

UUFP Board Meeting, January 20, 2026

In attendance: Nicholas Hunt-Bull, Tana Hanley, Ursula Jones, Stacey Edwards,
Michael Vaughan, Jerry Bates (non-voting member) and Lisa Bulriss.

Absent: Vincine Fallica and Mark Preston

Notetaker: Lisa Bulriss

Item	Discussion	If a task is involved, who is overseeing it and deadline?
Check In	Ursula Jones	
December 16, 2025 and January 13, 2026 Board Meeting Minutes	Nicholas asked if there were any comments or changes to the December 16, 2025 and January 13, 2026 board meeting minutes. No objections, minutes of both meetings are approved.	
Treasurer's Report	<p>Ursula reviewed the 2025 budget report representing the whole year. The total income was 91% of what was projected; fundraising, interest and misc. revenue was lower than projected. Total expenses were less than anticipated due to Rev. Nicholine's departure mid-year. A discussion took place regarding the value of the UUCEF and the endowment fund policy being passed. At the end of 2025, we utilized approximately \$6,000 from savings to balance the budget, compared to the anticipated \$31,000. This allowed us to rebuild our savings.</p> <p>The 2026 annual campaign raised \$96,139. Ursula stated we will need to appoint a new fundraising committee this year. Ursula stated they are still waiting for a date to close on the Kansas Avenue lot; hopefully soon.</p> <p>Nicholas asked if there were any objections to accepting the Treasurer's Report, no objections, Treasurer's Report accepted.</p>	
Review 2026 Proposed Budget	Ursula reviewed the proposed 2026 Budget; the significant change in this budget is no funds are needed from savings to balance the budget. Ursula reviewed the cash balances as of December 31, 2025. Ursula stated again we will need to appoint a new fundraising committee this year.	
Annual Congregational Meeting's Agenda	Nicholas reviewed the slides he prepared for the Annual Congregational Meeting on February 1, 2026. Discussion took place on the endowment proposal and policy. The board's goal is to build an endowment fund that supports half of the minister's salary. Nicholas will summarize the endowment proposal and policy for the annual congregational meeting. Copies of the endowment proposal and policy will be provided at the meeting. Ursula explained the proceeds from the lot sale, along with a \$10,000 memorial donation in memory of Henry Morlock will be	

	placed into the endowment fund, bringing the total balance to \$338,000. Per the proposed endowment policy, a 5% annual withdrawal is permitted, which equates to \$16,900. If this withdrawal is taken in both 2026 and 2027, it will supplement the ministerial expenses. The board discussed the timeline for hiring a minister in August 2027. After discussion, the Board will present to the congregation at the June 2026 meeting the plan to hire a contract minister and create a search committee in September 2026.	
Appendix A Update	Lisa stated the employees have been working diligently on updating the Appendix A to coincide with the anticipated new flow chart. The appendix A defines the board and Congregational Life Group (CLG) committees. The CLG would like to ask the board to review the board's section of the Appendix A. Tana and Nicholas offered to do this. Lisa will send Appendix A to them.	Tana and Nicholas will review the Appendix A of the bylaws. Lisa to email them the appendix A.
UUA Certification	Tana and Ursula completed the annual UUA certification. The board reviewed the certification. Minor changes were made.	
Draft of Job description for new position	Lisa stated employees are still working on the job description and will keep the board updated as this progresses.	
Check out	Ursula	
Next Meeting	Next Board meeting is Tuesday, February 17, 2026 at 6:30 PM. Future Board Meeting time is 6:30 PM and dates are as follows: March 17, 2026, April 21, 2026, May 19, 2026 and June 16, 2026.	Mark is responsible for Check-in and Check-out at February 17, 2026 meeting.

