

**Minutes of the ZOOM Conference Board Meeting—May 9, 2018**  
**Unitarian Universalist Retired Ministers and Partners Association**

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2 Present: Judy Gibson (Judy G), Marni Harmony, Ginger Luke, Diane Miller, Art Severance, Cathie  
3 Severance, Joel Weaver, Judy Welles (Judy W)  
4 Absent: Nancee Campbell

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

7  
8 **MEETING MINUTES**

9 **The April minutes and reports were approved.** Minutes have been sent to the webmaster for  
10 posting on UURMaPA's website under GOVERNANCE.

11  
12 **TREASURER'S REPORT**

13 Joel confirmed that there has been minimal activity this month (*see report attached*). Judy W  
14 noted that she has just learned that Alan Deale's estate is gifting about \$6000 for our Endowment  
15 fund. She suggested that an article about gift annuities might be included in a future *Elderberries*.

16  
17 **FINANCIAL REVIEW**

18 Prior to this meeting, Diane submitted a report on the basic review of our financial situation that  
19 she and Joel conducted this past month (*see attached, following Reports*). This was not a formal  
20 audit, only a periodic review as specified in our Operating Procedures. Diane noted that it was a good  
21 opportunity to look at all accounts and cash flow, and to learn the Treasurer's philosophy for our  
22 account management. The Board complimented Joel for his excellent job, and members noted that  
23 they look forward to his mentoring the incoming Treasurer.

24  
25 **NEW ELDERBERRIES EDITOR**

26 Nancee Campbell has notified the Board that although she loves UURMaPA, she is finding that  
27 her position as Elderberries Editor is not a good match for her skills. She is willing to stay on the  
28 Board as Editor until a replacement is found.

29 The Board reviewed the process for replacement of a member in Operating Procedures:

30 **Board replacements**

31 *In the event of a resignation of a Board member, the Board will request the Nominating*  
32 *Committee to identify members qualified to fill that position, soliciting suggestions from the*  
33 *Board. Potential nominee names will be given to the Board for consultation, with information*  
34 *about each individual's qualifications and willingness to serve. The Board will make the final*  
35 *decision.*

36 Members brainstormed possible names to suggest to the Nominating Committee, with the help  
37 of survey results showing people who indicated interest in working with Elderberries. *Judy W will*  
38 *submit possible names to the Nominating Committee.*

39 Board members acknowledged Nancee's strengths as an UURMaPA ambassador, and hope to  
40 help her find an off-Board and/or future Board niche where she will enjoy continuing to support the  
41 organization.

42  
43 **FIFTH SEASON TASK FORCE**

44 Marni included in her report (*see attached*) a summary of the recent meeting of the joint  
45 UUA/UUMA/UURMaPA task force, which has suspended further meetings as the UUMA restructures.  
46 The Board began consideration of three areas recommended for UURMaPA consideration.

47 Discussion focused primarily on the difference in definition of "member" for UUMA (ministers  
48 only) and UURMaPA (ministers and partners), which could provide some barrier to our affiliation.  
49 From discussion, **a consensus emerged that it might be a good idea to conduct a survey of**  
50 **partners – and also perhaps of ministers who often rely on their partners – which asks what**  
51 **UURMaPA means to the partner and/or what is the value to a couple of having a partner**  
52 **involved.** We should emphasize that this is a slow process as we look at a definition of UURMaPA

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53 membership.

54 Marni noted that the code of conduct for ministers includes best practices in retirement, and she  
55 would like to see developed a similar set of practices for partners.

56 Further discussion was deferred to next month's meeting.

57

58 **CREATIVE SAGEING AWARD**

59 Diane reported that she has worked with the award committee, and they have unanimously  
60 agreed on who they would like to receive the award this year. **Board members voted unanimously**  
61 **to support the choice.** The committee is checking to see if the recipient is planning to attend GA and  
62 the UURMaPA luncheon where they can receive the award. In lieu of keeping it a surprise, Diane  
63 suggested they could announce the award to the recipient ahead and send the \$500 check, in case it  
64 would make attendance at GA more possible.

