

Minutes of the Conference Call Board Meeting—August 4, 2015 Unitarian Universalist Retired Ministers and Partners Association

Present: Jim Eller, Judy Gibson (Judy G), Marni Harmony, John Manwell (John M), Liz McMaster, Joel Weaver, John Weston (John W)

Absent: Doug Gallagher, Judy S Gillis (Judy SG), Judy Welles (Judy W)

CENTERING: Marni offered an opening poem by Wendell Berry.

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 reported that he will be writing letters to the six new member retirees and the families of three deceased this month when he returns home from his travels. He also commented that General Assembly was a very different, intense experience for him as a retiree.

Vice President – Marni Harmony

Nothing to add to her advance report.

Secretary – Judy Gibson

The minutes and reports from the July 2 Board meeting were twice sent to all for review, including additions and corrections that had been submitted by email. **Marni moved approval of the minutes – accepted.**

Treasurer - Joel Weaver

Along with his monthly report (attached), Joel sent a Year-To-Date budget analysis to everyone this month for their review (saved in Secretary's files). Again he stated that we are in good shape. **Marni moved approval of the Treasurer's report – accepted.**

Caring Network Chair – Liz McMaster

Liz commented that she finds that chairing the Caring Network takes much more of her time. She is on track identifying new Area Coordinators for both Florida and Bay Area Coastal. For the Unsung UURMaPAn Award, she has received two nominations. Marni noted that she feels this is an important recognition, but she needs more information about each nominee before voting, and *Liz agreed to re-send nomination info to everyone. Jim suggested and all agreed to wait to vote on Unsung recipient at the next meeting (September 1).*

At Large, Caring Network Assistant – Judy S Gillis

Absent – see written advance report

At Large, Conferences – John Weston

John W reported that there are now 60 registrations for the Attleboro conference, October 5-8, 2015. This is the highest registration ever, thanks to the good planning and promotion efforts of Carol Taylor and Ginger Luke! The option of the new grab bars in 5 of the restroom showers has been well received by members.

We have learned that the Santa Barbara Conference retreat center considers our room reservations a final commitment, and will charge \$100 per unused room. This means we need robust recruiting efforts to fill our commitment.

Expected reservations from Board (at this meeting) and partners will be at least eight people. *Liz suggested she can alert Area Coordinators to reinforce the call to register. Jim suggested that each Board member reach out to others they know and urge them to attend.* Details of the February 9-March 2, 2016 conference and program plus registration forms are in the summer Elderberries, which is enroute now to mailboxes and our website.

Minutes of the Conference Call Board Meeting—August 4, 2015 Unitarian Universalist Retired Ministers and Partners Association

Newsletter Editor – Judy Welles

Absent – see written advance report

At Large, Good Offices – Doug Gallager

Absent – see written advance report

CARING NETWORK – SUPPORT FOR REGIONAL GET-TOGETHERS

Liz proposed that the Board consider budgeting funds, possibly \$1000, to be offered as assistance to encourage Area Coordinators to create regional get-togethers. Board members agreed that area get-togethers are critical, and some people may need financial assistance to participate. The Board discussed possible approaches including: allocating \$50 per Coordinator (35 total areas) to provide “extras”; inviting proposals up to a maximum request. Liz finally offered the following motion: **The Board will allocate \$1000 in this year's budget for support of regional get-togethers, with administration details to be worked out.** *Passed. Liz will compile and send out some ideas for how the funds might be allocated, to be discussed at the next Board meeting (September 1). Joel will add this amount to our budget.*

UURMAPA WORK CALENDAR

Board members completed the process of discussing entries and changes in the calendar for the coming year. Marni was again able to post the “template” calendar from past years, and revisions from April on were discussed. **The completed calendar as revised is attached to these minutes.**

WEBSITE UPDATE REPORT

Duane Fickeisen's website redesign report was included with the July minutes and the Secretary's report, and Judy G reminded the Board that several members had agreed with Joel Weaver's note that *“the website redo seems to be something that needs to be done and in my opinion is worth a non-budgeted expenditure to explore the scope and costs of the project. It seems we have some of the pieces in place to get started. So I say lets start sooner rather than later. We could cap the non-budgeted amount at a reasonable amount with Duane's guidance.”* *Joel agreed to talk with Duane to get the process started, and bring any new information to the next meeting.*

SERVICE GRATUITY

The Board has already agreed that we should time our UURMaPA fund appeals close to the payment of gratuities, with a suggestion that recipients might earmark the money for donations to support UURMaPA's work. We would like to learn more about the process of allocating gratuities. *Jim agreed to invite Sheldon Bennett, Chair of the Gratuity Program, along with Richard Nugent, Director of Church Staff Finances, to meet with the Board prior to the Attleboro Conference (October 3-5).*

AGENDA FOR OCT FACE-TO-FACE BOARD MEETING

Members began brainstorming items that should be on our agenda for our Oct 3-5 face-to-face meeting in Attleboro. Items mentioned included:

- Revision of Caring Network Assistant's job – add partner/caregiver liaison?
- Elderberries distribution – evaluation/continue USPS mailing?
- Website redesign proposal and costs – become “responsive” to Smartphone access.

