

# UUFP Board Meeting, March 17, 2026

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

Notetaker: Meeting recorded

Item	Discussion	If a task is involved, who is overseeing it and deadline?
Check In	Michael Vaughan	
February 17, 2026 Board Meeting Minutes	Nicholas asked if there were any comments or changes to the February 17, 2026 board meeting minutes. No objections; minutes of the February 17, 2026 board meeting are approved.	
Treasurer's Report	<p>Ursula asked if there were any questions with the Treasurer's Report and February Budget Worksheet. No questions. Ursula stated the Endowment value is now separate from the operating cash amount on the budget worksheet. Nicholas thanked Ursula.</p> <p>Nicholas asked if there were any objections to accepting the February Treasurer's Report, no objections, February's Treasurer's Report accepted.</p>	
Ceremony for Dorothy Latta, CLM	Tana stated Nicholas, Dorothy and herself met to discuss the service for the recommission of Dorothy. The service on March 29, 2026 will include recognizing and accepting Dorothy Latta as the CLM. A gift will be given to her. Dorothy did agree to the board's terms of writing a report twice a year to the board. Tana and Nicholas reviewed the document Dorothy had to turn into the UUA regional office. Dorothy also agreed to a quasi-contract that she made with Nicholas, the co-chair. In absence of a minister, the CLM reports to the board, not the Congregational Life Group. If there was a minister, the CLM would report to the minister.	
Appendix A Update	Nicholas shared the Appendix A documentation with the board. Ursula and Nicholas met to review the board section. Nicholas went over the recommended changes. Ursula stated there appears a few paragraphs are missing asterisks. Nicholas opened it up for discussion. Mark made a motion to approve the changes to Appendix A, 2 <sup>nd</sup> by Tana. No objections, changes to the Appendix A are approved.	<b>Lisa to edit appendix A for missing asterisks.</b>
Nominating Committee Update	Tana updated the board of possible officers and member-at-large candidates. Tana reminded the board members that if they have any suggestions for potential board members to please let her or Jerry know. Mark offered to speak with anyone interested in being on the board about his experience serving.	

Sale of Kansas Avenue Lot	Ursula stated the lawyer sent paperwork to the Attorney General's office at the end of January and as of last week it hasn't come back yet. Ursula called the lawyer and is waiting for a call back. Nicholas signed a document in the interest of the church for the new owners to apply for a zoning variance.	
Discretionary Fund	Vini expressed that there is a need within the community and congregation to provide assistance to those in need. The board discussed how the minister's discretionary fund should continue in absence of a minister. Ursula stated there is a current balance of \$594 in the minister's fund discretionary plus the \$300 from the current budget. After discussion, the board tabled the topic to next month. Ursula to research how the minister's fund was used in the past. Also, Nicholas will speak to Dorothy about her thoughts on the CLM position overseeing the discretionary funds in the absence of a minister.	<b>Add to April's agenda. Ursula to research how much has been spent in the Minister's Discretionary Fund. Nicholas to speak to Dorothy regarding the discretionary fund.</b>
Set date for June's Annual Congregational Meeting	The board decided on June 14, 2026 for the Annual Congregational meeting. Current agenda topics are the election of the officers for the board, election of members at large and updating the congregation of the sale of the lot.	
GA Delegates	The board discussed the June 2026 GA. This year the event is being hosted virtually this year. Ursula stated there is \$500 in the current budget to cover expenses for the GA delegates. Tana will prepare an Enews announcement, looking for GA delegates and to submit the request to Tana.	<b>Tana will prepare an Enews seeking GA delegates.</b>
Check out	Michael Vaughan	
Next Meeting	Next Board meeting is Tuesday, April 21, 2026 at 6:30 PM.  Future Board Meeting time is 6:30 PM and dates are as follows: May 19, 2026 and June 16, 2026.	<b>Jerry is responsible for Check-in and Check-out at April 21, 2026 meeting.</b>

Treasurer Report 02.28.2026

UUFP Board Meeting 3/17/26

Financial Summary:

The end of February marked the completion of 16.6% of the year and while our expenses were in line with projections at 15.62% (\$13,098.53) our income exceeded projections at 42.7% (\$47,074.54). Our pledges were included in this amount and at present are at 36.51% (\$35,101.99) reflecting the giving pattern of some members to pay their full pledge at the end of the preceding year or at the beginning of the current year.

