

UUFP Board Meeting, November 18, 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 | Vini | |
| October 20, 2025 Board Meeting Minutes | Nicholas asked if there were any comments or changes to the October 20, 2025 board meeting minutes. Ursula requested to change a word on page 2, in the section Annual Giving Campaign from "in five years" to "for five years". No further objections, minutes of the October 20, 2025 board meeting are approved with the correction. | |
| Organizational Flow Chart | <p>Jo El Miano arrived at 6:45 PM. Jo El summarized the major changes to various committees as follows:</p> <p>The Congregational Life Group (CLG) would replace the Counsel on Shared Ministry (CoSM) Committee. This would require revisions to the appendix of the by-laws. The employees would be willing to work on the revisions to the appendix.</p> <p>Committee on Well Being replaces the Committee on Ministry.</p> <p>Leadership Development Committee changes to the Nominating Committee in the board section and in the Congregational Life Group; leadership would come from within CLG.</p> <p>Discussion took place regarding who has what role, how committees communicate and the additional 3 hours for the employees that were approved at the August 2025 board meeting. The board expressed their approval for the employees to move forward with the Organizational Flow Chart. The Board thanked Jo El for the extensive work put into developing the organizational flow chart.</p> <p>Jo El left the meeting at 7:05 PM</p> | |
| Treasurer's Report | <p>No questions were asked about the Treasurer's Report. Ursula informed the board when Elm Street property was sold; proceeds were split between the endowment fund and high interest earnings CDs. We are on the verge of making a decision of what to do with the funds from the upcoming sale of Kansas Ave.</p> <p>Nicholas asked if there were any objections to accepting the Treasurer's Report, no objections, Treasurer's Report accepted.</p> | |

| | | |
|--|--|---|
| Business Arising | <p>Annual Giving Campaign Update Mark stated Tom Morrissey and himself did the kickoff to the Annual Campaign. Discussion took place regarding who could do the testimonial for Sunday, November 23, 2025 services. Tana is doing the testimonial.</p> <p>Jerry informed the board there are matching funds of \$3,000 for the 2026 annual campaign. Any new or pledge increases will be matched with these funds. Jerry working with Jo El on getting this word out.</p> | <p>Jerry working with Jo El on the matching funds; will reach out to Tana once he clarifies with Jo El.</p> |
| Status of Nicoline's Minister Position | <p>Tana stated a document from US Dept of Homeland was received acknowledging our email of Rev. Nicoline's last day of work was August 1 2025. They will revoke her visa as of December 2, 2025.</p> | |
| Endowment Policy Update | <p>Nicholas stated the Finance Committee has been meeting to discuss the Endowment policies. Nicholas went over the power point presentation explaining the definition and purpose of an Endowment fund. Discussion took place on how a decision is made on how much is needed from the endowment fund each year for the annual operating budget, policies and procedures to preserve an endowment. These decisions need to be our next step. Ursula stated setting up perimeters for the endowment may be encouraging for people to give. Nicholas stated next month we plan to bring the policies and procedures of the endowment fund to the board for discussion.</p> | <p>Finance Committee to present Policies and Procedures for the Endowment Fund at December's board meeting.</p> |
| Create new committee similar to CoSM | <p>Item was discussed during Jo El's presentation of the Organizational Flow Chart. Counsel on Shared Ministry (CoSM) is now called Congregational Life Group. Lisa stated the employees would work on the updates to the appendix of the by-laws. The board would like an update at the January 20, 2026 meeting on the changes to the appendix of the by-laws.</p> | <p>Employees to update the board at the January 20, 2026 meeting on the appendix changes.</p> |
| 2026 Employee Contracts | <p>Currently, Tana and Nicholas sign the employee contracts. They will meet with Lisa to work on 2026 employee contracts in the beginning of December and update the board at the December meeting. Ursula raised the question of adding another extra hour to the three employees. Mark will reach out to Kris and Nicholas will reach out to Jo El and Jason to check if another hour is needed. Mark to report back to Nicholas within two weeks, by December 2, 2025.</p> <p>On another note, Nicholas stated Ursula and himself are the current check signers on the bank accounts.</p> <p>Nicholas will continue to approve the employee timesheets through August 2026.</p> | <p>Mark to reach out to Kris about 1 additional hour and advise Nicholas by December 2, 2025. Nicholas to talk to Jo El and Jason prior to meeting with Lisa.</p> <p>Lisa to meet with Nicholas and Tana to complete 2026 employee contracts.</p> |
| Set Date for January's | <p>The board decided January 25, 2026 is the date for the Annual Congregational Meeting. The board will meet January 13, 2026 to</p> | <p>Tana will prepare Enews notice after</p> |

