

Minutes of the Conference Call Board Meeting—April 2, 2015 Unitarian Universalist Retired Ministers and Partners Association

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

CENTERING: Judy W shared a poem by David Whyte..

CHECK IN: Board members checked in briefly. Members signed in on ZOOM for the meeting – some difficulty connecting on video, worked on problems 1st 15 minutes of meeting. Margi Nasemann and Liz McMaster, connected by phone.

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

President – Dick Gilbert

Dick has now sent 13 welcome letters to new retirees.

Vice President - Jim Eller

Jim followed up regarding the 3-day retirement training seminar, “Ending Well, Finishing Strong.” *He asked Dick if he could find out the dates and report back*, probably July 2016 in Baltimore

Late addition 4/5/15 via Dick from Alicia Forde:

*If you’re a church pastor considering retirement in the next two to ten years, **Finishing Strong, Ending Well: Crafting the Culminating Chapter of Your Ministry** is designed to help you make these years a vital, intentional time for culminating your ministry and also a time of exciting preparation for what’s next. Held at the beautiful **Retreat & Conference Center at Bon Secours in Marriottsville, MD**, this retreat will take place on **July 27-29, 2015**. For complete details and registration, please go to <http://bit.ly/1DCleYO>.*

Secretary – Judy Gibson

The minutes of the February 22-24 Board meeting in Orlando were sent to all, including additions and corrections that had been submitted by email. **Margi moved approval - accepted.**

The March 12 Zoom conference minutes were **moved for approval by Jim – accepted.**

Judy noted that there is no PENDING list at present, as all action items are noted in red italic in the minutes. She will create a new PENDING list if we begin to see items remaining unaddressed between meetings.

Treasurer – Joel Weaver

Joel sent Cash Flow and Account Balances (attached) and a YTD 2015 Budget Analysis (on file) for our review. He noted that *it is best for Board members to report travel expenses as they occur; other incidentals such as postage may be held, combined and filed quarterly*. Some deposits in advance have been necessary for conferences. No expenditure yet shows for Drop Box for use storing accessible membership records. *Judy G will check with Marcia regarding moving ahead to set up Drop Box*. **John moved to accept Joel’s financial report. Passed.**

Caring Network Coordinator – Margi Nasemann

Margi sent a letter to all area coordinators requesting suggestions for both awards. Board members have not seen the letter. *Margi will send it to all on Board for our information.*

At-Large /Caring Network – Liz McMaster

Liz reported that she has twelve new members to connect to the Caring Network.

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At-Large /Conferences – John Weston

John's report (attached) provides specific dates for the coming Board meetings and conferences in Attleboro (October 2015) and Santa Barbara (February 2016).

He raised the concern that at the Orlando conference, only 5 of the 40 or so registrants (beyond the local UURMaPAns hosting) came from the Florida environs. Our conference sites are in part chosen based on concentrations of members in an area. What can we do to stimulate local/regional attendance at the Santa Barbara conference? Board members noted that the attraction of Florida site and the topic presented could account for drawing more distant attendees. Ideas suggested included:

- Board members writing personal letters of invitation to UURMaPAns they know;
- Conducting a survey of membership to assess interest. Judy W is willing to work with John Manwell, who will replace John Weston in October, to create a survey.

John reported that, pursuant of the idea of donating some grab bars for La Salette Attleboro bathrooms to make them more accessible, he priced grab bars at \$40 each and installation at \$75. **John moved that the Board approve spending up to \$200 to donate to La Salette toward acquiring and installing grab bars in some bathrooms, should they accept our offer. Passed. *John will check with La Salette regarding their interest in this.***

Newsletter Editor – Judy Welles

Judy W polled the Board for needs for printed UURMaPA address labels; she will ask Marcia Olsen what she needs before placing an order with Minuteman Press.

