

## Minutes of the Conference Call Board Meeting—November 6, 2014 Unitarian Universalist Retired Ministers and Partners Association

Present: Jim Eller, Doug Gallager, Judy Gibson, Dick Gilbert, Liz McMaster, Margi Nasemann, Joel Weaver, John Weston

Absent: Judy Welles

CENTERING: John shared a reading relevant to the post-election time.

CHECK IN: Board members confined their comments to one important thing – finished in 4 minutes!

**REPORTS:** discussion issues and additions to written reports, which follow these minutes. *Actionable items in red. Voted items in bold.*

### **President** – Dick Gilbert

Dick has consulted by conf call with Alicia Ford, Don Southworth and Richard Nugent regarding development of programs, including 2-3 day retreat and webinars, that focus on retirement issues.

He asked for feedback from Board members regarding a request that UURMaPA make announcement and include obituary in our archive of a retired minister who was not an UURMaPA member. Majority of the Board decided UURMaPA should publish. *Judy G will forward obit info received. Jim will work on brief announcement. Dick will talk with Jay about possibility of a longer obit for the web archives.* Board agreed that such requests that fall outside our Operating Procedures will be handled on case-by-case basis.

### **Vice-President** – Jim Eller

Judy W emailed a list of potential names for new peer group facilitators – Jim appreciated suggestions.

Zoom.com is a promising videoconference program that Jim feels will work better than Skype or Google for group interaction – cost is \$10/month. **He requested that the Board approve \$360 cost for 3 peer groups in 2015 year budget.** *(Liz moved, passed)* Joel will create a Communications line item in budget for this and related expenses. *Jim will test Zoom with groups for one month, consider possible recommendation that it be used for Board meetings.*

*Jim requested photos from UURMaPA events be sent to him for use on the new Facebook page.*

### **Secretary** – Judy Gibson

The minutes of face to face Board meetings and conference, Sept. 28-Oct. 1, were approved and will be posted on the website.

Judy reported that Jay says he would welcome suggestions for possible assistants in obit preparation, and he would like to be the one to select the people. *Dick will get back to Jay to suggest that he form his own small committee for obituary preparation,* pursuant of the Board's decision last month to encourage off-Board support groups for various UURMaPA functions.

Marcia Olsen, membership coordinator, sent Judy (board liaison) a report that included a request for ideas for backing up membership data so it will be accessible to people other than herself, in case she becomes incapacitated. *Dick suggested using Drop Box, which would cost \$99/year (another item for new Communications line in budget). He will talk with Marcia about this option.* The Board also suggested that Marcia, like Jay, might assemble a small support group of UURMaPAs that she could train in her data entry functions as help and backup. Board could make suggestions if needed. *Judy will get back to Marcia with these suggestions.*

### **Treasurer** – Joel Weaver

Joel was asked to send out to all UURMaPA members the fundraising letter that Dick forwarded to the Board for review. He will work with Marcia to arrange for the mailing.

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He reported that he is still working on Attleboro income and expenses to get a bottom line. *He will present a revised 2015 Budget proposal at our December Board meeting.*

### **Caring Network Coordinator** – Margi Nasemann

Margi had computer problems that prevented her sending everyone her brief report: she summarized verbally. She made 3 caring network contacts this month, and is still seeking replacements for Area Chairs Liz and Ellen Brandenburg. *She plans to send a holiday letter of thanks and encouragement to all Area Chairs the end of November.*

### **At-Large /Caring Network** – Liz McMaster

Liz noted that three new members of UURMaPA live in tiny towns for which it is very difficult to determine their area for assignment. If areas were defined by state lines, the job would be made easier.