| | | |
|------------------------|--|---|
| Congregational Meeting | discuss the agenda and planning for the January 25, 2026. | December 19, 2025, announcing the date for the Annual meeting; then again for the January 16 th enews. |
| Next Meeting | <p>Next Board meeting is Tuesday, December 16, 2025 at 6:30 PM.</p> <p>Future Board Meeting time is 6:30 PM and dates are as follows: January 13, 2026, January 20, 2026, February 17, 2026, March 17, 2026, April 21, 2026, May 19, 2026 and June 16, 2026.</p> | Nicholas is responsible for Check-in and Check-out at December's meeting. |
| Check-Out | Vini | |

**Organizational Flow Chart
(proposal from staff of UUFP)**

Lisa Bulriss
Kris Lutters
Jo Ellen Miano
Jason Murray

Nov. 14, 2025

For presentation to the Board on 11-18-25

The staff met regularly from July-November, 2025 to further the thinking about organizational structure of our congregation without a minister. After consultation with Paula Cole Jones, who is serving temporarily on Central East Region staff, the staff would like to share their proposal for how our congregation can move forward until the time that we are able to hire a professional minister.

We welcome the challenge ahead for our fellowship to be our greatest teacher. We accept this moment as a time for re-invention. And we understand that the ideas reflected in this graphic are not meant to be locked in. In fact, we hope that we will not confine ourselves or our thinking by this graphic. We expect that we will be continually rethinking who we are.

That being said, we propose to take these first steps:

- Create a visual laminated graphic for the congregation to see. Post it on the back wall over the casual seating corner of the sanctuary.
 - (1) Green & Blue: Groups that work with the Board on mission, vision, fiscal health of the congregation.
 - (2) Orchid and Maize: Groups that work on the programs and day-to-day operations of the congregation. Staff names lead the CLG (maize) and are the point people for individual teams (orchid). With this graphic, people can see who to reach out to initially with regard to a particular program area.
 - (3) Board and CLG are connected by our Office Administrator.
- The same graphic will be found on our website. On the website each green and orchid oval can be clicked on and more description and

other team leaders and members can be listed. Note that the content on the website can be updated quickly. We will create rich pages for each group that will include group leaders and their contact information, needs and interests, projects, etc. The laminated graphic posted in the sanctuary remains simple in order to remain current for a longer time.

- On the website, we have more content, including FAQs for people. This page is currently drafted for you to peruse. The opening two paragraphs ground our thinking a little more. The graphic will live on this page, as well.
- Once we staff gets the green light for this plan, Jason will mark this page as a News post and he will create other pathways for readers to get to it from our homepage.

MORE ABOUT THE CONGREGATIONAL LIFE GROUP (CLG)