In January we received \$10,000 in memory of Henry Morlock that was given to be added to the Endowment Fund; it was transferred to that fund this month. The February Budget Worksheet separates the Endowment Fund from the Cash Balance to reflect the different uses for each.

Cash Balances as of 2/28/26

Community Bank Checking Account	\$ 7,195.17
Arrow Bank Checking Account	1,000.00
Arrow Bank Saving Account	46,471.23
Refugee Project Bank Account	<u>1,927.81</u>
Total Cash	\$56,594.21

UU Endowment Fund Value (as of 12/31/25)

Includes \$10,000 Feb Deposit \$198,962.19

Respectfully,

Ursula Jones

Treasurer

UJFP 2026 BUDGET WORKSHEET		ADOPTED	As of	% Earned	
		2026	2/28/2026	/Used	February
<b>REVENUE/INCOME</b>				16.67%	
% of					
<b>Budget</b>	<b>2026 Contributions</b>				
	Share the Plate Donations	\$6,000.00	\$1,513.92	25.23%	\$868.92
	Other Donations	5,000.00	10,100.00	202.00%	50.00
	Pledges includes the matching funds & Prepaid Pledges)	96,139.00	35,101.99	36.51%	7,024.56
	Uncollectables (1.0%)	(561.00)	0.00	0.00%	0.00
	Interest Income	100.00	13.63	13.63%	7.13
	Investment Income	0.00	0.00	0.00%	0.00
	<b>96% Contributions</b>	<b>\$106,278.00</b>	<b>\$46,729.54</b>	<b>43.97%</b>	<b>\$7,950.61</b>
	<b>Other Income</b>				
	Misc. Income	\$500.00	\$0.00	0.00%	\$0.00
	Rental Income	500.00	215.00	43.00%	140.00
	Gift Basket Raffle	1,000.00	130.00	13.00%	60.00
	Rummage Sales, Other Fundraisers (net expenses)	1,968.00	0.00	0.00%	0.00
	<b>4% Other Income-Fundraising</b>	<b>\$3,968.00</b>	<b>\$345.00</b>	<b>8.69%</b>	<b>\$200.00</b>
	<b>Total Income</b>	<b>\$110,246.00</b>	<b>\$47,074.54</b>	<b>42.70%</b>	<b>\$8,150.61</b>
	DWL Restricted Funds	\$200.00	\$0.00	0.00%	0.00
	Savings	\$0.00	\$0.00	0.00%	0.00
	<b>0% Contributions from Savings</b>	<b>\$200.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>
	<b>Total Income</b>	<b>\$110,446.00</b>	<b>\$47,074.54</b>	<b>42.62%</b>	<b>\$8,150.61</b>
<b>EXPENSES</b>					
<b>RELIGIOUS LIFE</b>					
<b>Living our Mission</b>					
	Social Gatherings (food, activities)	\$900.00	\$0.00	0.00%	\$0.00
	Faith Formation- Educational Materials	200.00	337.15	168.58%	-166.85
	Faith in Action (BLM, UUtheVote, Climate, others)	800.00	0.00	0.00%	0.00
	Share the Plate donations	3,000.00	789.46	26.32%	406.96
	Interfaith Council	30.00	0.00	0.00%	0.00
	<b>4% Living Our Mission</b>	<b>\$4,930.00</b>	<b>\$1,126.61</b>	<b>22.85%</b>	<b>\$240.11</b>
<b>Communicating</b>					
	Advertising (brochures, posters, print ads, LED Signage)	\$590.00	\$0.00	0.00%	\$0.00
	Website domain/backup service/New website domain	180.00	144.19	80.11%	144.19
	Printing	80.00	0.00	0.00%	0.00
	Online subscrpts (Zoom, Mailchimp, Canva, GGeeks)	800.00	53.00	6.63%	26.50
	*Licensing (CVL, CCS, OneLicense)*	1,000.00	314.94	31.49%	314.94
	<b>2% Communicating</b>	<b>\$2,450.00</b>	<b>\$512.13</b>	<b>20.90%</b>	<b>\$485.63</b>
<b>Religious Exploration</b>					
	RE Professional Development (incl LREDA membership)	\$55.00	\$0.00	0.00%	\$0.00
	DWL Expenses	200.00	0.00	0.00%	0.00
	Materials/Supplies (snacks/supplies)	200.00	18.99	9.50%	0.00
	<b>1% Religious Exploration</b>	<b>\$455.00</b>	<b>\$18.99</b>	<b>4.17%</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	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	380.00	126.67%	245.00
	<b>Music</b>	<b>\$2,770.00</b>	<b>\$380.00</b>	<b>13.72%</b>	<b>\$245.00</b>
<b>Sunday Services</b>					
	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%	0.00
	<b>Sunday Services</b>	<b>\$7,250.00</b>	<b>\$410.20</b>	<b>5.66%</b>	<b>\$0.00</b>
	<b>9% Worship</b>	<b>\$10,020.00</b>	<b>\$790.20</b>	<b>7.89%</b>	<b>\$245.00</b>
<b>Professional Ministry</b>					
	Minister Professional Development	\$0.00	\$0.00	0.00%	\$0.00
	<b>0% Professional Ministry</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>