65 Diane further noted that the committee has added more names to the list for possible later  
66 Creative Sageing awards.

67

68 **2019 LGBTQ CONFERENCES – FACILITATION**

69 Ginger had sent everyone a document summarizing progress and ideas for people to work with  
70 the planning and facilitation of the Winter 2019 Conference in Newcombe Center, New Braunfels TX,  
71 and in some cases also for the Fall New England conference. Since the Board is responsible for  
72 making sure conference logistics are planned for this special year of programming, members  
73 discussed possible names who might coordinate publicity, registration, welcome, gathering activities,  
74 worship (including In Memoriam services), hospitality, small group activities, and UURMaPA  
75 information meeting. *Some Board members accepted roles, and others agreed to follow through and*  
76 *invite possible volunteers to coordinate these tasks.* (The Secretary circulated notes from the  
77 brainstorming session to Board members to amend as needed and for reference in contacting people  
78 identified.)

79

80 **GOOD OFFICER FOR UURMAPA**

81 Marni has served as our liaison for Good Offices, but she noted that UURMaPA does not itself  
82 have a Good Officer assigned. She suggested that the Board consider whether we might want the  
83 person holding At-Large Board Position #3 (Good Offices, Marni's current position) – plus a partner –  
84 to serve as a team. Training (in person or videotape) would be needed, and we would want to  
85 publicize the availability of these services for retired ministers and partners.

86

87 **UUMA ENDOWMENT FUND DONATION – NOTE IN DEATH NOTICES?**

88 Judy W asked the Board to consider adding a note about the Endowment donation to ministerial  
89 death notices, since it would help make people more aware of the UUMA fund as a memorial  
90 contribution possibility. The Board began discussing what parallel note if any might be used in death  
91 notices for partners (where any of a variety of memorial charitable donations are made by UURMaPA).  
92 The issue was deferred for later consideration, due to lack of time.

93

94 **FUTURE MEETINGS**

95 Judy W asked and **the Board agreed to extend future meetings to two hours.**

96 *Note for your calendar: Final meeting for the current Board this year:*

97 ***Wednesday, June 13, 1:00-3:00 pm EDT, or adjust for time zone.***  
98 ***(new Board members invited to attend by President)***

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100

101 Respectfully submitted,

102 Judy Gibson, Secretary

103

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**REPORTS SUBMITTED FOR MAY 9, 2018 – ZOOM BOARD MEETING**

**President: Judy Welles**

Compared to recent months, this has been a quieter one for UURMaPA, though I expect things to pick up between now and General Assembly, where there will be quite a bit to do. Thank goodness Diane will also be there!

I've written only one condolence note because of a death, and sent seven welcome letters, with five more awaiting me. Clearly folks are sending in their Intent to Retire forms! I've been including a note about the UURMaPA luncheon on Friday at G.A. pending Diane's sending out the "real" invitation.

I got a message that our grant application has been received, but so far no panel member has called me for a conversation about our project. We should hear from the UU Funding Program sometime in June. Now that we have a firm date and location for Fall, 2019, I'll be able to continue more detailed planning with Phyllis and her committees. The makeup of those committees will be a major item on this month's agenda.

The fundraising letter went out a bit later than expected; I will be interested to hear about any early results from Joel. The spring fundraiser is always less lucrative than the one close to the end of the year, so I'm not worried.

There has been a lot of back and forth with Ginger and Carol Taylor about the Fall conferences for 2018 and 2019. I've signed contracts for LaSalette in 2018 and Espousal Retreat Center for 2019, and Ginger has signed the one for the Newcomb Tennis Ranch.

And as always, there have been assorted lengthy phone calls with some of you, and e-mail conversations with others. It's all part of the job. Each month when I write this report, I vow that *next month* I'll start keeping track of the various tasks I do for UURMaPA that month, so I won't just be relying on memory when it's time to report to you what I've done. Maybe next month.