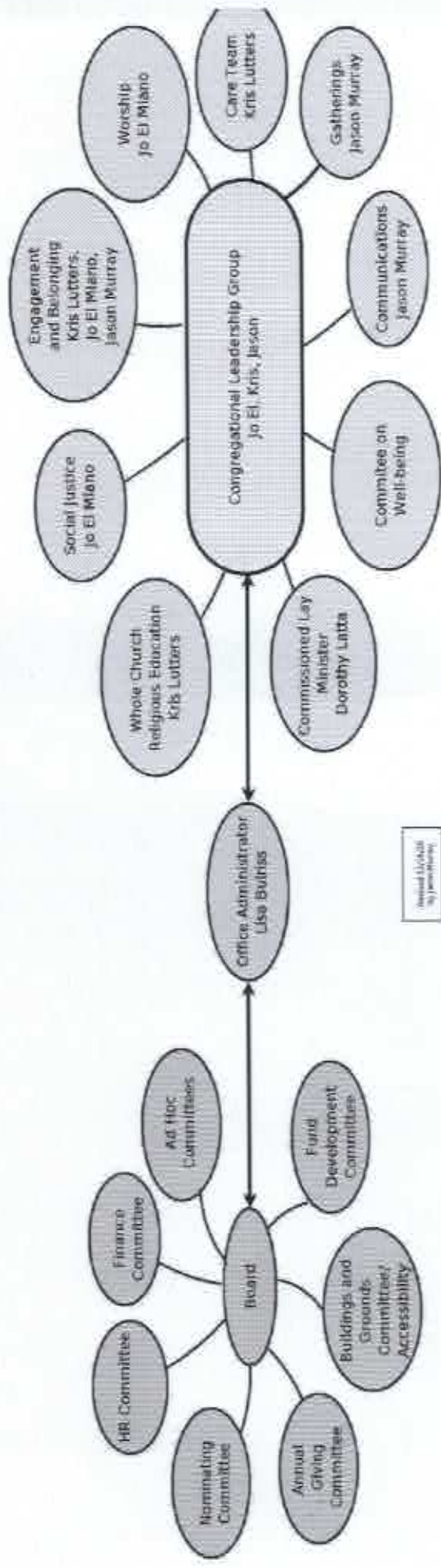
- The staff will hold monthly meetings with a representative from each of the maize teams. We want these meeting to be a space for teams to plan regularly. This will allow the kind of porous communities that Paula Cole Jones describes in her proposal for “Communities Within Community.” The rep may rotate.
- You will note a new maize group: Committee on Well-being. This small group is modeled after our former Committee on Ministry, in which Rev. Nicoline and three congregants met regularly for confidential conversation. The staff will meet separately on a regular basis with the Committee on Well-being, affectionately and warmly referred to as COW.

We specifically spoke with Paula about the big question: what models are there for a COM when there is no minister? She emphasizes that it is important to have something that provides deeper conversations about the well-being of the congregation—beyond the good work that each of the other maize teams does.

This group has not been formed. We are currently scheduling a follow-up appointment with Paula to speak more with her on this topic. But we love her words: “well-being.” And part of her thoughts

on well-being is around who holds this space together. And how we identify people for this Committee on Well-being.

We want to build on her thinking on well-being, not only for this new group, but throughout the working of the entire CLG.



Special thanks to members!

UUF Board Meeting 11/18/25
 Treasurer Report as of 10/31/25

As of the end of October 83% of the year had elapsed and we had collected 75.62% of the projected income (\$96,185.32) excluding the projected \$31,355 from savings. This includes 85.85% of pledges or \$87,059.42. We have only received 15.95% (\$1,116.30) in Other donations and only 28.02% in fundraising or \$1,345. This month's income by percentage and actual amounts includes the following:

| | |
|----------------------------------|-------------------------------------|
| Contributions | |
| Share the Plate | 102.90% (\$5,145.15) |
| Other donations | 15.95% (\$1,116.30) |
| Pledges | 85.85% (\$87,059.42) |
| Interest income | 15.19% (\$1,519.45) |
| Other income/fundraising | |
| Misc. Income | n/a (\$00.00) |
| Rental income | 67.67% (\$400) includes zoom rental |
| Community Outreach/Memorials | 0.00% (\$0.00) |
| Gift Basket | n/a (\$945.00) |
| Rummage Sales/other | 0.00% (\$0.00) |
| Total excluding Amt from Savings | 75.62% (\$96,185.32) |

In terms of expenses, our total expenses so far this year are at 66.56%, \$105,524.26, with most costs being close to projected amounts. Payroll and Ministerial Salary are under projection due to the minister's early departure. Expenses by percentage and actual amounts include the following:

