

Unitarian Universalist Congregation of the Palisades
Notice of Annual Meeting of the Congregation
Sunday, June 8, 2025, at 11:30 AM

The Annual Meeting will be held virtually on Zoom.

As a Member or Friend of UUCP, you are warmly and cordially invited to attend the Annual Meeting of the Congregation. Please attend, participate, and help us to prepare for Fiscal Year 2025-2026.

Important information about votes to be taken:

1. The votes which will take place during the meeting are to:
 - a) Approve the minutes of the meeting held June 9, 2024.
 - b) Elect the Officers for the 2025-2026 congregational year.
 - c) Enact the Budget for fiscal year July 1, 2025 through June 30, 2026.
2. In order to cast a ballot, pursuant to our By-Laws, one must be at least 16 years of age, have signed the Membership Book at least one month prior to the vote, have attended Sunday services or otherwise contributed to the life of the Congregation and have made a recorded, personal contribution during the past twelve months in an amount not less than \$100.00 unless special arrangements have been made on grounds of hardship.
3. If you need hardship consideration, please telephone our Treasurer, Donna Buono, as much in advance of the meeting as possible.
4. If you are ill or have unavoidable conflicts which will prohibit your attendance, you may vote early on Survey Monkey. Michael Meyers-Jouan will send directions.

UUCP ANNUAL MEETING PACKET 2025

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Agenda for the Annual Meeting, Sunday, June 6, 2025

1. Welcome – Deborah Singer Pires and Arlene Holpp Scala, Co-Presidents
2. Quorum Count - Michael Meyers-Jouan, Vice President
3. Opening Words – Arlene Holpp Scala
4. Minutes of Last Meeting, June 6, 2024 – Sydelle Postman, 2023-2024 Secretary
5. Vote to Approve Minutes – Sydelle Postman
6. Nominations from the floor – Arlene Holpp Scala
7. Deborah Singer Pires is stepping down as 12-year Co-President. She is running as a Trustee.
8. Election of Board of Trustees 2025 - 2026 on Survey Monkey – Michael Meyers-Jouan
9. Marketing and Communications Specialist Report – Liandra Pires
10. Budget Report – Jon King, Treasurer
11. Vote on Approval of Proposed Budget 2025-2026
12. Report of Election Results –Michael Meyers-Jouan
13. Explanation of new draft of By-Laws – Jon King
14. Vote on By-Laws Draft
15. New Business – Reflections on the 2024-2025 Congregational Year and Thoughts for the New Congregational Year from Congregants
16. Closing Words – Deborah Singer Pires
17. Adjournment

Unitarian Universalist Congregation of the Palisades

Minutes of the ANNUAL MEETING

Held Sunday, June 9, 2024 at 11:30 a.m. – 12:42 p.m. on ZOOM

Meeting called to order at 11:35. A.M.

Present: Judy Manton, Brandy Mariah, Karen Washington, Micki Shilan, Sydelle Postman, Deborah Singer Pires, Arlene Holpp Scala, Donna Buono, Michael Meyers-Jouan, , Susan Feltman, Ron Hilliard, Cassandra Jennings Hall, Rev. Sonia Ketchian, Debi Links, Jon King, Leslie McFadden, Maria Makowiecka, Chris Munonye.

Welcome Deborah Singer Pires and Arlene Holpp Scala, Co-Presidents

Quorum Count: Vice President, Michael Meyers-Jouan **18 members present**

Opening Words: Rev. Sonia Ketchian “Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it’s the only thing that ever has.” Margaret Mead

Minutes of Last Annual Meeting (June 11, 2023) Secretary, Sydelle Postman approved

Election of Board of Trustees 2024 - 2025

Request for Nominations from the Floor - Arlene Holpp Scala

There were no nominations from the floor.

Slate of Candidates: Co President-Arlene Holpp Scala; Co President-Deborah Singer Pires; Vice President-Michael Meyers-Jouan; Secretary-Debra Links; Treasurer-Jon King; Trustee- Donna Buono; Trustee; Sydelle Postman

Summary of Slate Changes: Donna Buono has resigned as Treasurer and is running as Trustee; Sydelle Postman has resigned as Secretary and is running as Trustee; Jon King has resigned as Trustee and is running as Treasurer; Debra Links has resigned as Trustee and is running as Secretary.

Proceed to Voting:

Michael Meyers-Jouan explained the **Survey Monkey**; can be accessed through Chat on Zoom. Congregants proceeded to vote.

Vote to approve Slate for Board of Trustees:

Treasurer’s Report : Donna Buono

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- Treasurer's Report Our congregation has been able to meet our expenses this year. All members are up to date with their pledge amounts and everyone has submitted a pledge for the 2024-2025 year.
- Half of our members increased their donations for the next year.
- Donations from the donation button, the collection plate and several checks from friends totaled \$4,781 through May 15, 2024.
- The garage sale made \$1,350 and the service auction brought in \$3,614.
- We did not withdraw any money from the endowment fund this year.
- We are using a payroll service to pay our minister and the communications/marketing consultant.
- Our guest minister, Phillipa Jones (Pippa) will likely be doing two services a month for the coming year. Sincerely, Donna Buono Treasurer

Vote on Approval of Proposed Budget Approved

Marketing and Communications Specialist – Liandra Pires

- Received praise for her hard work, patience and initiative.
- Successfully took on so much more work this year including: Service Auction, Technology for Services on Zoom as well as Hybrid Services
- Operating/troubleshooting equipment

Report of Election Results Michael Meyers-Jouan; Slate approved unanimously

New Business:

Discussion about the Future of Congregation

Bristol Assisted Living Facility

- Rev. Sonia was able to arrange for us to use the Bristol for Services two Sundays instead of one per month, at no charge.
- We will need to provide our own coffee and snacks for when we have services
- Are there ways we can help to advertise The Bristol, ask for brochures to distribute? Other ways we can be of help to the Bristol?

Fall Picnic

- We will plan a social event in the Fall. Details to be determined.

Other Possible Events

- **Get together Social**
- **Welcome Back Picnic**
- **Film night on Zoom**
- **Blessing of the Animals**
- **Jewish High Holiday Services (Chani Getter)**

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- **Work with Romemu Synagogue's Community Kitchen – provide meals to local community: cook, package, pick up**
- **Visit to Hindu Temple in Queens**
- **Connect with progressive religious organizations.**
- **We will write and mail Post Cards to residents of swing states encouraging them to vote.**

Closing Words: Rev. Sonia Ketchian

Next Meeting

UUCP Board of Trustees RETREAT

Tuesday, July 2, 2024

Home of Arlene Holpp Scala

3:30 pm to 5:30 pm

Meeting Adjourned 12:42 PM

Respectfully submitted by:

Sydelle Postman, Secretary

July 5, 2024

Proposed Slate of Candidates with Biographies

Pursuant to our By-Laws, at each annual meeting there is chosen by secret ballot, to take office at the conclusion of the meeting, the following:

Officers: President, Vice President, Secretary, Treasurer, and Trustees

President: Arlene Holpp Scala

I have served as Co-President of the UUCP Board of Trustees for 12 years with my sister congregant and friend Deborah Singer Pires. We have collaborated successfully with thoughtfulness and humor.

