

1 **Minutes of the ZOOM Conference Board Meeting—June 6, 2017**  
2 **Unitarian Universalist Retired Ministers and Partners Association**

1 Present:

2 *Current Board members* - Jim Eller, Doug Gallagher, Judy Gibson (Judy G), Marni Harmony,  
3 John Manwell, Liz McMaster, Art Severance, Joel Weaver, Judy Welles (Judy W)

4 *New Board members* – Nancee Campbell, Diane Miller, Cathie Severance

5 Absent: Ginger Luke (new Board member)

6  
7 CENTERING: Jim Eller shared a reading.

8  
9 CHECK IN: All present checked in briefly.

10  
11 *Note: Board decisions are in bold type. Action items in red italic.*

12  
13 **MAY 2 MEETING MINUTES**

14 Judy G sent May minutes to the current Board after the meeting for possible revisions, and  
15 then sent them to current and new Board members on May 31 for review. **The May minutes**  
16 **and reports were approved.** They have been sent to the webmaster for posting on  
17 UURMaPA's website under Governance.

18  
19 **WELCOME NEW BOARD MEMBERS**

20 President Jim Eller warmly welcomed Nancee Campbell, Diane Miller, Cathie Severance  
21 and Ginger Luke (in absentia) to the Board for their first “orientation” session. He further  
22 thanked our current members who are retiring – Doug Gallagher, John Manwell, and Liz  
23 McMaster - for their service and contributions in maintaining the legacy of UURMaPA. (Jim is  
24 also retiring from the Board after several years of service.) Jim noted that the July and August  
25 Board meetings, though often brief, can be important for a new Board to build community.

26  
27 **LEADERSHIP LIST FOR 2017-2018**

28 The list for the incoming Board and off-Board leadership has been revised by the  
29 Secretary and sent to all for final review. *The Secretary will provide the Leadership List to the*  
30 *Webmaster to post with the June-July revision of the UURMaPA Membership Directory.*

31  
32 **REVIEW OF OPERATING PROCEDURES**

33 The Secretary sent an updated version of the Operating Procedures to all current and  
34 incoming Board members on May 25, suggesting that new members review the contents as a  
35 first step in orientation, and bring questions to the Board meeting. Marni scrolled through the  
36 12-page document online on ZOOM, and the following specific areas were discussed:

- 37 • *Board members at conferences* - Board members are expected to attend the conference  
38 following our once-a-year in-person meeting (next will be Jan 27-29, 2018 prior to the  
39 conference Jan 29- Feb 1 in Tampa, FL). Full subsidy of expenses is budgeted, but  
40 members who are able are encouraged to donate back their registration fee.
- 41 • *Vice-President role* – Marni recently revised, adding more specific duties, which **the Board**  
42 **agreed should include working with the Treasurer for a periodic review (rather**  
43 **than audit) of finances.** *Judy W asked Diane and Joel to work together to complete a*  
44 *review in the next 12 months.*
- 45 • *Connections and Assistant Connections roles* – Cathie asked about coverage of  
46 Connector functions for areas without designated Connectors, and Liz noted that she  
47 has fulfilled those roles herself – only 4-5 instances this year. *Liz will work with Art and*  
48 *Cathie on some of the “nuts and bolts” of their roles. Judy Welles, who has been doing*  
49 *In Memoriam listings for conferences, will work with Art as he takes over this process*  
50 *(beginning with the Attleboro Conference, Oct 2-5, 2017).*

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- 51 • *At-large Position 3* – Liaison to UUA and UUMA – The origin of this role began with the  
52 2012 Task Force on Retired Ministry report, which Judy W pointed out is available on our  
53 website under Publications(Best Practices in Right Relations). *The Secretary will add*  
54 *this reference to the description.*
- 55 • *Forwarding addresses* – this list of generic addresses was recently added to OP, and new  
56 ones can be created by the webmaster as needed. **It was agreed that**  
57 **[goodoffices@uurmapa.org](mailto:goodoffices@uurmapa.org)** **should be added for the person holding At-large**  
58 **Position 3.** *The Secretary will ask the webmaster to create this address and add it to*  
59 *the OP list and the Leadership List.*
- 60 • *Zoom Room access* – As of July 1, Jim Eller's personal email will no longer serve as our  
61 Zoom ID, as listed in the OP. *Judy Welles, Joel and Marni agreed to work together this*  
62 *month to determine needed changes.*

