

1 **Minutes of the ZOOM Conference Board Meeting—July 5, 2017**
2 **Unitarian Universalist Retired Ministers and Partners Association**

1 Present: Nancee Campbell, Judy Gibson (Judy G), Marni Harmony, Diane Miller, Art Severance,
2 Joel Weaver (arrived late), Judy Welles (Judy W)

3 Absent: Ginger Luke, Cathie Severance
4

5 *Note: Board decisions are in bold type. Action items in red italic.*
6

7 CENTERING: Judy W, as our new President, opened by speaking of her preferred leadership
8 style; she trusts all Board members to fill their roles, urges that we collaborate and help each
9 other out, and offer positive feedback.

10 Judy W asked that we use this initial centering time in future meetings for sharing by one
11 member on the topic: "Describe your call (to ministry, or for partners to other commitment) and
12 how it translates into your call to serve UURMaPA" (5 minutes) Judy W will begin in the August
13 meeting to model this process, which should help us know each other better and work more
14 closely as a team. **Board members agreed to lead the centering as described in**
15 **alphabetical order by first name, beginning in September** (Art Severance, etc.).
16

17 CHECK IN: All present checked in briefly.
18

19 **ADDITIONS TO THE AGENDA**

20 Judy W suggested that we add discussion of the summer *Elderberries* contents to the
21 agenda after Conferences. She also said we should include consideration of TMP training when
22 we discuss the Attleboro Conference.

23 Diane suggested two items for future agendas:

- 24 - Check of our membership list against the UUA list of retirees
- 25 - Addressing UURMaPA's own anti-racism work
26

27 **MEETING MINUTES**

28 Judy G reinforced the President's request that Board members' advance reports be sent to
29 everyone via board@uurmapa.org no later than Sunday before a Tuesday meeting, which
30 allows her to circulate a compiled summary of reports to all prior to the meeting. **Board**
31 **members agreed that the report summary provides a helpful pre-meeting reference.** Judy
32 G also noted that she composes and sends out a draft of the minutes within days of each
33 meeting, and *asked that everyone read them over and send her any additions, corrections or*
34 *clarifications at that time.* She will send revised minutes prior to each meeting for approval.
35

36 Judy G. sent June minutes to the Board after the meeting for possible revisions, and then
37 sent corrected minutes for approval on June 27. **The June minutes and reports were**
38 **approved.** They have been sent to the webmaster for posting on UURMaPA's website under
39 Governance.

40 **REVIEW OF BOARD CALENDAR**

41 Judy W noted that she would like to review the calendar with the Board each month to
42 consider actions, and any possible additions or changes. She will forward the calendar with the
43 agenda each month.

44 For the coming August meeting, Judy W suggested that we should make a selection, if
45 possible, of a recipient of the Unsung UURMaPA award (see description in Operating
46 Procedures under AWARDS). Art (and Cathie) in the Connections Network are charged with
47 coordinating requests for suggestions and identification of possible nominees for this Award,
48 which is selected by the Board. Even though both Connections Board members are new to
49 UURMaPA, we noted that *they have a network of Area Connectors from whom they may*
50 *request suggestions. Art might also ask his predecessor, Liz McMaster, for suggestions.* Judy

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51 W asked the *Board to think of possible nominees and communicate names to the entire Board*
52 *list prior to the next meeting. Judy W will send everyone a list of past recipients.* She noted that
53 the recipient receives a \$500 check. The award need not be given this year if we do not identify
54 someone in the organization we would like to honor.

55
56 **CONFERENCES - 2017-2018**

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

58 Ginger Luke sent a report with many conference details and will be assisting (see
59 attached). John Manwell reported that 13 registrations have been received as of today, and he
60 and Phyllis expect a sell-out of 50-60 registrants. Judy W asked which Board members are
61 planning to attend: Art, Cathie, Nancee, Joel and Carol will register, and Judy W will officially
62 represent UURMaPA.. Judy W is going as Board President with expenses paid. The rest of
63 Board members (and partners as relevant) pay their own registration for this conference. *Board*
64 *members are urged to go ahead and send in their registration forms to John Manwell (see*
65 *website or Spring Elderberries to print form and send with check).* The conference will again be
66 4 days/3 nights, with extra activities. Phyllis is making a list of potential workshops, and may
67 ask Board members for ideas on workshop leadership.