Late note from April 6: Serving as point person for printing the next fund-raising letter, Judy W noted that it arrived with return envelope missing. She rectified the situation as follows:

Minuteman Press will send out the same mailing again immediately (it was “all hands on deck” down there to turn this job around as quickly as possible, within 24 hours), with two additions:

- 1) *They will include a note from them saying that they messed up and neglected to include the return envelope;*
- 2) *The outside envelope will have a line printed on it saying “Return Envelope Included.”*

Notice of this development was sent to the membership via Announce.

At Large/Good Offices – Doug Gallagher

See attached report.

JOB DESCRIPTIONS AND PORTFOLIOS

Board members concurred that the brief descriptions in Operating Procedures are useful but insufficient for reference by Nominating Committee and for new nominees. Detailed and functional descriptions should be on file with the President (Liaison to Nominating Committee) and with the Secretary as backup. *John Weston will send his functional job description to Dick and Judy G. Other Board members will be asked to do same..*

Board members also agreed that off-Board positions need job descriptions on file. These include Historian, Nominating Committee Chair, Membership Coordinator, Webmaster, Speak-UP Coordinator, Resident Agent, Ministerial Obituary Editor, Partner Obituary Editor. *Dick will ask each of these people to create a functional description. Brief descriptions should also be added to Operating Procedures (Judy G.)*

NOMINATING COMMITTEE REPORT

As listed in the last issue of Elderberries:

President: Jim Eller

Vice President – Marni Harmony

Caring Network Chair – Liz McMaster

Members at Large –

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1. **Conferences – John Manwell (new)**
 2. Caring Network Assistant Chair – Judy Gillis
 3. Good Offices and UUMA Liaison - Doug Gallagher (incumbent)
- Nominating Committee – Doris Hunter and Bob Morriss

MEMBERSHIP BACKUP

Dick reported that Sam Trumbore of UUMA suggested Tom Schade, a recent retiree living in Michigan. Dick will forward this name to Marcia Olsen, and ask if she has received any inquiries as a result of the March 21 Announce invitation to members (“Are you Good with Details?”)

PENDING ITEMS

Judy G will reinstate the pending items list with this set of minutes, as we have some long-term leftover items still needing to be addressed.

NEXT MEETING – Thursday, May 7, 2015, 4:00-5:15 pm EDT via ZOOM

Agenda will include these items left from April agenda:

- Continued review and update of Board job descriptions as listed in Operating Procedures – from Treasurer on (see attached Secretary's report)
- Review of functional job descriptions received (Dick and Judy G) and those still needed.
- Retirement education report

Respectfully submitted,
Judy Gibson, Secretary

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REPORTS SUBMITTED FOR APRIL 2, 2015 - UURMaPA BOARD MEETING

President: Dick Gilbert

- Sent 2 letters of condolence.
- Sent 10 “welcome to retirement” letters. Our ranks are growing rapidly.
- Conference call scheduled for March 13 postponed due to illness of several participants. Looking to focus on a summer retirement seminar led by Larry Peers with a possible UU add-on day for TIAA-CREF. *We need to appoint someone or someone(s) to attend, take notes and be the core of a future planning group.* Here is the latest thinking from Alicia.

Don and I had the chance to speak today about several projects we’re collaborating on. We’re excited about the Retirement Seminar project and Don/UUMA, in particular, is working to manage grant funding limitations.

Here’s what we’d like to propose: We’d like to delay the UUFP grant request until September. In the meantime, we’d like to sponsor (partial funding) a group of UU ministers to Larry Peers’ upcoming retirement workshop, which is scheduled for the summer. We’d make it clear to the group we send that part of their purpose there is to gather ideas – serve as a “think tank” in some way with us.

In addition, we could consider adding a separate “church staff finance” day that runs before/after Larry’s workshop.

The benefit for us in considering this is: our UUMA partner will no longer be in the position of trying to fund four grants from a single funder during the same cycle. With delaying the grant submission until September, we will (possibly) increase our chances of obtaining grant funding for this very important conversation. Additionally, we’ll have a small group of clergy well poised to assist us with design.

