

## Minutes of the Conference Call Board Meeting—April 5, 2016 Unitarian Universalist Retired Ministers and Partners Association

Present:, Jim Eller, Doug Gallagher, Judy Gibson (Judy G), Marni Harmony, John Manwell, Liz McMaster, Joel Weaver, Judy Welles (Judy W)

CENTERING: Liz offered a reading from the late Rev. Orlanda Brugnola.

CHECK IN: All Board members checked in briefly.

**REPORTS:** Items in addition to the advance reports. (attached.)  
*Actionable items in red. Voted or approved items in bold.*

### **President** - Jim Eller

Jim had nothing to add to his advance report. Info on the Gene Navias Award was considered further on the agenda.

### **Vice President** – Marni Harmony

Regarding the GA UURMaPA Luncheon, Marni asked about including UUA officials as guests. The Board confirmed that several staff members should be invited to allow members to meet them: Linda Rose, Richard Nugent, and Don Southworth of UUMA were among the names suggested.

### **Secretary** – Judy Gibson

The February in-person minutes from Santa Barbara with reports were distributed ahead of the meeting. Thanks to all Board members who did recorder duty, and to Judy Welles for compiling the records. **Minutes were approved as earlier amended.**

### **Treasurer** - Joel Weaver

Joel noted in his report that this month shows a negative cash flow of \$18,064, due to heavy current and advance conference expenses in March. Board members stated that it would be helpful to review total income and expense information for the Santa Barbara conference, as we look at ways to reduce the deficit. *Joel agreed to prepare a complete report on Santa Barbara for next month's meeting, separating Board meeting expenses from conference expenses and income.*

### **Caring Network Chair** – Liz McMaster

Liz stated she is moving toward the concept of “harness the power” in retirement. Her report includes a proposal for changing the name of the network to “Connections” and streamlining job duties – to be acted on later in agenda.

### **At Large, Conferences** – John Manwell

**Attleboro 2016** planning as detailed in John's report is well underway.

John sent the Board good followup reports and recommendations from the Santa Barbara Winter 2016 conference, which provides resources and possible volunteers to coordinate the next **Winter 2017**. The conference is reserved in Santa Barbara for the same conference center to begin February 27, 2017 (with Board meeting Feb 25-27). Members began discussing suggestions regarding changing the timing of the In Memoriam service, and whether a three-night conference there is feasible. *Liz then moved that a planning team of Board members meet via ZOOM between Board meetings to explore these questions, recruit a conference planning team chair and suggest program focus in a report for the May 3 Board meeting. The motion passed. Judy Welles and Doug Gallagher will work with John, who will chair the team. Liz will assist as needed in planning the In Memoriam service.*

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Looking ahead to **Winter 2018** in Orlando – John will be point person for planning, working with the Board. *Marni will ask the conference center about possibilities for a three night conference – availability and cost – and will bring info to May 3 Board meeting.*

### **Newsletter Editor** – Judy Welles

Judy W reported that all segments of the Spring Elderberries are planned out. She awaits receiving the following items from Board members by the April 15 deadline: *John and Jim – article about the new Gene Navias Award, including how to apply and deadline info (front page); Marni – GA UURMaPA luncheon; Joel – article on our finances; Liz – appeal for nominations for Unsung UURMaPAn.*

### **At Large, Good Offices** – Doug Gallager

Doug had nothing to add to his advance report.

### **DISCUSSION OF DEFICIT BUDGET**

j Jim noted that we are on track in addressing this issue with decisions regarding in-person Board meetings and conference scheduling. The Santa Barbara cost analysis that Joel will be providing will help move us along. Jim's spring letter to members requesting donations has gone out. He noted that it is important to be able to show grantors and supporting organizations that our Board members all participate with financial contributions. *He asked that each of us respond to each appeal and make some donation, no matter the amount.*

### **GENE NAVIAS AWARD**

Jim outlined in his advance report (attached) proposed guidelines that he and John Manwell had drawn up. Discussion and suggestions included: One or more awards could be made from the \$500 to be granted; awards should be offered once a year, with first round announced in the coming Elderberries (deadline April 15); a description and application need to be posted soon on the UURMaPA website; the proposed Awards Committee has not yet been formed. **The Board accepted Jim's proposal.** To move the process along,

