

# UUFP Board Meeting, August 19, 2025

In attendance: Nicholas Hunt-Bull, Tana Hanley, Ursula Jones, 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                            | Tana  |   |
| July 15, 2025 Board Meeting Minutes | Nicholas asked if there were any comments or changes to the July 15, 2025 board meeting minutes. No objections, minutes of the July 15, 2025 board meeting are approved with the corrections.   |   |
| Treasurer's Report                  | <p>Ursula reviewed the Treasurer's Report; currently we are 58% into the fiscal year. There is ongoing discussion about potentially not holding the Fall Art Sale this year, which could result in a shortfall in the fundraising budget.</p> <p>Ursula reviewed the CDC Realty renewal contract with the board of the sale of the Kansas Ave. and Montana lot. A discussion took place regarding the price of the property. Nicholas made the motion to sign the contract, 2<sup>nd</sup> by Michael, no objections, all approved.</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 send signed copy of contract renewal to CDC Realty.</b></p>   |
| Business Arising                    | <p>Update of Rev. Nicoline's employment Termination with USCIC – Tana stated the paperwork was completed and sent to the USCIC on August 4, 2025; everything has been completed.</p> <p>Update on Exit Interview for Rev. Nicoline – Tana stated the exit interview for Rev. Nicoline was sent to Rev. Alia on July 24, 2025. Both exit interviews were accepted by the UUA. Tana to email Lisa both exit interviews (Rev. Nicoline and the boards).</p> <p>Update from Search Committee – Discussion took place regarding the Search Committee's recommendation of not accepting the one applicant. The board agreed with this recommendation and asked the Search Committee to inform the candidate that we are not hiring him at this time.</p> <p>A discussion took place of the Search Committee's recommendation of an interim part time position. Prior to making a decision, the board requested the job posting, UUA guidelines and the applicant's CV. Stacey will email this information to Lisa; Lisa</p> | <p><b>Tana to send Lisa copies of the two exit interviews.</b></p> <p><b>Search Committee to send letter to the one applicant to inform them of the decision.</b></p> <p><b>Stacey to send Lisa email regarding the minister's position. Lisa will send</b></p> |

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|   | <p>will send an email to the board tomorrow with all the requested information. The board decided to make this decision as a whole and not have a subcommittee. The board will meet next Tuesday, August 26, 2025 at 7:00 pm to discuss the recommendation from the Search Committee. Lisa to reserve zoom.</p> <p>Stacey stated Saratoga Springs Congregation rejected the idea of sharing a minister.</p> <p>Update on the board retreat – Board members felt the retreat was very useful, particularly in getting to know each other. The retreat discussions emphasized a continued desire to focus on community connection, similar to goals of last year.</p> | <p>information to all the board members on <b>Wednesday. Meeting to discuss candidate is next Tuesday, August 26, 2025 at 7:00 PM.</b></p> |
| Set goals for next fellowship year      | <p>Ursula explained the process behind the goals. Goals are part of the budget planning schedule. The goals are established each year by the board. Then the budget committee shares the goals with the various committees. Based on the goals, committees develop and submit budget requests that support and promote these goals. After discussion, the board decided the goal would be building community within the fellowship and the need for more connection.</p>  |  |
| Set Budget calendar                     | <p>Ursula explained the Annual Giving Campaign drives the budget calendar. This year the Annual Giving Campaign Committee members are Ursula, Tana, Jerry and Mark. First meeting will be September 9, 2025 at 6pm.</p> <p>Dates of the Annual Giving Campaign are October 26, 2025 through November 30, 2025; kickoff is November 2, 2025.</p>   | <p><b>Annual Giving Campaign Committee members: Ursula, Jerry, Tana and Mark.</b></p>  |
| Gift Basket Donation                    | <p>Plattsburgh Interfaith Food Shelf requested a raffle gift basket for their golf tournament from the board. The board agreed to provide a basket.</p> <p>The food shelf is also doing a food drive specifically looking for donations of tomato, chicken noodle and cream of mushroom soups. Soups can be dropped off at the food shelf or to Tana.</p>   | <p><b>Tana to prepare raffle gift basket.</b></p>  |
| Request for sponsor – The Healing Place | <p>Tana explained Michelle Ouellette and Lewin are applying for a grant in conjunction with Plattsburgh State. Tana explained the basis of the grant is to help people who are suffering physically, mentally and/or spiritually. The grant writers are reaching out to the community to assist in various ways. They reached out to the fellowship for spiritual needs. Currently with no minister the fellowship may not be able to provide spiritual guidance. Tana to send document to board members and will keep everyone informed if grant is awarded or not.</p>  | <p><b>Tana to send information to board about grant.</b></p>   |
| Board Retreat on August 22, 2025        | <p>Second date UUA offered for board retreat. Conflicts with Family fun potluck; board encouraged to attend Family Fun potluck.</p>   |  |
| RE Additional Staff Request             | <p>Discussion took place with the request of an additional RE staff. Mark to discuss with RE Director and report back to Ursula and</p>   | <p><b>Mark to follow up with RE Director and report</b></p>  |

