

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

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

Absent: None

CENTERING: Marni offered an opening reading in honor of the victims of the Charleston tragedy.

REVIEW OF MEETING FORMAT: Jim confirmed with the group that the use of ZOOM for virtual meetings is increasingly working well. As new president, he stated that he would like to hold regular monthly meetings throughout the year to keep information flowing, realizing that each of us may need to be absent at times. Based on pre-meeting email poll, he confirmed that in general the **first Tuesday of each month, 4:00-5:30 pm (Eastern Time)** seems to work for all.

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 briefly reported that he participated as UURMaPA's delegate at the UU Summit on a Sustainable Future (hence missing our last Board meeting). Many people in UU leadership attended and discussed factors that are influencing the economy and financing churches. He stated that the outcome of the conference remains to be seen.

He and Dick Gilbert were deeply involved in planning and implementing the UURMaPA sponsored GA activities (see later report).

Vice President – Marni Harmony

A new Board member, Marni asked if the reports sent from each of us in advance are archived for reference, as it is difficult to track all the individual emails that arrive. Judy G noted that all advance reports are collected by the Secretary and attached as a report document to the minutes for that month. All minutes are posted on the website following Board approval.

Jim stated and members agreed that *all Board members should send their advance reports to board@uurmapa.org a minimum of 24 hours ahead of a Board meeting..to allow time for advance reading.*

Secretary – Judy Gibson

The minutes and reports from the June 2 Board meeting were sent to all on June 8 and again on July 2, including additions and corrections that had been submitted by email. **John W moved approval of the minutes – accepted.**

Treasurer - Joel Weaver

Joel's emailed report arrived too late for members to review ahead and approve, but he reported that we have a positive cash flow of \$3600, which includes \$1000 subsidy from UUMA and registrations for Attleboro. \$723 was sent to cover Doug's participation in the interfaith retirement seminar "Finishing Strong, Ending Well" with Larry Peers this month in Baltimore.

Caring Network Chair – Liz McMaster

Liz reported that she is planning to write personal notes to all Area Coordinators. There are still vacancies to fill, and *she again appealed to the Board to send suggestions to her for people who might serve as Area Coordinators. (Bay Area Coastal, St. Lawrence District and Col-Mont-Wyo District Coordinator positions are likely vacancies, per 6/4/15 minutes. JMG)*

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Liz also asked the Board to consider the idea of sending donations to select charities instead of flowers in honor of members who die. Marni proposed that donations be made to the UUMA Endowment Fund in honor of the deceased minister. Following discussion and friendly amendments during and immediately after the meeting via email, *Liz moved and the Board approved the following:*

Instead of flowers, UURMaPA will send a \$50 donation to honor deceased members:

For ministers, the donation will be sent in their memory to the UUMA Endowment Fund.

For partners, the donation will be sent in their memory to the charity of choice or as individually arranged.

At Large, Caring Network Assistant – Judy S Gillis

Judy is still working with Liz to learn her job, and is seeking suggestions for names to fill gaps in the Network.

At Large, Conferences – John Weston and John Manwell

John W reported that 41 registrations are in hand for Attleboro, including Board members and partners. The Board will hold face-to-face meetings between Saturday, Oct. 3, 6:00 pm and Monday, Oct. 5, 1:30 pm. Prior to the conference.

To support the planning team for the Santa Barbara conference, John W stated that he assured them they could plan on \$250 registration fee per person and \$1500 for speaker fees. John M is in learning mode at this point.

Newsletter Editor – Judy Welles

Judy W is awaiting receiving material on or before the July 15 deadline for the summer Elderberries. *Board members agreed to follow up on getting info to her about the Santa Barbara conference (John W), and the Unsung UURMaPan Hero award (Liz).* Judy W expects to include a good number of obituaries (catching up on the backlog). She has not yet succeeded in arranging for an article by a partner.

She reported that recent Apple upgrades to iPages are not compatible with the version she prefers using for Elderberries, and she needs to work with a certified Mac consultant, Ron Gehrman. **The Board agreed that necessary consultant fees should appropriately be billed to UURMaPA in support of her job as editor.**

At Large/Good Offices – Doug Gallager

Doug simply reported that he will be attending the interfaith retirement seminar the end of this month.