Religious Life has expended 65.84% (\$19,259.60) distributed as follows:

| | |
|-----------------------|------------------------------|
| Living Our Mission | 66.94% (\$3,668.53) includes |
| STP | |
| Communicating | 60.10% (\$1,771.01) |
| Religious Exploration | 46.96% (\$119.75) |
| Worship | 35.23% (\$2,508.24) |
| Professional Ministry | 83.68% (\$4,351.25) |
| UUA Fair Share | 82.92% (\$6,840.82) |

Operating Expenses has expended 66.72% (\$86,264.66) of its budget including:

| | |
|---------------|----------------------|
| Admin Expense | 66.77% (\$10,338.38) |
| B&G | 75.77% (\$8,037.93) |

Payroll 65.78% (\$67,888.35)

The total amount of Religious Life and Operating expenses spent so far is 66.56% (\$105,524.26). Our total amount of income so far this year minus the total about of our expenses gives us a net income of -\$9,338.94

Cash Balances as of 10/31/25

| | |
|----------------------------------|-------------------|
| Community Bank Checking Account | \$6,458.24 |
| Arrow Bank Checking Account | 1,000.00 |
| Arrow Bank Savings Account | 33,447.05 |
| Refugee Project Bank Account | 1,460.00 |
| Oak View National Bank 12 mon CD | 0.00 |
| UUA Common Endowment Fund | <u>168,834.06</u> |

Total Cash \$211,199.81

2026 Prepaid Pledges received as of 10/31/2025-\$10,000 not recorded as revenue until 2026 but is reflected in the cash balances.

The Annual Giving Campaign began Sunday Nov 2; the campaign's slogan was introduced, In Unity There is Strength. The campaign runs until the end of the month with follow up the first week in December. The budget may be revised to reflect the amount raised by the campaign and to be approved at next month's meeting. It is anticipated that we will close on the sale of the lot on the new base this month for \$145,000. The Finance and Endowment Committees are meeting this month and will make a recommendation on how best to invest the money next month.