- Continuing to plan for transition to a new president. I have virtually everything on my computer. Working on a more detailed job description.
- Scanning materials submitted by Nancy Doughty from a variety of sources. Sent them to Judy W., who is working on a project of writing up a publication of retirement rituals with me.
- Correspondence with Nominating Committee. John Manwell has accepted nomination (for the At Large Conference position to replace John Weston).
- Sent some job description suggestions to Judy G.
- Sent Andover Library at HDS contact to Judy G.
- Wrote Spring fund-raising letter
- Working on retirement education outline
- Made suggestions to Liz, who wrote Selma story for *Elderberries*.

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Vice-President: Jim Eller

Had a great time at our Orlando Conference. It really worked for me this time.

-Continue to prepare for GA. Invitations to go out next week to the newly retired clergy and partners. Working on getting the most current lists of retirees so that the invitation will be as inclusive as possible.

-Zoom. I like this new technology, but it was a little harder to hear everyone. We seemed to have had some interference last time. I did not see any audio improvement when we all tried muting ourselves when we weren't talking. The practice of muting was useful, but I am hoping for a better connection this coming meeting.

-Elderberries is coming up and I have a couple of things to get written soon. One thing already submitted.

Secretary: Judy Gibson

Along with copies of the last two sets of minutes, I am sending these job description from Operating Procedures with suggested changes for discussion on the agenda.

BOARD MEMBERS ROLES & RESPONSIBILITIES *(suggested changes in red italic as of March 24, 2015 – Judy Gibson and Dick Gilbert)*

President: The President monitors the Board and its members regarding fulfilling the UURMaPa Mission. S/he prepares the agenda and chairs meetings of the Board and represents the Board to members, UUMA, LREDA, and UUA, and other UU groups. For the annual face-to-face board meeting, the President invites appropriate guests from the UUA and UUMA. At General Assembly the President attends the luncheon for newly retired ministers and, *where possible, the one for families of deceased ministers. S/he represents UURMAPA at the Service of the Living Tradition.* S/he attends UURMaPA conferences as feasible and leads business meetings held there. Other duties include sending a welcome letter and packet to new retirees, writing condolence letters to families of those who have died, writing articles for *The UU World*, the UUMA newsletter and for *Elderberries*, and the annual financial appeal letter(s). The President also promotes educational programs for members and future members.

Vice-President: The Vice-President fulfills the role of the President when that person is not available. Current duties include liaison to GA, responsible for arrangements and participation in events involving UURMaPA. The VP also works with the Treasurer to ensure that an annual informal audit is conducted. The VP has a flexible portfolio and picks up needed jobs on behalf of UURMaPA as needed, e.g. organizing peer support groups for retired ministers as well as groups for partners. *Current duties also include selecting and chairing a sub-committee of volunteers to choose a recipient for the annual Creative Sageing Award.*

Secretary: The Secretary takes minutes at all Board meetings, maintains records of UURMaPA, and handles correspondence as needed. Currently the Secretary receives notices of the deaths of members, coordinates with those who edit the obituaries, and then posts those to the Announce-List. The Secretary also receives "pre-obituaries" from members, which are forwarded to the Webmaster to post in a secure area of our website, for later retrieval.

Treasurer: The Treasurer maintains all financial records for UURMaPA, handles all income and expenses, reports to the Board monthly on the financial status of the organization, and prepares an

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annual Income/Expenses Report and a proposed Budget for the coming fiscal year. S/he works with the President on the semi-annual appeal for contributions from our members.

Caring Network Chair: The Caring Network Chair recruits and supports the more than 40 volunteers who serve as Caring 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.

Newsletter Editor: The Editor handles the production of our newsletter, *Elderberries*, which is published four times a year. The Editor solicits articles, posts a list of new retirees and abbreviated obituaries of those who have recently died, includes information about members sent by the Caring Area Coordinators, etc.