UUF Board Meeting 1/20/26
 Treasurer Report as of 12/31/25

As of the end of last year (2025) we had collected 91.03% \$115,782.83 of the projected income excluding the projected \$31,355.00) from savings. This includes 100.12% of pledges or \$101,524.86. The income by percentage and actual amounts includes the following:

Contributions	
Share the Plate	149.10% (\$7,455.05)
Other donations	49.11% (\$3,437.80)
Pledges	100.12% (\$101,524.86)
Interest income	15.30% (\$1,530.00)
Other income/fundraising	
Misc. income	13.00% (\$65.00)
Rental income	66.67% (\$400.00) includes zoom rental
Community/Mem Ser	0.0% (\$0.00)
Gift Basket	n/a (\$1,170.00)
In-Kind Revenue	n/a (\$200.00)
Rummage Sales/other	0.0% (\$0.00)
Total excluding Amt from Savings	91.03% (\$115,782.83)

Total expenses for 2025 were 76.91% (\$121,948.45) of projections, with most costs being close to projected amounts. Expenses by percentage and actual amounts include the following:

Religious Life expended 83.96% (\$24,558.58) of their budget distributed as follows:

Living Our Mission	94.81% (\$5,195.39) includes STP
Communicating	82.63% (\$2,435.11)
Religious Exploration	68.82% (\$175.50)
Worship	58.36% (\$4,155.35)
Professional Ministry	83.68% (\$4,351.25)
UUA Fair Share	99.95% (\$8,245.98)
Operating Expenses reached 75.32% (97,389.87) of the projected budget	

including:

Admin Expense	78.25% (\$12,115.27)
B&G	89.20% (\$9,463.87)
Payroll	73.46% (\$75,811.23)

The total amount of Religious Life and Operating expenses spent in 2025 Was 76.91% (\$121,948.45). Our total income this year (2025) minus the total of our expenses nets an income of \$6,165.62 versus the projected shortfall of \$31,355 projected to balance the budget.

Cash Balances as of 12/31/25

Community Bank Checking Account	\$19,619.26
Arrow Bank Checking Account	1,000.00
Arrow Bank Savings Account	28,457.60
Refugee Project bank Account	1,344.86
Oak View National Bank 12 month CD	0.00
UUA Common Endowment Fund 12/31/2025	<u>188,962.19</u>
Total Cash	\$239,383.91

In 2025 we collected only 91.03% of the projected income including 100.12% of pledges; The reduced income was due to lower than projected donations, interest, fundraising, and community outreach/memorial services. We spent 76.91% of projected expenses; Rev. Nicoline's departure reduced our payroll expenses; we had no unanticipated Administrative or Buildings and Grounds expenses; and we had slightly less costs in both of those categories. If Rev Nicoline had stayed, we would have utilized the projected \$31,000 from savings. Another interesting figure is the amount of cash we have not counting the endowment fund (\$239,383.91 - \$188,962.19) which is \$50,421.72.

The Annual Giving campaign which ran from November thru December Raised \$96,139 toward the goal of \$101,000. The campaign used a strategy of "matching funds" to induce members to make or increase their pledge. The proposed budget 2026 includes all our basic expenses. It has a \$3,000 surplus which we need to specify goes to the fund to hire a minister. The Board needs to appoint a new fundraising committee with a goal of raising enough money to be able to afford to hire a minister in the fall of 2027. The proposed Policies to be voted on for the Endowment Fund at the Annual Congregational meeting include a provision for withdrawing a percent of the fund to support the general operating expense. This budget will be brought to the congregation for a vote January 25, 2026.

The last asset we have is the sale of lot 14 on the new base for \$145,000 which should be closed by the end of the month. This money could be added to the budget directly to hire a minister, or it could be put into a savings account, a cd, or the endowment fund with the goal of increasing the amount withdrawn for budget support.

