UUFP Board Meeting, September 15, 2026

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

Notetaker: Meeting Recorded

Item	Discussion	If a task is involved, who is overseeing it and deadline?
Check In	Nick	
August 18, 2026 Board Meeting Minutes	Suzannah asked if there were any comments or changes to the August 18, 2026 board meeting minutes. No objections, minutes of the August 18, 2026 board meeting are approved.	
Treasurer's Report	Nicholas reviewed the Treasurer's Report with the board. The Fellowship currently has a surplus of $15,571.85 which will decrease as the year progresses since a majority of the pledges are received earlier in the year. The endowment balance as of July 31, 2026 is $343,044. Discussion took place regarding the return on investment of the endowment. In a typical year, an endowment earns approximately 7-8% annually. After accounting for inflation, the net return is approximately 4%.	
Insurance Update	Nicholas stated the subcommittee still needs to meet to discuss the general liability insurance coverage. Nicholas stated the building insurance was renewed this month. The timeline may require the Treasurer to discuss the results with the executive committee.	**Tana, David and Nicholas still need to meet to discuss options.**
Update Search Committee	This item was tabled to be discussed under the agenda item "draft model for cost of new minister."	
Approve changes to Financial Operations Policy and Procedures – Budget Planning Calendar	Ursula reviewed the changes to the Budget Planning Calendar. The major changes were changing CoSM to CLG (Congregational Life Group), adding the CLG teams and minor changes to some of the dates. Nicholas made a motion to approve the budget planning calendar, 2nd by Nick, no objections, all approved.	
Discuss Budget Preparation and Annual Giving Committee	Suzannah stated an Annual Giving Committee needs to be established and certain dates for the campaign. Ursula stated in the past the Committee consisted of a Finance Committee member, Minister and a few board members. Nicholas, Tana, Suzannah and Ursula volunteered to be on the Annual Giving Committee. The committee will meet September 22, 2026,	**Annual Giving Committee members Nicholas, Tana, Suzannah and Ursula. First meeting set for September 22, 2026**

	Suzannah will set up meeting on zoom.	
Approve changes to Proposed Finance Committee Revision	Ursula reviewed the proposal with the Board. Ursula explained in the past we have had three separate committees, the Finance Committee, Fund Development Committee and Endowment Committee. When we were revising Appendix A this past winter, the Endowment Committee was put under the Finance Committee. This next revision is putting the Fund Development under the Finance Committee. In the past the Endowment Committee would operate the Endowment Fund, Fund Development oversaw the Annual Giving Campaign and the Finance Committee did the annual budget. The membership of these committees has been shrinking and currently it's been the same members on each committee. Now all three of these activities will be under one committee, the Finance Committee. Suzannah thanked Ursula. Open for discussion: Nicholas stated the goal is to have the policies match the current situation. No questions. Tana made a motion to approve the revision, 2nd by Vini, no objections, all approved.	
Discuss draft model for cost of new minister and 2027 Annual Goals.	Nicholas reviewed the excel worksheet sent to Suzannah during the meeting. Nicholas reviewed the bottom line of the cost for a minister based on the 2026 budget. A full-time minister costs approximately $76,600, ¾ time minister $57,474, both of these scenarios include health insurance, ½ time minister $22,030 and ¼ time is a wash. These numbers reflect a contribution of $17,600 from the endowment fund. Discussion took place regarding what the fellowship could afford for a ministerial position. A quarter-time or half time position appears to be financially attainable. It was noted that a minister is generally hired under an annual contract. If the Fellowship calls a minister, a five-year financial plan would be appropriate to demonstrate that the minister's expenses can be sustained. At the moment, the endowment can support the contribution of $17,600. Ursula reviewed the past ministers that the fellowship shared. A quarter time minister gives approximately 9 Sundays sermons a year and an average of 8 hrs. a month for other matters. Suzannah asked the board to think of how to incorporate the 2027 annual goals into the monthly board meetings to not lose sight of the goals. A discussion took place regarding how to share this information with the congregation. Now that we understand the costs of hiring a minister; maybe a timeline can be established of how a goal of raising an additional $22,000 is attainable. This item will be discussed at the annual giving committee meeting next week.	
Check out	Nick	

Next Meeting	Next Board meeting is Tuesday, October 20, 2026 at 6:30 PM. Future Board Meeting time is 6:30 PM and dates are as follows: 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.	**Vini is responsible for check in and check out at October's meeting.**

Prepared for UUFP Board Meeting 9/15/2026
Treasurer Report for Aug 31, 2026

Income: As of the end of August 67% of the fiscal year has elapsed and we have collected 131% of our goal. As noted last month, this includes funds that are NOT really part of this year's budget since they are going directly into the endowment.

Pledge payments have started to slow down. We are at 74.6% ($71,716.23). Share the Plate Donations are now at 99.3% ($5,956.32) of the $6,000 goal.

