

1 **Minutes of the ZOOM Conference Board Meeting—October 11, 2016**
2 **Unitarian Universalist Retired Ministers and Partners Association**

1Present: Jim Eller, Doug Gallagher, Judy Gibson (Judy G), Marni Harmony, John Manwell (joined
2late), Liz McMaster, Joel Weaver, Judy Welles (Judy W)

3
4CENTERING: Judy Welles offered a reading “The Little Duck has Religion”

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

7
8**REPORTS:** Most members sent reports to all members in advance. A collected set of reports
9is attached at the end of these minutes.

10
11**CONFERENCES**

12
13**Fall 2016 Attleboro – (October 3-6, 2016, La Salette Center) -**

14 Jim Eller, Judy Welles, John Manwell and Joel Weaver attended this year, and several
15commented on their experience at this conference. They agreed that the theme, creativity, was
16very well presented and developed in small groups with the leadership of Chris and Andy
17Backus. The choice of individual activities for the extra day worked well, and all agreed that the
18extra day in the conference was a success at minimal extra expense.

19
20**Winter, 2017 Santa Barbara, CA**

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

22 **Subsidies for planning committee** - This 5-person planning committee is committed to
23developing a budget that will move closer to break-even - needing less subsidy from the Board
24this year, working toward needing none. Past conference budgets are unclear regarding source
25of subsidies for planning committee members to attend the conference. *Board members*
26*agreed we should work toward including some greater detail for future conference budgets.*
27*(Secretary's Note: UURMaPA Conference Planning Guidelines on our website (under Activities)*
28*includes only the following statement: “Conference organizers will have their room, board and*
29*registration covered by UURMaPA.”)*

30 **In Memoriam service** – This service that is held at each conference needs guidelines for
31the leader to know what is expected. *Phyllis Hubbell offered to draft some guidelines in*
32*collaboration with Judy Welles, and this will be added to the Conference Planning Guidelines.*
33The SB planning committee has decided to schedule the In Memoriam service later in the
34conference (not the first evening, which is traditional in Attleboro), and a leader has not yet been
35chosen. Judy Welles further noted that assembling the list, preparing the brief obit statements
36and getting them to the conference leader is a considerable task – perhaps more than the next
37Elderberries editor should be asked to do. *The Board should consider how this task should be*
38*assigned in the future.*

39
40**Fall 2017 Attleboro –**

41 **(October 1-5, 2017, La Salette Center) -**

42 Jim noted that several good decisions and plans for next year were set by Board members
43and leaders following this year's conference. Dates were selected and reserved with
44conference staff (no deposit yet needed). Phyllis Hubbell agreed to coordinate next year's
45conference, and John Manwell decided to leave the Board in June, 2017 and join his wife as a
46co-coordinator. Ginger Luke agreed to accept nomination to the Board to complete the term for
47the At-Large # 1 – Conferences position (through June, 2018)

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51 *(This conference is scheduled but not discussed in this meeting)*

52 **Winter 2018 Tampa, FL**

53 ***(Board meeting, Jan 27-29, 2018; 4-day Conference Jan. 29-Feb. 1, 2018)***

54 Board and conference spaces have been selected, but no reservations made yet.

55

56 **UUA GRANTS**

57 The next team meeting for the **Retirement Planning Seminar** is again scheduled
58 following this Board meeting. Doug re-sent the report from last month (see *Reports attached*),
59 and *he will send a followup report again this month. Doug is working on an interim report on*
60 *use of the \$14,500 supporting grant, which is required to be received ASAP by the Grants*
61 *Panel in order to consider the new **TeMP Grant Application**.*

62

63 **BASIC PAMPHLET UPDATE -**

64 Jim and Judy W met following the Attleboro Conference to begin review and update of the
65 basic pamphlet that describes UURMaPA. There have been many changes in the organization
66 since the pamphlet was originally created. They covered about 60% of the process, and the
67 work is ongoing.