Ursula Jones, Treasurer

		UUPF 2025 BUDGET WORKSHEET			
		ADOPTED	NOT FINAL		
		2025	As of	% Earned	
			12/31/2025	/Used	December
			1/15/2026		
REVENUE/INCOME					
% of					
Budget	2025 Contributions				
	Share the Plate Donations	\$5,000.00	\$7,455.05	149.10%	\$1,536.90
	Other Donations	7,000.00	3,437.80	49.11%	2,251.50
	Pledges includes the matching funds& Prepaid Pledges)	101,406.00	101,524.98	100.12%	11,926.91
	Uncollectables (1.5% 2021) - 3% in 2022 & 2023	(1,011.00)	0.00	0.00%	0.00
	Interest Income	10,000.00	1,530.00	15.30%	5.05
77%	Contributions	\$122,395.00	\$118,947.83	93.10%	\$15,720.36
Other Income					
	Misc. Income	\$500.00	\$65.00	13.00%	65.00
	Rental Income	600.00	400.00	66.67%	\$0.00
	Community Outreach/Memorial Services	1,200.00	0.00	0.00%	\$0.00
	Gift Basket Raffle	0.00	1,170.00	n/a	\$55.00
	In-Kind Revene	0.00	200.00	n/a	\$200.00
	Rummage Sales, Other Fundraisers (net expenses)	2,500.00	0.00	0.00%	0.00
3%	Other Income-Fundraising	\$4,800.00	\$1,835.00	38.23%	\$320.00
	Total Income	\$127,195.00	\$115,782.83	91.03%	\$16,040.36
	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	\$115,782.83	73.03%	\$16,040.36
EXPENSES					
RELIGIOUS LIFE					
Living our Mission					
	Social Gatherings (food, activities)	\$900.00	\$497.71	55.30%	\$123.96
	Faith Formation- Educational Materials	200.00	0.00	0.00%	0.00
	Faith in Action (BLM, UUtheVote, Climate, others)	800.00	592.19	74.02%	0.00
	Share the Plate donations	2,500.00	4,075.49	163.02%	992.90
	Community Outreach/Ceremony (offset by revenues)	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	\$5,195.39	94.81%	\$1,116.86
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	300.92	462.95%	144.90
	Online subscripts (Zoom, Mailchimp, Canva, GGeeks)	962.00	1,048.60	109.00%	26.50
	"Licensing (CVU, CCS, OneLicense)"	1,150.00	823.32	71.59%	0.00
2%	Communicating	\$2,947.00	\$2,435.11	82.63%	\$171.40
Religious Exploration					
	RE Professional Development (incl LREDA membership)	\$55.00	\$0.00	0.00%	\$0.00
	Materials/Supplies (snacks/supplies)	200.00	175.50	87.75%	55.75
1%	Religious Exploration	\$255.00	\$175.50	68.82%	\$55.75
Worship					
Music					
	Professional Development	\$90.00	\$0.00	0.00%	\$0.00
	Piano subs & guest musicians	1,900.00	1,275.00	67.11%	600.00
	Hymnals, Supplies	0.00	47.11	0.00%	47.11
	PERMISSIONS/DONATIONS (music, streaming rights)	480.00	525.00	109.38%	525.00
	Equipment & repairs	300.00	132.00	44.00%	0.00
	Music	\$2,770.00	\$1,979.11	71.45%	\$1,172.11