63  
64 **5TH SEASON TASK FORCE – a joint project of UUMA, UUA, and UURMaPA**

65 ***Background:*** *After the Board considered and decided against creating a two-tiered*  
66 *membership structure for UURMaPA (Feb. 2017), we broadened our thinking to include*  
67 *common concerns with UUMA and the UUA Ministries and Faith Development Department. A*  
68 *small task force submitted the following charge (see full document attached to April 4, 2017*  
69 *minutes), which was approved by the Board:*

70  
71 *“Given the many demographic and other changes in our ministry and churches; given*  
72 *the significant increase in the numbers of ministers retiring; given the creativity and willingness*  
73 *to serve on the part of many retirees; and given the recognition of the importance of family in*  
74 *the life cycle of ministry, it is time to reassess the usefulness of current ways of operating. The*  
75 *Joint Fifth Season Task Force is charged with assessing current and future needs and available*  
76 *services and then recommending the best ways to serve the needs of retired ministers and*  
77 *partners and what structures might need to be developed or changed in order to accomplish this*  
78 *goal.*

79 *“The group will be staffed by representatives appointed by the UURMaPA Board, the*  
80 *UUMA Executive Director and the UUA Ministries and Faith Development department and will*  
81 *include at least one ministerial partner.”*

82  
83 Marni and Judy W, who agreed to work on creating the new Joint Task Force, noted that  
84 progress is necessarily on hold at this point – we need UUMA and UUA involvement.

85  
86 **TMP (TARGETED MINISTRY PROGRAM)**

87 With the recent shifts in UUA staffing, Keith Kron is reported to be taking full responsibility  
88 for following through with the start-up plans for this program. Applicants (10-12 retired  
89 ministers) selected for the pilot program are to be trained in a one-day session just prior to the  
90 Attleboro Conference at La Salette Center, (Sunday, Oct. 1, 2017 – this date has been  
91 confirmed with the center) *John Manwell will check with Keith Kron to ascertain if plans for the*  
92 *training are on track.*

93 Note: As an original condition of the grant, two congregational sites in each region are to  
94 be selected to pilot the program during the next church year, between October 2017 and June  
95 2018. We have no current information regarding applicant or congregation selection.

96 This is another program supported by a grant to UURMaPA., and *since grant writer Jim*  
97 *Eller is leaving the Board, a new appointee still needs to be named to be in charge of reporting.*

98  
99 **SPECIAL MEMBERSHIP REQUEST – From Paul I'Herrou**

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100 Paul l'Herrou, a former Board member, sent a request to the Board to invite into  
101 membership a minister and his partner who had served our UU movement well, but had not  
102 been in Fellowship with the UUA. Dr. Arthur (Art) McDonald has just retired from active ministry  
103 in Essex, MA. **The Board unanimously voted to invite Art and Melanie to join UURMaPA.**  
104 *Judy Welles will write a letter of invitation to them.* Marni has already issued an invitation to the  
105 GA Luncheon – no response yet.

106 Nancee noted that she has invited Paul to submit an article for the next Elderberries about  
107 his idea for a special peer group (see *May 2 minutes, NEW PEER SUPPORT GROUP*).

108  
109 **CONFERENCES - 2017-2018**

110 **Attleboro – La Salette Conference Center, October 2-5, 2017**

111 John confirmed that the Odyssey presenter recommended by the Board in our May  
112 meeting has accepted. The Board agreed last month that their cost of travel or room and board  
113 may be covered if needed.

