	Professional Ministry				
	Minister Professional Development	\$5,200.00	\$4,351.25	83.68%	\$0.00
3%	Professional Ministry	\$5,200.00	\$4,351.25	83.68%	\$0.00
5%	UUA Fair Share	\$8,250.00	\$4,030.50	48.85%	\$671.75
18%	RELIGIOUS LIFE TOTAL	\$29,252.00	\$13,615.93	46.55%	\$1,146.05
	OPERATING EXPENSES				
	Administrative Expenses				
	Internet-Telephones	\$2,350.00	\$1,152.90	49.06%	\$192.19
	Office Supplies (General)	300.00	104.98	34.99%	24.98
	Postage	50.00	43.80	87.60%	0.00
	Board Expenses	175.00	0.00	0.00%	0.00
	Payroll Service	1,921.00	887.94	46.22%	64.80
	SS Medicare, Emp taxes	3,567.00	1,491.29	41.81%	242.92
	Insurance, WC, Disability (est.)	1,927.00	1,276.68	66.25%	66.68
	Minister's disability insurance	665.00	321.00	48.27%	53.50
	Breeze/PayPal Fees	1,278.00	624.41	48.86%	102.13
	Technology	300.00	0.00	0.00%	0.00
	Leadership Development	600.00	540.00	90.00%	540.00
	CLM Training/Development	300.00	200.00	66.67%	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	144.00	48.00%	69.00
	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	\$6,917.00	44.67%	\$1,356.20
	Buildings and Grounds				
	Utilities: Palmer	\$1,592.00	\$1,203.57	71.13%	\$72.14
	Maintenance/Repairs Palmer	1,900.00	298.00	15.68%	0.00
	Trash Removal	240.00	114.50	47.71%	19.10
	Insurance	2,677.00	1,296.00	48.41%	0.00
	Grounds	1,600.00	1,008.00	63.00%	104.00
	Cleaner-Contractor/Supplies	2,000.00	601.25	30.06%	100.00
	Kansas Ave/Montana Drive Property	500.00	90.69	18.14%	0.00
7%	Building & Grounds	\$10,609.00	\$4,612.01	43.47%	\$295.24
	Payroll Expense				
	Ministerial Salary	\$36,431.00	\$18,215.47	50.00%	\$2,802.38
	Ministerial Housing Allowance:	15,000.00	7,499.96	50.00%	1,153.84
	Ministerial Retirement Contribution/Salary	5,143.00	2,571.53	50.00%	395.62
	Staff (Office Assistant, Music Director, digital outreach, RE, RE Childcare & worship serv tech)	46,632.00	\$19,025.13	40.80%	3,108.45
55%	Payroll Expense	\$103,206.00	\$47,312.09	45.84%	\$7,460.29
82%	Operating Expenses	\$129,298.00	\$58,841.10	45.51%	\$9,111.73
	Total Expenses	\$158,550.00	\$72,457.03	45.70%	\$10,257.78
	REVENUES	\$158,550.00	\$78,480.92		\$12,251.59
	EXPENSES	158,550.00	72,457.03		10,257.78
	NET INCOME	\$0.00	\$6,023.89		\$1,993.81
	Cash Balances as of 06/30/2025				
	Community Bank Checking Accounts	\$4,603.92			
	Glens Fall National Bank Checking Account	1,000.00			
	Glens Fall National Bank Savings Account	40,428.74			
	Refugee Project bank Account	1,460.46			
	Oak View National Bank: 12 months CD	0.00			
	UU Endowment Fund (as of 12/31/24)	168,834.06			
	Total Cash	\$216,327.18			