68

69 **BUDGET FOR 2017 -**

70 *Joel is still collecting information to create a draft budget for the 2017 calendar year, and*
71 *will bring a proposal to the Board at next month's meeting.*

72

73 **MEMBERSHIP TASK FORCE -**

74 Prior to this meeting, Marni submitted the following preliminary report (Judy W and Marni
75 collaborated on preparation), to propose a task force for considering membership options for
76 UURMaPA:

77

78 ***UURMaPA Membership Task Force***

79 *The UURMaPA Board charged Judy Welles and Marni Harmony at its September 14,*
80 *2016 meeting to create a small task force of UURMaPA members to consider some of*
81 *the issues/problems with our current membership structure. The task force will make a*
82 *written report, including any recommendations, to the UURMaPA Board at its February,*
83 *2017 meeting, which will take place in person immediately preceding the UURMaPA*
84 *Conference in Santa Barbara.*

85 *Our task as the Membership Task Force of UURMaPA is to consider whether to change*
86 *the membership structure of our organization.*

87 **Current Membership Structure**

88 *When a minister fills out an "Intent to Retire" form for the UUA, UURMaPA is notified*
89 *and that person and his/her partner, if applicable, automatically become members of*
90 *UURMaPA.*

91 **Background**

- 92 • *It is very difficult to recruit and retain UURMaPA Area Connectors (formerly*
93 *known as Area Caring Coordinators). This may in part be due to the fact that*
94 *many UURMaPA members don't want or need any connection with their retired*
95 *colleagues. Thus the Area Connectors often feel discouraged at their perceived*
96 *lack of success in making connections with the people in their areas.*

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- 97 • *With no dues requirement, depending solely on voluntary contributions to meet*
98 *its budget, UURMaPA often runs at a deficit.*
- 99 • *1/3 of the membership of the UUMA is made up of retired ministers.*
- 100 • *UURMaPa is a 900+ "member" organization with an all-volunteer Board and*
101 *programmatically committees.*
- 102 • *UURMaPA continues to expand its offerings—conferences, peer groups, an*
103 *active web presence, as well as new programs.*

104 Considerations

- 105 • *Retired ministers make up a large percentage of UUMA membership. Is the*
106 *UUMA serving them adequately? Are the UUMA chapters?*
- 107 • *Given the significant increase in the number of retirees over the last few years,*
108 *how might UURMaPA better serve the needs of those who want to stay*
109 *connected?*
- 110 • *The UUMA and UURMaPA are currently exploring ways of including ministers'*
111 *families in the structure and programming of the UUMA, for ministers still in*
112 *service.*
- 113 • *UURMaPA is currently the only official UUA organization which includes*
114 *ministers' partners as fully participating members.*

115 *Given the large population of UURMaPAs, the limited resources, and the total reliance*
116 *on volunteers, we invite the Task Force to consider:*

117 *Whether to offer a two-tier membership in UURMaPA. Tier One would be dues-*
118 *paying members (both ministers and partners) who choose to be actively involved in*
119 *UURMaPA programming such as conferences, peer groups, outreach activities, etc.*
120 *Tier Two would be all other retired ministers and partners. They would continue to*
121 *receive the quarterly newsletter and other general communications from UURMaPA, but*
122 *there would be no expectation of participation. People could move between tiers at will,*
123 *perhaps annually.*

124 *Whether UURMaPA (at least at its Tier One membership level) might become a*
125 *chapter of the UUMA. This could mean that UURMaPA would have some staffing at a*
126 *part-time level.*

127 Marni has talked with UUMA Director Don Southworth about this task force, and Don
128 has agreed to attend the Board meeting before the Santa Barbara conference to discuss
129 recommendations. She noted that retired ministers (in UURMaPA's current "membership")
130 make up 1/3 of all members of UUMA, so our concerns are closely interwoven. Bill Hamilton-
131 Holway has agreed to serve on the task force, and he and spouse Barbara will also be available
132 to come early to the Board meeting before the Santa Barbara conference. *(Secretary's note:*
133 *per Marni's report, Wayne Arnason and Kathleen Hunter have also joined the task force, and*
134 *their first meeting will be October 18.)*

135 After discussion, the following was moved by Marni and seconded by Judy W:

136 **The Board affirms the initial charge to the task force outlined in Marni and Judy W's**
137 **report, and the intent to move forward in exploring options for defining UURMaPA**
138 **membership. (Passed)**

139

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140 **BYLAWS REVISION PROCESS -**

141 Judy G reported that the Bylaws revisions changing “Caring” to “Connections” are
142 summarized in a short article for the Fall Elderberries. This newsletter issue should reach the
143 membership on or before November 1. To allow for the 30-day required period for comments,
144 *Jim will schedule the final vote on the revision on the Board's December 6 meeting agenda.*