68 **TMP Training before Attleboro** – Sunday, October 1 has been reserved at La Salette for
69 a one-day training for retired ministers who have applied to serve in the pilot Targeted Ministry
70 Program (TMP), which is supported by a grant to UURMaPA. (See Fall 2016 *Elderberries* front
71 page for details). The program has UUA support, but with all the changes in staff, *Marni plans*
72 *to talk with Keith Kron about progress in creating the program and identifying participant*
73 *congregations.*

74
75 **Tampa - Franciscan Center, Jan. 29—31, 2018 (In-person Board meeting Jan. 27-**
76 **29, 2018)**

77 Ginger sent some information in her report regarding facilities and the invited keynote
78 speaker, Rebecca Parker. Judy W reminded Board members that all of us should plan to attend
79 the in-person Board meeting and conference (travel and expenses are paid, although you may
80 return your registration cost back to UURMaPA as a tax-deductible donation.)

81 Judy W noted that this conference program is the responsibility of the Board, and there
82 is no Planning Task Force in place (as we have in Santa Barbara). Although Marni has secured
83 facilities for the Board and Conference in Tampa, and recruited a registrar and possible provider
84 for snacks, plans for worship, workshops, and publicity need to be made. *Ginger holds the*
85 *Conference portfolio, and we agreed that she should take the lead in coordinating Tampa plans.*

86 Following discussion, **the Board reconsidered the earlier decision to extend this**
87 **conference to three nights, and agreed to keep it January 29-31.** In addition to still needing
88 planning resources, a key factor is the relative isolation of Tampa from beaches or attractions for
89 group field trips, etc. We agreed to urge attendees to plan their own sunny vacation extension
90 activities around the conference in Florida next winter!

91
92 **REIMBURSEMENT PROCESS**

93 Judy G included the description of how to get reimbursement for UURMaPA expenses with
94 her report (attached), and Board members were asked if they had questions. No changes were
95 suggested. Judy W asked the Treasurer if he wanted to have members use a form for requests,
96 but Joel indicated that a simple list with explanations or marked receipts is sufficient, along with
97 a stated total of reimbursement requested. He photocopies receipts for the files in case of
98 questions. *Judy W urged all Board members to keep track and file for reimbursement (don't*
99 *"just donate" stamps, etc.) so that we can create a budget based on a record of what it really*
100 *costs to run UURMaPA.*

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101
102 **FUNDRAISING CANVASS REVIEW**

103 Two of the reports sent by the Treasurer this month showed the results of the Board's
104 personal fund-raising and requests for 3-year pledges this spring. Judy W displayed the reports
105 online. Eight pledges were confirmed, but eleven “asks” by Board members listed with Joel
106 were not designated.

107 A draft pledge form was designed and revised at the request of one donor during this
108 canvass, and *Judy W asked that we each re-contact those who did not make 3-year pledges*
109 *and offer them the form. Judy G will re-send the form to all Board members for their use.*

110
111 **BRITISH TRIP - May 24-June 3, 2018**

112 *Background information: Marni had first conveyed the idea of a UU-focused tour for 15-20*
113 *members proposed by UURMaPAn David Usher, which would be a fundraiser for UURMaPA*
114 *(\$500 per participant). The Board had agreed to pursue the idea last spring.*

115 Judy G spoke further with David Usher at GA about the trip. He promoted the tour to
116 those UURMaPAns assembled at the GA luncheon, and distributed letter-size folded brochures
117 with complete information and registration forms. David agreed that he could arrange to supply
118 brochure copies to be inserted in the Summer Elderberries when we tell him how many we
119 need, could write up a tour article, and could ask that a pdf of the brochure be sent from
120 Discover Europe Ltd. for our website. *(Secretary's note: This 4-page brochure pdf was received*
121 *on 7/6 by me and the Webmaster, and was sent out to all Board members for their reference.)*

122 *Nancee will check with Richard Speck to get a number of Elderberries copies to be mailed*
123 *out and will notify David Usher (davidausher52@gmail.com) so he can have them printed and*
124 *shipped. She will also check with the printer regarding cost of inserting (rough est. 700)*
125 *brochures in the summer Elderberries. (Late note from Judy W: Printer has been changed*
126 *back to Minute Man in Portland, and Judy W is handling much of this.)*

127
128 **REPORTS:** The reports that Board members sent in advance are attached with these minutes.
129 We confirmed for incoming members – written reports from each Board member are expected
130 to be sent to the entire Board list for review at least 2 days before each meeting, so we can all
131 stay broadly informed without using meeting time discussing activities under each portfolio.
132 *Items needing Board discussion should be sent to the President for addition to the agenda.* (see
133 *Operating Procedures under Meetings.*)

134
135 **AUGUST MEETING:**

136 **Thursday, August 10, 2017 1:00-2:30 Pacific time zone via ZOOM (please adjust for your**
137 **time zone)** *Date changed from first Tuesday so all Board members can attend.*

138
139 Respectfully submitted,
140 Judy Gibson, Secretary

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146 **REPORTS SUBMITTED FOR JULY 5, 2017 - UURMaPA BOARD MEETING**

147
148 **President: Judy Welles**

149 I became President 24 hours before writing this report, so there isn't a lot I have already done,
150 but I do have plans.