The newsletter is distributed by USPS mail to all members, via electronic email to all who request it, to district offices, UUMA chapter leaders and officers, and to denominational officials. Copies are also provided to the Andover Harvard Library for the archives. The Membership Coordinator works with the Editor on distribution. The Editor maintains a detailed job description on producing the newsletter, to pass on to his/her successor.

The following At-Large positions have been assigned these areas as of 2012-2014:

At-Large Position 1: “Conferences”

This Board member's portfolio is to recruit and work with organizers of two board-sponsored conferences per year (Attleboro plus one other). The quality of these conferences should be such as to attract a registration of at least fifty registrants per year, including board members.

At-Large Position 2: “Caring Network Assistant Chair”

This Board member currently assists the Caring Network Chair by contacting the appropriate Area Caring Chair 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. *Current duties include coordinating request for suggestions and identification of possible nominees for Unsung UURMaPA Hero award, for selection by the Board (may not happen every year).*

At-Large Position 3: “Good Offices Person and UUMA Liaison”

This new Board position was created in 2013 in order to implement a recommendation of the Task Force on Retired Ministry, which called for coordination between the UUMA and UURMaPA to provide Good Offices persons who will work particularly with situations involving retired ministers and/or spouses. The particulars of the job are being developed. This person also serves as our liaison to the UUMA. *Also serves as our liaison to the Council on Church Staff Finances, represents our concerns to that body and reports back to the Board.*

UURMaPA Membership Coordinator – Job Description - as of March 18, 2015

Maintain membership information using an Excel spreadsheet and the Directory as a Word document. Periodically the Directory (saved as a pdf document) is sent to the Webmaster to post on the website. The Announce-List is also updated with any changes. (The Secretary is the other Administrator on the Announce-List.)

Other duties include preparing extracts of the Excel data to send to the printer for mailing the newsletter, the appeal letter, or other needed mailings. Upon direction of the Board, prepare the Directory for printing in hardcopy.

When a minister retires, the Intent to Retire form is sent from the UUA to the Membership Coordinator, and the minister (and spouse if any) are added as new members. This includes adding the email address to the Announce-List, keeping a list of new retirees, and forwarding information to Board members.

For conferences, a list of those who died during the previous 12 months is sent to the Conference Chair for preparation of the Memorial List. For GA, a list of those who retired in the past year is prepared so they can be invited to the Retirement Luncheon.

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Proposed by Marcia Olsen, Membership Coordinator

Treasurer: Joel Weaver

UURMaPA Finances – March 31, 2015
Ending Account Balances March 31, 2015

Endowment	\$20,575
Money Market	40,317
Checking	<u>5,104</u>
Total	\$65,996

Cash Flow March 1 – 31, 2015

Member Contributions	\$1,093	
Orlando Conference Expense	(766)	
Orlando Conference Fee Refunds	(590)	
Attleboro Conference Expense	(1,325)	
Board Meeting Expense	<u>(2,731)</u>	
Total Expense	(\$5,412)	
Net Cash Flow		<u>(\$4,319)</u>

Newsletter Editor: Judy Welles

.I don't have a lot to report. I'm still awaiting input from several Board members for the Spring issue, to wit:

From **Dick** - President's column

From **Judy G.** Write-up of February Board meeting

From **Jim** Information about events at G.A., including registration info for the luncheon

also from **Jim** Call for nominations for Creative Sageing Award [*my Autocorrect wanted to change this to Creative Sagging Award. Not a bad idea!*]

From **Doug and Celia** What Brings Us Joy

I'm skipping the Leadership column this month, hoping instead to run an "Elders in Action" column by Pat Hoertdoerfer about the Grandparents Climate Action Day. Nana Kratchovil has agreed to write something about the current status of the COA, though the timing on that might be better if left until the Summer issue; I'm waiting to hear from her.

Marie Brown will write the Partner's Column.

And I have a few other things up my sleeve.

The Spring Fundraising Letter is at the printer. I gave them a "preferred date" of April 1, but I haven't heard from them, so I suspect it hasn't gone out yet. It will go to about 700 addresses.