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|  | Lisa.   | back to Ursula and Lisa.  |
| Request for Additional hours for employees | Board tabled this request until the next board meeting.   | Add to next board meeting agenda.                               |
| Create new committee similar to CoSM       | Ursula explained the Counsel on Shared Ministry (CoSM) was in place prior to COVID. This committee pulled together committee chairs to bounce ideas, creativity and promote communication between all the committees. At the employee/board retreat there was a discussion of bringing this type of committee back to foster collaboration, working together and providing communication among committees upon Rev. Nicoline's departure. After discussion, the board wishes to invite the staff members to the September meeting to discuss this further and the fellowship's organizational chart. Lisa to send email to employees. | Lisa to send invitation to employees for the September meeting. |
| Next Meeting                               | Next Board meeting is August 26, 2025 at 7:00 PM.<br><br>Future Board Meeting time is 6:30 PM and dates are as follows:<br>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.   |   |
| Check Out                                  | Tana<br><br>The future schedule for check in/check out is as follows:<br>Jerry Bates – September<br>Stacey Edwards – October<br>Vincine Fallica – November<br>Nicholas Hunt-Bull – December<br>Ursula Jones – January<br>Mark Preston – February<br>Michael Vaughan – March<br>Jerry Bates – April<br>Stacey Edwards - May<br>Vincine Fallica – June  |   |

Treasurer Report as of 7/31/25  
 UUFP Board Meeting 8/19/25

As of the end of July, 58% of the fiscal year had elapsed and we have collected 65.15% of projected contributions (\$82,861.40) excluding the \$31,355 from savings. This includes \$1,506.69 in interest income from our CDs and savings. Our income by percentage received and the actual amount includes the following:

|  |                             |
|--|-----------------------------|
| Contributions                                  |                             |
| Share the Plate                                | 83.27% (\$4,163.35)         |
| Other donations                                | 8.09% (\$566.30)            |
| Pledges and matching funds                     | 74.62% (\$75,670.06)        |
| Interest Income Other Income/fundraising       | 15.07% (\$1,506.69)         |
| Rental income                                  | 35% (\$210)                 |
| Rummage Sales/Gift Basket Raffle               | 0%(\$745)                   |
| <b>Total Income Excluding amt from Savings</b> | <b>65.15% (\$82,861.40)</b> |

Regarding expenses: our total expenses as of 7/31 are at 51.96% (\$82,380.77) of projections with some costs being higher and some being lower than expected.

