

UUFP Board Meeting, February 17, 2026

In attendance: Nicholas Hunt-Bull, Tana Hanley, Ursula Jones, Stacey Edwards,
 Jerry Bates (non-voting member) Vincine Fallica, Mark Preston
 and Lisa Bulriss
 Absent: Michael Vaughan
 Notetaker: Lisa Bulriss

Item	Discussion	If a task is involved, who is overseeing it and deadline?
Check In	Mark Preston	
January 20, 2026 Board Meeting Minutes	Nicholas asked if there were any comments or changes to the January 20, 2026 board meeting minutes. No objections, minutes of the January 20, 2026 board meeting are approved.	
February 1, 2026 Annual Congregational Meeting Minutes	Nicholas asked if there were any comments or changes to the February 1, 2026 Annual Congregational Meeting minutes. Ursula requested to add the number of voting members to the quorum section. Also, Ursula requested the Refugee Report be added to that section and remove what is there. No further objections, minutes of the February 1, 2026 Annual Congregational Meeting are approved with the corrections.	
Treasurer's Report	<p>Ursula stated there is no Treasurer's Report this month; there is nothing remarkable with the 1st month of the year. Ursula asked if there were any questions with the January Budget Worksheet. No questions. Nicholas thanked Ursula.</p> <p>Nicholas asked if there were any objections to accepting the January Budget Report, no objections, January's Budget Report accepted.</p>	
Review how annual meeting went	Nicholas requested a round to discuss how the annual meeting went. The Board felt meeting went well. Meeting was well attended and members were engaged. Agenda and presentation well established.	
Recommissioned Dorothy Latta, CLM	Nicholas received information from Dorothy Latta being re-commissioned as our Commissioned Lay Minister. Nicholas shared this information with Tana. Nicholas and Tana reviewed the paperwork. Nicholas asked the board if it is the will of the board to re-commission Dorothy Latta and a ceremony celebrating the re-commission. Ursula requested the agreement include Dorothy providing a report to the board. After discussion the board decided to request a report semi-annually, months of May and October. Mark made a motion to reappoint the Commissioned Lay Minister, Dorothy Latta and the co-chairs to make arrangements for	<p>Co-Chairs Tana and Nicholas will make arrangements for a celebration of the reappointment. Nicholas to communicate with Dorothy. Nicholas will also provide the</p>

	a celebration and provide paperwork to the Office Assistant, 2 nd by Tana. No objections, all approved. Nicholas will communicate back to Dorothy Latta of the board's decision.	documentation to Lisa.
Appoint Nominating Committee	<p>Board reviewed who is staying on the board and who is leaving at the end of June. Mark and Ursula depart at the end of June. They have served 6 consecutive years.</p> <p>Jerry and Tana volunteered to be on the Nominating Committee (which the next item changed the title to Leadership Development Committee). Mark offered to help. The board terms run from July 1st to June 30th of the calendar year.</p>	Jerry and Tana will serve on the (Nominating) Leadership Development Committee.
Appendix A of the Bylaws	<p>Lisa stated the employees have been working on revising the Appendix A so it aligns with the new fellowship flowchart. Lisa stated currently Appendix A defines the Board Committees and the Council on Shared Ministry (CoSM) Committees. The Congregational Life Group (CLG) replaces the CoSM. The CoSM included two clusters and the revisions replace these two clusters with nine teams. The new nine teams are defined in the Appendix A that was sent to the board for their review. Tana made a motion to approve the changes, 2nd by Stacey. A discussion took place of the proposed changes. The following items were decided by the Board:</p> <ul style="list-style-type: none"> • Change the name of the Nominating Committee back to Leadership Development. This committee should, to any extent possible, seek to develop leadership including by encouraging attendance of the General Assembly. • Revisit the sentence on the first page "The Board of Trustees or Congregational Life Group (CLG) may modify the structures and duties of the teams/committees and will report such changes to the congregation." • Buildings and Grounds responsible for major maintenance and long-term care falls under the Board Committee and Appendix B falls under the CLG, Buildings and Grounds Team. • Board tabled the changes to Appendix A but the board agreed for the CLG team to go ahead with the flow chart. • Ursula and Nicholas will review the Board Committees section of the Appendix A. 	<p>Lisa to send Jerry the Bylaws.</p> <p>Nicholas and Ursula to review the Board committees of the Appendix A.</p>
Items for next month's meeting	Vin requested the minister's discretionary fund be added to the March's agenda.	Add to March's agenda the discussion of the Minister's Discretionary Fund.
Check out	Mark Preston	
Next Meeting	Next Board meeting is Tuesday, March 17, 2026 at 6:30 PM.	Michael is responsible for Check-in and