Along with my wife Donna Ezrol, I have been a member of UUCP since 2005. During that time, I served as a Board Trustee and then Secretary when Eddie Hadden was President. When the late Al Stawsky was President, I served as Secretary. Then in 2012, I first served as Co-President with Debbie. I have also served as Worship Associate and member of the Program Team. When Reverend Paul Dodenhoff was our minister, the Congregation had a variety of Friday evening events at SESCIL (South East Senior Center for Independent Living) in Englewood, and I organized a Poetry Slam, bringing some of my students from William Paterson University, as well as congregants to perform their poetry. Being a member of UUCP for 20 years has been a joyful experience for me thanks to our amazing diverse membership and ministers including Paul Dodenhoff, Sonia Ketchian, and Pippa Jones, as well as many guest ministers.

I am Professor Emerita from William Paterson University (WPU) in Wayne, NJ. I first taught English and then Women's and Gender Studies. I taught for thirty-eight years and served as Chair of the Women's and Gender Studies Department for over ten years. I conducted numerous workshops on race, gender, class, and sexuality. I won an award at WPU for teaching excellence as well as awards for a variety of other work. I published in an education publication and in several anthologies.

Being the mother of four children, two stepchildren, four in-law children, and five grandchildren has been a special joy in my life. Yes, there have also been challenges. C'est la vie! My wife Donna and I have been together for twenty-nine years. When same-sex marriage became legal in New Jersey in 2013, we were married by Reverend Paul Dodenhoff, and our pot-luck wedding was attended by the congregation, family members, and other friends at the Elks Club in Bergenfield! We have lived in Englewood for 28 years with our nine house cats, plus two feline porch dwellers!

Vice President: Michael Meyers-Jouan

Michael Meyers-Jouan is currently Vice President of UUCP, sound engineer, and responsible for the Order of Service.

Mike Meyers-Jouan was born in New York City, but raised in the suburbs. He attended schools in Mamaroneck, New York. Mike has spent over forty-five years working with computers, in everything from three-man startups to Fortune 500 companies, and has

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been married to Sylvie Jouan-Meyers for forty-four years. Mike was raised in a “non-religious” household. Although his ancestors were Jewish, Mike was not satisfied with his experiences with Jewish congregations and was looking for something that would fit better with his scientific and engineering-based philosophy when he encountered the UUCP in 1999 and realized that he had found his family. In the past, Mike has served on the Board of Trustees as Secretary, President, and then as Treasurer. Mike and Sylvie live in Wanaque.

Trustee: Jonathan King

Jon King was born in New York City and raised in Rye, New York. After high school, Jon entered the Air Force as a weather observer. During these years he also became a commercial pilot and flight instructor. Jon holds a BA in Psychology from the University of Akron, and an MBA from NYU. For 20 years, he served in various computer systems and operations management positions as a VP with JPMorgan Chase. After leaving the corporate world Jon ran a small sign manufacturing company in Hackensack for several years. Jon then served as the marketing executive for a small computer software company. More recently Jon started his own computer consulting company, My Personal Geek, and also worked as an adjunct consultant for the UU District of Metro NY. Jon is also a 5th degree black belt Taekwondo Master and taught at MBS Taekwondo in Cresskill, NJ. In addition to his professional accomplishments, Jon has maintained an interest in human consciousness and spiritual growth and has attended many courses and experiential workshops over the last 30 years, as both a participant, and small group facilitator. Since joining UUCP about 27 years ago, Jon has served as Chair of the Program Team, as President of the Board of Trustees, a Board Trustee, as Treasurer and as Chair of the Committee on Ministry (COM). Jon lives in Englewood with his wife, Kathleen Mullally, and their son, Ben.

Secretary: Debi Links

Thank you for the opportunity to serve as your trustee on the UUCP board over the last year.

It has been my honor to be part of an amazing congregation where we come together to lift one another up and serve our outlying communities as well. We have expanded our reach halfway around the world to our friends in South Africa and beyond. Quite amazing!

Our minister Sonia along with our co-minister Pippa have been the light for us all. Together they teach us, lead us, care for us as we learn, work and grow together in oneness.

I am so grateful to UUCP who has become my family in so many ways.

It has been the best five years living in Fort Lee, New Jersey.

We have embraced all the wonderful people we have met and grown close too. It has been the warm, kind and caring community that has made the congregation our forever home.

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We have two children, Seth and Samantha who have witnessed and celebrated this chapter of our life with us as well.

We have three gorgeous granddaughters aged 1,7, and 9. It is through their eyes that I find hope for the future.

Our littlest one Lilly said " hi grandma" this week on the phone for the first time.

Precious and life giving words.

Additionally I like to keep busy by reading, writing daily, singing playing canasta and trips to New York to experience music and art my lifelong passions.

My commitment to UUCP has given me another opportunity to serve as your secretary. Forty years of teaching, including graduate school, has given me the opportunity to meet different needs and communicate successfully.

In addition, I hold a degree in divorce mediation and have worked as a corporate trainer in New York as well.

It is my hope that together we can continue to grow and challenge ourselves as a UUCP congregation and become the best we all can be.

That is my promise.

Trustee: Donna Buono

Donna Buono was born and raised in Franklin Square, Long Island, NY. Her family joined the Ethical Culture Society where she attended Sunday school throughout her childhood.

She studied math at Boston University and moved to Englewood in 1974 with her husband where they raised their daughter. Her daughter lives outside of Philadelphia with her daughter.

Donna worked for 45 years as a computer programmer and earned a Masters degree in Statistics from Columbia University. She recently retired after working at Columbia University as a data analyst in Cancer Research.

In addition to numbers, she loves sewing, walking/hiking and gardening.

And best of all is spending time with her 16 year old granddaughter.

She was introduced to UUCP in 2004 and became a member shortly after.

She served on the Membership Team and the Board of Trustees before accepting the position of treasurer.

Trustee: Sydelle Postman

I was born and raised in an extended family in New York City, in the Western Queens neighborhood of Astoria, whose residents were a mix of Eastern European, German, Italian, Irish, Greek and Jewish immigrants. My family, mostly secular Jews, emigrated to North America from what is now Belarus at the beginning of the 20th century.

I received a B.A. from the University of Wisconsin, Madison and almost twenty years later went back to school for an M.Ed. in Vocational Rehabilitation Counseling from Hunter College, CUNY, New York City.

After bouncing around from job to job right after college I found work that was meaningful as an employment counselor, helping people who were blind or visually impaired determine their own goals and figure out how to reach them. I loved this work and learned so much from my clients about facing life's challenges.

I became a member of UUCP more than twenty-five year ago, along with my family. My daughter, Hannah, went through the Religious Education programs for many years and she still maintains a bond with some of the other young people she met at UUCP. Hannah values how she was encouraged to follow her own spiritual path.

Retired for more than a decade now, I have served on a number of Committees at UUCP and most recently I have served as the Secretary of our Board of Trustees. I value my relationships with the members and friends of this congregation as well as the work we've done to make a difference in the world.

Since retirement I've taken classes to keep my brain and body healthy, walk every day (somewhere), have travelled when I have had the opportunity and have been a volunteer tutor in English. During the past year I have become an amateur birder and enjoy taking walks alone, with friends or with the Bergen County Audubon Society.

Trustee: Deborah Singer Pires

Deborah is retired Emerita Associate Professor of English from Union County College where she taught for over forty years. She also adjuncted at NYU for 15 years where she was awarded her Master's Degree. She has co-written three text-workbooks, acted in a semi-professional theater company, and is an award-winning watercolorist. She raised her two daughters, Juliana and Liandra after her husband's death in 1995 and is a grateful mom and grandmother of Victoria and Marcus. She is currently also a member of Temple Emeth, Teaneck.

Deborah has been a member of UUCP since 1998. She has been on the Board for 14 years, as Co-Vice President for two years under Al Stawsky's presidency, and twelve years as Co-President with Arlene Holpp Scala since 2013.