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	2,131.85	55.37%	350.00
	Sunday Services	\$4,350.00	\$2,176.24	50.03%	\$350.00
4%	Worship	\$7,120.00	\$4,155.35	58.36%	\$1,522.11
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	\$8,245.98	99.95%	\$702.58
18%	RELIGIOUS LIFE TOTAL	\$29,232.00	\$24,558.58	83.96%	\$3,568.70
	OPERATING EXPENSES				
	Administrative Expenses				
	Internet-Telephones	\$2,350.00	\$1,891.84	80.50%	\$125.40
	Office Supplies (General)	300.00	122.96	40.99%	17.98
	Postage	50.00	45.97	91.94%	2.17
	Board Expenses	175.00	0.00	0.00%	0.00
	Payroll Service	1,921.00	1,801.21	93.76%	131.84
	SS Medicare, Emp taxes	3,567.00	3,231.71	90.60%	307.86
	Insurance, WC, Disability (est.)	1,927.00	2,129.89	110.53%	144.28
	Minister's disability insurance	665.00	374.50	56.32%	0.00
	Breaza/PayPal Fees	1,278.00	1,303.19	101.97%	153.46
	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	344.00	114.67%	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	\$15,485.00	\$12,115.27	78.25%	\$912.99
	Buildings and Grounds				
	Utilities- Palmer	\$1,692.00	\$1,747.20	103.26%	\$215.37
	Maintenance/Repairs Palmer	1,900.00	392.81	20.67%	51.95
	Trash Removal	240.00	241.46	100.61%	19.91
	Insurance	2,677.00	2,625.00	98.06%	0.00
	Grounds	1,600.00	2,947.00	184.19%	775.00
	Cleaner-Contractor/Supplies	2,000.00	1,419.21	70.96%	120.00
	Kansas Ave/Montana Drive Property	500.00	90.69	18.14%	0.00
7%	Building & Grounds	\$10,609.00	\$9,463.37	89.20%	\$1,184.23
	Payroll Expense				
	Ministerial Salary	\$36,431.00	\$27,419.04	61.54%	50.00
	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	540,896.51	87.91%	1,904.42
65%	Payroll Expense	\$103,206.00	\$75,811.23	73.46%	\$3,904.42
82%	Operating Expenses	\$129,298.00	\$97,389.87	75.32%	\$6,001.64
	Total Expenses	\$158,550.00	\$121,948.45	76.91%	\$9,570.34
	REVENUES	\$158,550.00	\$115,782.83		\$16,040.36
	EXPENSES	158,550.00	121,948.45		9,570.34
	NET INCOME	\$0.00	-\$6,165.62		\$6,470.02
	Cash Balances as of 12/31/2025				
	Community Bank Checking Accounts	\$19,619.26			
	Glens Fall National Bank Checking Account	1,000.00			
	Glens Fall National Bank Savings Account	28,457.60			
	Refugee Project bank Account	1,344.86			
	Oak View National Bank- 12 months CD	0.00			
	UU Endowment Fund (as of 12/31/25)	188,962.19			
	Total Cash	\$239,383.91			
	2026 Prepaid Pledges received as of 12/31/2025-\$15,415.07 not recorded as revenue until 2026 but reflected in the cash balances				