114 Laurel Hallman will be keynote, with the theme “Strengthening our Souls in These  
115 Troubled Times.” Last month, it was agreed that *Jim, Joel and Carol Taylor will discuss who*  
116 *might serve as host, since Laurel is not familiar with UURMaPA conferences.* The conference  
117 will again be 4 days/3 nights, with extra activities. Registration is open and the form was sent to  
118 members in the Spring *Elderberries*, and is available on the website. No report yet on  
119 registration numbers.

120  
121 **Tampa - Franciscan Center, Jan. 29—Feb. 1, 2018 (In-person Board meeting Jan. 27-**  
122 **29, 2018)**

123 Marni reported that the Franciscan Center has a building on their campus with meeting  
124 space available that we can use for the Board meeting on Jan 27-29. Two bedrooms are  
125 available in the building, and nearby hotel spaces can be reserved. Judy W had suggested last  
126 month that the additional costs for the Board meeting (meeting and hotel rooms) might be  
127 considered in setting the Conference registration fee.

128 Rebecca Parker has agreed to serve as conference keynote. Some members have  
129 agreed to serve on a planning team with Marni and Ginger Luke.

130  
131 **GENERAL ASSEMBLY PREPARATIONS**

132 Marni reported that Ministry Days schedule has been adjusted. She expects to offer an  
133 hour presentation on “Thinking About Retirement.” She reported that only 30 registrations total  
134 have been received for the Friday UURMaPA Luncheon (in past years, we have had 60).

135  
136 **FUND-RAISING CAMPAIGN – Direct “Asks”**

137 Joel commented that just a handful of people have made multi-year pledges, and he  
138 followed up after the Board meeting by sending a report (*Secretary's note: eight households,*  
139 *\$875 per year. Others have made generous single donations.*) *Judy W noted that we will add*  
140 *this item to the July agenda. Joel offered to send the Board a report on all personal donations*  
141 *from the canvass, as well as a report on all contributions to date this year.*

142  
143 **FUNDRAISING TOUR PROPOSAL – Unitarianism in Britain, May 24-June 3, 2018**

144 *Background information: Marni sent all Board members the proposal and 11X17*  
145 *comprehensive brochure for a UU-focused tour from David Usher. The tour is now titled Join*  
146 *fellow retired UU Ministers & their partners on a fascinating tour of Unitarianism in Britain, led by*  
147 *David Usher, May 24-June 3, 2018. David, who leads tours for Discover Europe, Ltd. of Keene,*  
148 *NH, had stated that from a \$3980 individual registration (airfare not included), “You will see that*  
149 *the price includes a \$500 per person commission for UURMAPA for each person who signs up,*  
150 *so a group of 15 would mean \$7,500 for your coffers.”*

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151 Marni noted that some of her questions to David Usher have not been resolved. She is  
152 not prepared to serve as coordinator, and *a tour coordinator (on or off the Board) will need to be*  
153 *named to work with David Usher and Discover Europe, Ltd.*

154 Time for this Board meeting had run out, and further discussion was postponed. *If details are*  
155 *worked out in time, we should get an article in the Summer Elderberries.*

156  
157 **REPORTS:** The reports that Board members sent in advance are attached with these minutes.  
158 We confirmed for incoming members – written reports from each Board member are expected  
159 to be sent to the entire Board list for review before each meeting, so we can all stay broadly  
160 informed without using meeting time discussing activity under each portfolio. *Items needing*  
161 *Board discussion should be sent to the President for addition to the agenda.* (see Operating  
162 *Procedures under Meetings.*)

163 *Judy Gibson asked that Board members please review the draft Reimbursement*  
164 *Procedure included in her report (attached), and let Joel and Judy G know if it needs more*  
165 *information or clarification.* When approved, it will be added to Operating Procedures.

