

1 **Minutes of the ZOOM Conference Board Meeting—September 14, 2016**
2 **Unitarian Universalist Retired Ministers and Partners Association**

1Present: Jim Eller, Doug Gallager, Judy Gibson (Judy G), Marni Harmony, John Manwell, Liz
2McMaster (left early), Joel Weaver, Judy Welles (Judy W)

3
4CENTERING: Jim offered a reading by Dick Gilbert

5
6CHECK IN: All Board members checked in briefly.

7
8**REPORTS:** Most members sent reports to all members in advance. A summary is attached
9with these minutes.

10
11**BOARD CONTACT INFORMATION:**

12 *All Board members were asked to double-check information on our current Leadership*
13*List and provide any corrections to the Secretary (updated version for 7/1/16 sent earlier to all*
14*Board members).* Judy G already sent this year's list to Membership Coordinator Richard
15Speck, asking him to update it in the Membership Directory and send it to Webmaster Duane
16Fickeisen.

17
18**OPERATING PROCEDURES – REVIEW AND REVISIONS**

19 Marni displayed the most recent Operating Procedures document (5/16/16 update on
20website) for Board members' review. *Several minor corrections were noted which Judy G will*
21*make in the document.* Other needed changes/additions receiving Board action included:

22
23 **1. Board Liaison assignments** – this information from fall, 2014 Board meetings where
24 individual Board members accepted liaison assignments to off-Board positions, was
25 voted to add to the Operating Procedures under Nominations and Elections, in the Off-
26 Board Leadership positions section. (*Judy G moved, accepted unanimously*).

27 **Board members will be in regular contact to answer concerns, request**
28 **reports or pass along information. They will also take the lead on the**
29 **Board's behalf in requesting renewal of service or seeking replacement as**
30 **needed.**

31 **Webmaster – President**
32 **Membership Coordinator – Secretary**
33 **Obituary Editors – Elderberries Editor**
34 **Historian – President**
35 **Nominating Committee – President**

36 Judy G noted that *in each case where the Off-Board person has served a year, Liaisons*
37 *need to ask if they will continue for this year, July 2016-July 2017.*

38
39 **2. Connections Network – titles of the area Connections people were changed by**
40 **Board agreement to “Connectors” (instead of Area Connection Coordinators),** as
41 Liz has suggested, to simplify how roles are designated. It was noted that we still have
42 the designation “Caring Network Handbook” for the Connections reference material
43 (under Publications in Operating Procedures, and throughout the publication on the
44 website). *Judy Welles offered to work with Liz to revise the Handbook so it reads in line*
45 *with the new Connections designation.*

46
47 *Operating Procedures as revised to date 9/14/16 are being sent by the Secretary to be posted*
48 *on the website (under Governance) for Board members' reference.*

49
50

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52 **BYLAWS REVISION**

53 With the change of name from “Caring” to “Connections” Network, our Bylaws required
54 revision. Judy G had submitted in her report to the Board proposed amendments replacing
55 “Connections” for “Caring” in two Articles. Judy W further suggested clarifying changes,
56 including removing the requirement of elections by mail ballot of the membership.

57

58 *Judy G moved, Marni seconded, and the Board unanimously voted to approve the*
59 *following sections as amended:*

60

61

Article IV - ADMINISTRATION

62 **Section 1** **The Board of this organization shall be a President, a Vice President,**
63 **a Secretary, a Treasurer, a Newsletter Editor, a Connections Network**
64 **Chair and three Members-at-large.**

65

.....

66

Article V - ELECTIONS

67 **Section 1** **The officers, three Members-at-large, and a Nominating Committee,**
68 **consisting of a chair and two others, shall be elected by the members.**

69

70 **The President, the Vice President, the Connections Network Chair, two Members-**
71 **at-large, and the Chair of the Nominating Committee, shall be elected in odd-**
72 **numbered years.**

73

74 Following Bylaw requirements, these amendments must be submitted to the membership,
75 who will be given 30 days to send comments and/or corrections to the Secretary. The Board
76 can then take an official vote, after which the amendments are submitted to the Secretary of
77 State of Massachusetts. *Judy G agreed to write up an article for the Fall Elderberries (deadline*
78 *Oct. 15) presenting and describing the amendments and inviting comments.* The Board can
79 take an official vote at its December meeting.