- *John and Jim agreed to write up an article featuring the Navias Award and inviting applications for Elderberries, with Judy W's assistance.*
- *Liz agreed to work on some wording for the application that describes the range of options applicants might propose that are related to RE (scholarship, conferences, etc.)*
- *Joel will seek an answer to the question of whether UURMaPA can access for the award the interest earned from the bequest money invested in the endowment.*

### **CONNECTIONS NETWORK**

Liz submitted in her advance report (attached) proposed change of the name of the Caring Network to "Connections," which better reflects the role of the network. She included wording describing the various duties within the network. Judy G also addressed these proposed changes in her advance report (attached), with suggestions that better conform with the Operating Procedures already in place. Following discussion, *Liz moved and Marni seconded that the names of Network positions should be as follows: Connections Chair, Assistant Connections Chair, and Area Connections Coordinator. Passed.*

The Board briefly discussed listed duties and agreed that further input and editing should happen outside this meeting. *Liz will send a proposal, collect suggestions and feedback, and send a final version for the minutes by Monday, 4/12/16.*

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(Secretary's addendum, 4/12/16 – Attached immediately following these minutes is the approved description of Connections Network duties as finalized. These have been added to the Operating Procedures which are posted on our website, and “Caring” has been replaced by “Connections” throughout the document where positions are listed.)

*Other items briefly mentioned:*

**NOMINATING COMMITTEE**

Jim reported that Chris Backus has resigned as Nominating Committee Chair, one member has also had to resign, and Bob Morris is the only remaining member. **The Board approved acceptance of Chris Backus's resignation.** *Jim will work with Bob on filling these needed roles.*

**FACEBOOK PAGE**

Jim reported that Theresa Novak has taken on managing the Facebook page. Santa Barbara conference material will be added. *He urged Board members to submit pictures and information.*

**TECH SUPPORT – LIVE STREAMING AND WEB CONTENT**

Work continues to perfect our ability to live stream segments of our conferences to members. Jim noted that a copy of Tom Owen-Towle's sermon and a link to You Tube video of Arvid Straube's keynote from Santa Barbara are now linked to the UURMaPA website.

**UPDATE OF OUR BASIC PAMPHLET**

*Jim and Judy W are working on an update this month.*

**NEXT MEETING – Tuesday, May 3, 3:00-4:30 CDT via ZOOM**

Respectfully submitted,  
Judy Gibson, Secretary

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**Connections Network descriptions**  
**4/12/16**

**Connections Chair:** leads the functions of the Connections Network, working with an assistant and with the Area Connections Coordinators.

Duties include:

- When a colleague or partner dies, advises UURMaPA Treasurer to send memorial gift to appropriate entity.
- Sends a condolence note when a member dies, and alerts the Area Connections Coordinator so s/he can contact area members and family.
- Maintains regular contact with Area Connections Coordinators
- Replaces Area Connections Coordinators when necessary.
- Keeps apprised of needs for assistance for UURMaPA members by UUA and other UU entities.
- Coordinates requests for suggestions and identification of possible nominees for Unsung UURMaPA Award, for selection by the Board (may not happen every year).

**At-Large Position 2: Assistant Connections Chair.**

Duties include:

- Apprises Area Connections Coordinators when a minister/partner retires .
- Assists the Connections Chair in finding new Area Connections Coordinators, and in other areas when needed.

Each designated area of UURMaPA's membership is led by **Area Connections Coordinator(s)**. Duties include:

- When advised, contacts a newly retired colleague/partner to welcome him/her to the area.
- Emails area members twice each year to inquire as to current activities, update personal information, etc.
- Sends information from the area to *Elderberries* Editor (with the member's permission), other information to appropriate person/office.
- If appropriate and desired, initiates other activities (area newsletter, holiday cards, social get-togethers, other activities depending on the particular size and needs of the area).

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**REPORTS SUBMITTED FOR APRIL 5, 2016 - UURMaPA BOARD MEETING**

**President: Jim Eller**

I worked with Judy Welles and Marni on the *Gene Navias Award* recommendations to the Board. See below for the recommendations and a request for authorization during the meeting agenda.