166  
167 **MEETING SCHEDULE**

168 **Members tentatively agreed to keeping most Board meetings scheduled for the first**  
169 **Tuesday of each month, 4:00-5:30 Eastern Time.** July must be an exception, due to the  
170 holiday. The next two meeting dates were set:

171  
172 **NEXT MEETING – Wednesday, July 5, 2017 3:00-4:30 CDT via ZOOM**

173  
174 **AUGUST MEETING – Tuesday, August 1, 2017 3:00-4:30 CDT via ZOOM** *Judy Gibson will*  
175 *be out of town – a pro-tem secretary will be needed.*

176  
177 Respectfully submitted,  
178 Judy Gibson, Secretary

179

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180 **REPORTS SUBMITTED FOR June 6, 2017 - UURMaPA BOARD MEETING**

181  
182 **President: Jim Eller**

183 *(no report for this month)*  
184

185 **Vice-President: Marni Harmony**

186  
187 Short report: Most of the month for UURMaPA has been focused on our GA luncheon. I've sent  
188 invitations to all newly retired and then sent follow-up invitations! Attendance seems to be way down  
189 this year. As of this date (6/2) we have just under 30 attendees—half paying; half new retirees. Our UUA  
190 guests at this point are Linda Rose and Richard Nugent (who have sent payment for the lunch, by the  
191 way). With all the shake-up at the UUA, I have not invited anyone else and seek the Board's guidance.

192  
193 The Fifth Season Task Force is clearly on hold for now. I have sent a note to Don Southworth seeking to  
194 find out when we might be able to move forward; I'm guessing it won't be until fall.

195  
196 I'm pleased to let you know that we have been able to make some arrangements for a place to meet for  
197 our January pre-conference meeting. We will still have to stay overnight in a hotel, but we have a place  
198 for our meeting. I will explain at our Board meeting.

199  
200 Sent a note to Paul L'Herrou after our May Board meeting (cc-ing incoming Elderberries editor Nancee)  
201 suggesting he write an article for the newsletter.  
202

203 **Secretary: Judy Gibson**

- 204  
205 1. **Minutes** – I sent the latest revision of minutes and reports from last month's meeting for review to  
206 all current and incoming Board members. If there are no further changes, **I ask that the minutes**  
207 **be accepted as presented.**
- 208 2. **Operating Procedures update** – Spent some time making sure that up-to-date information is  
209 included in a revised document, and sent it out to everyone last week. For incoming Board  
210 members, this should provide a good start in getting oriented to how we do things. **Please bring**  
211 **your questions or corrections to our meeting for discussion.**
- 212 3. **Leadership List for 2017-2018** – Everyone has received this list for review and reference. If  
213 there are no other corrections, I will submit it to be included in the updated Membership  
214 Directory for July 1.
- 215 4. **Expense Reimbursement Procedure** – Treasurer Joel, Webmaster Duane and I have  
216 collaborated on a brief and (we hope) clear write-up of how to apply for reimbursement. We want  
217 to make it available to Board members, conference planners or other UURMaPAns needing  
218 money back from the Treasurer for expenses. See copy below. **We would welcome any wording**  
219 **suggestions, and thoughts where it should go on the website to be most accessible.**

220 *Reimbursement Procedure*

221 *UURMaPA will reimburse expenses incurred on behalf of the organization by board members and*  
222 *others. For non-routine expenses, consult the Treasurer ([treasurer@uurmapa.org](mailto:treasurer@uurmapa.org)) before incurring*  
223 *them.*

224 *Prior to reimbursement, you will need to submit receipts (actual paper or scanned copies) for the*  
225 *expenses you have incurred for UURMaPA activities and indicate clearly on the receipts which items*



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226 *are UURMaPA expense and the total amount. If you have several receipts, submit a page containing a*  
227 *brief summary of the items and total reimbursement requested along with the receipts. If there is*  
228 *adequate room, the summary could be made on the receipt document. Submission of reimbursement*  
229 *requests may done via the US Postal Service to the treasurer’s home address (see the Leadership List, a*  
230 *front page of the Membership Directory under Publications on the website) or by email*  
231 *to [treasurer@uurmapa.org](mailto:treasurer@uurmapa.org).*