	Future Board Meeting time is 6:30 PM and dates are as follows: April 21, 2026, May 19, 2026 and June 16, 2026.	Check-out at March 17, 2026 meeting.
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UJFP 2026 BUDGET WORKSHEET

		ADOPTED	As of	% Earned	
		2026	1/31/2026	/Used	January
REVENUE/INCOME					
% of					
Budget	2026 Contributions				
	Share the Plate Donations	\$6,000.00	\$645.00	10.75%	\$645.00
	Other Donations	5,000.00	10,050.00	201.00%	10,050.00
	Pledges includes the matching funds& Prepaid Pledges	96,139.00	28,077.43	29.21%	28,077.43
	Uncollectables (1.0%)	(961.00)	0.00	0.00%	0.00
	Interest Income	100.00	6.50	6.50%	6.50
	Investment Income	0.00	0.00	0.00%	0.00
96%	Contributions	\$106,278.00	\$38,778.93	36.49%	\$38,778.93
	Other Income				
	Misc. Income	\$500.00	\$0.00	0.00%	\$0.00
	Rental Income	500.00	75.00	15.00%	75.00
	Gift Basket Raffle	1,000.00	70.00	7.00%	70.00
	Rummage Sales, Other Fundraisers (net expenses)	1,968.00	0.00	0.00%	0.00
4%	Other Income-Fundraising	\$3,968.00	\$145.00	3.65%	\$145.00
	Total Income	\$110,246.00	\$38,923.93	35.31%	\$38,923.93
	OWI Restricted Funds	\$200.00	\$0.00	0.00%	0.00
	Savings	\$0.00	\$0.00	0.00%	0.00
0%	Contributions from Savings	\$200.00	\$0.00	0.00%	\$0.00
	Total Income	\$110,446.00	\$38,923.93	35.24%	\$38,923.93
EXPENSES					
RELIGIOUS LIFE					
	Living our Mission				
	Social Gatherings (food, activities)	\$900.00	\$0.00	0.00%	\$0.00
	Faith Formation- Educational Materials	200.00	504.00	252.00%	504.00
	Faith in Action (BLM, UUtheVote, Climate, others)	800.00	0.00	0.00%	0.00
	Share the Plate donations	3,000.00	382.50	12.75%	382.50
	Interfaith Council	30.00	0.00	0.00%	0.00
4%	Living Our Mission	\$4,930.00	\$886.50	17.98%	\$886.50
	Communicating				
	Advertising (brochures, posters, print ads, LED Signage)	\$590.00	\$0.00	0.00%	\$0.00
	Website domain/backup service/New website domain	180.00	0.00	0.00%	0.00
	Printing	80.00	0.00	0.00%	0.00
	Online subscrpts (Zoom, Mailchimp, Canva, GGeeks)	800.00	26.50	4.42%	26.50
	"Licensing (CVI, CCS, OneLicense)"	1,000.00	0.00	0.00%	0.00
7%	Communicating	\$2,450.00	\$26.50	1.08%	\$26.50
	Religious Exploration				
	RE Professional Development (incl LREDA membership)	\$55.00	\$0.00	0.00%	\$0.00
	OWI Expenses	200.00	0.00	100.00%	0.00
	Materials/Supplies (snacks/supplies)	200.00	18.99	9.50%	18.99
1%	Religious Exploration	\$455.00	\$18.99	4.17%	\$18.99
	Worship				
	Music				
	Professional Development	\$80.00	\$0.00	0.00%	\$0.00
	Piano subs & guest musicians	1,900.00	0.00	0.00%	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	135.00	45.00%	135.00
	Music	\$2,770.00	\$135.00	4.87%	\$135.00
	Sunday Services				
	Food	\$300.00	\$0.00	0.00%	0.00
	Worship Materials	200.00	0.00	0.00%	0.00
	Guest speakers* 10 lay, 3UU	6,750.00	410.20	6.08%	410.20
	Sunday Services	\$7,250.00	\$410.20	5.66%	\$410.20
9%	Worship	\$10,020.00	\$545.20	5.44%	\$545.20
	Professional Ministry				
	Minster Professional Development	\$0.00	\$0.00	0.00%	\$0.00

