

UUFPP Board Meeting, September 16, 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	
August 19, 2025 Board Meeting Minutes	Nicholas asked if there were any comments or changes to the August 19, 2025 board meeting minutes. No objections, minutes of the August 19, 2025 board meeting are approved with the corrections.	
August 26, 2025 Board Meeting Minutes	Nicholas asked if there were any comments or changes to the August 26, 2025 board meeting minutes. No objections, minutes of the August 26, 2025 board meeting are approved with the corrections.	
Treasurer's Report	<p>Ursula reviewed the Treasurer's Report and brought it to the attention of the board; there is going to be a shortfall in the projected 2025 revenue. However, the savings of not paying a minister for the remainder of the year will help offset this deficit.</p> <p>Ursula stated an offer of \$145,000 was made on the Kansas Ave/ Montana lot. The CDC Realty feels it is a fair offer. A discussion took place regarding the offer. Mark made a motion to approve the offer of \$145,000, 2nd by Stacey, no objections, all approved. Nicholas thanked Ursula for all of her work with the sale.</p> <p>Nicholas asked if there were any objections to accepting the Treasurer's Report, no objections, Treasurer's Report accepted.</p>	
UUFPP Employees	<p>Jo El Miano, Kris Lutters and Jason Murray entered the meeting at 6:45 PM. Jason thanked the board for their time tonight. Jason reviewed the flow chart that was emailed to the board members. The flow chart represents a transparent visual representation of how the governance and day to day operations flow back and forth. Jason noted on the board agenda item further down is the topic, create a new committee similar to CoSM which will be key to the flowchart. The flow chart is a draft, work in progress, and will continue to change as the congregation changes. The Committee on Ministry was inadvertently missed on this chart; this committee existed up to Rev. Nicoline's departure. This committee was represented by Rev. Nicoline, Tom Morrissey, Abby Guay and Lori</p>	

	<p>Neuhaus. This committee has been requested to stay in place. The intention of the flowchart is to share with the whole congregation so every member has access to the leadership of the congregation. We wish to do this in a productive and transparent way so that all voices are heard and respected. Access to the flowchart would be displayed at the fellowship, website and QR code. More information would be provided on the website</p> <p>The flowchart is divided into two sections. On the left is the Board who responsibilities are detailed in the by-laws. The other section we are tentatively calling it Congregational Life. The function of this committee is spelled out in appendix A of the by-laws, under the section of Committee on Shared Ministry. This committee is no longer a functional body which the board needs to modify the by-laws. In addition, we ask that we would like three representatives for all congregational events.</p> <p>A discussion took place of suggestions with the flow chart; add date, reference Jason for updates of the flow chart, who is responsible for updating Appendix A of the by-laws and development of congregation life committee.</p> <p>The board supports this project and requested the final flow chart be sent to all the board members at least three days prior to posting the final copy to allow for input from the board. The board will circle back and look at the function of the proposed Congregation Life Committee.</p> <p>Jason and Kris left the meeting at 7:20 PM</p>	
<p>Worship Team Representative</p>	<p>Nicholas invited Jo El to give the board an update on the Worship Team. Jo El stated at this time the Worship Team is very healthy right now. We meet twice a month; one constant thing we do is cover Sunday mornings by paid guests, professional UUA ministers and members of the congregation. Also, periodically we want to tap into other UUA congregations' online services and provide their service by zoom. We offered the June's GA service by zoom and this Sunday we are streaming UU Church of Canton Sunday's service. The board wishes to express their support to the worship team. Jo El feels very blessed by the board support and will pass this onto the Worship Board. Jo El left the meeting at 7:30 PM.</p>	
<p>Search Committee Representative</p>	<p>Suzannah Chatlos entered the meeting at 7:30 PM. Suzannah thanked the board for having her here tonight. Suzannah stated the Search Committee would officially wish to withdraw their recommendation of the part time minister. The Search Committee's new recommendation is to hire the candidate as a Director of Congregational Life. A discussion took place regarding the candidate's qualifications and the recommendation of the Director of Congregational Life. The board was not expecting a recommendation that wasn't for a part time minister. The board discussed the financial impact a new position would bring. Ursula explained the Congregation voted to have budgets in the red to</p>	