80

81 **APPROVAL OF AUGUST MINUTES**

82 **Minutes of August Board meeting were approved unanimously.** *They will be sent by*
83 *the Secretary to the Webmaster for posting on the website.*

84

85 **DATES FOR BOARD MEETINGS**

86 The following dates for Board meetings through May 2017 were reviewed and approved:

87 ***ZOOM conference meetings, 3:00-4:30 Central Time:***

88 **October 11, 2016**

89 **November 1, 2016**

90 **December 6, 2016**

91 **January 3, 2017**

92 **February 7, 2017**

93 ***In-Person meeting – February 25 evening - 27 noon, 2017, Santa Barbara, CA***

94 ***ZOOM conference meetings, 3:00-4:30 Central Time:***

95 ***(no March meeting)***

96 **April 4, 2017**

97 **May 2, 2017**

98 ***(June, July and August TBD)***

99

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101 **CONNECTIONS NETWORK – Liz McMaster**

102
103 **Unsung UURMaPAn Award – Liz received one nomination, and moved that the**
104 **Board approve it.** *(Judy W seconded. Unanimously approved.) Joel will prepare the award*
105 *check; Jim and Judy W will present the award during the Attleboro conference. Judy W will ask*
106 *Eleanor Richardson to take pictures.*

107
108 **Question: Defining Membership in UURMaPA –** Marni initiated discussion of this
109 recurring question:

- 110 • *should we continue to automatically add all new retirees and partners to our membership*
111 *list,*
112 • *or should we adopt a new system, possibly two-tiered, that allows retirees to choose to*
113 *become full members?*

114 Following some discussion of options, the following decisions were made:

115 **Judy W suggested and the Board agreed that a task force be formed to study the**
116 **question. The task force will send a progress report to Board members in**
117 **preparation for discussion at the February in-person meeting.**

118 *Judy W will convene the task force, Marni agreed to join, and two men will be recruited*
119 *to participate.*

120
121 **At-large Position 2 vacancy – Assistant Connections Chair**

122 Jim reported that the Nominating Committee will be meeting on Monday, Sept. 19, and
123 they are aware of the priority for filling this vacancy. Liz noted that she will be glad to talk with
124 any potential nominee about Connections work.

125
126
127 **AT-LARGE POSITION 3: “Good Offices Person and UUMA Liaison” - Doug Gallagher**

128
129 Doug discussed some of the shifts he is seeing in his job assignments:
130 **Monitoring UUA Board function** – not as important to attend as in prior years - less program
131 focused under policy governance, and he is now finding it more relevant to relate to staff,
132 especially Ministry and Faith Development and Church Staff Finance.
133 **UUMA connections** – more relevant as cooperative programming is developing (e.g. retirement
134 planning program)

135 **Good Offices** – his role as retired representative is changing as the Good Offices Support
136 Teams with specialty in successions (which includes retirement) are put into place.

137
138 *Doug will work on refining and rewriting his job description, and will send a draft to the*
139 *Secretary prior to our October meeting. (Note: the Nominating Committee will also have interest*
140 *in the revision, as they are seeking nominees for this position for next term.)*

141
142 The **Retirement Planning Seminar** team meeting, postponed last month, is scheduled
143 this Friday where many details will be finalized. Board members feel a sense of ownership for
144 this program offered in cooperation with UUMA and UUA, since we are managing the grant
145 funding, and discussed the need to get the word out soon, and Doug promised to send a
146 followup report (see attached). *All agreed to talk to 3-5 colleagues within 5-10 years of*
147 *retirement, to emphasize the value of this workshop and urge their participation. Doug agreed to*
148 *write an article for the Fall Elderberries. (Late word is it will be offered at Newcomb Tennis*
149 *Ranch near San Antonio, TX on March 27-31, 2017.)*

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151 **ZOOM USE AND PEER GROUP DEVELOPMENT – Marni Harmony**

152

153 With two peer groups functioning, some questions have arisen regarding source and
154 ownership of ZOOM meeting technology for multiple meetings. Jim noted that he was
155 instructed by Janette Lallier on the process of setting himself up as host and initiating the
156 Board's ZOOM meeting arrangements. We are now seeing additional groups wanting to use
157 ZOOM for meetings (peer groups, Nominating Committee, Conference Planning committee,
158 etc.)