I will be sending my job description separately to Judy G.

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At-Large Member – John Weston

One further thought about **Orlando**: the combined board meeting and conference, though well received, did not coax many locals to the meeting: of the total of fifty or so, only eight: “working” participants Marni Harmony (arrangements), her partner Nancy Bauer, and Harry Green (registrar), and only five others: Randy Becker, Linea Pearson, Peter and Eleanor Richardson, and Sara Zimmerman. *How might we lure more Southwesterners out of the woodwork in Sta. Barbara?*

Attleboro/Boston (board meeting 6:00pm Saturday October 3-1:30pm Monday the 5th; conference 5:00pm Monday October 5-1:30 pm Thursday the 8th) is very impressively in hand, thanks to the imaginative advance work of Carol Taylor and Ginger Luke. Presenters include Dan McKanan at Attleboro and Helene Atwan and Linda Rose at “24.” Presentations include “24” itself and a dramatic piece about Emily Dickinson by Candace Riddington. Other events: a UURMaPA conversation (a.k.a. business meeting), an Odyssey (Odysseus not yet identified), four worship services, piano by Dawn Chung, and time for socializing..

Santa Barbara is coming along: board meeting 6:00pm Saturday February 27-1:30 Monday the 29th; conference 5:00pm Monday February 29-1:30pm Wednesday March 2nd. Both the board and the conference will meet at La Casa de Maria. *I have not heard from the local organizers about the program.*

Caring Network Chair: Margie Nasemann

*Wrote letter to all Area Caring Network coordinators asking them to suggest names of people in their area to be considered for the UURMaPA Sageing Award and the Unsung Hero Award. I gave the Area people the guidelines for choosing people for these positions.

- *Sent 10 UURMaPA note cards and envelopes to each Area Coordinator

- *Sent each Board Member a copy of the letter to Area Coordinators

- *Contacted Shirley Ranck and Jan Sammons about possible names for Bay Coastal Area coordinator.

- *Wrote letter to Bill and Barbara Hamilton-Holway asking them to consider taking the job as Bay Coastal Area coordinators.

- *Wrote to Charles and Hildegard Wilson asking them to consider taking the job as Mass Bay Area coordinators.

At-Large Member: Liz McMaster

Sent 12 retiree's information to the specific Area Coordinators with a note asking them to contact said retiree. What I'm trying to figure out are better Area Coordinator areas--folks nearer folks, etc. It may be impossible, but I've gotten the UUMA list of "Community Groups" to at least look at.

At-Large Member: Douglas Gallager

Met via Zoom with the team designing the training for the Regional Resource Officers specializing in transitions. (Don Southworth, Fritz Hudson, Hope Johnson, Diane Dowgiert) We planned a conference call for 3/31 with the appointed RRO's. The training should be completed so that they can begin their work by 9/1/15. Areas to be addressed are: transitions and conflict, multi-staff issues, negotiated settlements, start-up/mid-ministry evaluation, working with UUA staff, and determining in what areas RRO's already have expertise. We began discussing the different roles between field staff, good officers, advocates and MFC, and determined we need more clarity. The team will meet again on 5/7.

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Additional report, April 1: I met by Zoom with the UUMA Executive Director Don Southworth and the rest of the regional specialist coordinating committee on 3/31. We were joined by all but one of the newly appointed regional specialists. I think the program is off to a good start.

- We went over the job description of the Regional Resource Director (RRO) position and how they would relate to the chapter Good Officers and the UUMA Executive Director. More discussion needs to take place, perhaps with the RRO's and the regional chapter Good Officers so we're all on the same page. This will easily be accomplished before the anticipated September 1 launch date.
- Key areas of support were discussed, including transitions, conflict, multi-staff issues, negotiated settlements, start-up and mid-ministry evaluation, and working with UUA staff. We will next determine what areas of expertise the RRO's have so we can cover those areas.
- Don is working on funding for face-to-face training of the RRO's this August.