Religious Life has expended 50.32% (\$14,720.01) of its budget including:

|                       |   |
|-----------------------|---|
| Living Our Mission    | 48.74%% (\$2,670.74-includes donations to |
| STP)                  |   |
| Communicating         | 52.56% (\$1,549.01)                       |
| Religious Exploration | 23.14% (\$59.00)                          |
| Worship               | 19.06% (\$1,356.93)                       |
| Professional Ministry | 83.68% (\$4,351.25)                       |
| UUA Fair              | 57.37%                                    |
| Share.                | (\$4,733.08).                             |

Operating Expenses has expended 52.33% (\$67,660.76) of its budget including:

|               |                      |
|---------------|----------------------|
| Admin Expense | 51.71% (\$8,005.75)  |
| B&G           | 46.12% (\$4,893.00)  |
| Payroll       | 53.06% (\$54,762.01) |

The total amount of Religious Life and Operating Expenses spent so far is 52.24% (\$80,770.49).

Cash Balances as of 7/31/24

|   |                     |
|---|---------------------|
| Community Bank Checking Account             | \$8,799.05          |
| Glens Falls National Bank Checking Account. | 1,000.00            |
| Glens Falls National Bank Savings Account   | 30,434.29           |
| Refugee Project bank account                | 1,460.46            |
| Oak View National Bank- 12 Month CD         | 0.00                |
| UU Endowment Fund (as of 12/31/24)          | 168,834.06          |
| <b>Total Cash</b>                           | <b>\$210,527.86</b> |

Concerning the asking price and the status of interest in our property on the corner of Kansas Ave and Montana Ave, I heard back from our realtor, Alexandra Barie of CDC Realty. "The current asking price is \$168,000.

The folks who are doing the development close by are still interested- they are checking to see if their contractor would be willing to do another project- as they dont want to buy land if they dont have a team to develop it. So we are waiting to hear back from them."