Ursula Jones, Treasurer

UUFP 2025 BUDGET WORKSHEET

| | | ADOPTED | As of | % Earned | |
|-----------------------|--|---------------------|--------------------|---------------|-------------------|
| | | 2025 | 10/31/2025 | /Used | October |
| REVENUE/INCOME | | | | | |
| % of | | | | | |
| Budget | 2025 Contributions | | | | |
| | Share the Plate Donations | \$5,000.00 | \$5,145.35 | 102.90% | \$356.00 |
| | Other Donations | 7,000.00 | 1,116.30 | 15.95% | 500.00 |
| | Pledges includes the matching funds& Prepaid Pledges) | 101,406.00 | 87,059.42 | 85.85% | 2,638.65 |
| | Uncollectables (1.5% 2021) - 3% in 2022 & 2023 | (1,011.00) | 0.00 | 0.00% | 0.00 |
| | Interest Income | 10,000.00 | 1,519.45 | 15.19% | 2.59 |
| | 77% Contributions | \$122,395.00 | \$94,840.32 | 77.49% | \$3,497.24 |
| | Other Income | | | | |
| | Misc. Income | \$500.00 | \$0.00 | 0.00% | \$0.00 |
| | Rental Income | 600.00 | 400.00 | 66.67% | \$50.00 |
| | Community Outreach/Memorial Services | 1,200.00 | 0.00 | 0.00% | \$0.00 |
| | Gift Basket Raffle | 0.00 | 945.00 | n/a | \$145.00 |
| | Rummage Sales, Other Fundraisers (net expenses) | 2,500.00 | 0.00 | 0.00% | 0.00 |
| | 3% Other Income-Fundraising | \$4,800.00 | \$1,345.00 | 28.02% | -\$195.00 |
| | Total Income | \$127,195.00 | \$96,185.32 | 75.62% | \$3,692.24 |
| | 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 | \$96,185.32 | 60.67% | \$3,692.24 |
| EXPENSES | | | | | |
| | RELIGIOUS LIFE | | | | |
| | Living our Mission | | | | |
| | Social Gatherings (food, activities) | \$900.00 | \$373.75 | 41.53% | \$130.44 |
| | Faith Formation- Educational Materials | 200.00 | 0.00 | 0.00% | 0.00 |
| | Faith in Action (BLM, UtheVote, Climate, others) | 800.00 | 592.19 | 74.02% | 0.00 |
| | Share the Plate donations | 2,500.00 | 2,672.59 | 106.90% | 203.00 |
| | Community Outreach/Ceremony (offset by revenue) | 1,050.00 | 0.00 | 0.00% | 0.00 |
| | Interfaith Council | 30.00 | 30.00 | 100.00% | 0.00 |
| | 3% Living Our Mission | \$5,480.00 | \$3,668.53 | 66.94% | \$333.44 |
| | 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 | 156.02 | 240.03% | 142.50 |
| | Online subscrip (Zoom, Mailchimp, Canva, BGeeks) | 962.00 | 529.40 | 55.01% | 26.50 |
| | "Licensing (CVI), CCS, OneLicense" | 1,150.00 | 823.32 | 71.59% | 0.00 |
| | 2% Communicating | \$2,947.00 | \$1,771.01 | 60.10% | \$169.00 |
| | Religious Exploration | | | | |
| | RE Professional Development (incl REDA membership) | \$55.00 | \$0.00 | 0.00% | \$0.00 |
| | Materials/Supplies (snacks/supplies) | 200.00 | 119.75 | 59.88% | 60.75 |
| | 1% Religious Exploration | \$255.00 | \$119.75 | 46.96% | \$60.75 |
| | Worship | | | | |
| | Music | | | | |
| | Professional Development | \$90.00 | \$0.00 | 0.00% | \$0.00 |
| | Piano subs & guest musicians | 1,900.00 | 550.00 | 28.95% | 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 | \$682.00 | 24.62% | \$0.00 |
| | Sunday Services | | | | |
| | Food | \$300.00 | \$44.38 | 14.79% | 0.00 |
| | Worship Materials | 200.00 | 0.00 | 0.00% | \$0.00 |
| | Guest speakers* 10 lay, 3UU | 3,850.00 | 1,781.86 | 46.28% | \$85.46 |
| | Sunday Services | \$4,350.00 | \$1,826.24 | 41.98% | \$585.46 |
| | 4% Worship | \$7,120.00 | \$2,508.24 | 35.23% | \$585.46 |