159

160 **The Board agreed that the costs associated with ZOOM membership and use by**
161 **multiple groups should be added to UURMaPA's budget, and no longer be paid by Jim**
162 **personally. *Jim will get back with Janette to work out what is required for expanded ZOOM use.***

163

164 Jim posed the question of what scope or scale of additional peer group development
165 would best serve UURMaPA membership. Marni and Judy W stated that they feel the word is
166 out, and those members interested do get in touch with Marni. With regard to the goal of
167 developing a partners' peer group, Judy G noted that recent experience with UU Ministers
168 Partners (UUMPs) shows such an increasingly wide variety of partner individuals that it is hard
169 to pinpoint common interests to share in a group. We might wait to see what the UUMA
170 sponsored Ministers' Family Task Force develops.

171

172 **MEMBERS WITH FINANCIAL NEED – Jim Eller**

173

174 Jim reported on his followup work regarding the negative reaction of some members to the
175 5% reduction in service gratuities. Two surveys (2009 by the UUA and 2012 by UURMaPA –
176 both forwarded to the Board for review) revealed only about 5% of retirees acknowledging major
177 financial needs, and at most, 15% have recurring problems.

178

179 The Board discussed the question: ***What is UURMaPA's role in caring for the financial***
180 ***needs of retirees? Embedded in our mission is the goal of "enhancing the well being" of***
181 ***our members. Is there more we should be doing?*** Key points included:

- 182 • The new secretary (replaced Glen Snowden) of the Society for Ministerial Relief (SMR)
183 was provided access to our mailing list following Board approval of this special request.
- 184 • Shame is a factor to consider – retirees may not ask for help, request available subsidies
185 to pay medical bills, attend conferences, etc. due to embarrassment about their need.
- 186 • There are more than 20 agencies that can provide financial assistance to specific groups
187 within our UU community.
- 188 • *Judy W will check on possibly publicizing these available resources in Elderberries as one*
189 *step in greater transparency - making more sources of assistance known.*
- 190 • Jim suggested that we consider forming a task force in relationship with support agencies,
191 with a goal of increasing attention to coordinating services for those in financial need.
192 Possible members could include UURMaPAnS who expressed concern about service
193 gratuity reduction, and the new Board member (At-large for Position 2) still to be
194 appointed.

195

196 **TREASURER'S REPORT – Joel Weaver**

197

198 Joel noted that our balance is good due to low expenses in August, but that our member
199 contributions have remained far lower than anticipated in our budget. We budgeted \$33,000 for
2002016, and so far have received only about \$10,500. Last month, *Jim and Judy W agreed to*

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201 *review a draft letter for our second fund raising appeal of the year at the Attleboro Conference,*
202 *then work with Joel to have it sent out by mid October.*

203

204 **2017 Budget Preparation** – The biggest unknowns Joel noted for next year at this point
205 are the grant amount we may receive for TeMP (grant application for \$20,000 just submitted by
206 Jim), and the time line requirement for spending the Retirement Planning Grant (\$14,500). Joel
207 stated that conference subsidies are expected to be reduced (2016-\$11,000, 2017-\$3000).
208 John noted that the Santa Barbara planning team of five understand that they will not each
209 receive 100% expense subsidy in 2017. *Board members should send their travel expense*
210 *estimates for 2017 (Santa Barbara) to Joel in the next few weeks. Joel will prepare a proposed*
211 *2017 budget before the next Board meeting (October 11) so we can review assumptions and*
212 *make necessary adjustments.*

