UUFP Board Meeting, August 18, 2026

In attendance: Nicholas Hunt-Bull, Tana Hanley, Suzanne Chatlos, Michael Vaughan, Vincine Fallica, David Spinner, and Ursula Jones, (non-voting member) and Lisa Bulriss
Absent: Nick Dubay

Notetaker: Lisa Bulriss

Item	Discussion	If a task is involved, who is overseeing it and deadline?
Check In	Suzannah	
July 21, 2026 Board Meeting Minutes	Suzannah asked if there were any comments or changes to the July 21, 2026 board meeting minutes. No objections, minutes of the July 21, 2026 board meeting minutes are approved.	
Treasurer's Report	Nicholas reviewed the Treasurer's Report with the board. We are slightly less than 60% of the way through the fiscal year. Year to date income appears to be at 128% of our budgeted goal, but this is misleading because it includes the net proceeds from the sale of Kansas Avenue property and an endowment donation. Excluding these two income sources, regular income is approximately 70% of our goal, which is a more accurate reflection of our current financial position. Expenses are within the budget and we are continuing to work toward finishing the fiscal year with a surplus. Our endowment balance as of June 30, 2026 is $212,446 which does not reflect the July deposit of $132,000 from the sale of Kansas Avenue. The money we had in the endowment went up almost 5% in the last quarter. Realistically, this is not what's going to happen all the time, but it's still nice. The full amount in the endowment, reflects 80% of contributions and 20% of unrealized gains. Are there any questions? Discussion took place regarding the July endowment deposit and when we can expect to start withdrawing from the endowment. Nicholas stated the endowment balance will be updated next month on the budget sheet. Also, the goal is to minimize use of the endowment until we hire a minister. A discussion took place when pledges are due. It was noted that, historically, pledges have been very realistic, with nearly 100% of pledged amounts being collected. Pledges may be paid at any time throughout the pledge year and may be arranged on a weekly, monthly, semi-annual or other payment schedule. Any pledges payments received prior to the beginning of the applicable pledge year are not recognized as income until that pledge year. No other questions or comments with the report.	

	Suzannah asked if there were any objections to accepting July 31, 2026 Treasurer's Report, no objections. Michael made a motion to accept, Vini 2nd, July 31, 2026 Treasurer's Report accepted.	
Insurance Update	Nicholas stated he has done some research on the insurance coverage. The subcommittee, Tana, David and Nicholas, still need to meet to review the insurance options for the general liability insurance coverage.	**Tana, David and Nicholas still need to meet to discuss options.**
Feedback from August 13th Meeting	Suzannah reviewed the following notes of the meeting prepared by Jo El: 1. Building Membership/Members (shared by board and CLG/Engagement & Belonging and others) • Dorothy listing some of the whys ○ More $ (Annual Giving Campaign) ○ More volunteers ○ More ppl support more activities ○ Great place & message 2. Raise our profile–create awareness of who we are (CLG) 3. Stewardship & volunteerism (Board & CLG) • Build volunteer base • Culture of generosity • Time & talents • Part of Kickoff for Annual Giving Campaign? 4. Professional ministry/fiscal health to support (Board) 5. Connecting members with members (CLG/Engagement and Belonging, Whole Church RE, music, etc) • Create opportunities • Parenting groups? • OWL 6. Bridges Out of Poverty (sponsor training sessions?) (related to #2; CLG/Social Justice; Nick D interested as lead?) Other ideas: • Ongoing recognition at a service (monthly?) of various volunteer teams Overall, the board felt the meeting was well planned and brought positive suggestions for the board and CLG team. Lisa stated the CLG team felt the same way. Some good suggestions came from the meeting. The CLG team will begin providing a monthly report to the board starting in October. Also, the CLG team expressed that they are very pleased to have Nick serve as the liaison between the board and the CLG team. It was subsequently clarified that there had been a misunderstanding and Nick had not volunteered for the role. The CLG team would like the board to consider holding this type of meeting again, possible in January and at a minimum, once a year. Suzannah thanked Nick Dubay for stepping up to chair the short-	