UURMAPAN UNSUNG HERO AWARD

“The Unsung Hero Award “ is described in Operating Procedures for UURMaPAns who deserve to be honored as “*a volunteer who has made an extraordinary contribution to our association, working behind the scenes during their retirement years.*” **Board members concurred that they prefer to use the title “Unsung UURMaPan Award.”** Liz has received one nomination, and asked that *Board members send her additional suggested nominees with descriptions ASAP.* This award winner is to be selected by the Board by its September 1 meeting and the award will be presented at the October conference in Attleboro or other venue.

GA REPORTS AND FOLLOWUP

Jim reported that 66 ministers – an all-time high number – have retired this past year. UURMaPA luncheon was attended by 63 people, including 35 new ministers and partners. A circulated sign-up sheet for Peer Group interest drew 18 names. He encountered some

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problems with people planning to pay at the door, having space reserved, but not showing up – Jim plans to bill them. As VP, Marni will be assuming the job of arranging for GA luncheon and events next year.

Jim and Dick Gilbert had 30 people attend the Ministry Days' Collegial Conversation on retirement. The GA workshop, scheduled in an awkward slot right before the Service of the Living Tradition, drew only a small group, less than 20. Some of Dick's excellent materials (which he recently sent to all Board members) might provide good material for Elderberries.

JOB DESCRIPTIONS AND PORTFOLIOS

Jim suggested that a further addition be made to Judy S. Gillis's current Board position, (*draft wording and a correction in red italic below by the Secretary*):

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

This Board member currently assists the Caring Network Chair by contacting the appropriate Caring 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. Suggested addition 7/2/15: S/he may be asked to serve as an advocate for collegial partners and/or caretakers for UURMaPA members.

Judy S G agreed to think through what that addition might mean, and we can discuss again in the October meeting in Attleboro, and include something in Elderberries.

Note: The Secretary will make all approved changes to Board Roles and Responsibilities, insert other updates as voted by the Board to our Operating Procedures document, and will have these updates placed under Governance on the website.

RETIREMENT EDUCATION

Jim confirmed that Dick Gilbert will continue to work with Larry Peers and the development of retirement education options. Doug Gallagher will be our Board liaison with Dick.

UURMAPA WORK CALENDAR

Board members began discussing entries and changes in the calendar for the coming year. Marni was able to post the “template” calendar from past years, and Judy W recorded the changes (*shown below in red italics*). Further review of changes below and revisions from April on will be done at the next meeting.

July-August

- €€€€€€€€€€ Conference meeting via ZOOM (*first Tuesday of month*)
- €€€€€€€€€€ Elderberries deadline – July 15
- €€€€€€€€€€ Unsung UURMaPAn – *consideration of nominees – announce winner at Fall Conf.*

September

- €€€€€€€€€€ Conference meeting via ZOOM (*first Tuesday of month*)
- €€€€€€€€€€ Planning for In-person Board Meeting
- €€€€€€€€€€ *Initial budget draft for next calendar year*
- €€€€€€€€€€ *Draft fundraising letter*

October

- €€€€€€€€€€ Fall Board meeting at Fall conference
- €€€€€€€€€€ *Fundraising Letter goes out within the first four days of the month*
- €€€€€€€€€€ *Adopt budget for next calendar year*
- €€€€€€€€€€ Receipts, bills, and follow-up from Board meeting

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- €€€€€€€€ Receipts, follow-up from NE Conference
- €€€€€€€€ Elderberries deadline – October 15

November

- €€€€€€€€ Conference meeting via ZOOM (*first Tuesday of month*)- agenda, reminders, reports
- €€€€€€€€ Make sure either President or another Board member sends in initial request for GA space for UURMaPA luncheon - Don Plante at the UUA is the person who handles this: dplante@uua.org

December

- €€€€€€€€ Conference meeting via ZOOM (*first Tuesday of month*)
- €€€€€€€€ E-mail Don Southworth requesting Collegial Conversation spot at Ministry Day
- €€€€€€€€ Write Christmas greeting letter for UURMAPA Announce