213

214 **AT-LARGE POSITION 1 - CONFERENCE UPDATES – John Manwell**

215

216 **Fall 2016 Attleboro –**

217 **(October 3-6, 2016, La Salette Center) -**

218 Registration has now reached 51, UUMaPA's goal. Ginger Luke is looking for info on who
219 has the hospitality tubs, and has requested help - *Joel, Jim and John have offered cleanup help*
220 *as the conference ends.* As noted last month, the *2017 Attleboro dates and planning team*
221 *members are expected to be identified during the coming conference. (John)*

222

223 **Winter, 2017 Santa Barbara, CA**

224 **(Board meeting, Feb. 25-27, 2017; 3-day Conference Feb. 27-Mar 1, 2017, La Casa)–**

225 Planning is underway and team members are accepting various responsibilities.

226 Registration will be announced soon and in the Fall Elderberries to meet La Casa's deadline.

227

228 John noted that with plans underway through Winter 2018, it feels like our goal of 2
229 conferences per year (fall in New England and winter alternating southeast and southwest) is
230 working well.

231

232 **ELDERBERRIES – Judy Welles**

233 Judy W has sent her detailed job description to Dick Gilbert for the Nominating Committee,
234 since she will be accepting nomination for President to replace Jim Eller in July, 2017. She is
235 seeking one more Advisory Committee member.

236

237 **FAMILY TASK FORCE – Jim Eller**

238 Jim reported that the following people have been nominated from UURMaPA to serve on
239 this UUMA group: Jan Sammons, Nancy Young and Chuck Campbell. The task force will begin
240 work in October and bring a report to 2017 General Assembly.

241

242 **TeMP GRANT APPLICATION – Jim Eller**

243 Jim just completed and sent the grant application. With a \$34,000 budget, there is heavy
244 buy-in by the UUA (3-5% of Keith Kron's time), and financially by UUMA (\$12,000) and
245 UURMaPA (\$1,500). The pilot first 2 years of the program anticipate 10 congregation's
246 participation each year. Grant award announcement should come by early December.

247

248 **AWARDS**

249 Jim noted that 80% of the awards (Unsung UURMaPAn, Creative Sageing) have been
250 nominated by Board members. *Should we be posting more requests to the membership for*
251 *nominees (Announce, Elderberries, through the Connections Network, etc.)?*

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253 **Gene Navias Award** - This new award was created by the Board Feb. 28, 2016 as most
254 appropriate use of a bequest from the Navias estate. It was announced in the Spring 2016
255 Elderberries, but the details are not yet in place. To help Jim and move the process along to
256 form the awards committee and facilitate the first meeting, the *Board suggested names of some*
257 *RE professionals whom Jim will invite.*

258
259 To add this third award to Operating Procedures, the Secretary submits the following
260 description for Board review:

261 *The Gene Navias Award - funded by a bequest from the Navias estate, this annual*
262 *award is offered to applicants who wish to use the award either for scholarly study on a*
263 *topic related to UU religious education or for assistance in attending a conference. Up*
264 *to \$500 may be awarded annually. The awards committee includes the UURMaPA*
265 *Board President and two or three members with religious education experience.*

266
267 **UURMAPA WORK CALENDAR REVIEW – Jim Eller**

268 Jim asked that Board members review the calendar for discussion in the meeting. Since
269 the most up-to-date version was not the one sent for review, it was agreed that *Judy G would*
270 *collect suggestions for changes and re-send the calendar for review in the October meeting.*

271

272

273 **NEXT MEETING – Tuesday, October 14, 2016, 3:00-4:30 CT via ZOOM**

274

275 Respectfully submitted,

276 Judy Gibson, Secretary

277

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279 **REPORTS SUBMITTED FOR SEPTEMBER 14, 2016 - UURMaPA BOARD MEETING**

280

281 **President: Jim Eller**

282 *(no advance report)*

283

284 **Vice-President: Marni Harmony**

285

286 My main efforts have gone to getting new UURMaPA peer groups set up.

287

288 After some consideration and conversation with Judy Welles, I made the decision to move from
289 co-facilitators to a single facilitator. Partly because that's what has happened in my own group;
290 partly because having co-facilitators for two new groups was going to add more tasks for Judy
291 and for me. New facilitators Tim Ashton and Ken Sawyer agreed to facilitate one group each,
292 with added support from Judy for Tim and me for Ken. Tim begins with a group of 7 plus
293 himself; Ken with 6 plus himself. Both have communicated with their group members and plan
294 to get the groups going this month.