	term fundraising team. Currently the team consists of Nick and Mark. Nicholas suggested that the board consider all six points discussed during the meeting when establishing the fellowship's goal for the coming year.	
Set Goals for next fellowship year	After discussion regarding the Fellowship's annual goals, the board agreed on the following: The board approves the following fellowship's goals for 2027: • To Build Community • Encourage Generosity • Thoughtful Planning for the Future Nicholas made a motion to accept the goal, 2nd by Michael, no objections, goal is approved.	**Lisa to email Tana the goal and Tana to do an announcement for the Enews stating next years fellowship goals.**
Set Budget Planning Calendar	Nicholas reviewed the calendar which is driven by the pledge drive and the budget preparation. In August we set the goals which were just completed. In September, we reach out to committee chairs, October committees (teams) submit actual budget requests. Then the Treasurer turns this into a budget proposal which is then reviewed by the Finance committee. In November, the budget is presented to the board. We do the stewardship campaign between the last Sunday in October through mid-December. The budget is finalized in December; the board generally reviews the final budget in early January. Then we have our annual congregation meeting to vote on the proposed budget. Budget planning calendar will change the July date to August. The board discussed other wording in the budget planning calendar and recommended the Finance committee to review committee names mentioned and make recommended changes. Nicholas made a motion to approve the budget planning calendar, 2nd by Michael, no objections, calendar is approved.	**Finance Committee to review budget planning calendar and update to correspond with organization chart.**
Search Committee Update	Suzannah stated the Search Committee topic was put on hold till this month. Nicholas stated he was not prepared for this discussion. Nicholas and Lisa will work on this for the next meeting.	**Nicholas and Lisa prepare cost summary of hiring a minister for September's meeting.**
Check out	Suzannah	
Next Meeting	Next Board meeting is Tuesday, September 15, 2026 at 6:30 PM. Future Board Meeting time is 6:30 PM and dates are as follows: October 20, 2026, November 17, 2026, December 15, 2026, January 19, 2027, February 16, 2027, March 16, 2027, April 20, 2027, May 18, 2027 and June 15, 2027.	**Nick Dubay is responsible for check in and check out.**

Prepared for UUFP Board Meeting 8/18/2026
Treasurer Report for July 31, 2026

Income: As of the end of July 58% of the fiscal year has elapsed and we have collected 128% of our goal. This LOOKS wonderful but is misleading.

Pledge payments continue to be ahead of schedule at 71.4% ($68,631.20) as usual in this part of the year. Share the Plate Donations have been ahead of projection. We are now at 97% ($5,821.32) of the $6,000 goal.

Our YTD income of 136,465.44 is, as stated above, misleading. $61,551.57 of that is one-time funds [a 10k donation from Ursula and a 51,552.57 "capital gain" from the recent land sale]. These currently appear as income on our profit and loss statement but have already been moved to the endowment and so will not help to balance the budget. Our simplified income YTD is 77,053.87 or 70% of our goal. Lisa and I are discussing how to update our report to make this easier for everyone to understand.

Expenses: Total expenses so far this year are slightly below our projections. Some expense categories are above average such as Living our Mission and Communications, while others like RE, Worship, Administration, and Buildings and Grounds are below average. None of these are very large $ amounts. Our largest category of expense, Payroll, is at 52.6% of projections ($31,058.46). Overall expenses ($59,252.77) are at 53.7% of budget 58% of the way through the budget year.

Balance: Simplified total income, 77,053.87, minus total expenses, $59,252.77, gives a net surplus for the year of $17,801.10 [excluding endowment contributions]. Please note that we expect lower income for the rest of the year, and further that Ursula's strategy was to try to run an operating surplus this year to support higher expenses should we hire a minister next year.

Additional Notes: The planned transfer to the UU Endowment fund mentioned last month took place on 8/9/26. $132,052 was added representing the full amount UUFP received for selling the lot on the old airbase. That will show up in our end of month totals next month.

Our funds in the UU Endowment Fund have increased organically as well. The total has gone up approximately $9,600, or 4.7%, from the previous quarterly report from the fund manager. An ambitious target is to grow 8% per year, so the UU fund continues to perform above the likely long-term trend. Although we have not been in this for very long, our current fund is about 80% our contributions and 20% ($43k) in unrealized gains on investments.

Cash Balances as of 07/31/2026	
Community Bank Checking Account	8,990.00
Arrow Bank Checking Account	1,000.00
Arrow Bank Savings Account	41,516.00
Total cash	$51,506.00
UU Endowment Fund	$212,445.89