On the Transition of the *Caring Network to the Connections Network*, I met with Liz McMaster, Makanah Morris, Doe Lockwood, Chris Backus, and Ralph Mero. Chris sought out input from other former Caring Network Chairs. We seem to be getting clearer about where we are heading as we transition from the “Caring Network” to the Connections Network and change our image and expectations for this part of our UURMaPA outreach.

I have received word from Chris Backus that she needs to resign from her elected position of Nominating Committee Chair. **With Board approval at our meeting, I will formally accept Chris’ resignation.**

I met this week with the *UUMA Task Force for Partner and Spouse inclusion*. The UUMA is interested in increasing their outreach to spouses and partners. Don Southworth has asked me to serve with him and Wendy Wooden and Lois Wesener. Lois and Wendy are working with UUMPs. The initial Task Force will transition into a larger and longer standing UUMA committee, as they try to take on addressing partner and spouse interests and needs.

I continue to keep up with the UURMaPA *correspondence*. This consists mostly of notes of condolence to family and partners of deceased members and welcoming letters to new members, as well as funding request letters and Elderberries content. Of particular joy to me have been the response notes from family and partners, which are thoughtful and dear. I feel it is sacred piece of work, remembering our ministers and partners who precede us in death.

**Gene Navias Award**

*How will the award be applied for?* By accessing the Award description on the UURMaPA website.

*What will the process be for giving the award?* Applications will be filled out and sent to a Navias Awards Committee, consisting of three UURMaPA members, the UURMaPA President and two members with religious education experience. They are who will determine who receives the awards.

The Award Committee will be appointed by the UURMaPA board and will determine the questions to be answered by candidates for the award. We are not imagining something too extensive.

The Award application will include a “What I have done to deserve the award?” and a section for those applying that says “What I intend to do, if I receive the Award,” that is- in the way of doing scholarship or attending conferences.

*Who will be eligible?* Any UURMaPA member.

*How much will be given?* \$500 annually, which may be one gift or award. Or should we make multiple small gifts possible?

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**Vice-President: Marni Harmony**

Met via Zoom with Makanah Morris and Ellen Brandenburg to select the recipient of this year's Creative Sage-ing Award. I'm happy to report that we have made our choice with enthusiasm.

Conference call with my contact at the Columbus Hilton regarding details of the GA UURMaPA luncheon. To keep costs to \$30 per person, we will have a "plated" luncheon, salad, main course, and dessert. I've selected two main course options—one vegan; the other gluten free. The lunch will be on Friday June 24, beginning at 11:30. Information will be in the next Elderberries as well as going out on Announce.

**Secretary: Judy Gibson**

For this agenda item - **Clarification of title changes needed – Caring Network**

Here below is the wording currently in our Operating Procedures which would be affected. Wording in **red/parentheses** is suggested for implementation, based on content of Santa Barbara in-person meeting minutes. I am assuming the Board intended to omit "Network" from the title ???

Note the difference between "Chairs" (serve on Board) and "Area Coordinators" (the 40 people serving areas), which are confused in the minutes:

*Caring Network (Connections) Chair: The Caring Network (Connections) Chair recruits and supports the more than 40 volunteers who serve as Caring Area ( Connections Area) Coordinators, who stay in touch with members in each region to keep up on changes in their lives. Area Coordinators also help members in financial distress to get assistance. They facilitate the planning of luncheons and other regional gatherings, which help keep members connected. S/he will coordinate requests for suggestions and identification of possible nominees for UURMaPA's Unsung Hero Award, for selection by the Board (may not happen every year).*

Also, this description would be affected:

*At-Large Position 2: "Caring Network (Connections) Assistant Chair" This Board member currently assists the Caring Network (Connections) Chair by contacting the appropriate Area Caring Chair (Connections Area Coordinator) when informed of the death of a member, a change of address, or a new retiree/member. This person may also be asked to take on other tasks to support the Board's work.*

When these (or other) changes are approved by the Board, I will make updates in these and other areas where titles appear in the Operating Procedures,.

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This title change has a fairly broad ripple effect -

Note other places where this change may be needed:

The title “Caring Network Chair” appears in our Bylaws – but it costs money each time we make an amendment with the Commonwealth of Massachusetts.