Since this year's Unsung UURMaPAn Hero award cannot be presented at a conference, Liz has arranged for it to be presented during a local cluster meeting in December, where all members are well acquainted with the recipient. *She will work to arrange for video and/or still photos that can be shared in Orlando and in Elderberries..* **The Board approved a \$50 contribution to be sent to the cluster for refreshments, along with the \$500 check and award letter .** *(Liz moved, passed)*

### **At-Large /Conferences** – John Weston

John sent us all a draft schedule for the Orlando conference and asked for any missing elements or suggestions. He noted that our goal for Orlando registration is 60, break even 50. Most of the 16 registered so far are Board. *Dick has sent a personal letter to many UURMaPAn friends, inviting them to the conference, mentioning the UU Revisiting Selma Conference following (Mar. 5-8), and including an Orlando registration form. He urged that each of us on the Board do the same.*

Orlando Board meeting should start on *Sunday evening, 6 pm dinner, Feb 22, through Tuesday morning, Feb. 24, so John will need to confirm overnight at San Pedro Center for Board members.*

The Autumn 2015 Attleboro conference dates are confirmed as Oct. 6-8, 2015, with Carol Taylor mentoring Ginger Luke, new Chair. John further suggested a possible program keynote for next fall's conference: Daniel McKanan, the first Ralph Waldo Emerson Unitarian Universalist Association Senior Lecturer in Divinity at Harvard Divinity School and author of [Prophetic Encounters: Religion and the American Radical Tradition](#) (Beacon Press, 2011). Board was favorable.

A second 2015 conference should be scheduled in the Southwest in February, details to be determined.

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

Judy W had to miss this meeting, but had sent a detailed report on *Elderberries* and the logo.

### **At Large/Good Offices** – Doug Gallagher

*Doug will send a report following a meeting this month to appoint the Regional Specialists on Transitions.*

**BUDGET FOR 2015**– *Joel will send a proposed budget to all Board members ahead of the December 4 meeting.*

**GA WORKSHOP “BUILDING A NEW WAY”** - Jim submitted a general application for a 2015 GA UURMaPA workshop by the early November UUA deadline. Details will be worked out when it is approved.

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**SUMMIT ON SUSTAINABILITY OF ECONOMY OF MINISTRIES** - This 2-day conference is planned by Church Staff Finances for the first week of June in Detroit, MI. The Board agreed to appoint Jim to attend to represent UURMaPA. Following that conference, the Board will consider a new appointee for Church Staff Finances to replace John.

### **MASTER CALENDAR**

Dick provided a general reference calendar for Board activity July-June, without specific dates. The Board agreed to the following changes in upcoming 2015 Board meeting dates:

January 8 (rather than Jan 1, New Year's holiday)

March 12 (rather than Mar 5, during Revisiting Selma Conference)

### **CARING NETWORK HANDBOOK**

Plans for reprinting the Caring Network Handbook were briefly discussed. Board agreed that we will wait on the project until the new UURMaPA Directories with the new logo are printed and distributed (Marcia Olsen has agreed to take on the Directory job). Margi stated that she plans to do the next printing with only Board positions listed, not office holder names, so that it will not become outdated so quickly.

### **PENDING ITEMS – BOARD LIAISONS**

Dick, as liaison for Webmaster Duane Fickeisen, reported that Duane has agreed to serve for another 3 years. Judy G reminded the Board that non-Board leadership positions have yearly terms with unlimited renewal, and the Board is to review these positions each fall.

*(Secretary's note: Membership Coordinator, Obituary Editors and Historian remain to be officially invited to accept re-appointment, via respective Board liaisons.)*

Dick also reminded Board members of our agreement to each check the website contents monthly and send Duane any updates.

Dick proposed that the **President serve as liaison to the Nominating Committee**, and the Board unanimously approved. Dick will be in touch with Chair Nancy Doughty. John reviewed the Nominating Committee function as written in the Operating Procedures: *“Before December 1 preceding the election, the Nominating committee shall poll the membership for suggestions of nominees. From these and their own suggestions, the committee shall make its nominations and submit these names to the Board for consultation, with information about the qualifications of each nominee. If the Board raises concerns regarding any nominee, these will be reviewed and considered.”*