The following is a partial list of her service to the congregation:

- Board of Trustees, Co-President, Co-Vice-President

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- Committee On Ministry, Chair
- Program Team, Chair
- Search Committee (to hire new minister), Chair
- Leadership Council (under Leyn Burrows), member
- Ad Hoc Committee to develop Small Group Ministry, member
- Ad-hoc program team subgroup to formalize the Order of Service, member
- Justice Team; Membership Team; Choir; RE Team; COM; Growth & PR Team; Space Team; Program Team (18 years), member
- Work on developing 'Family' Services with District RE person and Lisa Pribanic
- Entertain at canvass dinners
- Set up choir visits to CUC (one for their service, one for an AIDS quilt program)
- Congregational picnic for Dawn at my house
- Passover Seder at my house for 30 people
- Organize and lead many UUCP Passover Seders
- Pool party for youth group at my house
- Social justice workshops, Metro District meetings, Work at homeless shelters,
- Attend District meetings and District anti-racist meetings:
- Write and publish press releases;
- Create and deliver over 70 Sunday morning services.

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UUCP Budget 2024-2025

Unitarian Universalist Congregation of the Palisades						
Budget vs. Actuals: Budget FY25 P&L - FY25 P&L						
July 2024 - June 2025						
	Total					
Revenue	Actual July 1 to April 30	Budget 24-25	Annualized Actuals	Proposed Budget		FY25 vs FY26
Fundraising		349	\$0	349		0
Garage Sales	10	1,350	\$12	1,100		-250
Service Auction	7,194	5,138	\$8,633	7000		1,862
Yard Sale	1,122		\$1,346	0		0
Total Fundraising	8,326	6,837	9,991	8,449		1,612
Interest Income	1	1	\$2	1		0
Operational Income		0	\$0			0
Collection Plate	3,069	320	\$3,683	1000		680
Donations	2,350	2,500	\$2,820	2500		0
Pledges	24,789	28,024	\$29,747	30000		1,976
Total Operational Income	\$ 30,208	\$ 30,844	\$36,250	36250		5,406
Total Revenue	\$ 38,534	\$ 37,681	\$ 46,241	\$ 44,699		\$ 7,018
Expenditures						
Administration						
Bank Charges		-2	\$0			2
Credit Card Service Fees	-5		-\$6			0
Dues Paid Out	200		\$240	250		250
Gusto Payroll Services	583	696	\$700	750		54
Insurance		0	\$0			0
Liability		653	\$0			-653
Workman's Compensation	934	285	\$1,121	1200		915
Total Insurance	\$ 934	\$ 938	\$1,121	938		0
Merchant Fees	11	376	\$13	13		-363
Office	160	400	\$192	400		0
UUA Annual Fair Share Dues		200	\$0	300		100
Total Administration	\$ 1,883	\$ 2,608	\$2,259	2608		0
BOARD OF TRUSTEES		0	\$0			0
Congregational Gifts	150	25	\$180	200		175
Special Events	27		\$32			0
Treasurer	34		\$41	34		34
Total BOARD OF TRUSTEES	\$ 211	\$ 25	\$263	263		228
Communications & Marketing						
Contract Labor - Communications and Marketing	6,949	6,676	\$8,339	9600		2,924
Newsletter	23	0	\$28			0
Constant Contact	506	0	\$607	625		625
Total Newsletter	\$ 529	\$ 0	\$635	635		635
Supplies and Materials		207	\$0	207		0
Web Site Hosting	456	945	\$547	800		-145
Total Communications & Marketing	\$ 7,934	\$ 7,828	\$9,521	9261		1,423
CONGREGATIONAL INTEREST GROUPS		0	\$0			0
Cost of Books PrePurchased		23	\$0	25		2
FINANCE-FUNDRAISING		0	\$0			0
Advertising (2X garage sale)	75		\$90			0
Supplies and Materials/Equipmen		230	\$0	100		-130
Total FINANCE-FUNDRAISING	\$ 75	\$ 230	\$90	\$276		46
GROWTH AND MEMBERSHIP		0	\$0			0
MEMBERSHIP	41		\$49	200		200
Caring Connections	296		\$356	400		400
Food and Celebration	53		\$64	64		64
Gifts & Awards	52		\$62	52		52
Total MEMBERSHIP	\$ 443	\$ 0	\$531	\$531		531
MINISTRY			\$0			0
Guest Miisters	500	0	\$600	500		500
Housing Allowance - Sonia	14,850	19,800	\$17,820	19800		0
Pippa Salary	7,170	6,000	\$8,604	6000		0
Total MINISTRY	\$ 22,520	\$ 25,800	\$27,024	26300		500
PROGRAMS		0	\$0			0
Guest Fees		0	\$0			0
Supplies & Materials	70	12	\$83	70		58
Zoom Tech		0		3750		3,750
Total PROGRAMS	\$ 70	\$ 12	\$83	\$3,820		3,808
SOCIAL JUSTICE		51	\$0			-51
Write Off Pledges	200	1,500	\$240	500		-1,000
Total Expenditures	\$ 34,393	\$ 38,004	\$41,272	\$ 44,809		6,805
Net Operating Revenue	-\$ 34,393	-\$ 38,004	-\$41,272	-\$ 110		37,894

Treasurer's Report

As we approach the end of this fiscal year, we find ourselves in a very strong financial position. Pledge receipts and other fundraising are ahead of target, and we have also received a very generous donation. Additionally, expenses are right on target.

We started the year with about \$5,000 in checking and \$20,000 in savings. \$12,000 from the savings account was moved to a 4-month CD at 3.5% interest.

Current Balances

Checking	\$5,598
Savings	\$8,582
4 Mo CD \$12,000	

Most of our current budget is allocated to pay the salaries of our two ministers, Sonia and Pippa, as well as our guest ministers and our Communications Director, Liandra. The majority of the remaining funds are allocated to maintaining our website and social media presence.

This coming year, we hope to hire a Zoom technician to manage most of our Sunday services, expand our outreach to sustain our growth, and increase our reserve in case we need to cover future rent payments. We would also like to have sufficient funds in the budget to support staff salary increases, increase the Caring Connections budget as our members continue to age, and increase our advertising budget.

We would also like to establish a planned giving program for UUCP. Planned giving is about leaving something in our wills for UUCP to help the congregation continue to support its current needs, as well as to secure its financial well-being for the future.

Respectfully Submitted



Jonathan King – Treasurer UUCP

UUCP Co-Presidents' Report

UUCP Co-Presidents' Report

Deborah Singer Pires and Arlene Holpp Scala

2024-2025

This completes our twelfth year serving as Co-Presidents. We started working together as Co Vice-Presidents of UUCP under President Al Stawsky. We've seen many changes at UUCP since then. We served as Vice Presidents, then Co-Presidents during the 10-year tenure of Rev Paul Dodenhoff. We have continued as Co-Presidents for the past five years with Rev Sonia Ketchian who has revolutionized our congregation. Thanks to Rev. Sonia, who has nurtured our relationship with Bristol, we have been meeting there twice a month on the first and third Sundays and now have the opportunity of meeting there every week. In recent years, there has been a dramatic increase in the need for pastoral care. Rev Sonia's compassion has helped many congregants, and we are grateful for her generosity of time and spirit. In addition, our congregation has been greatly enriched by the ministerial presence of Rev. Pippa Jones, twice a month, who comes to us on Zoom, from Cape Town, South Africa. We are incredibly lucky to share our spiritual journey with these two gifted ministers.