January

- €€€€€€€€ Conference meeting via ZOOM (*first Tuesday of month*)
- €€€€€€€€ Check in with Nominating Committee on their progress
- €€€€€€€€ Check in with Conference Coordinator on progress of plans for Conferences
- €€€€€€€€ Elderberries deadline – January 15

February

- €€€€€€€€ Conference meeting via ZOOM (*first Tuesday of month*)
- €€€€€€€€ Update from Creative Sageing Award Committee
- €€€€€€€€ GA plans - should receive notification of hotel for luncheon
- €€€€€€€€ *Year-end financial report for previous year*

March

- €€€€€€€€ Conference meeting via ZOOM (*first Tuesday of month*)
- €€€€€€€€ Preliminary plans for collegial conversation on Ministry Day
- €€€€€€€€ *Draft spring Appeal Letter for Board review, to be mailed in April*
- €€€€€€€€

***** Reviewed through here *****

NEXT MEETING – Tuesday, August 4, 4:00-5:30 pm EDT via ZOOM

Respectfully submitted,
Judy Gibson, Secretary

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REPORTS SUBMITTED FOR JULY 2, 2015 - UURMaPA BOARD MEETING

President: Jim Eller

A couple more items for us to consider tomorrow.

1. See the attached Board annual calendar. Things to add, be aware of or delete.
2. Our meeting time and date. Thursday is the one day of the week my wife takes off. Meeting then is a hardship and I would like to negotiate for another day of the week. Suggestions?

Vice-President: Marni Harmony

No advance report this month.

Secretary: Judy Gibson

Minutes were sent to all members June 8 and again July 2 for review and approval.

Treasurer: Joel Weaver

UURMaPA Finances – June 30, 2015

Ending Account Balances June 30, 2015

Endowment	\$20,575	
Money Market	40,317	
Checking	<u>16,850</u>	
Total		\$77,742

Cash Flow May 1 – 31, 2015

Member Contributions	\$1,215	
UUMA Subsidy	1,000	
Attleboro Conference Fees	<u>3,655</u>	
Total Income		\$5,870
Board Meeting Transportation	(\$955)	
Board Misc.	(723)	Baltimore Retirement Seminar
Postage	(122)	
Caring Network	(182)	
Attleboro Conference Refund	(250)	
Total Expense		(\$2,232)
<u>Net Cash Flow</u>		<u>\$3,638</u>

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Newsletter Editor: Judy Welles

Elderberries

I'm working on the Summer issue. Deadline is July 15, though materials will be gratefully received earlier. We have a lot to celebrate in this issue, not the least of which is that UURMaPA swept the major awards at G.A., with members receiving the Distinguished Service Award (Clark Olsen), the Angus McLean Award (Ginger Luke), and the President's Award for Volunteer Service (Gordon Gibson).

Also, Jay has finally gotten some help with the obituaries and we are gradually catching up. I don't know how many I'll run in this issue, but we're slowly getting there. Last fall and winter there were *a lot* of deaths, right at the time when Jay was away on a long trip in Europe, and we got hopelessly behind. Heads are now above water at least. Giving space for the obituaries is my highest priority in this issue.

Miscellaneous Printing

For the new Board members: we have UURMaPA return address labels with our logo for any Board member who wants them. Be thinking about how many you want (we can get them printed in any quantity, even a small number) and I will query you at our next Board Zoom meeting.

For Board members remaining but holding a new position, I will also order new ones for you. Ditto: how many will you want?

At-Large Member: Conferences – John Weston

No advance report this month.

Caring Network Chair: Liz McMaster

I'm getting myself organized to write all the Area Coordinators to thank them for doing what they're doing, hope they'll stay on the job, and ask for updates on my information on them (email, phone, etc.)

Plan to call Judy Gillis soon to be sure we're both clear on our tasks.

I'm updating the Caring Policies that Margi sent me. Have gotten some good edit suggestions from Judy Welles and will send a draft to y'all for comments, edits, etc. I've drastically cut down the size of it as, for me, looking at pages and pages makes me not want to read. I'll see what y'all have to say.

At-Large Member: Caring Network Assistant - Judy S Gillis

No advance report this month.