Also see our letterhead, Elderberries, website, Directory, Caring Handbook, etc.

**Treasurer: Joel Weaver**

**Treasurer’s Report for April 05, 2016 Santa Barbara Meeting**

UURMaPA Finances – March 31, 2016

Ending Account Balances March 31, 2016

Endowment	\$20,575
Money Market	30,441
Checking	11,505
<b>Total</b>	<b>\$62,521</b>

Cash Flow March 1-31, 2016

Santa Barbara Conference Fees	\$1,852
Member Contributions	400
Sale of Surplus Refreshments-S.B. Conf.	120
<b>Total Income</b>	<b>\$2,372</b>
2016 Santa Barbara Conference Cost	(\$12,853)
2017 Santa Barbara Reservation	(2,450)
Board Meeting Cost	(4,371)
Conference Fee Refund	(275) Hayboer
GA Travel	(403) Eller
Caring Network	(84)
<b>Total Expense</b>	<b>(\$20,436)</b>
<b>Net Cash Flow</b>	<b>(\$18,064)</b>

**Newsletter Editor: Judy Welles**

I have writers lined up for all of the major pieces for the Spring, 2016 issue of *Elderberries*, and am now awaiting their copy so that I can start putting this issue together. I will be confirming at the Board meeting any pieces I'm expecting from Board members.

I coordinated the editing and printing/ mailing of the Spring fundraising appeal, which all of you should have received by now.

I worked with the *Elderberries* Advisory Board, in particular Peter Haslund and Anne Anderson, to finalize the survey of our members regarding *Elderberries*. This has not been sent out yet, as I wanted people to receive the fundraising letter first. I'll probably send it out in about a week.

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Chris Backus has resigned as the obituary writer for partners. In consultation with Jay Atkinson, I have asked someone else to take on this responsibility, and he is thinking about it. I hope to have an answer before the Board meeting.

**At-Large Member: Conferences – John Manwell**

**Winter 2016** –Bets Wienecki has submitted a report from the 2016 planning committee, along with some suggestions for the 2017 planning committee, which I circulated a few days ago.

**Fall 2016 (Attleboro).** Ginger Luke has sent a progress report, as follows – sounds promising and thorough:

I am delighted that Dick Fewkes has agreed to do the odyssey.

Chris and Andy Backus are looking forward to providing the keynote experience on creativity.

In communicating with Charlotte at La Salette, it looks like we will have about 64 places for people to sleep. I think that should be fine and if we have more people coming than rooms, I will gather information about nearby motels/hotels for people if they needed it. I plan to assign rooms on a first registration basis.

I would be delighted to have some recommendations for people who the board might like to hear leading a worship service. Carol Taylor has agreed to lead one, but the others including the memorial service are still open.

I am looking for someone who is a good poet or delights in good poetry who would like to lead a small interest group – perhaps even writing poetry. The plan is for most of the small interest groups to deal with creativity.

One of the field trip options will be the Providence River Boat Tour at Waterpark Place in Providence. This trip is dependent upon weather because the boats are open air. So, we will make individual reservations after people arrive at Attleboro and we will car pool (for cost and because if the weather changed at the last moment we wouldn't want to have paid to reserve a bus).

The historical, nautical and architectural narrated tour is 45 minutes long and costs \$20 per person. People would be paying for their own ticket). We would plan to eat (again people paying for their own meal) at “The Hot Club”—a famous little hamburger stand at the boat docking. I will ask the LaSalette kitchen crew to fix bag lunches for those who don't want to buy a lunch (there seems to be only one vegetarian option that I could see on The Hot Club menu).

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The Providence River Boat Company cannot handle all of us at one time, so depending upon how many opt for this adventure, we may go in shifts.

In a few months I will check to see what art shows may be available in the conference center nearby or galleries near by, the Rhode Island School of Design Museum of Art, the Culinary Arts Museum and many more..

I plan to ask LaSalette for a tour of the 800 nativity scenes collection during a planned time in our schedule which is not yet complete.

I am delighted that Duane has made it possible for people to make reservations online, but realize it will be a while before we can pay for registration by credit cards. I understand it is coming, probably for next year.