As Co-Presidents, we have instituted some new actions at the congregation. Deborah Singer Pires started Caring Connections setting up a committee of Debbie Finley Troup and herself. We have sent flowers and fruit as well as cards to people in need. We've also communicated to Liandra Pires the names of people who would like phone calls, visits, or help to be published in the Weekly Reader. On the Board, we have adopted the policy to recognize and give a \$25 gift certificate to any Board officer who has served more than two terms and is stepping down from their position. We have also put into place a second service auction which has brought in additional funds. Arlene Holpp Scala has continued to host our garage and bake sale (thank you, Susan Feltman) with great success, despite the rain.

Our responsibilities as Co-Presidents have included the following, among others:

- Schedule monthly Board of Trustees (BOT) meetings and develop agendas
- Schedule and plan two congregational meetings a year
- Schedule and plan two BOT retreats a year
- Write Year-end report
- Communicate with Board members and Minister
- Email meeting reminders
- Call congregants dealing with health and other issues
- Address unexpected congregational issues that arise
- Find people to lead fifth Sundays
- Lead services
- Assist the Minister in the ritual of introducing new members
- Prepare for Service Auctions
- Organize and host garage and bake sale

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- Institute new Board procedures
- Organize special community events i.e. Welcome Back Picnic, Blessing of the Animals, and other gatherings

Make numerous phone calls and have ad hoc meetings with Board members and Minister

We are grateful to be working with dedicated and hard-working colleagues on the Board of Trustees: Michael Meyers-Jouan, VP; Debra Links, Secretary; Jon King, Treasurer; Donna Buono, Trustee; and Sydelle Postman, Trustee. Adding to our amazing team, is our creative and talented Director of Marketing and Communications, Liandra Pires. Of course, we cannot forget our devoted minister, Rev. Sonia, who goes above and beyond to support and grow UUCP. We are grateful for her leadership.

This is Deborah's last year as Co-President. She is stepping down and will seek a position on the Board as Trustee.

Respectfully Submitted,

Deborah and Arlene

May 31, 2025

UUCP Annual Minister's Report

Reverend Sonia Ketchian

As I prepare this report, I'm amazed to realize I have now been serving this community for five years. Time flies when you're doing something you love.

We've now been guests at The Bristol for three years, and over the past year, we've had the joy of meeting there twice a month. Looking ahead, we've been invited to hold services every Sunday as The Bristol's guests. We're currently in the process of establishing a tech setup that will allow us to continue our relationship with Rev. Pippa in South Africa, enabling her to Zoom in and appear on the big screen in our shared service room. This will be a wonderful opportunity for us to physically gather for services every Sunday!

To help deepen our connection with The Bristol, I've offered to personally lead monthly support groups and meditation sessions for Bristol residents. I'm also collaborating with the Bristol leadership to coordinate opportunities for our congregants and friends to offer lectures, performances and other events for the Bristol residents.

This year, I've led services twice a month and have had the pleasure of welcoming a range of guest speakers and organizations to share their wisdom with our congregation. This year's co-presenters included:

Rev. Laurene Williams, Rev. Dr. Sandra Coppola, Rev. Jeep Ries, Rev. Dr. Sushmita Mukherjee, Rev. Mark Fowler, and Lisa Maurer from the Women's Rights Information Center.

Thank you to UUCP leadership for inviting back our beloved Rev. Paul Dodenhoff. And a heartfelt thanks to our UUCP Congregants and Friends who volunteered to lead Sunday services and offer Sermons. Each of their voices and insights have deepened our shared spiritual journeys.

It's been a sincere privilege to work with Rev Pippa Jones, who brings her profound spirituality and wisdom to us from Cape Town South Africa. We're grateful that she's been available to lead two services each month, grounding our congregation in her profoundly deep and heartfelt spirituality. We are thankful to Rev. Pippa not just for her offerings, but to the extraordinary guests she shares with us, each broadening our hearts and minds.

Our Tuesday morning meditation group — a true passion of mine — has met faithfully at 8:00 AM each week throughout the year. Even when I've been away on vacation, others have stepped up to lead. This space has become a spiritual home for many, and the door is always open for new and returning meditators, experienced or beginners. If you haven't joined us yet, I encourage you to try it. It's a beautiful way to cultivate peace within ourselves, which ultimately impacts the lives of those around us.

We also continued our monthly Conscious Conversations, offering opportunities to explore both heartwarming and challenging topics. These gatherings have been a

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meaningful way for newcomers to get to know our community and for all of us to deepen our shared values and vision.

2024–2025 has been a challenging year, to say the least—marked by the presidential election and the troubling impacts of the current administration.

In response and fueled by our congregation's deep commitment to racial and social justice, we've amplified the work of the UUCP Racial & Social Justice Team. As co-chairs, Liandra Pires and I have hosted monthly Zoom gatherings to build community, raise awareness, and organize action.

Together, we've all developed and implemented initiatives to support underserved individuals and communities, including an ongoing partnership with the Women's Rights Information Center (WRIC). We've also worked hard to provide tangible ways for congregants to BE IN ACTION — responding to injustice and inequity through both service and advocacy.

Some highlights from this past year include:

- “Postcards to Swing States” – Over 2,000 postcards written and sent to encourage voter participation
- WRIC Holiday Children's Toy Drive
- WRIC Winter Coat Drive
- WRIC Household Goods Donation Campaign – Meeting basic needs with dignity
- Participation in information campaigns, boycotts, marches, and protests

UUCP continues to live out our shared values by finding meaningful ways to make a difference — to “Do Something.”

While many congregations are shrinking... our small yet mighty one is GROWING! Last year we added two new members this year we've added three. We are delighted to officially welcome Dr. Maria Makowiecka, Christopher Munonye, and Dr. Joan Rubinstein. Every new voice adds dimension, warmth, and vitality to our community — and we are so deeply grateful.

My calling to ministry is rooted in a desire to companion and support individuals in their spiritual journeys. It's been an honor to accompany many of you through the joys and challenges of life. To all members: please know that I am here for you. If you would like to schedule time to connect either by phone or in person. Please don't hesitate to reach out!

I'd like express my sincere thanks to our UUCP Tech Team, who make it all happen (as seamlessly as possible) behind the scenes! Liandra Pires, Jonathon King, Michael Meyers-Jouan, and Deborah Pires — Thank You!

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A special thanks to Liandra Pires our Director of Marketing and Communications who has been a GREAT partner. You know someone's doing an amazing job when they make it all look easy ... when it truly isn't! Many thanks Liandra for all you do!

My deepest appreciation also goes to our UUCP Board:

Jonathan King, Michael Meyers-Jouan, Debra Links, Sydelle Postman, Donna Buono, and especially our presidents Deborah Pires and Arlene Scala. Each of you brings so much heart and spirit to the ongoing growth and sustainability of this congregation — even during challenging times. I hold you all in the highest regard. Thank you.

Looking ahead, I see positive and exciting changes on the horizon — especially with the opportunity to meet in person every Sunday at The Bristol, in such a beautiful and welcoming space. We have so much to look forward to *and* much to build together.

In closing, I'd like to offer my heartfelt thanks to each and every congregant for your presence, heart, and participation. You are the soul of this extraordinary and unique community. It is my joy to know and serve you.

Holding you all in your highest good, with much love.