**Vice-President: Diane Miller**

- Joel Weaver and I did non-an-audit -- a financial review. I wrote a short report, which Judy is sending out. (*See attached at end of Reports*)
- Creative Sageing Award work is going on. There is a short list. The nominee won't be ready for action at our Monthly meeting. I will send an email asking for your assent shortly after.
- GA plans are moving along. Invitations to retirees and partners being honored in the Service of the Living Tradition are going out by email this week. They are invited as our guests. I am working with Judy on the Collegial Conversations at UUMA Ministry Days and the Annual Lunch program. Thanks to Ginger we have the Banner for the GA Parade.

On a personal note, I have Microsoft Office programs working again. Whew!

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**Secretary: Judy Gibson**

1. **Minutes** –Board Minutes and reports were sent to all Board members on April 16, and again on May 5 - as reminders for action follow-up, and for review for further revision/ approval.
2. **Death notices on Announce** –Sent notice of death - Charles Lewis Wilson (M). Complete obituary was posted for Margret H. Kolbjornsen (P).
3. **Other Announce notice sent** – Spring Elderberries now online (sent May 3).
4. **Area Connector Job Description and Operating Procedures updated** – The revised job description was OKed by President and Connections Chair. That description plus other (routine) updates were made to the Operating Procedures, which are now posted on the website under Governance.
5. **Connected with Secretary-Elect** – I sent updates to the Secretary job description to Barbara Child and let her know that she will be invited to “sit in” during the June 13 Board meeting.

**Treasurer: Joel Weaver**

Joel noted that again this month there was little activity – just sending the deposit for the Winter 2019 conference center. \$240 came in for member contributions, but the fundraising letter has just gone out recently so more contributions should be ahead.

UURMaPA Finances –April 2018

<u>Ending Account Balance</u>	<u>4/30/2018</u>
Endowment	\$42,194
Money Market	19,243
<u>Checking</u>	<u>22,112</u>
Total	<u>\$83,549</u>

<u>Cash Flow</u>	<u>April</u>	<u>Year-to-date</u>	<u>Total Year Budget</u>	<u>Var Budget</u>
[INCOME]				
Conference Income-Attleboro	\$0	\$0	\$15,905	(\$15,905)
Conference Income-San Antonio	0	0	18,000	(18,000)
Conference Income-Tampa	0	7,080	1,497	5,583
GA Luncheon Income	0	0	750	(750)
Member Contributions	240	4,419	29,000	(24,581)
LGBT Program Grant	0	0	20,000	(20,000)
<u>UUMA Subsidy</u>	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>(1,000)</u>
<b>INCOME TOTAL</b>	<b><u>\$240</u></b>	<b><u>\$11,499</u></b>	<b><u>\$86,152</u></b>	<b><u>(\$74,653)</u></b>
[EXPENSE]				
Contribution Appeal Expense	\$0	\$0	\$2,000	(\$2,000)

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Board Meetings - Room & Board	0	2,790	3,070	(280)
Board Meetings - Transportation	0	2,984	4,500	(1,516)
Board Meetings - Hospitality	0	77	105	(28)
Board Member Conference Scholarships	0	2,500	2,977	(477)
Board Misc.	0	65	600	(535)
Conference Costs-Attleboro	0	142	14,510	(14,368)
Conference Costs-San Antonio	4,000	4,000	7,000	(3,000)
Conference Costs-Tampa	0	11,022	11,380	(358)
Conference Fee Refund-Attleboro	0	0	1,800	(1,800)
Conference Fee Refund-Tampa	0	520	1,800	(1,280)
Conference Scholarships-Attleboro	0	0	1,030	(1,030)
Conference Scholarships-Tampa	0	0	546	(546)
Connections Network	0	800	2,000	(1,200)
Elderberries Newsletter	0	996	4,000	(3,004)
GA Fees & Misc.	383	383	500	(117)
GA Luncheon Cost	0	0	1,400	(1,400)
GA Room & Board	0	0	1,800	(1,800)
GA Travel	418	418	800	(382)
Peer Support Groups	0	0	640	(640)
President's Expense	20	33	200	(167)
LGBTQ Grant Program Expense	0	0	2,500	(2,500)
Sageing & Unsung Hero Awards	0	500	2,000	(1,500)
TMP Program Grant	0	0	7,500	(7,500)
<u>Website Hosting</u>	<u>337</u>	<u>337</u>	<u>200</u>	<u>137</u>
EXPENSE TOTAL	<u>\$5,158</u>	<u>\$27,567</u>	<u>\$74,858</u>	<u>(\$47,291)</u>