0%	Professional Ministry	\$0.00	\$0.00	0.00%	\$0.00
8%	UUA Fair Share	\$8,710.00	\$702.58	8.07%	\$702.58
24%	RELIGIOUS LIFE TOTAL	\$26,565.00	\$2,179.77	8.21%	\$2,179.77
	OPERATING EXPENSES				
	Administrative Expenses				
	Internet-Telephones	\$1,445.00	\$106.53	7.37%	\$106.53
	Office Supplies (General)	300.00	0.00	0.00%	0.00
	Postage	60.00	0.00	0.00%	0.00
	Board Expenses	175.00	0.00	0.00%	0.00
	Payroll Service	2,055.00	131.84	6.42%	131.84
	SS Medicare, Emp taxes	4,662.00	303.98	6.52%	303.98
	Insurance, WC, Disability (est.)	2,053.00	83.47	4.07%	83.47
	Minister's disability insurance	0.00	0.00	0.00%	0.00
	Breeze/PayPal Fees	1,315.00	90.22	6.86%	90.22
	Technology	300.00	0.00	0.00%	0.00
	Leadership Development	600.00	0.00	0.00%	0.00
	CLM Training/Development	300.00	0.00	0.00%	0.00
	Safe Congregation Screening	100.00	0.00	0.00%	0.00
	Composting	400.00	0.00	0.00%	0.00
	AUUA Membership	50.00	0.00	0.00%	0.00
	Contingency & Miscellaneous	500.00	0.00	0.00%	0.00
	Minister's Discretionary Budget	0.00	0.00	0.00%	0.00
13%	Administration	\$14,315.00	\$716.04	5.00%	\$716.04
	Buildings and Grounds				
	Utilities: Palmer	\$1,800.00	\$284.70	15.82%	\$284.70
	Maintenance/Repairs Palmer	1,000.00	0.00	0.00%	0.00
	Trash Removal	240.00	20.81	8.67%	20.81
	Insurance	2,900.00	0.00	0.00%	0.00
	Grounds	2,500.00	\$25.00	21.00%	\$25.00
	Cleaner-Contractor/Supplies	2,000.00	120.00	6.00%	120.00
	Kansas Ave/Montana Drive Property	100.00	171.37	171.37%	171.37
10%	Building & Grounds	\$10,540.00	\$1,121.88	10.64%	\$1,121.88
	Payroll Expense				
	Ministerial Salary	\$0.00	\$0.00	0.00%	\$0.00
	Ministerial Housing Allowance	0.00	0.00	0.00%	0.00
	Ministerial Retirement Contribution/Salary	0.00	0.00	0.00%	0.00
	Staff (Office Assistant, Music Director, digital outreach, RE, RE Childcare &	\$9,026.00	\$3,853.82	6.53%	\$3,853.82
53%	Payroll Expense	\$59,026.00	\$3,853.82	6.53%	\$3,853.82
76%	Operating Expenses	\$83,881.00	\$5,691.74	6.79%	\$5,691.74
	Total Expenses	\$110,446.00	\$7,871.51	7.13%	\$7,871.51
	REVENUES	\$110,446.00	\$38,923.93		\$38,923.93
	EXPENSES	110,446.00	7,871.51		7,871.51
	NET INCOME	\$0.00	\$31,052.42		\$31,052.42
	Cash Balances as of 01/31/2026				
	Community Bank Checking Accounts	\$17,568.64			
	Glens Fall National Bank Checking Account	1,000.00			
	Glens Fall National Bank Savings Account	46,464.10			
	Refugee Project bank Account	1,927.81			
	Total Cash	\$66,960.55			
	UU Endowment Fund Value (as of 12/31/25)	\$188,962.19			

Notes: replaced words are crossed out, new wording is highlighted in yellow.