Nicholas Hunt-Bull, Treasurer

UUFP 2026 BUDGET WORKSHEET

			ADOPTED 2026	As of 7/31/2026	% Earned /Used	July
REVENUE/INCOME					58.33%	
% of Budget	2026 Contributions					
		Share the Plate Donations	$6,000.00	$5,821.32	97.02%	$591.15
		Other Donations	5,000.00	402.52	8.05%	101.26
		Pledges includes the matching funds& Prepaid Pledges)	96,139.00	68,631.20	71.39%	6,547.03
		Uncollectables (1.0%)	(961.00)	0.00	0.00%	0.00
		Interest Income	100.00	58.83	58.83%	17.18
		Investment Income	0.00	61,551.57	0.00%	51,551.57
96%	Contributions		$106,278.00	$136,465.44	128.40%	$58,808.19
	Other Income					
		Misc. Income	$500.00	$0.00	0.00%	$0.00
		Grant- NYS Convention of Universalists	$0.00	1,200.00	n/a	$0.00
		Rental Income	500.00	375.00	75.00%	50.00
		Gift Basket Raffle	1,000.00	400.00	40.00%	45.00
		Rummage Sales, Other Fundraisers (net expenses)	1,968.00	165.00	8.38%	165.00
4%	Other Income-Fundraising		$3,968.00	$2,140.00	53.93%	$260.00
	Total Income		$110,246.00	$138,605.44	125.72%	$59,068.19
		OWL 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	$138,605.44	125.50%	$59,068.19
EXPENSES						
	RELIGIOUS LIFE					
	Living our Mission					
		Social Gatherings (food, activities)	$900.00	$266.34	29.59%	$0.00
		Faith Formation- Educational Materials	200.00	263.15	131.58%	0.00
		Faith in Action (BLM, UUtheVote, Climate, others)	800.00	104.00	13.00%	0.00
		Share the Plate donations	3,000.00	2,645.09	88.17%	0.00
		NYSCU Grant Expenses	0.00	425.05	0.00%	0.00
		Interfaith Council	30.00	0.00	0.00%	0.00
4%	Living Our Mission		$4,930.00	$3,703.63	75.12%	$0.00
	Communicating					
		Advertising (brochures, posters, print ads, LED Signage)	$590.00	$426.07	72.22%	$52.30
		Website domain/backup service/New website domain	180.00	144.19	80.11%	0.00
		Printing	80.00	38.56	48.20%	9.39
		Online subscrpts (Zoom, Mailchimp, Canva, GiSeeks)	600.00	389.85	64.98%	26.50
		"Licensing (CVLI, CCS, OneLicense)"	1,000.00	843.94	84.39%	0.00
2%	Communicating		$2,450.00	$1,842.61	75.21%	$88.19
	Religious Exploration					
		RE Professional Development (incl UREDA membership)	$55.00	$0.00	0.00%	$0.00
		OWL Expenses	200.00	0.00	100.00%	0.00
		Materials/Supplies (snacks/supplies)	200.00	195.05	97.53%	0.00
1%	Religious Exploration		$455.00	$195.05	42.87%	$0.00
	Worship					
		Music				
		Professional Development	$90.00	$0.00	0.00%	$0.00
		Piano subs & guest musicians	1,900.00	375.00	19.74%	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%	0.00
		Music	$2,770.00	$755.00	27.26%	$0.00
		Sunday Services				
		Food	$300.00	$65.00	21.67%	0.00
		Worship Materials	200.00	141.00	70.50%	$141.00
		Guest speakers*10 lay, 3UU	6,750.00	3,959.38	58.66%	420.79
		Sunday Services	$7,250.00	$4,165.38	57.45%	$561.79
9%	Worship		$10,020.00	$4,920.38	49.11%	$561.79
	Professional Ministry					
		Minister 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	$4,964.60	57.00%	$749.08
24%	**RELIGIOUS LIFE TOTAL**	$26,565.00	$15,626.27	58.82%	$1,399.06
	OPERATING EXPENSES				
	Administrative Expenses				
	Internet-Telephones	$1,445.00	$766.38	53.04%	$110.43
	Office Supplies (General)	300.00	180.93	60.31%	0.00
	Postage	60.00	31.20	52.00%	0.00
	Board Expenses	175.00	0.00	0.00%	0.00
	Payroll Service	2,055.00	1,116.35	54.32%	134.62
	SS Medicare, Emp taxes	4,662.00	2,451.33	52.58%	307.70
	Insurance, WC, Disability (est.)	2,053.00	1,066.09	51.93%	138.71
	Breeze/PayPal Fees	1,315.00	688.53	52.36%	99.00
	Technology	300.00	0.00	0.00%	0.00
	Leadership Development	600.00	350.00	58.33%	0.00
	CLM Training/Development	300.00	0.00	0.00%	0.00
	Safe Congregation Screening	100.00	25.00	25.00%	0.00
	Composting	400.00	77.00	19.25%	31.00
	AUUA Membership	50.00	50.00	100.00%	0.00
	Contingency & Miscellanous	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	$6,802.71	47.52%	$821.46
	Buildings and Grounds				
	Utilities: Palmer	$1,800.00	$1,445.94	80.33%	$51.04
	Maintenance/Repairs Palmer	1,000.00	0.00	0.00%	0.00
	Trash Removal	240.00	209.37	87.24%	21.89
	Insurance	2,900.00	1,334.00	46.00%	0.00
	Grounds	2,500.00	1,505.96	60.24%	280.96
	Cleaner-Contractor/Supplies	2,000.00	1,098.69	54.93%	102.80
	Kansas Ave/Montana Drive Property	100.00	171.37	171.37%	0.00
10%	**Building & Grounds**	$10,540.00	$5,765.33	54.70%	$456.69
	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 &	59,026.00	$31,058.46	52.62%	3,919.22
53%	**Payroll Expense**	$59,026.00	$31,058.46	52.62%	$3,919.22
76%	**Operating Expenses**	$83,881.00	$43,626.50	52.01%	$5,197.37
	Total Expenses	$110,446.00	$59,252.77	53.65%	$6,596.43
	REVENUES	$110,446.00	$138,605.44		$59,068.19
	EXPENSES	110,446.00	59,252.77		6,596.43
	NET INCOME	$0.00	$79,352.67		$52,471.76
	Cash Balances as of 07/31/26				
	Community Bank Checking Accounts	$8,990.00			
	Arrow Bank Checking Account	1,000.00			
	Arrow Bank MM Savings Account	41,516.00			
	Refugee Project bank Account	0.00			
	Total Cash	$51,506.00			
	UU Endowment Fund Value (as of 06/30/26) includes $10,000 Feb Deposit)	$212,445.89			
	Please keep in mind the $79,352.67 includes the $10,000 Memorial donation and the $51,555.57 net gain from the sale of the Kansas avenue lot. Our net profit without these items is $17,797.10				