151 **Done**

152 Met by phone with Judy Gibson to plan agenda for next week's meeting. I intend to do
153 this for each meeting; I think the secretary, as record-keeper, should be involved in creating
154 agendas.

155 Met repeatedly by phone with Marni Harmony over the past few months, who has been
156 my Rock during this tumultuous time of diagnosis and treatment.

157 Wrote one "Welcome to UURMaPA" letter to Art & Melanie McDonald.

158 Re-wrote President's Welcome message for home page of web site.

159 **On the Calendar to Happen Soon**

160 Phone call with Jim Eller to debrief on Monday, July 3. He will also be sending me a zip
161 drive of materials useful to the President.

162 A Zoom meeting with Marni (liaison to UUMA) and Melissa Carvil-Ziemer (acting
163 Executive Director of UUMA) is scheduled for Friday 7/7. This is to re-orient ourselves to the
164 issue of UURMaPA possibly becoming formally affiliated with the UUMA. (For background on
165 this, see back minutes regarding Membership Task Force beginning October, 2016.)

166
167 **Vice-President: Diane Miller**

168
169 I have had multiple conversations with Marni Harmony to orient me to VP tasks and
170 timetable. We spoke on the phone, in person in Santa Barbara, and will Zoom on July 4th. I have
171 reviewed the website.

172 The peer groups will be reshaped this August. I await the new names gathered at GA in
173 NOLA, and any who respond to the note of invitation in Elderberries.

174 I look forward to GA in Kansas City, which is a 3 hour drive from my home — close by
175 midwestern standards.

176
177 **Secretary: Judy Gibson**

178
179 **Minutes** – I sent the latest revision of minutes and reports from last month's meeting for review
180 to all Board members on June 27. If there are no further changes, **I ask that the minutes be**
181 **accepted as presented.**

182 **Conference Guidelines** – Reviewed and made suggestions for this document in process of
183 updating by Ginger and John Manwell. Final copy will go on UURMaPA website for the
184 reference by folks serving on conference planning task forces.

185 **General Assembly in New Orleans** – Along with Jim Eller (and missing Marni due to canceled
186 flights), I helped represent UURMaPA this year for our luncheon. By my count, we had 28

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187 attending, including 10 newly retired members and three UUA staff (Alicia Forde, Richard
188 Nugent and Linda Rose). The tone of the GA was remarkable, and several taped segments on
189 UUA.org are well worth reviewing.

190 **Plans for Tour: Unitarianism in Britain** (May 24-June 8, 2018) – I met with tour leader (and
191 new UURMaPA member) David Usher at GA, discussed publicity and coordination needs for
192 this new venture – which should raise some funds for UURMaPA. Can offer more info in our
193 meeting.

194 **Death Notices on Announce** – Sent out at least 7 death notices since early June. Lots of grim
195 news! I suspect that the UUA staff was playing catch-up on a backlog since GA.

196 **Leadership List for 2017-2018** – With a few minor tweaks and corrections from last month, this
197 was submitted to the Webmaster for posting on the website as a front page in the updated
198 Membership Directory, under Publications/Directory (password: WISDOM)

199

200 **Expense Reimbursement Procedure** – Last month, Treasurer Joel, Webmaster Duane and I
201 have collaborated on a brief and (we hope) clear write-up of how to apply for reimbursement.
202 We want to make it available to Board members, conference planners or other UURMaPAs
203 needing money back from the Treasurer for expenses. See copy below. Since we ran out of time
204 on last month's agenda, **please review and offer any wording suggestions. This version is**
205 **currently incorporated in Operating Procedures, under Governance on the website.**

206

207

Reimbursement Procedure

208

209 UURMaPA will reimburse expenses incurred on behalf of the organization by board members and others.
210 For non-routine expenses, consult the Treasurer (treasurer@uurmapa.org) before incurring them.

211 Prior to reimbursement, you will need to submit receipts (actual paper or scanned copies) for the
212 expenses you have incurred for UURMaPA activities and indicate clearly on the receipts which items are
213 UURMaPA expense and the total amount. If you have several receipts, submit a page containing a brief
214 summary of the items and total reimbursement requested along with the receipts. If there is adequate
215 room, the summary could be made on the receipt document. Submission of reimbursement requests may
216 done via the US Postal Service to the treasurer's home address (see the Leadership List, a front page of
217 the Membership Directory under Publications on the website) or by email to treasurer@uurmapa.org.