as of 01/13/26

UUFP 2026 DRAFT BUDGET WORKSHEET					
		PROPOSED	ADOPTED	As of	% Earned
		2026	2025	12/31/2025	/Used
REVENUE/INCOME					
% of					
Budget	2026 Contributions				
	Share the Plate Donations	\$6,000.00	\$5,000.00	\$7,455.05	149.10%
	Other Donations	1,000.00	7,000.00	3,437.80	49.11%
	Pledges includes the matching funds& Prepaid Pledges)	96,139.00	101,406.00	101,524.98	100.12%
	Uncollectables (1.0%)	(961.00)	(1,011.00)	0.00	0.00%
	Interest income	100.00	10,000.00	1,530.00	15.30%
	Investment income	0.00	0.00	0.00	0.00%
96%	Contributions	\$106,278.00	\$122,395.00	\$113,947.83	93.10%
Other Income					
	Misc. Income	\$500.00	\$500.00	\$65.00	13.00%
	Rental Income	500.00	600.00	400.00	66.67%
	Community Outreach/Memorial Services	0.00	1,200.00	0.00	0.00%
	Gift Basket Raffle	1,000.00	0.00	1,170.00	n/a
	In-Kind Revenue	0.00	0.00	200.00	n/a
	Rummage Sales, Other Fundraisers (net expenses)	1,568.00	2,500.00	0.00	0.00%
4%	Other Income-Fundraising	\$3,968.00	\$4,800.00	\$1,835.00	38.21%
	Total Income	\$110,246.00	\$127,195.00	\$115,782.83	91.03%
	DWL Restricted Funds	\$200.00	\$0.00	\$0.00	n/a
	Savings	\$0.00	\$31,355.00	\$0.00	0.00%
0%	Contributions from Savings	\$200.00	\$31,355.00	\$0.00	0.00%
	Total Income	\$110,446.00	\$158,550.00	\$115,782.83	73.03%
EXPENSES					
RELIGIOUS LIFE					
Living our Mission					
	Social Gatherings (food, activities)	\$500.00	\$900.00	\$497.71	55.30%
	Faith Formation- Educational Materials	200.00	200.00	0.00	0.00%
	Faith in Action (BLM, UUtheVote, Climate, others)	800.00	800.00	597.19	74.02%
	Share the Plate donations	3,000.00	2,500.00	4,079.49	165.02%
	Community Outreach/Ceremony (offset by revenues)	0.00	1,050.00	0.00	0.00%
	Interfaith Council	30.00	30.00	30.00	100.00%
4%	Living Our Mission	\$4,930.00	\$5,480.00	\$5,195.39	94.81%
Communicating					
	Advertising (brochures, posters, print ads, LED Signage)	\$590.00	\$590.00	\$118.10	20.02%
	Website domain/backup service/new website domain	180.00	180.00	144.17	80.09%
	Printing	80.00	65.00	300.93	462.95%
	Online subscrips (Zoom, Mailchimp, Camw, GGEEKS)	600.00	967.00	1,048.60	109.00%
	Licensing (CVL, CCS, OneLicense)	1,000.00	1,150.00	823.32	71.59%
2%	Communicating	\$2,450.00	\$2,947.00	\$2,435.11	83.63%
Religious Exploration					
	RE Professional Development (incl LREDA membership)	\$55.00	\$55.00	\$0.00	0.00%
Move	DRE 5hrs weekly/	2,895.00	5,278.00	3,227.40	61.15%
in	Childcare Care expenses includes FB	6,534.00	5,180.00	2,556.36	49.35%
Move	OWL Expenses	200.00	0.00	0.00	100.00%
	Materials/Supplies (snacks/supplies)	200.00	200.00	175.90	87.95%
13%	Religious Exploration	\$14,884.00	\$10,713.00	\$5,959.26	55.63%
Worship					
Music					
	Professional Development	\$90.00	\$90.00	\$0.00	0.00%
	Piano subs & guest musicians	1,900.00	1,900.00	1,275.00	67.11%
	Hymnals, Supplies	0.00	0.00	47.11	0.00%
	PERMISSIONS/DONATIONS (music, streaming rights)	480.00	480.00	525.00	109.36%
	Equipment & repairs	300.00	300.00	132.00	44.00%
	Music	\$2,770.00	\$2,770.00	\$1,979.11	71.45%
Sunday Services					
	Food	\$300.00	\$300.00	\$44.38	14.79%
	Worship Materials	200.00	200.00	0.00	0.00%
	Guest speakers*10 lay, 3UU	6,750.00	3,850.00	2,131.86	55.37%
	Sunday Services	\$7,250.00	\$4,350.00	\$2,176.24	50.03%