Ursula Jones, Treasurer

| UUPF 2025 BUDGET WORKSHEET   |  |                     |                    |               |                   |
|------------------------------|--|---------------------|--------------------|---------------|-------------------|
|                              |  | ADOPTED             | As of              | % Earned      |                   |
|                              |  | 2025                | 7/31/2025          | /Used         | July              |
| <b>REVENUE/INCOME</b>        |  |                     |                    |               |                   |
| % of                         |  |                     |                    |               |                   |
| <b>Budget</b>                | <b>2025 Contributions</b>                                |                     |                    |               |                   |
|                              | Share the Plate Donations                                | \$5,000.00          | \$4,163.35         | 83.27%        | \$473.50          |
|                              | Other Donations  | 7,000.00            | 566.30             | 8.09%         | 307.78            |
|                              | Pledges includes the matching funds & Prepaid Pledges)   | 101,406.00          | 75,670.06          | 74.62%        | 3,438.65          |
|                              | Uncollectables (1.5% 2021) - 3% in 2022 & 2023           | (1,011.00)          | 0.00               | 0.00%         | 0.00              |
|                              | Interest income  | 10,000.00           | 1,506.69           | 15.07%        | 5.55              |
| <b>77%</b>                   | <b>Contributions</b>                                     | <b>\$122,395.00</b> | <b>\$81,906.40</b> | <b>66.92%</b> | <b>\$4,225.48</b> |
| <b>Other Income</b>          |  |                     |                    |               |                   |
|                              | Misc. Income   | \$500.00            | \$0.00             | 0.00%         | \$0.00            |
|                              | Rental Income  | 600.00              | 210.00             | 35.00%        | 50.00             |
|                              | Community Outreach/Memorial Services                     | 1,200.00            | 0.00               | 0.00%         | 0.00              |
|                              | Gift Basket Raffle                                       | 0.00                | 745.00             | n/a           | 105.00            |
|                              | 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>\$955.00</b>    | <b>19.90%</b> | <b>\$155.00</b>   |
|                              | <b>Total Income</b>                                      | <b>\$127,195.00</b> | <b>\$82,861.40</b> | <b>65.15%</b> | <b>\$4,380.48</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>\$82,861.40</b> | <b>52.26%</b> | <b>\$4,380.48</b> |
| <b>EXPENSES</b>              |  |                     |                    |               |                   |
| <b>RELIGIOUS LIFE</b>        |  |                     |                    |               |                   |
| <b>Living our Mission</b>    |  |                     |                    |               |                   |
|                              | Social Gatherings (food, activities)                     | \$900.00            | \$243.31           | 27.03%        | \$0.00            |
|                              | Faith Formation  | 200.00              | 0.00               | 0.00%         | 0.00              |
|                              | Faith in Action (BLM, UUtheVote, Climate, others)        | 800.00              | 500.00             | 62.50%        | 250.00            |
|                              | Share the Plate donations                                | 2,500.00            | 1,927.43           | 77.10%        | 0.00              |
|                              | 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              |
| <b>3%</b>                    | <b>Living Our Mission</b>                                | <b>\$5,480.00</b>   | <b>\$2,670.74</b>  | <b>48.74%</b> | <b>\$250.00</b>   |
| <b>Communicating</b>         |  |                     |                    |               |                   |
|                              | Advertising (brochures, posters, print ads, LED Signage) | \$590.00            | \$118.10           | 20.02%        | \$0.00            |
|                              | Website domain/backup service/New website domain         | 180.00              | 144.17             | 80.09%        | 0.00              |
|                              | Printing   | 65.00               | 11.52              | 20.80%        | 0.00              |
|                              | Online subscpts (Zoom, Mailchimp, Canva, GGeeks)         | 962.00              | 449.90             | 46.77%        | 26.50             |
|                              | "Licensing (CVU, CCS, OneLicense)"                       | 1,150.00            | 823.32             | 71.59%        | 0.00              |
| <b>2%</b>                    | <b>Communicating</b>                                     | <b>\$2,947.00</b>   | <b>\$1,549.01</b>  | <b>52.56%</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              | 59.00              | 29.50%        | 0.00              |
| <b>1%</b>                    | <b>Religious Exploration</b>                             | <b>\$255.00</b>     | <b>\$59.00</b>     | <b>23.14%</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            | 475.00             | 22.37%        | 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              | 133.00             | 44.00%        | 0.00              |
|                              | <b>Music</b>   | <b>\$2,770.00</b>   | <b>\$557.00</b>    | <b>20.11%</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%         | 50.00             |
|                              | Guest speakers*10 lay, 3UU                               | 3,850.00            | 775.00             | 20.13%        | 0.00              |
|                              | <b>Sunday Services</b>                                   | <b>\$4,350.00</b>   | <b>\$799.93</b>    | <b>18.39%</b> | <b>\$0.00</b>     |
| <b>4%</b>                    | <b>Worship</b>   | <b>\$7,120.00</b>   | <b>\$1,356.93</b>  | <b>19.06%</b> | <b>\$125.00</b>   |
| <b>Professional Ministry</b> |  |                     |                    |               |                   |