295

296 I arranged a Zoom call with both Tim and Ken to help them learn the ins and outs of managing a
297 Zoom account. The process has not been without glitches! (I'm still coaching both.) I alerted
298 Joel to the cost for two new Zoom Pro accounts.

299

300 Additionally, I did a bit of editing of Jim's fine work in putting together our TeMP grant.

301

302

303 **Secretary: Judy Gibson**

304

305 The minutes and reports of the August 2 meeting were sent to all Board members on Sept. 4 for
306 review. If there are no further changes, **I move that the minutes be accepted as presented.**

307

308 There are two changes to the Operating Procedures that I am submitting to the Board for review
309 and approval. *These are attached to this report for your consideration:*

310 **1. Board Liaisons to Off-Board positions** – additional information from past minutes on
311 how this is handled - we need this for reference each year.

312 **2. Connections Network** – some additional changes in titles and information about how
313 the network functions. This updated description has been reviewed and approved by
314 Connections Chair Liz McMaster.

315 **Bylaws revision – Connections Network** – changes in language that we agreed to consider and
316 pre-approve at this meeting. *See attached document on Bylaws change for your review.* This
317 change has already been reviewed and approved by Connections Chair Liz McMaster.

318 These changes are to be submitted to the membership for comment within a 30 day period before
319 final approval. I suggest they be included in the next Elderberries issue, and that we plan on final
320 approval in our December meeting.

321

322 **Treasurer: Joel Weaver**

22
23

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324 **Newsletter Editor: Judy Welles**

325

326 Boy, is the summer ever over! I can no longer postpone my various responsibilities, so I'm
327 launching into "the year" with full force these days.

328 I have several pieces already lined up for the Fall issue of *Elderberries*. The recent survey has
329 given me a remarkable resource of suggestions for articles and authors, except for the Partner's
330 Column, which continues to elude me.

331 I still have to find replacements for the two people who rotated off the Editorial Advisory Board.
332 Perhaps I will have them by next week's meeting.

333 I'll be preparing the *In Memoriam* lists for the first worship service at Attleboro for Phyllis
334 Hubble, who is conducting that service. I took on this job because (at the time) it made sense that
335 the newsletter editor do it; it probably still makes sense, but it's going to make it more difficult to
336 recruit someone to take over the editor's job next summer.

337 Not much else to report this month.

338

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

340

341 Fall 2016 – Attleboro. Here's Ginger Luke's latest update on next month's conference at
342 Attleboro. Please note her request for help (in bold):

343

344 John, I just returned from a church retreat where there was no cell or internet access. There are
345 now 51 people registered so all seems well. Worship leaders are in place and working. Program
346 is very organized. "Day in Providence" looks like it is working out well. I think the small
347 interest groups are pretty much in place. I'm expecting to get a confirmation from the last one.

348

349 ***I do need help with finding out who took the hospitality tubs with paper and plastic supplies.***
350 ***No one seems to know. Does anyone on the board have any idea? Also need more volunteers***
351 ***to help with set up and clean up for the social hours; Otherwise I think we are doing ok.***

352

353 See you in October. Ginger

354

355 Winter 2017 – La Casa. The Planning Team has been meeting weekly by Zoom for the past
356 month, and met today (Sept. 13). It's making great progress. Lois Wesener has taken on initial
357 leadership of the team.