232 **FAQs:**

233 ***What is the reimbursement rate for the use of my personal vehicle ? You will be reimbursed at the IRS***  
234 ***allowable deduction rate for charity usage of your own vehicle of 14 cents per mile.***

235 ***What if I didn’t get a receipt or I lost it? You will, for example, have no receipt for use of your own***  
236 ***vehicle, often taxis don’t give receipts, and occasionally receipts are lost. In such cases it will suffice to***  
237 ***include a note saying why you have no receipt for the expense, the amount, and any calculations used***  
238 ***to determine the reimbursement amount.***

239 ***What if I travel with someone who is NOT authorized for UURMaPA reimbursement? If your receipts***  
240 ***include a shared meal, a simple even split of the total among diners would be considered reasonable.***  
241 ***Generally the cost for an additional person in a hotel room is nominal, so don’t worry about splitting***  
242 ***lodging for an additional person who would not be reimbursed. The same goes for personal vehicle***  
243 ***usage.***

244 ***Updated June 2017***

245

246 **Treasurer: Joel Weaver**

247 *Report could not be attached this month due to format problems!*

248

249 **Newsletter Editor: Judy Welles**

250 *(no report this month)*

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

252

253 *Attleboro 2017. Phyllis and I are planning a spiritual retreat focused on helping us find hope and*  
254 *joy in the face of the challenges we face today to our deeply held UU values.*

255

256 *Mindful of her work in the 1990s under the theme “Living by Heart,” her credentials as a*  
257 *spiritual director, and her long parish experience, we invited Laurel Hallman as leader. She*  
258 *has agreed to lead us “in a spiritual retreat focusing on accessing traditional contemplative*  
259 *skills of stability, wisdom and vision as challenges swirl around us.” She will ask us to*  
260 *reflect on “Who we are as elders in these times.” The program will include worship, an*  
261 *odyssey, and a field trip as well as interest groups and social time.*

262

263 *Wednesday free-day options may include not only trips into Providence, as in 2016, but to*  
264 *historically significant local sites, and other places where UUs have found inspiration in the*  
265 *past.*

266

267 *1. Tampa 2018. Since the Winter conference is a board responsibility, Judy Welles, Marni and*  
268 *Jim have been recruiting the planning team.*

269

270 *2. Looking further ahead. The board at La Casa accepted our proposal for a common theme for*  
271 *both the Fall 2018 Attleboro conference and the Winter 2019 Santa Barbara conference.*

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272 Inspired by our 2015 Winter conference on the 50<sup>th</sup> anniversary of Selma, we proposed that  
273 UURMaPA honor the 50<sup>th</sup> anniversary of Stonewall (June 28, 2019) by having a pair of  
274 conferences on the history of the UUA's long and eventually pioneering struggle to welcome  
275 sexual minorities into our ministry and membership.

276 In its role as keeper of the memories, UURMaPA is in a good position to draw out the stories  
277 of the many still available among us whose experience might offer powerful testimony.  
278 These could provide material for future books like Gordon Gibson's collection of stories on  
279 the civil rights role of our southern churches. We've suggested two conferences so as to reach  
280 the most people and draw out the most stories. We would hope our conferences might be  
281 prologue to some larger denominational effort.  
282

283 For now we plan to sound out others who may be interested these possibilities, with a view to  
284 seeing how they might fit into UURMaPA's effort. In a phone conference in April, Keith  
285 Kron expressed enthusiasm, and made valuable suggestions about people to talk with and  
286 about grant possibilities. He thinks if a book comes out of our interviews, it should be  
287 required reading for MFC candidates. He noted that the East and West Coast experiences  
288 were quite different; we'll need to be aware of this in planning.  
289