**Minutes of the Conference Call Board Meeting—August 4, 2015
Unitarian Universalist Retired Ministers and Partners Association**

- Service gratuity guidelines and information
- Visit with UUA staff
- Adopt budget for 2016-2017

Jim will provide a rough draft of the October agenda at our September meeting.

NEXT MEETING – Tuesday, September 1, 4:00-5:30 pm EDT via ZOOM

Respectfully submitted,
Judy Gibson, Secretary

**Minutes of the Conference Call Board Meeting—August 4, 2015
Unitarian Universalist Retired Ministers and Partners Association**

REPORTS SUBMITTED FOR AUGUST 4, 2015 - UURMaPA BOARD MEETING

President: Jim Eller

No advance report.

Vice-President: Marni Harmony

My report is minimal. I have 17 names of newly retired ministers who are interested in joining a peer group. I've had email exchanges with 4 colleagues (teams of 2) who are willing to facilitate the next two peer groups. An article will appear in the next Elderberries soliciting others who may be interested. I hope to have all names and get groups put together by our October meeting.

Secretary: Judy Gibson

For my report, I am sending you two documents (attached separately - info was also included with last month's minutes) that are relevant to items I expect we will see on our agenda on Tuesday.

Web Redesign proposal - for action now (per several Board members' requests)

Board Work Calendar - to complete review and revision

I sent everyone the July minutes for review last week, to facilitate revision and/or approval on Tuesday.

Treasurer: Joel Weaver

UURMaPA Finances – July 31, 2015

Ending Account Balances July 31, 2015

Endowment	\$20,575
Money Market	40,317
Checking	<u>15,267</u>
Total	\$76,159

Cash Flow July 1 – 31, 2015

Member Contributions	\$975	
GA Luncheon Income	900	
Attleboro Conference Fees	<u>3,740</u>	
Total Income	\$5,615	
GA Luncheon Cost	(\$2,603)	
GA Attendance Cost	(3,365)	Jim Eller & Dick Gilbert
President's Expense	(384)	

Minutes of the Conference Call Board Meeting—August 4, 2015
Unitarian Universalist Retired Ministers and Partners Association

Caring Network	(54)	
Saging & unsung Hero Awards	(500)	
Total Expense	(\$6,906)	
	Net Cash Flow	(\$1,291)

Newsletter Editor: Judy Welles

The Summer issue of Elderberries is printed and has gone off to the Post Office. It should arrive some time early this week at most U.S. mailboxes. This one is another 20-page issue; there was just too much to report on from General Assembly, plus not the expected one, but two registration forms for our two upcoming conferences — thus two full pages just for those.

We are gradually catching up on obituaries. I wrote two for this issue and Colleen McDonald wrote one, in addition to those written by Jay and Chris Backus. David Bumbaugh has also volunteered, but has not yet had the time to take one on. I plan to keep helping Jay by writing a few for each issue until we are reasonably caught up.

We need to remember to consider at our in-person meeting at the end of September whether to continue sending Elderberries out by mail to all addresses. I plan to bring some statistics with me to help us in that endeavor.

I have not yet ordered the note cards and return address labels, because I am still waiting to hear from Judy Gillis, Liz Strong, and Jim (who I know has been out of e-mail reach for several weeks). The new letterhead has been prepared by Greg Bear, but I haven't proofread it yet, and I would prefer to wait until I'm home from vacation to do that. I will send the pdf. of the new letterhead to everyone as soon as I assure that it is correct.

At-Large Member: Conferences – John Weston

Attleboro conference report:

- 60 registered of which three are commuters.
- The program is full and exciting.

About grab bars for LaSalette:

Our gift of grab bars has been greeted by our own membership with a number of requests for grab-bar equipped showers

Santa Barbara conference report:

- No one (including this one) picked up in time LaCasa's restrictive rooms policy: La Casa will charge us \$100 for each room unfilled. Which means that the planning committee has work to do in filling them!
- We need to confirm the count: # of board members and partners present during the board meeting, and # of board members and partners present during the conference. The more the better!

Minutes of the Conference Call Board Meeting—August 4, 2015
Unitarian Universalist Retired Ministers and Partners Association

Caring Network Chair: Liz McMaster

I wrote notes to 32 Area Coordinators letting them know of my being Margi Nasemann's replacement. I have spoken with Judy Gillis several times about what she's to be doing and sent her a package of materials. I am redoing the Caring Handbook, with Judy Welles' editorial help, and will bring a draft for approval to the Attleboro meeting.