8%	UUA Fair Share	\$8,710.00	\$1,405.16	16.13%	\$702.58
24%	<b>RELIGIOUS LIFE TOTAL</b>	<b>\$26,565.00</b>	<b>\$3,853.09</b>	<b>14.50%</b>	<b>\$1,673.32</b>
	<b>OPERATING EXPENSES</b>				
	<b>Administrative Expenses</b>				
	Internet-Telephones	\$1,445.00	\$216.93	15.01%	\$110.40
	Office Supplies (General)	300.00	10.99	3.66%	2.99
	Postage	60.00	0.00	0.00%	0.00
	Board Expenses	175.00	0.00	0.00%	0.00
	Payroll Service	2,055.00	384.23	18.70%	252.39
	SS Medicare, Emp taxes	4,662.00	652.74	14.00%	348.75
	Insurance, WC, Disability (est.)	2,053.00	179.21	8.73%	95.74
	Breeze/PayPal Fees	1,315.00	191.53	14.57%	101.31
	Technology	300.00	0.00	0.00%	0.00
	Leadership Development	600.00	0.00	0.00%	0.00
	CLM Training/Development	500.00	0.00	0.00%	0.00
	Safe Congregation Screening	100.00	0.00	0.00%	0.00
	Composting	400.00	15.00	3.75%	0.00
	AUUA Membership	50.00	50.00	100.00%	50.00
	Contingency & Miscellaneous	500.00	0.00	0.00%	0.00
	Minister's Discretionary Budget	0.00	0.00	0.00%	0.00
13%	<b>Administration</b>	<b>\$14,315.00</b>	<b>\$1,700.63</b>	<b>11.88%</b>	<b>\$961.59</b>
	<b>Buildings and Grounds</b>				
	Utilities: Palmer	\$1,800.00	\$630.25	35.01%	\$345.55
	Maintenance/Repairs Palmer	1,000.00	0.00	0.00%	0.00
	Trash Removal	240.00	41.54	17.31%	20.73
	Insurance	2,500.00	1,122.00	38.69%	1,122.00
	Grounds	2,500.00	900.00	36.00%	375.00
	Cleaner-Contractor/Supplies	2,000.00	243.36	12.17%	123.36
	Kansas Ave./Montana Drive Property	100.00	171.37	171.37%	0.00
10%	<b>Building &amp; Grounds</b>	<b>\$10,540.00</b>	<b>\$3,108.52</b>	<b>29.49%</b>	<b>\$1,986.64</b>
	<b>Payroll Expense</b>				
	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 &	59,026.00	\$8,289.38	14.04%	4,435.56
53%	<b>Payroll Expense</b>	<b>\$59,026.00</b>	<b>\$8,289.38</b>	<b>14.04%</b>	<b>\$4,435.56</b>
76%	<b>Operating Expenses</b>	<b>\$83,881.00</b>	<b>\$13,098.53</b>	<b>15.62%</b>	<b>\$7,383.79</b>
	<b>Total Expenses</b>	<b>\$110,446.00</b>	<b>\$16,951.62</b>	<b>15.35%</b>	<b>\$9,057.11</b>
	<b>REVENUES</b>	<b>\$110,446.00</b>	<b>\$47,074.54</b>		<b>\$8,150.61</b>
	<b>EXPENSES</b>	<b>110,446.00</b>	<b>16,951.62</b>		<b>9,057.11</b>
	<b>NET INCOME</b>	<b>\$0.00</b>	<b>\$30,122.92</b>		<b>-\$906.50</b>
	<b>Cash Balances as of 02/28/26</b>				
	Community Bank Checking Accounts	\$7,195.17			
	Glens Fall National Bank Checking Account	1,000.00			
	Glens Fall National Bank Savings Account	46,471.23			
	Refugee Project bank Account	1,927.81			
	<b>Total Cash</b>	<b>\$56,594.21</b>			
	UU Endowment Fund Value (as of 12/31/25) includes \$10,000 Feb Deposit	\$198,962.19			