Any suggestions or guidance would be wonderful. Feel free to critique anything I am proposing too.

Also since I am not in the area, I may be missing something possible. Please encourage people to make suggestions. After all, we are about creativity this year.

Thanks for checking –in and thank you for all your support.

**Winter 2017** – We have cancelled our tentative booking for 2 nights (February 13-15) at the John Newcombe Tennis Ranch conference center in New Braunfels, Texas, where the interim ministers have been meeting in recent years.

Instead, while at La Casa in March we reserved for the conference, for three nights beginning Monday, February 27, 2017. For this I haven't yet received the preliminary invoice – Jim, did it come to you?

We also reserved for the board meeting beforehand, arriving Saturday February 25 and covering two nights. We've received La Casa's preliminary invoice (**see attachment**) and paid a non-refundable deposit of \$630.

We now need to finalize the planning team for 2017. Bets says she will be unable to serve again.

**Fall 2017.** I'm assuming we'll return to Attleboro, but we have not yet reserved.

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**Caring Network Chair: Liz McMaster**

Inquired into information on Orlanda Brugnolo's death to Brooklyn friends, etc. Passed along what I received to Jay Atkinson, et al. After receiving obituary, sent request to Treasurer to contribute to UUMA Endowment in her name.

Conversations and information sent to Chris Backus to get a new member of the Board. Olav and Jeanne Nieuwejaar have resigned as Area Connectors in NH and have enlisted Barbro Hansson. Barbro accepted and I sent details about the job and followed up with a phone call. Note to Farley Wheelwright's family on his death. Note to Chuck Reinhardt on Alden's death. Contributions sent appropriately. Thank you received from Bell children for UUMA contribution in mother's name. (Jeanne Bell)

I suggest we move ahead on at least most of the aspects of what is now called "Caring". Names: Call the activities of the current "Caring Network Coordinator", "Connections Coordinator."

The activities of the Connections Coordinator would be called "Connections Network" Assistant to the Connections Coordinator would be called "Assistant Connections Coordinator"

Area Coordinators would keep the same name

Duties of Area Coordinators:

- When advised, contact a newly retired colleague/partner to welcome him/her to the neighborhood.
- Email area members 2/year. First email to inquire of interesting things they're doing; any help needed; update address, phone, email, etc. When information is received from area members, forward it to appropriate persons (financial or other help to Connections Coordinator; interesting activities to Board/Elderberries for publication).
- Second annual email to follow up on any activities in the area, needs, etc.

The Connections Coordinator is responsible for advising the Treasurer when a colleague or partner dies to send memorial gift to appropriate entity. Also responsible, along with Board, of finding new Area Coordinators when necessary. Keeps apprised of financial and other assists from UUA, Ministerial Relief Committee and others who may provide assistance to UURMaPA members.

The Assistant Connections Coordinator is responsible for advising Area Coordinators of newly retired colleagues/partners. S/He works with the Connections Coordinator to continuously improve the system as comments/suggestions are received from Area Coordinators and others. S/He helps the Connections Coordinator in finding new Area Coordinators when necessary.

**At-Large Member: Good Offices - Douglas Gallager**

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I The UUMA Coordinating Team (Don Southworth, Fritz Hudson, Diane Dowgiert and I) met on March 31 to continue our planning for the June Good Offices training and the events leading up to it. Diane and I will be leading the training around transitions (settled/interim/retired/etc.)

In February we had three conference calls, roughly based on time zones, for all the Good Officers and the Specialists where we solicited what kind of support the GO's desire/anticipate needing and did a basic Q&A about the specialist program. About half of the GO's participated, which, according to Fritz, is par for the course and doesn't reflect a lack of interest. In fact, they seemed appreciative of the specialist program and I felt that, when in place, the specialists will be used as needed.

The specialist training portion of the GO training will be half a day. Each subgroup – contracts, multi-staff, and my specialty, transitions – will have an hour. Fingers crossed: I think we're close to being ready.

Marni and I have been accepted for a collegial conversation session on transitioning into retirement during Ministry Days.

And on the UUA Board front there has been nothing of special concern for retired colleagues and partners.