I have sent notes to partners of two UURMaPANs who have died and asked that Joel send \$50 to the UUMA Scholarship Fund to honor them.

I have spoken with Jeremy Brigham regarding the possibility of having moneys available for local or regional meetings. **I would like to move at the Board meeting that we set aside an amount for these get together to help pay for transportation/meals.**

I have received three nominations for Unsung UURMaPAN: I will move to vote on these at the August meeting.

I have attempted to find several retired UURMaPANs with some success, due to good work by Doe Lockwood and Sydney Wilde. I have been in touch with Marcia Olsen to update the Directory.

I have thanked Linnea Pearson for her work at Florida AC and have begun the search for a Bay Area Coastal Area Coordinator. We need AC's for Bay Area Coastal, CO/MT/WY, and Florida.

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

I wrote a small column for Elderberries with the help of Judy W. (Thank you Judy). I conferred with Liz on a couple of issues regarding learning my responsibilities. (Thank you, Liz) . We did talk about stationery needs and reported order of just notes.

At-Large Member: Good Offices - Douglas Gallager

I attended the *Finishing Strong, Ending Well: Crafting the Culminating Chapter of Your Ministry* workshop led by Larry Peers last week. I was very impressed. It would have been very helpful ten years ago. I think we should strongly recommend it.

I spoke with Richard Nugent at the workshop and he's inclined to offer it to pre-retirement UU ministers every other year.

Other than actively cheer-leading and perhaps recruiting I'm not sure of our role on out. Marni has volunteered to work with me, so perhaps after we've had a chance to put our heads together we might have something more concrete.

Minutes of the Conference Call Board Meeting—August 4, 2015
Unitarian Universalist Retired Ministers and Partners Association

UURMAPA WORK CALENDAR (Board President's Guidelines) – July thru June

July-August

- Conference meeting via ZOOM as needed
- Elderberries deadline – July 15
- Unsung UURMaPAn – consideration of nominees – announce winner at Fall Conf.

September

- Conference meeting via ZOOM
- 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
- Receipts, follow-up from NE Conference
- Elderberries deadline – October 15

November

- Conference meeting via ZOOM - agenda, reminders, reports
- Make sure either President or another Board member sends in initial request for GA space for UURMaPA luncheon – Contact the Meeting Planner. Unitarian Universalist Association General Assembly and Conference Services. (617) 948-4208.

December

- Conference meeting via ZOOM
- E-mail the UUMA Executive Director (executivedirector@uuma.org) requesting Collegial Conversation spot at Ministry Day
- Write Christmas greeting letter for UURMAPA Announce

January

- Conference meeting via ZOOM
- 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
- 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
- Preliminary plans for collegial conversation on Ministry Day
- Draft spring Appeal Letter for Board review, to be mailed in April

April

- Conference meeting via ZOOM

Minutes of the Conference Call Board Meeting—August 4, 2015 Unitarian Universalist Retired Ministers and Partners Association

- GA - luncheon menu selected; plans for Collegial Conversation and which UURMaPA Board member(s) will attend GA
- In April or early May you will hear from the UUA Director of Ministries and Faith Development (617 948-6407) re: surviving families' luncheon and plans for Service of the Living Tradition
- Check with Ministry and Faith Development staff as to whether there will be a Memorial Booth at GA and if they want UURMaPA help in staffing it
- Elderberries deadline – April 15

May

- Conference meeting via ZOOM
- Finalize plans for Collegial Conversation
- GA Prep:
- E-mail invitation in early to mid May to new retirees sent out (get list from Ministries & Faith Development Staff Group); someone on Board needs to receive responses from new retirees
- Invite the following officials to the UURMaPA Luncheon at GA: Director of Ministries and Faith Development, The Retirement Plan Director, Office of Church Staff Finances (617) 948-4265 The Director of Church Staff Finances
- Invite Creative Sageing Award to UURMaPA GA luncheon
- Invite new Board members to participate in June Board Conference call
-

June

- Conference meeting via ZOOM
 - Finalize GA arrangements for Luncheon, Memorial Booth, Service of the Living Tradition (UURMaPA Board member to sit with surviving families)
 - Send out on UURMaPA announce an invitation to UURMaPA GA events including helping with Memorial Booth
 - Develop brief program for luncheon:
 - UURMaPA report during luncheon,
 - Sageing Award announced,
 - welcome new retirees,
 - UUA staff from Ministries and Faith Development and Church Staff Finances speak briefly
 - GA - UUMA Day, Survivors' Luncheon, SOLT, UURMaPA luncheon, Memorial Booth