9%	Worship:	\$10,020.00	\$7,120.00	\$4,155.35	58.36%
	Professional Ministry				
	Minister Professional Development	\$0.00	\$5,200.00	\$4,351.25	83.68%
0%	Professional Ministry	\$0.00	\$5,200.00	\$4,351.25	83.68%
8%	UUA Fair Share	\$8,710.00	\$8,250.00	\$8,245.98	99.95%
37%	RELIGIOUS LIFE TOTAL	\$40,994.00	\$39,710.00	\$30,342.34	76.41%
	OPERATING EXPENSES				
	Administrative Expenses				
	Internet-Telephones	\$1,445.00	\$2,350.00	\$1,891.84	80.50%
	Office Supplies (General)	300.00	300.00	122.96	40.99%
	Postage	60.00	50.00	45.97	91.94%
	Board Expenses	175.00	175.00	0.00	0.00%
	Payroll Service	2,055.00	1,921.00	1,901.21	93.78%
	SS Medicare, Emp taxes	4,662.00	3,567.00	3,231.71	90.60%
	Insurance, WC, Disability (est.)	2,053.00	1,927.00	2,129.89	110.53%
	Minister's disability insurance	0.00	665.00	374.50	56.32%
	Breeze/PayPal Fees	1,315.00	1,278.00	1,303.19	101.97%
	Technology	300.00	300.00	0.00	0.00%
	Leadership Development	600.00	600.00	540.00	90.00%
	CLM Training/Development	300.00	300.00	200.00	66.67%
	Safe Congregation Screening	100.00	100.00	0.00	0.00%
	Visa Application Fees	0.00	1,000.00	0.00	0.00%
	Cumsposting	400.00	300.00	344.00	114.67%
	AUUA Membership	50.00	50.00	50.00	100.00%
	Contingency & Miscellaneous	500.00	300.00	0.00	0.00%
	Minister's Discretionary Budget	0.00	300.00	80.00	26.67%
13%	Administration	\$14,315.00	\$15,481.00	\$12,115.27	78.25%
	Buildings and Grounds				
	Utilities- Palmer	\$1,800.00	\$1,687.00	\$1,747.20	103.26%
	Maintenance/Repairs Palmer	1,000.00	1,900.00	392.81	20.67%
	Trash Removal	240.00	240.00	241.46	100.61%
	Insurance	2,900.00	2,677.00	2,625.00	98.06%
	Grounds	2,500.00	1,600.00	2,947.00	184.19%
	Cleaner-Contractor/Supplies	2,000.00	2,000.00	1,419.21	70.96%
	Kansas Ave./Montana Drive Property	100.00	500.00	80.69	18.14%
10%	Building & Grounds	\$10,540.00	\$10,608.00	\$9,463.37	89.20%
	Payroll Expense				
	Ministerial Salary	\$0.00	\$36,433.00	\$22,419.04	61.54%
	Ministerial Housing Allowance	0.00	15,000.00	9,230.72	61.54%
	Ministerial Retirement Contribution/Salary	0.00	5,143.00	3,164.96	61.54%
	Staff (Office Assistant, Music Director, digital outreach, & worship serv	44,597.00	36,174.00	\$35,212.75	97.34%
40%	Payroll Expense	\$44,597.00	\$92,748.00	\$70,027.47	75.50%
63%	Operating Expenses	\$69,452.00	\$118,840.00	\$91,606.11	77.08%
	Total Expenses	\$110,446.00	\$158,550.00	\$121,948.45	76.91%
	REVENUES	\$110,446.00	\$158,550.00	\$115,782.83	
	EXPENSES	110,446.00	158,550.00	121,948.45	
	NET INCOME	\$0.00	\$0.00	-\$6,165.62	
	Cash Balances as of 12/31/2025				
	Community Bank Checking Accounts		\$19,619.26		
	Arrow Bank Checking Account		1,000.00		
	Arrow Bank Savings Account		28,457.60		
	Refugee Project bank Account		1,344.86		
	UU Endowment Fund (as of 12/31/25)		188,962.19		
	Total Cash		\$239,383.91		

2026 Prepaid Pledges received as of 12/31/2025-\$15,415.97 not recorded as revenue until 2026 but reflected in the cash balances

Endowment Proposal, UU Fellowship of Plattsburgh

This proposal addresses part X.1 of existing UUFP "Bylaws on Establishment of Endowment Fund"

The current bylaws are italicized. Bylaws: Endowment Proposal bolded

X. Establishment of Endowment Fund

X.1 An endowment fund shall be established for the purpose of the governance, and operational procedures shall be defined by special resolution adopted by the Congregation.

X.2 The UUFP Endowment ("the Endowment") provides responsible management of funds raised for the long-term needs of the fellowship. Its annual draw, as governed by this endowment policy, will be used to help support the operating budget. Its corpus, and retained earnings, may only be used for compelling special needs of the Fellowship as approved by the Endowment Committee, the Board of Trustees, and the members of UUFP at a congregational meeting.

X.3 The congregation shall establish an endowment fund to assure the long-range financial future of the Fellowship, to help manage financial emergencies, and to fund capital needs and special projects that support the vision and mission of the fellowship.

X.4 The Finance Committee of UUFP shall act as the Endowment Fund Committee. The Endowment Fund Committee shall govern the endowment fund and shall serve as the custodian of the Endowment Investment and Distribution Policy passed by a vote of two-thirds of the members of the congregation. This policy shall provide for the protection of the core (corpus) of the endowment over the long term and shall require the Committee to exercise the utmost of care to respect the integrity of restrictions placed on any gift to the endowment.