| | | | | | |
|-----|--|---------------------|---------------------|---------------|--------------------|
| | 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% | UUJA Fair Share | \$8,250.00 | \$6,840.82 | 82.92% | \$702.58 |
| | | | | | |
| 18% | RELIGIOUS LIFE TOTAL | \$29,252.00 | \$19,259.60 | 65.84% | \$1,851.23 |
| | | | | | |
| | OPERATING EXPENSES | | | | |
| | | | | | |
| | Administrative Expenses | | | | |
| | Internet-Telephones | \$7,350.00 | \$1,661.05 | 22.73% | \$105.39 |
| | 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 | 1,471.61 | 76.61% | 129.72 |
| | SS Medicare, Emp taxes | 3,567.00 | 2,607.26 | 73.09% | 448.07 |
| | Insurance, WC, Disability (est.) | 1,927.00 | 1,898.70 | 98.53% | 179.51 |
| | Minister's disability insurance | 665.00 | 374.50 | 56.32% | 0.00 |
| | Breeze/PayPal Fees | 1,778.00 | 1,037.48 | 58.40% | 93.25 |
| | 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 | 269.00 | 89.67% | 45.00 |
| | AUJA 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 | \$10,338.38 | 66.77% | \$1,000.94 |
| | | | | | |
| | Buildings and Grounds | | | | |
| | Utilities: Palmer | \$1,692.00 | \$1,430.49 | 84.54% | \$59.53 |
| | Maintenance/Repairs Palmer | 1,900.00 | 338.86 | 17.83% | 40.86 |
| | Trash Removal | 240.00 | 201.88 | 84.03% | 19.84 |
| | Insurance | 2,677.00 | 2,625.00 | 98.06% | 212.00 |
| | Grounds | 1,600.00 | 2,172.00 | 135.75% | 956.00 |
| | Cleaner-Contractor/Supplies | 2,000.00 | 1,179.71 | 58.96% | 180.00 |
| | Kansas Ave/Montana Drive Property | 500.00 | 90.69 | 18.14% | 0.00 |
| 7% | Building & Grounds | \$10,609.00 | \$8,037.93 | 75.77% | \$1,468.23 |
| | | | | | |
| | Payroll Expense | | | | |
| | Ministerial Salary | \$36,431.00 | \$22,419.04 | 61.54% | \$0.00 |
| | Ministerial Housing Allowance | 15,000.00 | 9,230.72 | 61.54% | 0.00 |
| | Ministerial Retirement Contribution/Salary | 5,143.00 | 3,164.96 | 61.54% | 0.00 |
| | Staff (Office Assistant, Music Director, digital outreach, RE, RE Childcare & worship serv tech) | 46,632.00 | \$33,073.63 | 70.92% | \$5,677.23 |
| 65% | Payroll Expense | \$103,206.00 | \$67,888.35 | 65.78% | \$5,677.23 |
| | | | | | |
| 82% | Operating Expenses | \$129,298.00 | \$86,264.66 | 66.72% | \$8,146.40 |
| | | | | | |
| | Total Expenses | \$158,550.00 | \$105,524.26 | 66.56% | \$9,997.63 |
| | | | | | |
| | REVENUES | \$158,550.00 | \$96,185.32 | | \$3,692.24 |
| | EXPENSES | 158,550.00 | 105,524.26 | | 9,997.63 |
| | NET INCOME | \$0.00 | -\$9,338.94 | | -\$6,305.39 |
| | | | | | |
| | Cash Balances as of 10/31/2025 | | | | |
| | Community Bank Checking Accounts | \$6,458.24 | | | |
| | Glens Fall National Bank Checking Account | 1,000.00 | | | |
| | Glens Fall National Bank Savings Account | 33,447.05 | | | |
| | 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 | \$211,199.81 | | | |

The background features a light gray gradient with several overlapping circles in shades of gray. In the bottom-left corner, there is a stylized leaf pattern. A thin white line curves across the right side of the page.

Endowment for UUFP

Many non-profits (colleges, hospitals, churches) have endowments

AN ENDOWMENT IS A FUND ESTABLISHED BY DONATIONS THAT ARE INVESTED TO GENERATE INCOME. THE PRINCIPAL AMOUNT (THE ORIGINAL DONATED FUNDS) IS TYPICALLY KEPT INTACT, WHILE THE EARNINGS FROM THE INVESTMENTS ARE USED TO SUPPORT THE ORGANIZATION'S MISSION, OPERATIONS, OR SPECIFIC PROJECTS.

[<https://www.philanthropy.com/legal/understanding-endowments>]

How UUFP holds it savings

Now

UUFP does not have an endowment

Our saved funds are held in a bank and we collect interest, either in savings accounts or through CDs

In recent years interest earned is spend to support the fellowship

In recent years part of the principle has also been spent to cover the minister's salary

Proposed change

UUFP would move our savings into an endowment fund

This would be invested in the Unitarian Universalist Common Endowment Fund (UUCEF)

This would grow (or shrink) based on new donations and investment returns

Based on an agreed policy, a portion of the whole fund would be drawn down each year to support the work of the fellowship

Benefits/Risks of an endowment

Benefits:

Usually funds invested in an endowment grow faster in the long term (approx. 8% per year) than they would in a savings account

Funds in the endowment are invested based on our UU values

Institutions with endowments tend to be more careful in protecting their nest egg, which encourages new donations

Risks:

Since the nest egg is invested, there is higher risk of loss in the short/medium term

Endowments are less flexible, and more steps have to be taken to spend money in an "emergency"

Should UJFP ever have a really large endowment, that might discourage pledging