- 290
- 291 3. Planning responsibility. The 2017 La Casa planning team have agreed to plan the Winter  
292 2019 La Casa conference. Phyllis and I, working with Ginger Luke as the incoming trustee  
293 for conferences, are willing to plan the first Stonewall anniversary conference (Attleboro  
294 2018), which will doubtless give the La Casa 2019 team a helpful foundation.  
295
  - 296 4. Review of UURMaPA conference planning guidelines. Ginger Luke and I have reviewed  
297 UURMaPA's existing conference planning guidelines, adopted in April 2015. In the light of  
298 our experience, we have provided more detail in several areas. To avoid the need to  
299 continually update the names of board members and volunteers, we have substituted the  
300 names of positions, and referred readers to the board roster and website. We've also  
301 suggested some reformatting to make the guidelines more readable.  
302

303 We attach a draft revision, with deletions struck through, additions in red, and a couple of  
304 questions in green.  
305

306 Farewell. This will be my last board meeting, though I look forward to future contact with the board as  
307 Phyllis and I continue in the role of planning this Fall's Attleboro conference. It has been good to renew  
308 old acquaintances and make new ones in my board role, and of course in the conferences I have attended.  
309

310 **Connections Chair: Liz McMaster**  
311

312 What I have enjoyed most about the Connections work is the connections that have come my way through  
313 UURMaPA's caring for its members. I have received letters and emails of thanks from family members on  
314 the death of their relative; notes of pleasure at our contributing to a deceased partner's named charity; and  
315 simple phone calls from folks just needing to talk.

316 The difficult part for me has been recruitment of Area Connectors. Mostly it's because I'm not very good  
317 at this and have been grateful for the help of Board members, especially Marni Harmony, Judy Welles and  
318 Judy Gibson.

319 Because we have vacancies in many areas, I have been happy to do the 'connections' work through emails  
320 and phone calls to newly retired UU ministers and partners. It may be that this is the way Connections  
321 will move in the future—more direct contact from the Connections Chair and Assistant or other willing

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322 Board members.

323 For the month of May, this has transpired:

324 Sent condolences to Randall McKeeman on the death of his mother, Phyllis McKeeman and advised Joel  
325 to send contribution to one of 3 organizations mentioned in the obituary.

326 Talked with Greta Godbey, widow of John Godbey who taught at Meadville, about her wish to drop her  
327 UURMaPA membership . She says she doesn't know anyone anymore; has moved to follow her daughter  
328 from PA to SC. I told her (and copied Judy Welles and Richard Speck) we would remove her name.

329 Wrote letter of condolence to Bob Throne on the death of his wife, Terry.

330 Wrote Bob Slater's family expressing our condolences on his death.

331 Wrote condolence letter to Rev. Mark Ward on the death of Rev. Cynthia Ward. I don't know if they were  
332 related in any way, and I extended special thoughts to Mark in case they were. Mark was Cynthia's  
333 minister in Asheville NC.

334

335 **At-Large Member: Assistant Connections Chair - Art Severance**

336

337 I sent sympathy note to Terry Throne's husband, Bob, and welcomed Beth Miller, Georgeanne Green to  
338 retirement. There's some confusion over the difference between minister chapters and UURMaPA  
339 districts. I feel very old because this regionalization continues to confuse me. Are chapters still by the  
340 old districts?

341 Also confusing to me was trying to donate by credit card on our website. I was unable to do it. I gave all  
342 my info for the credit card, but then it said I had to open a PayPal account. I already have one, but  
343 wanted to play through credit card NOT PayPal.

344 Cathie and I finally have a moving date- the truck will load June 15&16! We'll start the 3 to 4 day drive  
345 to San Antonio on the 16th, with our dog. No, the house isn't sold, but we'll deal with that. We'll be  
346 renting a house and new address is 15039 Digger, San Antonio, TX 78247 .

347

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

349

350 I met with the UUMA Good Offices Support Team Coordinating Committee. All the webinars for  
351 Good Officers were well received, and we will offer refined repeats next year on all three Support Team  
352 specialties – multi-staff issues, transitions issues, and minister/employer issues.

353 My report to the funding panel on their grant to UURMAPA to help fund the now completed  
354 Retirement Planning Seminar for UU ministers is ready to put in the mail. But I'm still waiting for some  
355 final numbers from Richard Nugent at the UUA.

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361