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At-Large Member: Good Offices - Douglas Gallager

I've consulted with the coordinating group – Don Southworth, Fritz Hudson, Hope Johnson, Diane Dowgiert – in preparation for a training event for the UUMA Regional Resource Officers. That training will take place in Chicago September 23, 24. I will be part of the training team.

I will also be attending Finishing Strong, Ending Well: Crafting the Culminating Chapter of Your Ministry later this month in Baltimore.

Website Update – Duane Fickeisen

I have just updated the UURMAPA website page on Governance <http://uurmapa.org/governance.html> to show the new leadership. *Please check your info to make sure it is correct and send any updates to webmaster@uurmapa.org* I will add John Manwell to that page after the Attleboro Conference.

Also I updated the board e-mail list... removed Dick and Margi and added Marni, Judy Gillis, and John Manwell to it. *To send an e-mail to all of your fellow board members, use board@uurmapa.org*

And, **Liz**, I added a new forwarder, caring@uurmapa.org that will forward to your address. This will make it easier to manage transitions in the leadership roles in the future as I can just change the forwarder and not every time your address appears in the website as the Caring Network Coordinator.

Jim: There is a letter on the home page from Dick in his role as President. Do you want to send me a new one to replace it?

And as ever, while you browse the website (I recommend this as a morning meditation — ha!), and find stuff that's problematic or needs to be updated, let me know!

Report submitted for discussion in a future meeting:

Website Redesign – Duane Fickeisen

I have been in contact with Greg Bear and we are developing criteria for his proposal for redesign of the website. Given the demands of Ministry Days and GA, we have not made much progress yet, but have initiated a conversation. I had understood that funds would not likely be available until next calendar year, so have been working on the assumption that you would consider a proposal at your October meeting in Attleboro. If that's incorrect and you think you might fund it sooner, I can probably speed up the process.

Greg recommends using Drupal, a CMS (Content Management System) software, as the platform. Drupal is an open source, commonly used platform for websites. It has the advantages of being free and working across operating systems and seems to be stable. It offers templates that meet Google's criteria for being "responsive" to the platform from which the site is accessed. Greg is quite familiar with it and has been working with Drupal for several years. It is a little more complex to use than some other systems, but the complexity comes with expanded ability to do some of the things we expect from our site that can't be done on the simpler

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platforms. It does not handle e-commerce as well as some, but since we are not expecting to market/sell anything beyond donations and conference registrations, it should be adequate. And it would be possible to maintain the site on our current server, which includes our e-mail forwarding management, which is both a cost and management advantage.

I am hopeful that we can enable on-line registration and payments for conferences, but will need to coordinate that with Joel and with the Johns.

It is my expectation that we will be able to run the old site in parallel with developing the new one, with little or no interruption. Though of course we will likely find some things get “broken” in the implementation and need to attend to repairing them.

Greg has suggested that since we have a limited budget it would make sense for him to do the basic design, and for us (me) to be responsible for the content and migrating it from old to new. That makes sense to me and in addition will enable me to learn how it works under Greg’s guidance and mentoring. It will also enable me to give more consideration to what’s on the site and updating some of the stale content. I will be happy to have the files on our server much better organized (it’s pretty chaotic under the hood now), but not looking forward to the effort to get us there which will not be insignificant.

Richard Speck approached me at the UURMaPA luncheon last week here in Portland and offered to help with the site. He is using Drupal for his own personal website and agrees that it would be a good choice for UURMaPA. I plan to explore with him some ways for him to help with design and implementation.

Website Updates

I have been working on updates to the Caring Network, Governance, and Home pages to reflect the changing of the guard. Take a look at them and send me any corrections or updates, either on those pages or elsewhere. Yes, I know the Conference pages are very much in need of being updated. I’ll work on that as I get time.

Chris Lily Backus has been helpful in finding some photos for obituary pages for folks for whom we didn’t have an image.

Website Fees

Bluehost (our server provider) has let me know that the renewal of our domain name service and server will cost a little more than last year — about \$145/year. That will automatically renew on/about August 1. That cost would likely not change with the proposed move to Drupal, other than possibly annual incremental increases.