145

146 **RETIREMENT PLANNING SEMINAR**

147 ***(Newcomb Tennis Ranch outside of San Antonio, March 27-31, 2017)***

148 Promotion of this event should be a multi-pronged effort. Doug has written an article for
149 Elderberries, urging UURMaPA members to recommend this seminar to any colleagues who
150 are approaching retirement in 5-10 years. Doug had reported earlier that participants will be
151 asked to pay \$250 for twin occupancy, \$350 for a single. Air and shuttle transportation will be
152 provided. Partners are welcome, but at their own expense. UUMA is sending out a targeted
153 mailing. *Jim reminded Board members that they agreed to promote the program with 3-5*
154 *colleagues and urge their participation.*

155

156 **CONNECTIONS NETWORK -**

157 Liz noted that she has not been able to work on recruiting for the vacant Area Connectors
158 slots. She received a backlog of 19 Intent to Retire forms after asking Julie Shaw to send them
159 directly to her, and has only begun to contact these new UURMaPans. *Liz was asked to*
160 *forward the 19 forms to Jim so he can send letters from the President.* Judy G reported that
161 Julie Shaw confirmed she will send all future Intent to Retire forms to Jim, Liz and Richard
162 Speck.

163 Liz also reported that she has received five names of possible nominees for the vacant At-
164 Large Position #2 on the Board. She is not familiar with all the names, but *Liz agreed to send*
165 *the list to Board members so they can offer feedback and recommendations to Nominating*
166 *Committee Chair Dick Gilbert.* It would be good to fill this position as soon as possible so that
167 person can work with Liz to catch up with Connections work.

168

169 **ZOOM ROOM UPDATE -**

170 Jim reported that the Zoom contract purchased in his name should be sufficient to serve
171 various meetings with additional originators. *The Board confirmed their decision that Joel*
172 *should add the cost of Zoom to the 2017 budget,* transferred from Jim.

173

174 **MEMBERS WITH FINANCIAL NEEDS -**

175 Jim continues to follow up on efforts to address root causes of the negative reaction to the
176 5% reduction in service gratuities. As an UURMaPA representative, he is meeting with Office
177 on Church Staff Finances to explore coordination of UURMaPA's support efforts with other
178 agencies that offer financial help to those in need.

179

180 **UURMAPA WORK CALENDAR -**

181 Judy G just sent the revised and updated calendar to all Board members for their files and
182 reference. *(Jim /Marni – Note that arrangements for the GA UURMaPA Luncheon and Ministry*
183 *Days workshops are noted for attention in the next two months)*

184

185 **OTHER ITEMS, ADDITIONS TO REPORTS**

186 **Minutes** - The September 14 minutes and reports were approved as corrected.

187 **UURMaPA Board openings** – positions for election (to begin July 1, 2017) at this time include:

- 188 • President (Judy Welles to be nominated, term 2017-2019)
189 • Connections Chair (term 2017-2019)

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- 190 • Elderberries Editor (to complete term through June 2018)
191 • At-Large Position #1 – Conferences (Ginger Luke to be nominated to complete term
192 through June 2018)
193 • At-large Position #3 – Good Offices and UUMA Liaison (term 2017-2019)
194 **Navias Award** – Jim feels that we need to re-think how UURMaPA will use the bequest.
195 **Finances** – Income looks very good, but there will be large conference expenses this month.
196 Judy W and Jim prepared the second fund-raising letter, which Judy W is getting printed. It
197 should go in the mail by the end of October. Member donations remain low, but when this was
198 explained at Attleboro, \$800 more was collected. *We should consider collecting additional*
199 *donations at future conferences!*
200 **Santa Barbara transportation from LAX** – Liz offered to coordinate getting Board members
201 together to share the cost of transportation from the airport to La Casa.
202 **Elderberries** – Three-quarters done at this point.

203

204

205 **NEXT MEETING – Tuesday, November 1, 2016, 3:00-4:30 CT via ZOOM**

206

207 Respectfully submitted,

208 Judy Gibson, Secretary

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211 REPORTS SUBMITTED FOR OCTOBER 11, 2016 - UURMaPA BOARD MEETING

212

213 President: Jim Eller

214

215 It has been a busy time for me as our UURMaPA President. I did manage to get the UU
216 Funding Program grant completed only to find out that they expect an interim report on our last
217 grant for the Retirement Workshops to be completed as a part of our grant application process. I
218 have been in touch with Doug about completing that. I have also been in touch with Keith Kron
219 about the TeMP program and making a presentation at our Attleboro conference. Of course he
220 said “yes” and did as I have come to expect a wonderful job.