	<p>support a minister; by depleting our resources, not for a different position. The board's position at this time is to be lay-led and continue the search for a part-time minister in March. Nicholas offered to attend the next Search Committee Meeting. Suzannah will let Nicholas know if he needs to attend the next Search Committee Meeting.</p> <p>Suzannah left the meeting at 7:50 PM.</p>	
Business Arising	Discuss next year's Fellowship Goals – This was tabled till the next meeting.	Add to October's agenda
Annual Giving Campaign Update	Ursula sent the email out to committee representatives about submitting the 2026 budget requests. Giving statements were mailed out last week to remind them of their pledge as we kick off the campaign. Mark and Ursula agreed to do the kick off campaign at the end of October. Ursula invited the board members to speak during the campaign. The committee is still working on the slogan and the campaign amount. Ursula stated we are still at the brainstorming phase so feel free to offer any advice.	
Letter from Nancy Lewin and other members	The board discussed the letter from Nancy Lewin and other members. The letter is in reference to the Search Committee's recommendation. Tana to send a respond to Nancy.	Tana to send response to Nancy.
Request from Jo El	The board discussed Jo El's request to be involved at some point during the board's review of the Search Committee's recommendations. Nicholas will send an email.	Nicholas will send an email.
Create new committee similar to CoSM	This was tabled till the next meeting.	Add to October's agenda
Review changes to the UUPF Board Policies and Procedures	This was tabled till the next meeting.	Add to October's agenda
Review changes to the UUPF Financial Operations and Procedures	This was tabled till the next meeting.	Add to October's agenda
Next Meeting	<p>Next Board meeting is Monday, October 20, 2025 at 6:30 PM.</p> <p>Future Board Meeting time is 6:30 PM and dates are as follows: 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>	Stacey is responsible for Check-in and Check-out at October's meeting.

UUF Board Meeting 9/16/25

Treasurer Report as of 8/31/25

As of the end of August 66% of the year had elapsed and we have collected 67.84% of the projected income (\$86,291.08) excluding \$35,355.00 from savings. This includes 77.83% of pledges or \$78,929.12. The income by percentage and actual amounts includes the following:

Contributions

Share the Plate	86.58%	(\$4,328.80-half is shared with org.)
Other donations	8.09%	(\$566.30)
Pledges	77.83%	(\$78,929.12)
Interest income	15.12%	(\$1,511.86)

Other Income/fundraising

Rental income	35.00%	(\$210.)
Rummage Sale/other	0.00%	
Gift Basket Raffle	n/a	(\$745.00)

Total income excluding Amt from savings is 54.43% (\$86,291.08)

In terms of expenses our total expenses so far this year are at 56.23% (\$89,149.42) of projections, with most costs being close to projected amounts. Expenses by percentage and actual amounts include the following:

Religious Life has expended 53.88% (\$15,761.07) distributed as follows:

Living Our Mission 54.43% (\$2,982.72 - includes STP distribution)

Communicating	53.46%	(\$1,575.51)
Religious Exploration	23.14%	(\$59)
Worship	19.06%	(\$1,356.93)
Professional Ministry	83.68%	(\$4,351.25)
UUA Fair Share	65.89%	(\$5,435.66)

Operating Expenses has expended 56.76% (\$73,388.35) of its budget including:

Admin Expense	56.01%	(\$8,672.30)
Building & Grounds	48.72%	(\$5,168.30)
Payroll	57.70%	(\$59,547.75)

Our total expenses including that of Religious Life and Operating expenses is 56.23% (\$89,149.42).

Cash Balances as of 8/31/24

Community Bank Checking Account	\$5,782.20
Glens Falls National Bank Checking Account	1,000.00
Glens Falls National Bank Savings Account	30,439.46
GFNB Plattsburgh Refugee Org	1,460.46
Oak View National Bank 12 month CD	0.00
UUA Common Endowment Fund	168,834.06
Total Cash	\$207,516.18

At this point in the year, our expenses (\$89,149.42) exceed our income (\$86,291.08) giving us a net deficit of \$2,858.34. We may have been too optimistic in some of our income estimates: Other Donations-\$7,000; Other Income-Fundraising-\$4,800. Should this be the case, the shortfall would need to be covered by additional withdrawals from savings; the current projected amount needed from savings to balance the budget is \$31,355. Since we are no longer paying a minister, this may not be necessary.

We have received a serious offer for our lot on the corner of Kansas Ave and Montana Ave for \$110,000 from SNJ Group; our asking price is \$168,000. We are in negotiations with CDC Realty representing us. We purchased the lot in 2013 for \$80,500.