CURRENT BUDGET SCHEDULE FROM THE FINANCIAL OPERATIONS AND PROCEDURES POLICIES

V. BUDGET PREPARATION CALENDAR

(Bold letters indicate when and the party responsible for initiating action).

July **Board** approves Budget Planning Calendar and prioritizes our long-range goals.

August **Board** begins to plan Fellowship goals and objectives

September **CoSM** holds Orientation Workshop. Distributes the approved budget calendar and prioritized goals.

Committees meet to begin planning objectives, actions, and costs.

CoSM puts out call for budget requests and action plans from committees inside Religious Life Cluster and Membership Cluster, as well as from other committees outside of those clusters who have budget requests/action plans—including B&G, Technology, Leadership Dev., Coffeehouse, Communication, and, if appropriate, Short-term Fundraisers (tbd).

Committees continue planning objectives, actions. Budget requests/action plans developed.

Oct, 1- wk **Committee** budget requests/action plans are due to CoSM. **Council** begins to look for opportunities to coordinate on actions; looks for redundancies. The Council looks to 2 tier requests with optimal and bare bones scenarios.

2- wk **CoSM** takes second week to work with committee submissions. Council follows up with any committees who have not yet submitted anything. **CoSM** forwards the budget package to the Finance Committee.

3- wk **Finance Committee** reviews proposals for cumulative budget implications and seeks appropriate clarification of proposals and amendments from committees.

4- wk **Finance Committee** forwards Preliminary Budget recommendation to Board members.

Mid Oct Stewardship Campaign Committee training completed.

Late Oct **Board** approves/amends Preliminary Budget Plan and stewardship goal and forwards approved stewardship goal and budget mark-up to Stewardship Chair and Finance Committee.

November **Stewardship Campaign** runs from last Sun in October to mid-December.

Dec 1- wk **Stewardship** follows up with remaining prospective pledges.

Dec 2- wk **Stewardship** reports estimated Campaign total to Board and Finance.

Finance reviews necessary budget adjustments with committees to balance the budget plan and forwards Proposed Budget to the Board.

Jan 1- wk **Board** reviews/amends Proposed Budget in preparation for committee comment and appeal for reconsideration. Amended Proposed Budget sent to committees for comment/appeal.

Board prepares budget presentation and business of Annual Business Meeting.

Jan 2- wk **Board** sends an eblast with a link to the Official Proposed Budget, and announces it in the Sunday printed program and posts it in the Fellowship with additional copies available.

Jan 3- Sun **Annual Business Meeting**. Congregational vote on Proposed Budget.
Special Board Meeting, if it is necessary to revise the budget proposal, as directed by congregation.

Jan 4- wk Post and publish *Revised* Proposed Budget.

Jan 4- Sun **Special Congregational Meeting**, if necessary to pass a revised budget.