X.5 A 2/3 vote of the members of the Endowment Fund Committee is needed to carry any motion or resolution. The Committee shall elect its own chairperson. The Committee shall report to the Board of Trustees on a quarterly basis and provide a written report to the congregation at the annual meeting of the congregation.

X.6 The Endowment Fund Committee is empowered, acting through its elected chair, to hold, sell, exchange, rent, lease, transfer, convert, invest, and in all other respects manage and control the assets of the endowment pursuant to the

Endowment Investment and Distribution Policy. The Committee shall act in its sole judgment and discretion, as it deems wise and prudent, without further approvals.

X.7 Committee members shall not be liable for any losses incurred by the endowment fund except to the extent that such losses arise out of acts or omissions of willful misconduct or gross negligence. Each member shall be liable for his or her own acts and omissions of willful misconduct or gross negligence and not for the acts or omissions of other members.

X.8 No member of the Committee shall engage in any self-dealing or transactions with the endowment fund in which the member has a direct or indirect financial interest. Members are expected to inform the Committee on an annual basis of any investments or business relationships involving the congregation. Members shall refrain at all times from conduct in which his or her personal interests would conflict with the interest of the endowment fund.

Draft 12/16/25

Approved by Board 12/16/2025

Approved by Congregation:

Unitarian Universalist Fellowship of Plattsburgh
Endowment Investment and Distribution Policy, UUFP

A. General

1. The Endowment Fund Committee shall invest the assets of the endowment with the objective of earning an average annual total return of at least 8 percent consistent with moderate risk. The Committee shall endeavor to invest the assets of the endowment in a socially responsible manner. It is intended that reasonable restrictions placed on any gift by a donor will be faithfully followed, subject to the Committee's determination of the integrity and best interests of the endowment.
2. Initially all funds in the UUFP Endowment will be invested in the Unitarian Universalist Common Endowment Fund (UUCEF) or its successor funds endorsed by the UUA. Working with the Board of Trustees, the Endowment Committee has the authority to adjust investments in the future.
3. In order to protect and preserve the corpus of the endowment over the long term, the Committee shall distribute no more than 5 percent per year of the total market value of the assets, as determined by the average total market value on the last business day of each of the four immediately preceding calendar quarters.
4. If less than 5 percent is distributed in one year, the Committee may distribute more than 5 percent in a subsequent year, as long as the distributions do not exceed that rate percent on a cumulative basis.
5. The Committee may provide for such professional counsel on investments or legal matters as it deems best and may incur reasonable expenses in the execution of its duties. The expenses shall be paid from the endowment.

B. Funds

1. In the future the congregation may choose to establish additional endowment funds for particular purposes, such as a "building fund," "social responsibility fund," or "minister's fund." At launch in 2026, the endowment will be a single fund, the UUFP Endowment Fund or the "unrestricted fund". Should additional funds be added, that should be noted by adding additional sections to this policy after "C. Unrestricted Fund"
- 2) Endowment gifts or bequests will be assigned to the unrestricted fund. Based on specific requests from actual or potential donors, the endowment committee may in future add additional funds for particular purposes as noted in the previous paragraph.

3) Any gift or windfall received by the congregation over \$10,000 will be added to the UUFP Endowment Fund endowment, unless the Finance Committee and Board of Trustees determine that those funds should be used for some other specific purpose such as buying a property or paying off a debt.

C. Unrestricted Fund

1. Distributions from the Unrestricted Reserve Fund may be used for any purpose to further the work of the church, including for the ordinary and customary operating expenses of the church.

2. Any distribution in excess of the draw percentage set above (in section A. of this policy) must be endorsed by the Board of Trustees and approved by a two-thirds majority vote of the congregation in a Congregational Meeting

DRAFT 12/9/25

Approved at UUFP Board Meeting 12/16/25

Approved at Annual Congregational Meeting:

Most recently amendment: 12/18/25