In faith and service,

Rev. Sonia Ketchian

May 21, 2025

Director of Marketing & Communications

Liandra Pires

UUCP Annual Report (June 2025)

The following is a list of some of the things I have been doing this year:

WEEKLY READER

- **Newsletter Editor of Weekly Reader.** Responsible for creating and maintaining the electronic weekly newsletter.
 - Handle the editorial process, ensuring the newsletter's content is accurate, engaging, and relevant.
 - Writing, editing, proofreading, designing layouts, adding engaging photographs and overseeing the newsletter's distribution

SERVICE AUCTION

- Created spreadsheets for auction items and auction events
- Added 50 auction items to Auctria (including all details, pricing, added photos and edited photos)
- Edited auction item/event descriptions
- Created document with calendar (filled in auction events on calendar)
- Updated list of donation ideas (uploaded to website)
- Edited/Updated auction forms (Gift Card Instructions, Business Gift Card Form) (uploaded to website)
- Asked Jon to edit errors on online auction forms that he created
- Emailed congregants to find out what they are giving to auction
- Calls and emails with congregants to help them with auction event descriptions
 - For those that picked a date that was already taken (I emailed them the calendar to pick a new date)
- Added auction countdown timer on website
- Created a pricing reference guide for auction items and events
- Arranged all catalog items/events on Auctria
- Created flyer
- Emailed UU congregations to let them know about auction
- Sent email blast about how to register
- Created & Sent multiple emails about auction
- Thanked donors for their donations
- Contacted donors who had an outstanding balance and notified them to pay off their balance (with screenshot of amount due).
- Sent reminders to donors about their upcoming event with bidder info
- Sent emails about open spots for upcoming Auction events

GARAGE SALE

- Advertised garage sale on the following sites and sent to the Board:
 - Posted flyer to Facebook, Twitter, Instagram Feed, Blast
 - The Record (Arlene submitted post) - Ad will run in Friday and Sunday's print newspaper and all three days on-line.
 - Facebook Groups:
 - North NJ Online Garage Sale
 - New Jersey Buy and Sell
 - New Jersey Online Garage Sale
 - New Jersey - Advertise Sales, Garage Sales, Trade, Events, Business
 - North New Jersey Garage & Yard Sale Group (Bergen Passaic Morris NJ)
 - New Jersey Garage And Estate Sales - Antiques and Second Hand Buy/Sell/Swap
 - Find a NJ/Pa Yard/Garage/Estate//Rummage/Flea/Home items & hand made stuff
 - Englewood, Bergenfield, Teaneck New Jersey (Bergen county)
 - NNJ Garage Sale
 - Bergen County NJ Yard Sale
 - Garage Sale Online...Passaic, Bergen, Essex, Etc.
 - NJ Rummage sale
 - New Jersey Yard Sales
 - GarageSaleFinder.com and YardSaleSearch.com
 - Next Door
 - Englewood Patch
 - All Events
 - Yelp
 - Craigs List
 - New Jersey Isn't Boring
 - NJ Monthly
 - American Towns
 - **Facebook Ads (\$30.00) – 3 days**
 - **Performance:**
 - **Views:** 5,546 (The number of times your ads were displayed.)
 - **Reach:** 4,127 (The number of Accounts Center accounts that saw your ads at least once.)
 - **Activity:**
 - **Link Clicks:** 205
 - **Post Engagements:** 219
 - **Post Reactions:** 13
 - **Facebook Followers:** 2
 - **UUCP Website (April 25, 26, 27):**
 - **Page views:** 125 + 48 + 115 = 288
 - **Visitors:** 79 + 35 + 71 = 185

ZOOM

- Administered in-person and online Sunday Service Zoom tech
- Reported “Zoom bombers”

EDITING

- Edited Sunday Service video, uploaded to **YouTube**
- Edited all copy received before I send it out

SOCIAL MEDIA

(Social Media Stats on Last Page)

- Maintained, oversaw, posted, checked analytics of all UUCP social media sites (Facebook, Twitter, Instagram, YouTube)
- Edited YouTube descriptions
- Monitored and responded to users comments on UUCP YouTube videos, deleted inappropriate comments
- Point of contact on Facebook Messenger and all social media platforms. Responded to messages from contacts showing interest in attending congregation
- Updated social media spreadsheet on followers/likes
- Update social media with posts when Sunday Services are cancelled

WEBSITE

- Maintained and edited all aspects of website – including added all calendar events and services, changed the appearance of the website, added photos, added/deleted/edited content, etc.
- Consistently updating website, such as adding countdown timer for auction and Garage Sale
- Contacted appropriate people to fix website when it was down or when there were any other issues.

ADMINISTRATION/NEWSLETTER/EMAILS

- Edited UUCP job description. Posted on all social media, website, UUA job board, sent blast
- Sent thank you emails to donors
- Contacted new members to add their birthdays to the Weekly Reader
- Point of contact for UUCP congregants
- Point of contact for outsiders that have inquiries and send us an email
- Produced Weekly Reader
- Edited all marketing/promotional materials that were sent to me

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- Welcomed visitors and new members by email
- Edited and sent out UUCP blasts, including calls to action, fundraisers, important notices, promotional materials
- Added visitors to UUCP Database, Constant Contact & UUCP Listserv

NETWORKING

- Networked with and advertised partner organization's events

COMMUNICATIONS CALLS/MEETINGS

- Calls with Board members, Rev. Sonia, Jon, Congregants, etc.
- UUCP Board Meetings
- Board Retreat

ADVERTISING

- Found free ways to advertise since UUCP was "on a budget".
- Always asked organizations for a nonprofit discount when applying for software
- Advertised all events, e.g., Service Auction and Garage & Bake Sale

FUNDRAISING

- Created a Giving Tuesday campaign and sent it to all social media and UUCP contacts

GRAPHIC DESIGN

- Created flyers, posted them on social media, website, and through email
 - Created additional format for flyers (pdf – for Bristol)
- Created unique graphics for UUCP social media

UUCP COMMITTEES

- Service Auction Committee (met 2/11/25)
- Tech Team Committee (met 1/13/25)
- Communications Committee (met 9/17/24)
 - Set up, organized, took notes, and led some committee meetings

UUCP RACIAL & SOCIAL JUSTICE TEAM

- Co-Chaired the UUCP Racial & Social Justice Team with Rev. Sonia

SOCIAL MEDIA STATS

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Social Media Stats- (as of 6/2/2025)

Facebook: 505 Followers

Twitter: 429 Followers

Instagram: 522 Followers

YouTube: 119 Subscribers

By-Laws of the Unitarian Universalist Congregation of the Palisades, Inc.

As passed by the Congregation at its June 14, 1992 Annual Meeting and revised on April 25, 1993, February 13, 1994, June 9, 1995, June 7, 1996, April 4, 2004, June 8, 2008, June 7, 2009, June 12, 2011, ~~11 and~~ June 9, 2013, and February 9, 2025.

The purpose of these By-Laws is to promote the harmonious and efficient operation of the affairs of The Unitarian Universalist Congregation of the Palisades, Inc.

Article I — Membership

The Congregation will be a home to its Members, both voting and non-voting, and its Friends, of whom no subscription to any covenant, creed or formula of faith will be asked.

- (a) Members:** Any person may become a Member of this Congregation who is in sympathy with the purposes of this Congregation and who signs its membership book.
- (b) Voting Members:** In order to become and maintain a status of a Voting Member of this Congregation, one must:
 - (i). Be at least age 16;
 - (ii). Have signed the Membership Book at least one month prior to the vote;
 - (iii). Have attended Sunday services or otherwise participated in the life of the Congregation; and
 - (iv). Have made a recorded personal contribution during the last twelve months. This contribution must be no less than the amount set annually by the Board of Trustees and shall be sufficient to pay the annual dues which are assessed per member by the Unitarian Universalist Association, ~~The Unitarian Universalist District of Metropolitan New York and the New Jersey Area Council of Unitarian Universalists~~, and include a contribution toward the expenses of the Congregation.