### **NEXT MEETING**

**Thursday, December 4, 4:00 PM EST by conference call.**

Respectfully submitted,  
Judy Gibson, Secretary

## **REPORTS SUBMITTED FOR NOV 6 2014 UURMaPA BOARD MEETING**

### **President: Dick Gilbert**

1. Sent three letters of condolence.
2. Sent four “welcome to retirement” letters.

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3. Continued correspondence on how we handle obituaries with Judy W., Judy G. and Jay Atkinson Names were suggested to help Jay. No resolution yet. Report due at November conference call.
4. Sent lists of recommended ministers and partners to Don Southworth for the Regional Resources in Transitions project.
5. Led an hour and forty-five minute seminar on retirement at the St. Lawrence UUMA Chapter Meeting for 17 attendees. Good response and some suggestions for modification. I encourage others to do the same.
6. I suggest that I be the liaison to the Nominating Committee – pending your discussion and approval.
7. Asked Duane Fickeisen to accept another 3-year appointment as Webmaster and he graciously accepted.
8. Worked with historian Liz Strong on history. She is scheduled for surgery.
9. Invited Mary Katherine Morn to our Attleboro conference.
10. Wrote Alicia Ford re. a joint UUA-UURMAPA-UUMA webinar on retirement. This has resulted in a November 4 conference call with Alicia, Don Southworth, Richard Nugent and me. We are now discussing a 2-3 day retreat on retirement.
11. Reworked and distributed UURMAPA calendar for discussion.
12. Reworked condolence letter including information on obituaries.
13. Reworked letter to new members re. updating Directory monthly.
14. Submitted Fall Appeal Letter to the Board. (Attached) It should go out soon.
15. Question about UURMaPA posting an obituary of a non-fellowshipped. minister not a member of UURMaPA.

**Vice-President: Jim Eller**

**Peer Groups**

We are still waiting for our fall 2014 group to get going. I have recruited Doug and Liz to be co-facilitators. We have a list from June and our annual luncheon with enough interest to fill this

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group, if we can get it going. I have provided some orientation for Doug and Liz. Ball is now in their court. Go team!

We have announced the availability of these peer groups in the Fall issue of Elderberries. My guess is that we will have enough for an additional group. I will need to recruit two additional facilitators. **Suggestions welcome.**

The first group that began with Paul and Nancy has taken a summer break. Nancy will start it up again in October. The second group with Makaanah, Judy, me and others is going well and is scheduled to continue until June or July.

### **GA in Portland: Workshop Application is in**

I submitted a workshop proposal as per our September meeting conversation. The description is ok. I have listed Judy W and me as presenters. Mostly this is a place holder to make sure we get something in before the deadline. We can amend the presenters and fine tune the content, if we are selected. The theme is about networking, especially using social media and video conferencing.

### **Video Conferencing: Zoom**

I am totally delighted with Zoom. It is a far superior technology to either Skype or Google Hangout. It cost \$10 per month to use, if you are convening groups and nothing if you are doing one to one video calls. I highly recommend it. We will switch to using it for one of our peer groups and my recommendation is that we use it for the others as well. I foresee a budget impact of about \$360 for the coming year and would like receive **authorization for these expenses.**  
**Action item.**

### **Facebook: Up but not running**

We now have a UURMaPa page. So far we have people who have friended it or checked it out, but we do not yet have content. I am hoping that will evolve, but we need picture and participation. I hope you will up load any UURMaPa pictures you have. We should have pre-conference PR for our Feb. event. **A discussion item.**

### **Secretary: Judy Gibson**

**Operating Procedures Updated** – Following the face-to-face Board meeting, the Operating Procedures were updated to reflect all changes to date, and are now posted on the UURMaPA website (look under Governance). I find that these guidelines are well worth reviewing periodically, to be sure we are all on the right track.

**Help with Ministerial Obituaries** – Sent Jay Atkinson the section of Board minutes dealing with obituary process, and also the names of people John Weston forwarded who might have interest in obits. Jay would be glad to take suggestions, and will talk with anyone he thinks might help with editing. The backlog for finished ministerial obits remains at about a dozen.