- **Appendix A.**

VI.1 The Board may appoint standing and ad hoc committees as it deems necessary. All committees will report to the Board or Executive Committee at the time and in the form determined by the Board. Membership of all committees, with the exception of Human Resources, Leadership Development Nominating, Fund Development, Finance and Annual Safety and Accessibility and Ad Hoc Committees, will be open to all church members.

Responsibilities of Teams/Committees

Any changes to appendices to the Bylaws are not subject to the provisions of Article VIII (Amendments). The Board of Trustees or Congregational Life Group (CLG) may modify the structures and duties of the teams/committees and will report such changes to the congregation.

Congregational Life Group (CLG) shall be responsible for overseeing the day-to-day operations and programs of the UUPF. In order to meet the goals prioritized annually by the Board of Trustees, the CLG coordinates the work of teams. Leadership development grows organically within these groups. The teams are porous, meaning they work collaboratively and their activities frequently overlap.

Teams include Engagement and Belonging, Worship, Whole Church Religious Exploration, Social Justice, Care, Gatherings, Communications, Short-term Fundraising, Buildings and Grounds. The work of our Commissioned Lay Minister is integral to the work of CLG.

CONGREGATIONAL LIFE GROUP (CLG) TEAMS

- The Engagement and Belonging Team cultivates a welcoming, inclusive, and relational community by fostering meaningful connections among members, friends, visitors, and participants. Rather than emphasizing membership as the sole marker of belonging, the team supports multiple pathways for engagement, participation, and contribution within the life of the congregation (community?).
The team collaborates with other Congregational Life Teams to nurture hospitality, connection, care, and access; to reduce barriers to participation; and to sustain a vibrant community grounded in shared values of inclusion, pluralism, compassion, and mutual support. Formal membership is honored as one expression of commitment within a broader culture of belonging.
- The Worship Team is responsible for coordinating all elements of the Sunday morning worship service in collaboration with the music director. Services will be designed to be

welcoming, inspirational and consistent with our UU shared values. The Worship Team is responsible for coordinating any additional worship services outside of Sunday mornings. The Worship Team collaborates with all other CLG teams. Membership on the Worship Team is open to all members of the congregation.

- The Whole Church Religious Exploration is responsible for advising and collaborating with the Religious Educator in all aspects of the development of the UUPP children's, family and adult programs. This process may include establishing mission and goals consistent with UUA shared values, selection of themes and curriculum, development of RE policies and procedures, advocating for integrated religious exploration for children, youth, families and adults and will coordinate with all other CLG teams.
- The Social Justice team works to ground our spirits, grow our skills and act strategically for justice in deep relations with each other and our movements. The UUPP is a partner congregation of the Unitarian Universalist Social Justice (UUSJ) and we voluntarily joined the national network of UUSJ congregations. Our social justice team coordinates with all other CLG teams.
- The Care Team comprises Compassionate Cooks, Compassionate Visitors and Transportation. Compassionate Cooks and Visitors provide meals and visits for people who are homebound for any reason. The transportation group coordinates rides to Sunday services or other fellowship activities when appropriate.
- The Gatherings Team works to facilitate purposeful communal gatherings of all types: spiritual and social connections. By definition, the Gatherings Team is integrally connected to any planning of fellowship gatherings. All CLG teams will directly coordinate with the Gatherings Team.
- The Communication Team works to support congregational programming by coordinating internal and external publicity efforts. It supports the production of print (brochures, posters, building rental application forms, design) and electronic (website, e-News and more) materials. The team's public relations efforts assure a positive presence in the community. The team coordinates paid advertisements with the Finance Committee. The Communications Team coordinates with all other CLG teams.
- Short-term Fundraising Team works to stimulate effective and spiritually nourishing forms of short-term (and sometimes one-time) fundraising activities. It collaborates with all other CLG teams and the Finance Committee. It aims to avoid situations where UUPP fundraising activities are working at cross-purposes to each other or to other UUPP programs.