## Unitarian Universalist Fellowship of Plattsburgh

### Minister's Discretionary Fund Policy

- Contributions to the fund may be made by individuals or by allocations by the board or from the operating budget.
- To allow contributions to be tax-deductible, no contribution may be designated for the benefit of any particular recipient.
- No distribution may be made to the minister or to any member of their family at any time.
- Any distribution to a church employee must be paid through payroll so that payroll taxes and reporting are correctly calculated and reported.
- If cash or gift cards are disbursed, the recipient will need to provide a signed acknowledgment of the receipt, including the date and amount of the gift.
- The minister should provide an annual report to the board with all amounts paid out by the fund, listing dates and purposes of the payments (but not the names of recipients).
- If the minister is unable to physically make the disbursement, the Treasurer or other agent may do so on the minister's behalf at the request of the minister, while maintaining confidentiality.
- The Treasurer should review the canceled checks and receipts to confirm adherence to the written policy, and will keep confidentiality around any details.
- Records should be kept in a locked file by the church.

**Board Changes to Appendix A are 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, Fund Development, Endowment and Finance Committees 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 and Congregational Life Group (CLG) will coordinate to 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 UUFP. 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.  
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.
- Whole Church Religious Exploration is responsible for advising and collaborating with the Religious Educator in all aspects of the development of the UUFP 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 UUFP 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 Communications 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 UUFP

fundraising activities are working at cross-purposes to each other or to other UUFPP 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. Major projects to repair or improve the property will be referred to the Board.

### BOARD COMMITTEES

Board Committees include, but are not limited to Finance, Endowment, Fund Development, Leadership Development, Human Resources and Strategic Planning. The Board has the authority to appoint Ad Hoc committees at any time to address specific issues, and to appoint members to said committee from the board, congregation or (in specific circumstances) from outside the church.

- 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 Finance Committee of UUFPP 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.
- The Leadership Development Committee, in consultation with the members of the Board of Trustees, will assess the leadership needs of the Fellowship 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 three members: the members of the Board completing the last year of their term of office on the Board will be asked to serve on the

**committee.** 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.

- The Fund Development Committee (FDC) will develop and see to the execution of major campaigns including capital and stewardship campaigns. The committee will collaborate with the Finance Committee regarding the long- and short-range fiscal planning, including the annual budget. All at-large board members are automatically members of FDC.

The Director of the Fund Development Committee 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.
- At times when UUFPP is lay-led the Commissioned Lay Minister(s) will report to the Board of Trustees, as outlined in their Commissioning Agreement with the regional UUA.