221 Attleboro was reasonably well attending, although we were back to our average number
222 attending and down from last year’s very high attendance. Chris and Andy Backus did an
223 excellent and inspiring job. It was a joy to attend. And one of the highlights of the Attleboro
224 conference came at the end when Ginger Luke agreed to join our UURMaPA board and Phyllis
225 Hubble and John Manwell agreed to plan and lead next year’s Attleboro conference.

226 I have met several times with Dick Gilbert, as Nominating Committee Chair, and most
227 recently as at the Attleboro conference with Judy Welles. They do not have a complete slate for
228 our next terms nor have they recruited our ninth board member, but they are hard at work and
229 have a number of good suggestions.

230 Staying for a day after the Attleboro conference, I was able to write our fall appeal letter,
231 the President’s Elderberries’ column and work with Judy Welles on our UURMaPA pamphlet.
232 While the pamphlet is not complete, we are well on the way to have a revision of this handout for
233 new and prospective UURMaPA members.

234 Last but not least, I have been attending our Santa Barbara conference planning
235 committee. I was not originally intending on remaining on the planning team. I was just going
236 to set up their zoom conference connection, but then the group was such fun to work with that I
237 have continued to attend and contribute. I am of course a fan of our west coast conference. The
238 team is working toward making the conference self-sustaining, although this year it may still
239 require some subsidy, it will be a fraction of last year’s outlay.

240

241

242 Vice-President: Marni Harmony

243

244 Most importantly, I am so sorry to be missing this meeting. I’ll again express my hope that Jim
245 will record the meeting on Zoom so that I can watch/listen later.

246

247 I will have my phone with me and will put it on vibrate if for any reason you want to reach me.
248 *(Note from Secretary: Marni's plans changed and she was able to attend after all.)*

249

250 Since our last meeting I’m happy to report that the new peer group facilitated by Ken Sawyer is
251 up and running. I joined the group for their first full meeting. It’s a great group with much
252 enthusiasm expressed for the ability to participate.

253

254 As mentioned last month, all of my stored emails were deleted by google. Fortunately, the
255 Franciscan Center was able to retrieve my earlier emails regarding our Jan. 2018 conference.
256 I’ve assured them we’re still planning to be there.

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258 Judy and I met at some length to discuss the Membership Task Force and drew up a draft charge
259 which I will attach (to the email). Bill Hamilton-Holway, Wayne Arneson, and Kathleen Hunter
260 have agreed to serve on the task force with Judy and me. Our first meeting will be on 10/18. I
261 have scheduled a call with Don Southworth on 10/10 to get his thoughts about the relationship
262 between UUMA and UURMaPA.

263

264

265 **Secretary: Judy Gibson**

266

267 The minutes and reports of the September 14 meeting were sent to all Board members for
268 review on September 28, and a revised version with corrections was sent on October 4. If there
269 are no further changes. **I request that the minutes be accepted.**

270

272 **Treasurer: Joel Weaver**

273

274 *See final page of reports for pdf version.*

275

276

277 **Newsletter Editor: Judy Welles**

278 *No advance report submitted*

279

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

281

282 ATTLEBORO, 2016 – Thanks to Ginger Luke and those who worked with her for
283 thoroughly successful conference last week. By now they and their predecessors have
284 established a smooth-running template for this long-running event.

285 LA CASA MARIA, WINTER 2017 – The planning team, under the leadership of Lois
286 Wesener, is well under way in planning for this conference. John Buehrens will be our keynote
287 speaker, and lead one of several afternoon workshops. The initial publicity is scheduled for the
288 Fall Elderberries.

289 The second deposit for the Board retreat (Saturday-Monday) is \$1170, due on October
290 28.

291 The second deposit for the conference (Monday-Wednesday) is \$4550, due on October
292 30.

293 ATTLEBORO, 2017 – We plan to return to Attleboro in the Fall of 2017. Phyllis
294 Hubbell and I have volunteered to lead the planning team, after my term on the board has ended.

295 TAMPA, Winter 2018 -- We have reserved conference space at the Franciscan Center in
296 Tampa for January 29-February 1. Marni is arranging space for the associated board meeting on
297 the preceding weekend at a nearby location to be arranged. The conference has been planned to
298 follow the UUMA's Institute for Excellence in Ministry, January 22-26, in Palm Harbor.

299 SUBSEQUENT CONFERENCES – Our recent schedule suggests that we will be
300 alternating between the west coast (probably La Casa) and the southeast (probably Orlando) for
301 our winter conferences.