218 **FAQs:**

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

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

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

230 Updated June 2017

231

232

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233 **Treasurer: Joel Weaver**

234 *Reports could not be attached – format problems.*

235

236 **Newsletter Editor: Nancee Campbell**

237

238 This being my first official report with a title, I'm not sure what the "report" is supposed
239 to look like. However, to give you a brief overview of what I have in my *Elderberries* file thus
240 far:

241 5 articles (2 financial) not counting 'ads'

242 4 "bright ideas"

243 12 obituaries since spring issue (but don't Paul Smith-Valley)

244 Photos from the SAGING Award

245 I assume Judy will write the President's column, I will write an editor's, but I don't have
246 a What Brings you Joy? Or any other GA articles or photos, which I would like.

247

248 **At-Large Member: Conferences – Ginger Luke**

249

250 I talked with Judy Welles who walked me through the electronic communication systems of the
251 Board as well as welcoming me to the position.

252

253 I have talked with Phyllis Hubble and John Manwell about the plans for the Fall Conference in
254 Attleboro. Laurel Hallman is the keynote speaker. Don Robinson will present the Odyssey.
255 Carol Taylor is coordinating the worship services. Phyllis and John are now addressing
256 workshops and possible field trips. I agreed to check on transportation options for field trips.
257 The registration forms are online and will be in the next *Elderberries*. John and Phyllis are
258 encouraging board members who plan to attend to register soon. Reservations have been made
259 for the Targeted Ministry Program training the day before our Fall Conference.

260

261 John and Phyllis are also working on plans for the 2018 Conferences—a Heritage Project on the
262 LGBTQ history within Unitarian Universalism. If you know of anyone with personal stories on
263 this topic, please let Phyllis and John know. They think this is a story which needs to be told by
264 the LGBTQ community, not by a straight couple. They are hoping for a panel of personal
265 experiences at both Fall and Winter Conferences and possibly a book coming out of this.

266

267 I talked with Marni Harmony about the 2018 Winter Conference in Florida. She brought me up
268 to speed (at least more up to speed) about all the logistics which have taken place to finally have
269 a site—now a Franciscan Center near Tampa. Jim Eller arranged for the keynote speaker to be
270 Rebecca Parker. I have yet to talk with Jim about Rebecca's topic and if she is willing to lead an
271 additional workshop.

272

273 Marni hopes to recruit Sarah Zimmer to provide drinks and snacks for the Conference. Lois
274 Weisner has agreed to be the registrar. I understand Judy Welles will choose the Odyssey
275 presenter with Board consultation. We are looking for volunteers to coordinate worship (three
276 worship services—memorial service, Tuesday night worship and closing), and workshops.

277

278 Marni is also hope that Melissa Ziemer of the UUMA could talk with us. *Judy Welles, are you*

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279 *the person who should make that request or should Marni or I make it?*

280

281 Marni has arranged for the Board meeting to take place at the Franciscan Center and agreed to
282 find or suggest a hotel near the Franciscan Center for board members during the board meeting.
283 I have agreed to carry the ball on this after she suggests the hotel. I have agreed to figure out
284 transportation to and from the hotel to the Franciscan Center during the board meetings. Marni
285 will bring Saturday dinner and ask the Franciscan Center to provide lunch and dinner on Sunday
286 and lunch on Monday. Breakfasts will be at the hotel.

287

288 I regret not being able to join the July board meeting and am looking forward to the minutes.

289

290 **Connections Chair: Art Severance**

291

292 Board-wise, we have managed to send out condolences to those who have entered the
293 mystery this past month; both Paul Smith-Valley and Joan Kahn-Schneider were a shock and also
294 good friends. Once we're settled in San Antonio, we plan to work on Area Connectors.

295

296 **At-Large Member: Assistant Connections Chair - Cathie Severance**

297

298 Art and I have been working together since most of our energy has been spent trying
299 to find the missing half of our home furnishings. We sent letters to Family of Joan
300 Kahn Schneider. Art also sent another one that was an email and one more.

301 It would be a good idea to send us the letters of intent to retire and the information on
302 Art and Melanie and anyone else.

303

304 **At-Large Member: Good Offices - Marni Harmony**

305

306 My report is actually an apology for not making it to GA. When my flight was cancelled,
307 I found I could catch the same flight the next day—but that day was a big storm day. And I am
308 not a good, relaxed flyer. I contacted Richard Nugent (with whom I was to present on Ministry
309 Days) and emailed him a copy of my prepared handout. I was able to talk to Jim to make sure all
310 other events could be covered. My various notes and scripts for the luncheon were sent to Jim.

311 Basically since our last Board meeting, my work was simply to finalize details of the
312 luncheon.

313 Looking ahead, Pres Judy and I have set up a call with Melissa Carville-Ziemer, acting
314 Director of the UUMA. I'm floating the idea to you that we invite Melissa to our UURMaPA
315 conference that's right after the UUMA Institute.....

316