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NET Surplus/(Deficit)	<u>(\$4,918)</u>	<u>(\$16,068)</u>	<u>\$11,294</u>	<u>(\$27,362)</u>
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184 **Newsletter Editor: Nancee Campbell**

185

186 This has been the month that the latest issue of *Elderberries* went out, and I'm currently fielding  
 187 observations about the mistakes in this one. The biggest being that it seems that Alan Deale's picture  
 188 appeared with Alan Egly's obituary. Since I don't know (and have never met) either of these men, I had  
 189 no idea that this mistake had been made until Eleanor Richardson emailed me to correct the mistake  
 190 ASAP. I have no idea how to do that...

191

192 Anyone who knows me well knows my ambivalence toward computers. That has only gotten worse as  
 193 time has gone on. I go days without even turning it on! Friends call me to tell me to check my email if  
 194 it's important. I know how out-of-the-norm this is, but over the many years I have been unable to  
 195 change this relationship.

196

197 Which brings me to the larger problem – me as *Elderberries* Editor... Although I've given it my best  
 198 college try, I'm really not very good at this. I must employ people every issue to assist me with the

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199 layout, spend hours agonizing over each page, and still don't get it right. I shouldn't have accepted this  
200 responsibility in the first place, and now I want your input as to how we, as a Board, can most  
201 effectively find someone else to take my place. I'll certainly continue until we find someone else, but I  
202 hope we can be thinking and talking about my replacement.

203

204 Please know I've cried, prayed and hollered to the moon about this decision because I'm so committed  
205 to UURMaPA. I believe I've let you down with my decision but feel sure none of you would want to  
206 see the kind of agonizing I go through with every issue.

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

208

209 1. Contracts and deposits have been sent to LaSalette Retreat Center for October 2018 and to John  
210 Newcombe Tennis Retreat Center for February 2019.

211

212 2. Judy Welles has signed contract and sent to Joel Weaver for deposit for the Espousal Center in  
213 Waltham, MA for October 2019.

214

215 3. Carol Taylor and team have been very busy with plans.

216

217 4. Phyllis Hubbell's consulting program planning folks have been working, but she now needs a  
218 facilities planning team to complement the plans.

219

220 5. We need to complete recruiting a facilitating team for the Newcombe Center. Judy Gibson has  
221 agreed to do publicity. Art and Kathy have volunteered to handle transportation from San Antonio. I  
222 haven't heard from Lois Wesener about registration. Are there any jobs members of the board would  
223 like to do? I assume Judy W. will lead the opening and the board conversations.

224

225 We need to plan how we want introductions, check-ins and or deep listening.

226

227 **Connections Chair: Art Severance**

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

229

230 I'd like to see a Map of Areas for Connectors and Directory Coordination.

231

232 -We've sent over a dozen emails to folks and finally are getting results!