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304 **Connections Chair: Liz McMaster**

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306 Wrote condolence cards to 4 colleagues and partners. Checked in with an Area Connector as to
307 her health. Connected with another Area Connector regarding some local activities and finding a
308 partner.

309 Wrote one newly retired colleague, but have not had an opportunity to catch up with the ones I
310 wasn't advised of until there were 19. This is the task of the Assistant Connections Chair and we
311 don't have one. If we get one soon, s/he can do some catching up as well as talk with me over the
312 scope of the Connections duties, so hopefully s/he will be able to take over in July when I retire.

313

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

315

316 I'm resending the supplemental report I sent out after our September meeting just to
317 refresh your memories as to where we are with the retirement seminar. The retirement seminar
318 planning group met after our meeting in September, and will be meeting after our October
319 meeting, so I'll do another supplemental then.

320 The only thing to add is that Jim found that we need to file an interim report with the funding
321 panel before they will consider our TeMP application, so I'm working on that. See you soon.

322

323 *Addendum - Supplemental Report to UURMAPA Board from 9/18/16*

324 *(Note from Secretary – this was also included with September minutes and reports)*

325

326 During Tuesday's Board meeting several members expressed a certain degree of anxiety
327 about the planned Retirement Planning Seminar for UU ministers, especially seeing that our
328 "name is on it." As the planning team had not met since June but was scheduled to meet three
329 days after our meeting, I said I'd report out following the planning team meeting. I'll go into
330 some detail, but overall I can report that the planning is well under way and, speaking for myself,
331 I am no longer anxious.

332 The seminar will take place at the Newcomb Tennis Ranch outside of San Antonio,
333 March 27-31, 2017, beginning with Monday dinner and ending with a Friday morning session.

334 Don Southworth has an application template, and UUA staff will handle registration. The
335 application deadline is Nov. 15, with applicant acceptance December 1. The limit is 40
336 participants. Larry Peers and Richard Nugent will handle the main programming.

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

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

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

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JURMaPA Finances – September 30, 2016

| <u>Ending Account Balance</u> | <u>9/30/2016</u> |
|--------------------------------------|-------------------------|
| Endowment | \$35,683 |
| Money Market | 19,191 |
| <u>Checking</u> | <u>35,122</u> |
| Total | \$89,996 |

| <u>Cash Flow</u> | <u>Sep-16 Year-to-date</u> | |
|---------------------------------|-----------------------------------|------------------------|
| [INCOME] | | |
| Conference Income-Attleboro | \$3,125 | \$11,350 |
| Conference Income-Santa Barbara | | 6,828 |
| GA Luncheon Income | | 690 |
| Interest Income | | 124 |
| Member Contributions | 300 | 10,866 |
| Member Donations to Endowment | | 11,250 |
| Retirement Planning Grant | | 14,500 |
| <u>UUMA Subsidy</u> | | <u>1,000</u> |
| INCOME TOTAL | <u>\$3,425</u> | <u>\$56,608</u> |

| | | |
|---------------------------------------|-----------------------|------------------------|
| [EXPENSE] | | |
| Appeal Expense | | \$808 |
| Board Meetings - Room & Board | | 3,127 |
| Board Meetings - Transportation | 1,102 | 3,102 |
| Board Member Conference Scholarships | 750 | 2,500 |
| Board Misc. | | 165 |
| Conference Costs-Attleboro | 32 | 532 |
| Conference Costs-Santa Barbara | | 15,358 |
| Conference Fee Refund-Santa Barbara | | 775 |
| Conference Scholarships-Attleboro | 200 | 200 |
| Conference Scholarships-Santa Barbara | | 250 |
| Connections Network | 64 | 697 |
| Elderberries Newsletter | | 3,304 |
| GA Fees & Misc. | | 205 |
| GA Luncheon Cost | | 2,353 |
| GA Room & Board | | 1,358 |
| GA Travel | | 723 |
| Peer Support Groups | 163 | 163 |
| President's Expense | | 18 |
| Sageing & Unsung Hero Awards | | 500 |
| <u>Website Hosting</u> | <u>168</u> | <u>168</u> |
| EXPENSE TOTAL | <u>\$2,478</u> | <u>\$36,306</u> |

| | | |
|------------------------------|---------------------|------------------------|
| NET Surplus/(Deficit) | <u>\$947</u> | <u>\$20,302</u> |
|------------------------------|---------------------|------------------------|

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