In case of hardship, this financial requirement may be waived in part or completely by the Board of Trustees.

- (c) Termination of Voting status and of Membership:** If a member does not meet the requirements for participation and financial support for the fiscal year, that person will be considered to be on non-voting status. After a period of one year from being placed on non-voting status, that person will be dropped from the Membership rolls.
- (d) Members Emeritus:** Members who have been active in the Congregation for many years who no longer fulfill the requirements for voting membership but wish

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to retain ties to the Congregation, will be, on their request, designated as Members Emeritus without voting rights.

- (e) **Friends:** A Friend of the Congregation is one who, while showing a financial commitment to the Congregation and is active in its affairs, chooses not to sign the Membership Book.
- (f) **Financial Support:** Every Member and Friend will be asked to make an annual financial pledge in support of the Congregation.

Article II — Fiscal Year

The fiscal year of the Congregation shall begin on July 1 and end on June 30 of the following year.

Article III — Meetings of the Congregation

- (a) **Annual Meeting:** The Annual meeting is to take place during the last quarter of each fiscal year. The agenda shall include reports of the Minister, President and Treasurer; adoption of the annual budget; report of the Nominating Committee; election of Officers, Trustees, new members of the Committee on Ministry, and the Nominating Committee, and such other business as is noticed for that meeting.
- (b) **Special Meetings:** Such Special Meetings as are deemed necessary by either the President, Board of Trustees, or upon the written request by petition of 25% of the Voting Members, shall be called.
- (c) **Location and Notice:** Meetings of the Congregation are to be held at the usual meeting place or such other place as is decided by the Board of Trustees. All such meetings shall be noticed by the Secretary, or by such members of the Congregation as the Board shall name, by notice emailed ~~mailed~~ at least one week ~~ten days~~ in advance to every Voting Member of the Congregation, indicating the purposes of the business to be transacted.
- (d) **Quorum:** A quorum shall consist of 25% of the Voting Members, except that a meeting called for the purpose of calling or dismissing a Minister, Dissolution or amending the Constitution or By-Laws shall require a quorum of 30%. The Board of Trustees shall have the authority to act for the Congregation if an Annual or Special Meeting has been properly called and its agenda properly published, and at which a quorum is not present. Action by the Board of Trustees shall be limited to agenda items. This section shall not apply to contested elections, calling or discharging a minister, purchasing or selling real property, or the dissolution of the corporation and amending the Constitution and By-Laws.
- (e) **Majority:** Unless otherwise indicated herein, a simple majority of all Voting Members who are present at the meeting shall carry any vote. In order to amend the Constitution or By-Laws, call or dismiss a minister, dissolve the corporation,

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purchase or sell real property or dispose of the corporation's assets, a two-thirds (2/3) majority is required.

- (f) **Presiding Officer:** All meetings are to be conducted by the President, or the Vice-President in the absence of the President, or any other Officer or Trustee so designated by the President. The presiding officer of any meeting shall not have a vote except in the case of a tie.
- (g) **Absentee Ballots:** The Board shall establish procedures for absentee voting in the case of illness, mobility impairments and unavoidable conflicts provided that the absent member has exhibited a continuation of other ties to the Congregation. In no event shall absent members be counted as part of a quorum.

Article IV — Governing Bodies

- (a) **Officers:** At each annual meeting, there shall be chosen, to take office at the conclusion of the ~~church~~-congregational Fiscal year beginning July 1, by secret ballot, a President, a Vice-President, a Secretary and a Treasurer, all of whom shall be Voting Members of the Congregation, to serve as its Officers. Any officer positions may be shared between two people with only one of the two people being able to vote at any official meeting of the Board of Trustees. In 2017, the congregation voted to extend the number of terms Board members can serve. The Board of Trustees shall act as it deems necessary as to any interim vacancies which occur. They shall perform the duties usually pertaining to these offices, including but not limited to the following:

President(s): To act as Chief Executive Officer of the Congregation, chair the Board of Trustees and preside at all business meetings of the Board and Congregation. To call Special Meetings of the Board of Trustees and report to the Congregation at the Annual Meeting. To vote only when required to break a tie. For such period as desired by the Board of Trustees, the former President may sit on the Board ex officio.

Vice-President(s): To assume all the responsibilities of the President when called upon to do so by the President or in the event of the latter's inability to perform the duties of the Chief Executive Officer, as determined by the Board. To perform such duties as are assigned.

Secretary(s): To record and issue the minutes of the Board and Congregation Meetings and to issue calls for Congregation Meetings. To maintain the accuracy of the Constitution and By-Laws and all of their amendments. To turn over the books and records of the congregation to his or her successor. To keep a roster of members and friends and the seal of the Congregation.

Treasurer(s): To be the custodian of all the Congregation's funds, to collect and deposit all income of the Congregation, to oversee and manage its liquid properties and to oversee its budget. To provide accounts thereof at all regular meetings of the Board of Trustees and of the Congregation. ~~and to cause there to be conducted~~

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~~an annual audit as directed by the Board of Trustees.~~ To report to pledgers on the status of their contributions no less than annually and in advance of the Annual Meeting. To sit on the Finance Committee. To turn over the books and records pertaining to the Congregation and facilitate the change of signatories and accounts to his or her successor.

- (b) Trustees:** At each annual meeting, there shall be chosen, at the conclusion of the church Fiscal year beginning July 1, by secret ballot, one to three ~~new~~ Trustees, who shall be a Voting Member of the Congregation, to serve as its Trustee(s). A term of office shall be one year unless an uncompleted term is being filled, ~~with such terms renewable for a total of no more than four consecutive one-year terms.~~ Trustees shall serve until their successors have been elected. The Board of Trustees shall act as it deems necessary as to any interim vacancies which occur. The Trustee shall sit with the Officers on the Board of Trustees to perform the governing work of the Congregation.

~~Trustees: The Congregation at the June 11, 2017 Annual Meeting voted to reinstate the office of "Trustee" to the Board of Trustees.~~

Board of Trustees: The Officers and Trustee shall together be known as the Board of Trustees, who shall meet regularly and no fewer than ten times per fiscal year, with four members constituting a quorum, to forward the work of the Congregation.

- ~~(h)~~ **(c) Committee on Ministry:** The Congregation voted at the June 14, 2015 Annual

- ~~(i)~~ **Meeting to indefinitely suspend the Committee on Ministry. The Board will assume the responsibilities of the Committee on Ministry. Any issues of conflict that may require assistance and advice to be resolved be referred to the Board of Trustees or to any individual member of the Board of Trustees or to the Minister. If requested, the Board of Trustees is directed to seek other appropriate independent sources to assist and advise.**

(d) Nominations: A committee of two Voting Members of the Congregation, elected at the annual meeting, and to include the Vice President of the Board of Trustees. No person may sit on the Nominating Committee for more than three consecutive years.

The Nominating Committee chairperson shall be appointed by the newly constituted committee once yearly.

The Nominating Committee, in consultation with the Board of Trustees will be responsible for final formulation of the slate of proposed candidates for Officers, Trustees, new members of the Committee on Ministry, and members of the successor Nominating Committee at the Annual Meeting.

A preliminary Nominating Committee report will be made to the Board of Trustees in writing for their review, no later than one month prior to the annual meeting.

). In addition, nominations will be accepted from the floor provided that the candidate is present or has previously indicated in writing a willingness to stand for election. Voting will take place after a motion to close nominations has been made and passed.