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**Membership Info Backup** – From Marcia Olsen: I’m concerned about *how the data I maintain would get passed on* if I should become incapacitated. I do periodic (but not often enough) backups of my UURMaPA data to a thumb drive, but *is there some way that could be stored in the “cloud” or on our website so others could access it if necessary? Ideally that would include an automatic daily backup of the Database and Directory at least. Any ideas?*

**PENDING UURMaPA Board issues– Summary through Sept. 30, 2014 meeting:**  
*From September face-to face meeting:*

**Policy and Advisory Board for *Elderberries*** – Judy W has been working with 5-6 people in advisory capacity, but has not developed definition of function or policies. This discussion was deferred to a later meeting.

**Conferences** - Questions for further consideration: Are conferences the best way to serve our members? Are there other ways (SpeakUP conversations online, videoconferencing, face-to-face meetings in geographic centers, etc.)?

**Discussion of Workloads** - Discussed current need for a liaison to Church Staff Finance to replace John.  
The Board confirmed a goal of developing an organizational support system for Board portfolios that will allow Board members to move into more supervisory and consultative roles.

**Calendar Update** – deferred to a later meeting

**Board Liaisons** – Most still need to be reviewed for reappointment by the Board. At this time, only the Webmaster is scheduled to be asked to accept reappointment.  
Webmaster – President, Dick (will be invited to accept reappointment for 3 years)  
Membership Coordinator – Secretary, Judy G  
Obituary Editors – Elderberries Editor, Judy W  
Historian – President, Dick:

**Nominating Committee – Board liaison not assigned.** Board member is to be in regular contact to answer concerns, request reports or pass along information..

**Obituaries** – Can we appoint an additional person or two to assist in researching and editing long obits per Jay's standards?

**Treasurer: Joel Weaver**

**UURMaPA Finances – October, 2014**  
**Ending Account Balances October 31, 2014**

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<b>Endowment</b>	<b>\$20,285</b>
<b>Money Market</b>	<b>40,279</b>
<b>Checking</b>	<b><u>11,905</u></b>
<b>Total</b>	<b>\$72,469</b>

**Cash Flow**

<b>Conference Income - Attleboro</b>	<b>\$105</b>
<b>Conference Income – Orlando</b>	<b>1,430</b>
<b>Member Contributions</b>	<b>550</b>
<b>Interest Income</b>	<b><u>0</u></b>
<b>Total Income</b>	<b>\$2,085</b>

**Board Meeting Expense** (1,866) Includes \$1,350 La Salette, \$484 Gibson

**Board Miscellaneous** (1,258) includes \$1,240 for Gallagher’s 2015 UUA Institute Enrollment & Lodging

**Conference Expense - Attleboro musician** (9,323) Includes \$8,410 La Salette, \$300

**Total Expense** (\$12,447)  
**Net Cash Flow** (\$10,362)

**Newsletter Editor: Judy Welles**

I won't be participating in the Board meeting/conference call next week, so this report might be a bit longer than usual.

**I. Elderberries**

The Fall issue is done, and I believe it was mailed from the print shop yesterday afternoon (Thursday, 10/30). We mailed 669 pieces to US addresses, and I'll be mailing a few to Canada as usual, and to every person noted in an obituary as the person to whom to send condolences (the latter with a note). Despite the intention of mailing to every UURMaPA household, I plan to send e-mails to every non-USA member offering to mail their issue but suggesting that, in order to save postage \$\$, they look at it on line. (It's much prettier on line anyway, as there is color on every page.)

I continue to be *dazzled* at how wonderful it is to work with Minuteman Press. With this issue I learned that they run our mailing list database through a Postal Service database to get updates on all address changes, and they then change our mailing labels accordingly AND send us the corrected addresses. Presto! A lot less work for Marcia!

I have also sent a message to Judy G. to send out on UURMaPA Announce that it is available on line.

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I will ask Marcia to keep track of how many members opt out of receiving it by mail and offer to read it on line, and will have a number for you by the February meeting.