- The Building and Grounds **Team** shall be responsible for the maintenance, repair and day-to-day operations of the physical facilities and the grounds of the Fellowship. The **team** shall have the authority to contract for routine maintenance within the financial limits described in the bylaws and may advise the Board of major repairs and additions needed on the property.

OTHER COMMITTEES BOARD COMMITTEES

- ~~Communications Committee works to support congregational programing by coordinating internal and external publicity efforts. It supports the production of print (brochures, posters, building rental application forms, design) and electronic (website, e-Blasts, The Chalice, and more) materials. The committee's public relations efforts assure a positive presence in the community. The committee coordinates paid advertisement with Finance Committee. This is now under the CLG Teams~~
- The Finance Committee shall consist of at least four members and will include the chairperson of the Fund Raising Committee, the Director of Fund Development, the Treasurer of the Board of Trustees, and one member appointed by the Board. This committee shall be responsible for developing a budget for the Fellowship and coordinating efforts to meet this budget through annual canvass, gifts, rental fees, and other fundraising activities. It will arrange for a periodic audit of the books by a committee of members or a certified public accountant.
- ~~The Building and Grounds Committee shall be responsible for the maintenance, repair and day to day operations of the physical facilities and the grounds of the Fellowship. The committee shall have the authority to contract for routine maintenance within the financial limits described in the bylaws and may advise the Board of major repairs and additions needed on the property. This is now under the CLG Teams.~~
- **Leadership Development Nominating Committee**
The ~~Leadership Development Nominating~~ Committee, in consultation with the members of the Board of Trustees, will assess the leadership needs of the **Fellowship board** annually. It shall recommend ways in which continuing leadership needs may be met through training, through reducing obstacles to effective leadership, or by other means, // and it shall annually recommend to the board a list of nominees to fill trustee vacancies and Board offices. This committee shall consist of five members: the members of the Board completing the last year of their term of office on the Board with the remainder being non-trustees appointed by the Board. The committee will ensure that all nominees have given their consent to serve on the Board as a member-at-large or as an officer. Any

member of the Fellowship may nominate a candidate provided prior consent of the nominee has been obtained.

- Fund Development Committee (FDC) is established by the Board. All at-large board members are automatically members of FDC. The committee will develop and execute a fund plan for the needs of the Fellowship. The committee will collaborate with the Finance Committee regarding the long- and short-range fiscal planning, including the annual budget. ~~The chair of FDC may serve on the CoSM.~~

The Fund Development Committee will develop and see to the execution of major campaigns including capital and stewardship campaigns. The Director of Fund Development will review and make a recommendation to the board on any proposed fund raising plan to benefit the Fellowship or to be promoted by or take place on the properties of the Fellowship. The Director may appoint leadership to execute a major campaign with a goal of \$25,000 or more.

- The Human Resources Committee shall consist of at least a Human Resources Officer who shall have the responsibility to handle the personnel matters of the Fellowship, including the preparation of contracts and maintenance of records for all employees. It is the responsibility of the committee to handle personnel matters of the Fellowship, including the preparation of contracts and maintenance of records for all employees. The committee will maintain a policy and procedures manual. Personnel records shall be kept in a restricted file. These files shall not be open to the public, but they shall be available to a Board member, when a need is demonstrated.

In regard to the Ministry, this committee will coordinate with the Board in all matters relating to the minister. The committee will be responsible for the preparation and the maintenance of the working agreement between the Minister and the Fellowship.

The Human Resources Committee may suspend personnel in accordance with existing laws of the State of New York and make recommendations to the Board to hire or fire. Strategic Planning Committee (SPC) is appointed by the Board of Trustees to review the congregation's mission, vision and goals. The mission, vision and goals will be reviewed by the SPC every three to five years.

Need to add AD Hoc Committees, Buildings and Grounds, Safety and Accessibility and Annual Giving Committee to this section.