(b) (e) Vacancies, removals and creation of assistant positions: The Board of Trustees shall have the power:

- (i). to fill any unexpired but vacant term of Officer, Trustee, or Nominating Committee member for the remainder of the unexpired term — otherwise the vacancy shall be filled at the next annual meeting;
- (ii). to fill any unexpired but vacant term of Committee on Ministry member for the remainder of the unexpired term by approving a replacement recommended by the Committee on Ministry — otherwise the vacancy shall be filled at the next annual meeting;
- (iii). to remove an Officer or Trustee for cause, including but not limited to failures to perform and unexcused absences; and
- (iv). to create from among the Trustees, for one year renewable terms, the positions of Assistant Secretary and Assistant Treasurer as it deems advisable.

(a) Other Committees: The Board of Trustees shall create a Finance Committee and a Religious Education Committee and such other committees as it deems necessary. It shall appoint their chair people annually. Other than as specifically required, its selections need not be of Voting Members of the Congregation. Any members of the Congregation may establish a committee with approval of the Board of Trustees.

(b) Indemnification: No Officer, Trustee or Member acting within the scope of his or her authority, and, when necessary, in accordance with a resolution passed, shall be left liable without indemnification by the Congregation nor be held liable by the Congregation.

Article V — The Minister

The Minister shall be responsible for the conduct of worship and ceremony within the Congregation and the Congregation's spiritual interests and affairs. The Minister shall have freedom of the pulpit and be an ex-officio member of the Board of Trustees with a salary to be set by the Board of Trustees and reflected as part of the budget to be voted upon by the Congregation. A minister shall be called or chosen upon the recommendation of the Ministerial Search Committee by a two-thirds (2/3) majority of the qualified members of the Congregation present at any meeting legally called for the purpose with 30% of the Voting Members constituting a quorum, and dismissed according to the same majority and quorum rules. In the event of a dismissal, salary and allowance shall be continued for three months after the date of dismissal. Should the Minister resign and his

or her resignation be accepted by the Board of Trustees, three months notice must be given unless the Board allows a lesser time period.

Article VI — Other staff persons

The Board of Trustees shall appoint such additional persons as are deemed necessary on such terms as are deemed advisable.

Article VII — Public Statements

The Minister, the President or any person designated by the President shall be authorized to issue public statements in the name of the Congregation on questions of public import whenever such statements or all of the sensitive elements thereof have been approved by a duly called meeting of the Congregation, under Article III. The Minister may state his or her affiliation when making public statements in his or her name.

Article VIII — Budget

A budget showing estimated income and expenditures for the next fiscal year shall be submitted to the Congregation by the Board at each Annual Meeting and shall be effective, as approved, for said fiscal year. A report of income and expenses for the current year shall also be made at that meeting.

Article IX — ~~Adoption and~~ Amendments

These By-Laws and any Amendments thereto shall be presented to the Congregation by the President for approval at any duly noticed meeting and they will become effective in conformity with the Constitution of the Congregation. The ~~initial~~ By-Laws must be approved by a two-thirds (2/3) majority of those present and voting at the meeting.

By-Laws of the Unitarian Universalist Congregation of the Palisades, Inc. ~~By-Laws of the Unitarian Universalist Congregation of the Palisades, Inc.~~

~~As passed by the Congregation at its June 14, 1992 Annual Meeting and revised on April 25, 1993, February 13, 1994, June 9, 1995, June 7, 1996, April 4, 2004, June 8, 2008, June 7, 2009, June 12, 2011 and June 9, 2013.~~

~~The purpose of these By-Laws is to promote the harmonious and efficient operation of the affairs of The Unitarian Universalist Congregation of the Palisades, Inc.~~

~~Article I — Membership~~

~~The Congregation will be a home to its Members, both voting and non-voting, and its Friends, of whom no subscription to any covenant, creed or formula of faith will be asked.~~

~~**Members:** Any person may become a Member of this Congregation who is in sympathy with the purposes of this Congregation and who signs its membership book.~~

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~~**Voting Members:** In order to become and maintain a status of a Voting Member of this Congregation, one must:~~

~~Be at least age 16;~~

~~Have signed the Membership Book at least one month prior to the vote;~~

~~Have attended Sunday services or otherwise participated in the life of the Congregation; and~~

~~Have made a recorded personal contribution during the last twelve months. This contribution must be no less than the amount set annually by the Board of Trustees and shall be sufficient to pay the annual dues which are assessed per member by the Unitarian Universalist Association, The Unitarian Universalist District of Metropolitan New York and the New Jersey Area Council of Unitarian Universalists and include a contribution toward the expenses of the Congregation.~~

~~In case of hardship, this financial requirement may be waived in part or completely by the Board of Trustees.~~

~~**Termination of Voting status and of Membership:** If a member does not meet the requirements for participation and financial support for the fiscal year, that person will be considered to be on non-voting status. After a period of one year from being placed on non-voting status, that person will be dropped from the Membership rolls.~~

~~**Members Emeritus:** Members who have been active in the Congregation for many years who no longer fulfill the requirements for voting membership but wish to retain ties to the Congregation, will be, on their request, designated as Members Emeritus without voting rights.~~

~~**Friends:** A Friend of the Congregation is one who, while showing a financial commitment to the Congregation and is active in its affairs, chooses not to sign the Membership Book.~~

~~**Financial Support:** Every Member and Friend will be asked to make an annual financial pledge in support of the Congregation.~~

Article II — Fiscal Year

~~The fiscal year of the Congregation shall begin on July 1 and end on June 30 of the following year.~~

Article III — Meetings of the Congregation

~~**Annual Meeting:** The Annual meeting is to take place during the last quarter of each fiscal year. The agenda shall include reports of the Minister, President and Treasurer; adoption of the annual budget; report of the Nominating Committee; election of Officers, Trustees, new members of the Committee on Ministry, and the Nominating Committee, and such other business as is noticed for that meeting.~~

~~**Special Meetings:** Such Special Meetings as are deemed necessary by either the President, Board of Trustees, or upon the written request by petition of 25% of the Voting Members, shall be called.~~

UUCP ANNUAL MEETING PACKET 2025

~~**Location and Notice:** Meetings of the Congregation are to be held at the usual meeting place or such other place as is decided by the Board of Trustees. All such meetings shall be noticed by the Secretary, or by such members of the Congregation as the Board shall name, by notice mailed at least ten days in advance to every Voting Member of the Congregation, indicating the purposes of the business to be transacted.~~

~~**Quorum:** A quorum shall consist of 25% of the Voting Members, except that a meeting called for the purpose of calling or dismissing a Minister, Dissolution or amending the Constitution or By-Laws shall require a quorum of 30%. The Board of Trustees shall have the authority to act for the Congregation if an Annual or Special Meeting has been properly called and its agenda properly published, and at which a quorum is not present. Action by the Board of Trustees shall be limited to agenda items. This section shall not apply to contested elections, calling or discharging a minister, purchasing or selling real property, or the dissolution of the corporation and amending the Constitution and By-Laws.~~

~~**Majority:** Unless otherwise indicated herein, a simple majority of all Voting Members who are present at the meeting shall carry any vote. In order to amend the Constitution or By-Laws, call or dismiss a minister, dissolve the corporation, purchase or sell real property or dispose of the corporation's assets, a two-thirds (2/3) majority is required.~~

~~**Presiding Officer:** All meetings are to be conducted by the President, or the Vice-President in the absence of the President, or any other Officer or Trustee so designated by the President. The presiding officer of any meeting shall not have a vote except in the case of a tie.~~