As discussed last month, our YTD income on the balance sheet includes $61,551.57 of one-time funds [a 10k donation from Ursula and a 51,552.57 "capital gain" from the recent land sale]. These have already been moved to the endowment and so will not help to balance the budget for this fiscal year. Our simplified income YTD is 80,551.28 or 73% of our goal. Lisa and I are still exploring a simpler way of showing this.

Expenses: Total expenses so far this year are below our projections, at 58.8% of budget 67% of the way through the year. Most expense lines are at 50-60%, with the exception of Music spending which is below 30% due to low spending on substitute pianists. Payroll is at 58.6% of projections ($34,602.56).

Balance: Simplified total income, $80,551.28, minus total expenses, $64,979.43 gives a net surplus for the year of $15,571.85 [excluding endowment contributions]. Please note that we expect lower income for the rest of the year, and further that our strategy is to run an operating surplus this year to support higher expenses in the future

Additional Notes: The move of money to the UUA Endowment Fund is now showing in our total listed below

Cash Balances as of 07/31/2026	
Community Bank Checking Account	7071.92
Arrow Bank Checking Account	1,000.00
Arrow Bank Savings Account	41,523.00
Total cash	$49,594.97
UU Endowment Fund	$343,043.71

Nicholas Hunt-Bull, Treasurer

UUFP 2026 BUDGET WORKSHEET

			ADOPTED 2026	As of 8/31/2026	% Earned /Used	August
					66.67%	
REVENUE/INCOME						
% of Budget	2026 Contributions					
		Share the Plate Donations	$6,000.00	$5,956.32	99.27%	$135.00
		Other Donations	5,000.00	612.85	12.26%	210.33
		Pledges includes the matching funds& Prepaid Pledges)	96,139.00	71,716.23	74.60%	3,085.03
		Uncollectables (1.0%)	(961.00)	0.00	0.00%	0.00
		Interest Income	100.00	65.88	65.88%	7.05
		Investment Income	0.00	61,551.57	0.00%	0.00
96%	Contributions		$106,278.00	$139,902.85	131.64%	$3,437.41
	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	435.00	87.00%	60.00
		Gift Basket Raffle	1,000.00	400.00	40.00%	0.00
		Rummage Sales, Other Fundraisers (net expenses)	1,968.00	165.00	8.38%	0.00
4%	Other Income-Fundraising		$3,968.00	$2,200.00	55.44%	$60.00
	Total Income		$110,246.00	$142,102.85	128.90%	$3,497.41
		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	$142,102.85	128.66%	$3,497.41
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	3,003.17	100.11%	358.08
		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	$4,061.71	82.39%	$358.08
	Communicating					
		Advertising (brochures, posters, print ads, LED Signage)	$590.00	$426.07	72.22%	$0.00
		Website domain/backup service/New website domain	180.00	144.19	80.11%	0.00
		Printing	80.00	38.56	48.20%	0.00
		Online subscrpts (Zoom, Mailchimp, Canva, GGeeks)	600.00	416.35	69.39%	26.50
		"Licensing (CVLI, CCS, OneLicense)"	1,000.00	843.94	84.39%	0.00
3%	Communicating		$2,450.00	$1,869.11	76.29%	$26.50
	Religious Exploration					
		RE Professional Development (incl LREDA 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	168.95	84.48%	$27.95
		Guest speakers*10 lay, 3UU	6,750.00	3,959.38	58.66%	0.00
		Sunday Services	$7,250.00	$4,193.33	57.84%	$27.95
9%	Worship		$10,020.00	$4,948.33	49.38%	$27.95
	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	$5,713.68	65.60%	$749.08
24%	**RELIGIOUS LIFE TOTAL**	$26,565.00	$16,787.88	63.20%	$1,161.61
	OPERATING EXPENSES				
	Administrative Expenses				
	Internet-Telephones	$1,445.00	$876.81	60.68%	$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	1,248.74	60.77%	132.39
	55 Medicare, Emp taxes	4,662.00	2,731.80	58.60%	280.57
	Insurance, WC, Disability (est.)	2,053.00	1,128.44	54.97%	62.35
	Breeze/PayPal Fees	1,315.00	789.84	60.06%	101.31
	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	108.00	27.00%	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	$7,520.76	52.54%	$718.05
	Buildings and Grounds				
	Utilities: Palmer	$1,800.00	$1,503.89	83.55%	$57.95
	Maintenance/Repairs Palmer	1,000.00	0.00	0.00%	0.00
	Trash Removal	240.00	230.96	96.23%	21.59
	Insurance	2,900.00	1,334.00	46.00%	0.00
	Grounds	2,500.00	1,605.96	64.24%	100.00
	Cleaner Contractor/Supplies	2,000.00	1,222.05	61.10%	123.36
	Kansas Ave/Montana Drive Property	100.00	171.37	171.37%	0.00
10%	**Building & Grounds**	$10,540.00	$6,068.23	57.57%	$302.90
	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	$34,602.56	58.62%	3,544.10
53%	**Payroll Expense**	$59,026.00	$34,602.56	58.62%	$3,544.10
76%	**Operating Expenses**	$83,881.00	$48,191.55	57.45%	$4,565.05
	Total Expenses	$110,446.00	$64,979.43	58.83%	$5,726.66
	REVENUES	$110,446.00	$142,102.85		$3,497.41
	EXPENSES	110,446.00	64,979.43		5,726.66
	NET INCOME	$0.00	$77,123.42		-$2,229.25
	Cash Balances as of 08/31/26				
	Community Bank Checking Accounts	$7,071.92			
	Arrow Bank Checking Account	1,000.00			
	Arrow Bank MM Savings Account	41,523.05			
	Refugee Project bank Account	0.00			
	Total Cash	$49,594.97			
	UU Endowment Fund Value (as of 07/31/26)	$343,043.71			
	Please keep in mind the $77,123.42 includes the $10,000 Memorial donaton and the $61,555.57 net gain from the sale of the Kansas avenue lot. Our net profit without these items is $15,567.85				