358

359 John Buehrens is confirmed as keynote speaker, and the planning team has set three afternoon
360 workshops (Black Lives Matter, with Betty Stapleford; InterPlay with Mary Kay Hamilton; and
361 Writing an Ethical Will, with Bets Wienecke); plus an open discussion with keynote speaker
362 John Buehrens.

363

364 Look for registration forms in the Fall *Elderberries*. Meantime the planning team is taking a
365 closer look at the registration fees, in the hope of reducing the conference subsidy.

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367 Fall 2017 -- Attleboro. Planning will begin as we form a planning team this fall, in consultation
368 with this year's team.

369

370 Winter 2018 – Tampa. I have no update for this meeting.

371

372 Looking ahead. For now we seem to be on track for a 3-night east coast conference each Fall at
373 Attleboro, and a 2-night warm weather, February/March conference (probably Orlando or
374 Tampa) alternating with Santa Barbara. La Casa registration has been good, as was the Orlando
375 registration in 2015.

376

377 If that continues in 2017, UURMaPA may have found a sustainable pattern for two well-attended
378 conferences each year, without having to explore new locations. Our challenge then will be to
379 assure that we can continue this pattern without excessive subsidy.

380

381

382 **Connections Chair: Liz McMaster**

383

384 The only business I have to bring to the Board is the Unsung Hero award. Judy Welles has
385 nominated Chris Backus and I attach her recommendation to this email. Since Judy's is the only
386 nomination I've received, I hope you will vote for Chris as our 2016 Unsung Hero. She will be at
387 Attleboro so her award can take place in person this year.

388

389

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

391

392 Re. UUMA liaison, the Good Offices Support Teams are nearly ready to be up and
393 running. We did the training a year ago, and rolled out the program at the UUMA Good Officers
394 training at GA. Beginning in late September we will have six regional meetings of Good
395 Officers and the Support Teams of all three specialties – multi-staff, contracts/negotiations, and
396 successions. My area, successions, will be in the spring of 2017. In the meantime, word has
397 apparently gotten out and I have been approached regarding three succession situations. We've
398 known there is a need; my question was whether there was a "market." I think there is.

399 Re. UUA liaison, the Retirement Planning Seminar team did not meet in August due to
400 one member's vacation and another being on Sabbatical. We will meet this Friday by Zoom.
401 Thanks to Judy Wells' wise counsel I will stress the need for good publicity. For my part, I think
402 our power, as retired ministers and partners, is to encourage near-retirement colleagues and
403 partners to take advantage of the program. To that end, I'll write a piece for Elderberries
404 encouraging retired colleagues to do so.

405

406 *9/18/2016 Addendum - Interim Report to UURMAPA Board*

407

408 During Tuesday's Board meeting several members expressed a certain degree of anxiety
409 about the planned Retirement Planning Seminar for UU ministers, especially seeing that our
410 "name is on it." As the planning team had not met since June but was scheduled to meet three

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411 days after our meeting, I said I'd report out following the planning team meeting. I'll go into
412 some detail, but overall I can report that the planning is well under way and, speaking for myself,
413 I am no longer anxious.

414 27-31 The seminar will take place at the Newcomb Tennis Ranch outside of San Antonio,
415 March 27-31, 2017, beginning with Monday dinner and ending with a Friday morning session.
416 Don Southworth has an application template, and UUA staff will handle registration. The
417 application deadline is Nov. 15, with applicant acceptance December 1. The limit is 40
418 participants. Larry Peers and Richard Nugent will handle the main programming.

419 There will be general advertising through UUMA publications, and a targeted e-mail
420 invitation to all UUMA members age 50 and older who think they might be five to ten years out.

421 To supplement the grants in place, participants will be asked to pay \$250 for twin
422 occupancy, \$350 for a single. Air and shuttle transportation will be provided. Partners are
423 welcome, but at their own expense.

424 I'll be doing a Wednesday after dinner conversation on what I wish I'd known before I
425 retired. To that end, I'll write a piece for the upcoming Elderberries on two topics. One, I'll ask
426 for examples of things people wish they'd known. And two, urging ministers and partners to
427 personally reach out to people five to ten years out to urge them to apply.

428

429