~~**Absentee Ballots:** The Board shall establish procedures for absentee voting in the case of illness, mobility impairments and unavoidable conflicts provided that the absent member has exhibited a continuation of other ties to the Congregation. In no event shall absent members be counted as part of a quorum.~~

Article IV — Governing Bodies

~~**Officers:** At each annual meeting, there shall be chosen, to take office at the conclusion of the church Fiscal year beginning July 1, by secret ballot, a President, a Vice-President, a Secretary and a Treasurer, all of whom shall be Voting Members of the Congregation, to serve as its Officers. In 2017, the congregation voted to extend the number of terms Board members can serve. The Board of Trustees shall act as it deems necessary as to any interim vacancies which occur. They shall perform the duties usually pertaining to these offices, including but not limited to the following:~~

~~**President:** To act as Chief Executive Officer of the Congregation, chair the Board of Trustees and preside at all business meetings of the Board and Congregation. To call Special Meetings of the Board of Trustees and report to the Congregation at the Annual Meeting. To vote only when required to break a tie. For such period as desired by the Board of Trustees, the former President may sit on the Board ex-officio.~~

~~**Vice-President:** To assume all the responsibilities of the President when called upon to do so by the President or in the event of the latter's inability to perform the duties of the Chief Executive Officer, as determined by the Board. To perform such duties as are assigned.~~

UUCP ANNUAL MEETING PACKET 2025

~~**Secretary:** To record and issue the minutes of the Board and Congregation Meetings and to issue calls for Congregation Meetings. To maintain the accuracy of the Constitution and By-Laws and all of their amendments. To turn over the books and records of the congregation to his or her successor. To keep a roster of members and friends and the seal of the Congregation.~~

~~**Treasurer:** To be the custodian of all the Congregation's funds, to collect and deposit all income of the Congregation, to oversee and manage its liquid properties and to oversee its budget. To provide accounts thereof at all regular meetings of the Board of Trustees and of the Congregation and to cause there to be conducted an annual audit as directed by the Board of Trustees. To report to pledgers on the status of their contributions no less than annually and in advance of the Annual Meeting. To sit on the Finance Committee. To turn over the books and records pertaining to the Congregation and facilitate the change of signatories and accounts to his or her successor.~~

~~**Trustees:** At each annual meeting, there shall be chosen, at the conclusion of the church Fiscal year beginning July 1, by secret ballot, one new Trustee, who shall be a Voting Member of the Congregation, to serve as its Trustee. A term of office shall be one year unless an uncompleted term is being filled, with such terms renewable for a total of no more than four consecutive one-year terms. Trustees shall serve until their successors have been elected. The Board of Trustees shall act as it deems necessary as to any interim vacancies which occur. The Trustee shall sit with the Officers on the Board of Trustees to perform the governing work of the Congregation.~~

~~**Trustees:** The Congregation at the June 11, 2017 Annual Meeting voted to re-instate the office of "Trustee" to the Board of Trustees.~~

~~**Board of Trustees:** The Officers and Trustee shall together be known as the Board of Trustees, who shall meet regularly and no fewer than ten times per fiscal year, with four members constituting a quorum, to forward the work of the Congregation.~~

~~**Committee on Ministry:** The Congregation voted at the June 14, 2015 Annual~~

~~**Meeting to indefinitely suspend the Committee on Ministry. The Board will assume the responsibilities of the Committee on Ministry. Any issues of conflict that may require assistance and advice to be resolved be referred to the Board of Trustees or to any individual member of the Board of Trustees or to the Minister. If requested, the Board of Trustees is directed to seek other appropriate independent sources to assist and advise.**~~

~~**Nominations:** A committee of two Voting Members of the Congregation, elected at the annual meeting, and to include the Vice President of the Board of Trustees. No person may sit on the Nominating Committee for more than three consecutive years.~~

~~The Nominating Committee chairperson shall be appointed by the newly constituted committee once yearly.~~

~~The Nominating Committee, in consultation with the Board of Trustees will be responsible for final formulation of the slate of proposed candidates for Officers, Trustees, new members of the~~

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~~Committee on Ministry, and members of the successor Nominating Committee at the Annual Meeting;~~

~~A preliminary Nominating Committee report will be made to the Board of Trustees in writing for their review, no later than one month prior to the annual meeting.~~

~~In addition, nominations will be accepted from the floor provided that the candidate is present or has previously indicated in writing a willingness to stand for election. Voting will take place after a motion to close nominations has been made and passed.~~

~~Vacancies, removals and creation of assistant positions:~~ The Board of Trustees shall have the power:

~~to fill any unexpired but vacant term of Officer, Trustee, or Nominating Committee member for the remainder of the unexpired term — otherwise the vacancy shall be filled at the next annual meeting;~~

~~to fill any unexpired but vacant term of Committee on Ministry member for the remainder of the unexpired term by approving a replacement recommended by the Committee on Ministry — otherwise the vacancy shall be filled at the next annual meeting;~~

~~to remove an Officer or Trustee for cause, including but not limited to failures to perform and unexcused absences; and~~

~~to create from among the Trustees, for one year renewable terms, the positions of Assistant Secretary and Assistant Treasurer as it deems advisable.~~

~~Other Committees:~~ The Board of Trustees shall create a Finance Committee and a Religious Education Committee and such other committees as it deems necessary. It shall appoint their chair people annually. Other than as specifically required, its selections need not be of Voting Members of the Congregation. Any members of the Congregation may establish a committee with approval of the Board of Trustees.

~~Indemnification:~~ No Officer, Trustee or Member acting within the scope of his or her authority, and, when necessary, in accordance with a resolution passed, shall be left liable without indemnification by the Congregation nor be held liable by the Congregation.

~~Article V — The Minister~~

~~The Minister shall be responsible for the conduct of worship and ceremony within the Congregation and the Congregation's spiritual interests and affairs. The Minister shall have freedom of the pulpit and be an ex-officio member of the Board of Trustees with a salary to be set by the Board of Trustees and reflected as part of the budget to be voted upon by the Congregation. A minister shall be called or chosen upon the recommendation of the Ministerial Search Committee by a two-thirds (2/3) majority of the qualified members of the Congregation present at any meeting legally called for the purpose with 30% of the Voting Members constituting a quorum, and dismissed according to the same majority and quorum rules. In the event of a dismissal, salary and allowance shall be continued for three months after the date of dismissal. Should the Minister~~

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~~resign and his or her resignation be accepted by the Board of Trustees, three months notice must be given unless the Board allows a lesser time period.~~

~~Article VI — Other staff persons~~

~~The Board of Trustees shall appoint such additional persons as are deemed necessary on such terms as are deemed advisable.~~

~~Article VII — Public Statements~~

~~The Minister, the President or any person designated by the President shall be authorized to issue public statements in the name of the Congregation on questions of public import whenever such statements or all of the sensitive elements thereof have been approved by a duly called meeting of the Congregation, under Article III. The Minister may state his or her affiliation when making public statements in his or her name.~~

~~Article VIII — Budget~~

~~A budget showing estimated income and expenditures for the next fiscal year shall be submitted to the Congregation by the Board at each Annual Meeting and shall be effective, as approved, for said fiscal year. A report of income and expenses for the current year shall also be made at that meeting.~~

~~Article IX — Adoption and Amendments~~

~~These By-Laws and any Amendments thereto shall be presented to the Congregation by the President for approval at any duly noticed meeting and they will become effective in conformity with the Constitution of the Congregation. The initial By-Laws must be approved by a two-thirds (2/3) majority of those present and voting at the meeting.~~

~~By-Laws of the Unitarian Universalist Congregation of the Palisades, Inc.~~