CURRENT BUDGET SCHEDULE FROM THE FINANCIAL POLICIES AND PROCEDURES
(revised 8-20-26)

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 — **CLG** holds Orientation Workshop, as needed. Distributes the approved budget calendar and prioritized goals. **Teams** meet to begin planning objectives, actions, and costs.

CLG puts out call for budget requests and action plans from teams inside CLG—including **Worship**, Whole Church RE (**WCRE**), Engagement & Belonging (**E&B**), **Social Justice**, **Caring**, **Gatherings**, Buildings & Grounds (**B&G**), **Communications**, **Short-term Fundraising**.

Teams continue planning objectives/actions and developing budget requests.

Oct, 1st wk — **Team** budget requests/action plans are due to CLG. **CLG** begins to look for opportunities to coordinate on actions; looks for redundancies. The CLG prioritizes requests.

Oct, 2nd wk — **CLG** takes second week to work with team submissions. CLG follows up with any teams who have not yet submitted anything. **CLG** forwards the budget package to the Finance Committee.

Oct, 3rd wk — **Finance Committee** reviews proposals for cumulative budget implications and seeks appropriate clarification of proposals and amendments from CLG/teams.

Finance Committee forwards Preliminary Budget recommendation to Board members in time for October Board meeting discussion.

Mid Oct — Annual Giving Campaign training completed, as needed.

Late Oct — **Board** approves/amends Preliminary Budget Plan and **Annual Giving Campaign** goal. Board forwards approved goal and budget mark-up to **Annual Giving Chair** and Finance Committee.

Nov 1st Sunday	**Annual Giving Campaign** runs from first Sun in November to mid-December.
Dec, 1st wk	**Annual Giving team** follows up with remaining prospective pledges.
Dec, 2nd wk	**Annual Giving team** reports estimated Campaign total to Board and Finance.
	Finance reviews necessary budget adjustments with CLG/teams to balance the budget plan and forwards Proposed Budget to the Board.
Jan, 1st wk	**Board** reviews/amends Proposed Budget in preparation for CLG/team comment and appeal for reconsideration. Amended Proposed Budget sent to CLG/teams for comment/appeal.
	Board prepares budget presentation and business of Annual Business Meeting.
Jan, 2nd wk	**Communications** sends a Special Announcement e-blast with a link to the Official Proposed Budget, posts the announcement on website and e-News, makes same announcement on Sunday morning. **Board** posts the announcement in the Fellowship lobby with additional hardcopies available.
Jan 3rd Sunday	**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 ,4th wk	Post and publish *Revised* Proposed Budget (webpage, e-News, Sunday morning from pulpit, on Fellowship bulletin board and extra hard copies).
Jan 4th Sunday	**Special Congregational Meeting**, if necessary to pass a revised budget.

Appendix A, proposed Finance Committee revision 9/9/26

The Finance Committee shall consist of st least four members and will include the Treasurer of the Board of Trustees, additional board members, and one or more members appointed by the Board. This committee shall be responsible for developing a budget for the Fellowship and fundraising activities. It will arrange for a periodic audit of the books by a committee of the members or a certified public accountant.

The Finance Committee 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 the restrictions placed on any gift to the endowment.

The Finance Committee will develop and see to the execution of major campaigns including capital and stewardship campaigns. The Finance Committee will review and make a recommendation to the Board on any proposed fund-raising plan to benefit the Fellowship or to be promot4ed by or take place on the properties of the Fellowship. The Committee may appoint leadership to execute a major campaign with a goal of $25,000 or more.