This is the first *Elderberries* with the new logo, both in the banner and the return address. I'm curious to see what response, if any, the logo gets from readers.

### **II. Logo**

As noted above, we now have final copies of two versions of the horizontal logo (each in color and B&W), and also final copies of a slightly more vertical design, as you requested last month. Greg is now working on the letterhead (similar design to our old one, with the banner at the top and the board names and addresses down the left side, all in the pinkish-red tone of the logo chalice). My plan is to wait until everything is done, and then electronically send out everything Greg did to all of you.

If you do not have a color printer and you want letterhead, please let me know.

In addition, I will arrange for note cards to be printed at Minuteman and sent (with matching envelopes) to Margi for distribution to the Area Caring Coordinators and to any Board members who want note cards.

I will send the logo to Marcia as well, so that she can put it on the newest version of the Membership Directory. Subsequent to our September meeting, she agreed to take responsibility for getting the Directory printed and distributed.

### **III. The Dreaded Misc.**

A) *I'd like to know specifically what the dates will be for our in-person Board meeting in Florida in February so that I can get them on my calendar.* I have already registered for the conference.

B) I have several ideas for things we might want to discuss at that meeting, since we won't have all of the immediate business that we had in Attleboro. One of these items is what to do with all this money we seem to be sitting on — and of course I have some ideas!

### **At-Large Member – John Weston**

#### **Scheduled conferences:**

**Winter 2015** Southeast Conference, February 24-26 (Tuesday-Thurs) at San Pedro Retreat Center, Orlando FL. The Board will meet February 23-4 (Monday-Tuesday). Arrangements is staffed (Marni Harmony), Registrar is staffed (Harry Green), Program is staffed (Judy Welles, Margi Nasemann, Jim Eller, and I). The program is planned to this degree:

15. Keynote speakers: Mark Morrison-Reed conducting worship (45 min) and presenting (2 hrs), and Gordon Gibson responding (1 hr.).

16. Odyssey: a cloud of witnesses—both those who were in Selma fifty years ago, and those who supported them

17. *See draft schedule below*

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18. *Registration: 16 so far. (N.B. Breakeven is fifty)*

**Autumn 2015** Northeast Conference, *October 6-8 (Tuesday-Thursday) or 5-8 (Monday-Thursday)* at LaSalette Retreat Center, Attleboro, MA. The Board will meet \_\_\_\_\_ . Co-chairs mentor Carol Taylor and Ginger Luke.

**Winter 2016** Southwest Conference, February \_\_\_\_\_ at \_\_\_\_\_ in \_\_\_\_\_, CA.

Here's a trial balloon for the Orlando conference:

Tuesday February 24

3:00 Register

5:00 Social Hour

6:00 Dinner

7:00 Welcome and check-in

9:00 Worship and Necrology

10:00 Social Time for Night Owls

Wednesday

8:00 Breakfast

9:00 Worship:

"We Are What We Sing: Diversity and Hymnody"

--Mark Morrison-Reed, preaching

10:00 Presentation:

"How the Civil Rights Movement Tested and Changed Unitarian Universalism"

--Mark Morrison-Reed

12:00 Lunch

1:30 "Southern Witness"

Gordon Gibson in Conversation with Mark Morrison-Reed

3:00 Free Time

5:00 Social Hour

6:00 Dinner

7:15 Odyssey—"A Cloud of Witnesses"

Reception to Follow

Thursday

8:00 Breakfast

9:15 Business Meeting and presentation of Unsung Hero Award

11:30 Worship

12:00 Lunch

1:30 So Long!

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**At-Large Member: Liz McMaster**

I've contacted 3 area coordinators regarding retirees in their areas..

Have made arrangements regarding giving this year's Unsung UURMaPA award

Sent letter to a member's counselor to inquire as to help we might be able to offer.

**At-Large Member: Douglas Gallager**

I'll send a supplemental report when I meet with the group (November date TBD) that will appoint the regional specialists on transitions.