|     |  |                     |                    |               |                    |
|-----|--|---------------------|--------------------|---------------|--------------------|
|     | 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          | \$4,733.08         | 57.37%        | \$702.58           |
| 18% | <b>RELIGIOUS LIFE TOTAL</b>  | <b>\$29,252.00</b>  | <b>\$14,720.01</b> | <b>50.32%</b> | <b>\$1,104.08</b>  |
|     | <b>OPERATING EXPENSES</b>  |                     |                    |               |                    |
|     | <b>Administrative Expenses</b>   |                     |                    |               |                    |
|     | Internet-Telephones  | \$2,350.00          | \$1,344.94         | 57.23%        | \$192.04           |
|     | Office Supplies (General)  | 300.00              | 104.98             | 34.99%        | 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            | 1,024.00           | 53.31%        | 136.06             |
|     | SS Medicare, Emp taxes   | 3,567.00            | 1,737.47           | 48.71%        | 246.18             |
|     | Insurance, WC, Disability (est.)   | 1,927.00            | 1,603.38           | 83.21%        | 326.70             |
|     | Minister's disability insurance  | 665.00              | 374.50             | 56.32%        | 53.50              |
|     | Breeze/PayPal Fees   | 1,278.00            | 730.55             | 57.16%        | 106.14             |
|     | Technology   | 300.00              | 0.00               | 0.00%         | 0.00               |
|     | Leadership Development   | 600.00              | 540.00             | 90.00%        | 0.00               |
|     | 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              | 172.13             | 57.38%        | 28.13              |
|     | 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% | <b>Administration</b>  | <b>\$15,483.00</b>  | <b>\$8,005.75</b>  | <b>51.71%</b> | <b>\$1,088.75</b>  |
|     | <b>Buildings and Grounds</b>   |                     |                    |               |                    |
|     | Utilities: Palmer  | \$1,692.00          | \$1,260.56         | 74.50%        | \$56.99            |
|     | Maintenance/Repairs Palmer   | 1,900.00            | 298.00             | 15.68%        | 0.00               |
|     | Trash Removal  | 240.00              | 114.50             | 47.71%        | 0.00               |
|     | Insurance  | 2,677.00            | 1,296.00           | 48.41%        | 0.00               |
|     | Grounds  | 1,600.00            | 1,112.00           | 69.50%        | 104.00             |
|     | Cleaner-Contractor/Supplies  | 2,000.00            | 721.25             | 36.06%        | 120.00             |
|     | Kansas Ave/Montana Drive Property  | 500.00              | 90.69              | 18.14%        | 0.00               |
| 7%  | <b>Building &amp; Grounds</b>  | <b>\$10,609.00</b>  | <b>\$4,893.00</b>  | <b>46.12%</b> | <b>\$280.99</b>    |
|     | <b>Payroll Expense</b>   |                     |                    |               |                    |
|     | Ministerial Salary   | \$36,431.00         | \$21,017.85        | 57.69%        | \$2,807.38         |
|     | Ministerial Housing Allowance  | 15,000.00           | 8,653.80           | 57.69%        | 1,153.84           |
|     | Ministerial Retirement Contribution/Salary   | 5,143.00            | 2,967.15           | 57.69%        | 395.67             |
|     | Staff (Office Assistant, Music Director, digital outreach, RE, RE Childcare & worship serv tech) | 46,632.00           | \$22,123.21        | 47.44%        | 3,098.08           |
| 85% | <b>Payroll Expense</b>   | <b>\$103,206.00</b> | <b>\$54,762.01</b> | <b>53.06%</b> | <b>\$7,449.92</b>  |
| 82% | <b>Operating Expenses</b>  | <b>\$129,298.00</b> | <b>\$67,660.76</b> | <b>52.33%</b> | <b>\$8,819.66</b>  |
|     | <b>Total Expenses</b>  | <b>\$158,550.00</b> | <b>\$82,380.77</b> | <b>51.96%</b> | <b>\$9,923.74</b>  |
|     | <b>REVENUES</b>  | <b>\$158,550.00</b> | <b>\$82,861.40</b> |               | <b>\$4,380.48</b>  |
|     | <b>EXPENSES</b>  | <b>158,550.00</b>   | <b>82,380.77</b>   |               | <b>9,923.74</b>    |
|     | <b>NET INCOME</b>  | <b>\$0.00</b>       | <b>\$480.63</b>    |               | <b>-\$5,543.26</b> |
|     | <b>Cash Balances as of 07/31/2023</b>  |                     |                    |               |                    |
|     | Community Bank Checking Accounts   | \$8,799.05          |                    |               |                    |
|     | Glens Fall National Bank Checking Account  | 1,000.00            |                    |               |                    |
|     | Glens Fall National Bank Savings Account   | 30,434.29           |                    |               |                    |
|     | 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          |                    |               |                    |
|     | <b>Total Cash</b>  | <b>\$210,527.86</b> |                    |               |                    |