Ursula Jones
Treasurer

UJFP 2025 BUDGET WORKSHEET

		ADOPTED	As of	% Earned	
		2025	8/31/2025	/Used	August
REVENUE/INCOME					
% of					
Budget	2025 Contributions				
	Share the Plate Donations	\$5,000.00	\$4,328.80	86.58%	\$165.45
	Other Donations	7,000.00	566.30	8.09%	0.00
	Pledges includes (the matching funds & Prepaid Pledges)	101,406.00	78,929.12	77.83%	3,259.06
	Uncollectables (1.5% 2021) - 3% in 2022 & 2023	(1,011.00)	0.00	0.00%	
	Interest Income	10,000.00	1,511.86	15.12%	\$17
77%	Contributions	\$122,385.00	\$85,336.08	69.72%	\$3,429.68
	Other Income				
	Misc. Income	\$500.00	\$0.00	0.00%	\$0.00
	Rental Income	600.00	210.00	35.00%	0.00
	Community Outreach/Memorial Services	1,200.00	0.00	0.00%	0.00
	Gift Basket Raffle	0.00	745.00	n/a	0.00
	Rummage Sales, Other Fundraisers (net expenses)	2,500.00	0.00	0.00%	0.00
3%	Other Income-Fundraising	\$4,800.00	\$955.00	19.90%	\$0.00
	Total Income	\$127,185.00	\$86,291.08	67.84%	\$3,429.68
	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	\$86,291.08	54.43%	\$3,429.68
EXPENSES					
	RELIGIOUS LIFE				
	Living our Mission				
	Social Gatherings (food, activities)	\$900.00	\$743.31	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%	0.00
	Share the Plate donations	2,500.00	2,239.41	89.58%	\$11.98
	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
3%	Living Our Mission	\$5,480.00	\$2,982.72	54.43%	\$311.98
	Communicating				
	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	14.52	20.80%	0.00
	Online subscripts (Zoom, Manjump, Canva, GGeeks)	963.00	476.40	49.52%	26.50
	Licensing (CVU, CCS, OneLicense)	1,150.00	823.32	71.59%	0.00
2%	Communicating	\$2,947.00	\$1,575.51	53.46%	\$26.50
	Religious Exploration				
	RE Professional Development (incl IREDA membership)	\$55.00	\$0.00	0.00%	\$0.00
	Materials/Supplies (snacks/supplies)	200.00	\$9.00	29.50%	0.00
1%	Religious Exploration	\$255.00	\$9.00	23.14%	\$0.00
	Worship				
	Music				
	Professional Development	\$90.00	\$0.00	0.00%	\$0.00
	Piano subs & guest musicians	1,900.00	425.00	22.37%	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	\$557.00	20.11%	\$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	\$1,356.93	19.06%	\$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	\$5,435.66	65.89%	\$702.58
18%	RELIGIOUS LIFE TOTAL	\$29,252.00	\$15,761.07	53.88%	\$1,041.06
	OPERATING EXPENSES				
	Administrative Expenses				
	Internet-Telephones	\$2,350.00	\$1,450.30	61.71%	\$105.36
	Office Supplies (General)	300.00	104.58	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	1,215.40	63.32%	127.60
	SS Medicare, Emp taxes	3,567.00	1,946.29	54.56%	208.82
	Insurance, WC, Disability (est.)	1,927.00	1,680.72	86.18%	57.34
	Minister's disability insurance	665.00	374.50	56.32%	0.00
	Breera/PayPal Fees	1,278.00	845.31	66.14%	114.76
	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	160.00	53.33%	16.00
	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	\$8,672.30	56.01%	\$629.88
	Buildings and Grounds				
	Utilities: Palmer	\$1,697.00	\$1,316.31	77.80%	\$55.75
	Maintenance/Repairs Palmer	1,900.00	298.00	15.68%	0.00
	Trash Removal	240.00	162.05	67.52%	19.42
	Insurance	2,677.00	1,296.00	48.41%	0.00
	Grounds	1,600.00	1,164.00	72.75%	52.00
	Cleaner-Contractor/Supplies	2,000.00	841.25	42.06%	120.00
	Kansas Ave/Montana Drive Property	500.00	90.69	18.14%	0.00
7%	Building & Grounds	\$10,609.00	\$5,168.30	48.72%	\$247.17
	Payroll Expense				
	Ministerial Salary	\$36,431.00	\$22,419.04	61.54%	\$1,401.19
	Ministerial Housing Allowance	15,000.00	9,230.72	61.54%	576.91
	Ministerial Retirement Contribution/Salary	5,143.00	3,164.96	61.54%	197.81
	Staff (Office Assistant, Music Director, digital outreach, RE, RE Childcare & worship serv tech)	46,632.00	\$24,733.03	53.04%	2,509.82
65%	Payroll Expense	\$103,206.00	\$59,547.75	57.70%	\$4,785.74
82%	Operating Expenses	\$129,298.00	\$73,388.35	56.76%	\$5,662.79
	Total Expenses	\$158,550.00	\$89,149.42	56.23%	\$6,703.85
	REVENUES	\$158,550.00	\$86,291.08		\$3,429.68
	EXPENSES	158,550.00	89,149.42		6,703.85
	NET INCOME	\$0.00	-\$2,858.34		-\$3,274.17
	Cash Balances as of 08/31/2025				
	Community Bank Checking Accounts	55,782.20			
	Glens Fall National Bank Checking Account	1,000.00			
	Glens Fall National Bank Savings Account	30,439.46			
	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	\$207,516.18			