233

234 -Retirees names sent to AREA CONNECTORS:

235

Tom Rhodes

236

Bruce Southworth

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Madeline Lynn Oglesby

238

Don Robinson

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Elwood Sturtevant

240

241 NEW AREA CONNECTORS!

242

243 -CONNECTICUT VALLEY

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244 Cynthia Frado- [TheRevFrado@aol.com](mailto:TheRevFrado@aol.com) 413-549-6480

245

246 -CO/MT/WY

247 Mary Werllemeyer [mwellemeier@yahoo.com](mailto:mwellemeier@yahoo.com) 406-890-4056 Will act as Interim until we can  
248 get someone else

249

250 MASS BAY COASTAL

251 Hellen (Holly) Baylies. [revholly1@aol.com](mailto:revholly1@aol.com) 315-399-4305

252

253 SOUTHERN CALIFORNIA

254 Ken Brown- [uurev@aol.com](mailto:uurev@aol.com); 661-678-0198

255

256 NEW HAMPSHIRE

257 Brad Greeley will do NH-603-430-0969 [uubrad@gmail.com](mailto:uubrad@gmail.com)

258

259 STILL OPEN

260

261 CENTRAL MIDWEST

262 BAY AREA INLAND

263 HEARTLAND NORTH

264 METRO NY/NJ. (VERN STILL WORKING ON THIS)

265 JOSEPH PRIESTLY NORTH

266

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

268

269 I have been remiss in reporting on the Joint UUA/UUMA/UURMaPA Fifth Season Task Force. We  
270 actually held our last meeting in late February and created our report. I am attaching it here for  
271 discussion/reflection at our Board meeting.

272

273 Additionally, I continue to work with UUMA Deepening program and will serve as facilitator and  
274 chaplain for the first retreat to be held 8/2018.

275

276 *2/21/18 Meeting Minutes*

277 *Fifth Season Task Force of UURMaPA, UUMA, and UUA*

278

279 *Present: Wayne Arnason, Alicia Forde, Janette Lallier, Marni Harmony*

280

281 *Briefly reviewed notes of our 11/1/17 meeting*

282

283 *Since our last meeting, the UUMA itself is in transition and asking the question: If the UUMA*  
284 *did not exist, what kind of organization would we want to create? Current staff has agreed to*  
285 *continue for the next two years as this question is explored.*

286

287 *In light of this information, we agreed that we want to keep a record of our meetings (especially*  
288 *the “benefits and challenges of becoming a UUMA Chapter” doc) but that we would essentially*  
289 *disband for now.*

290

291 *The Task Force urges the UUMA to include representatives from UURMaPA in any organized*

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292 *conversations about the future structure/look of the UUMA. (Janette agreed to pass this along*  
293 *to Melissa.)*

294  
295 *In our report back to the UURMaPA Board, we will include the above doc as well as the*  
296 *following recommendations for UURMaPA (Internal) conversations:*

- 297 1. *Return to the question of membership—what does it mean, who is it for, dues, etc*
- 298 2. *Board do its own visioning with regard to its structure (whether the current structure is*  
299 *servicing the organization and membership or needs to change)*
- 300 3. *Board develop a sensitive way to address the question of whether partners need to be*  
301 *“members” or “participants.”*

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**Report to the Board — Financial Review**  
**May, 2018**

We agreed late last year that Joel Weaver, Treasurer, and I, as Vice President, would conduct not an audit, but a financial review of UURMaPA funds and processes. In early April, 2018, Joel and I had a phone call. Joel followed that by sending me documents to look over.

The point of such a review is to make sure the money is there as reported to us. The usual benefit is a better understanding of how we operate, and the financial philosophy of the Treasurer.

Joel prints out some reports, and gets a printed statement from the bank, but he maintains the records digitally. After being reviewed, all paperwork is scanned, and kept on a thumb drive.

Joel utilizes one bank for UURMaPA, TD Bank, with both a checking and a money market account. The interest is paltry on the money market. Bank charges are low at about \$24 a year, and include payment for check printing, and paper reports on the accounts. Additional funds are kept with the UUA in the Common Endowment Fund. Joel utilizes a bank debit card for UURMaPA.

Joel’s philosophy is to reimburse promptly. He views the Treasurer’s job as keeping the money flowing to meet our goals and fulfill our mission. There is no need to hang on to funds for the sake of accumulating. He also expressed the view that striving to save a few dollars here or there can be a waste of volunteer time. His focus is on getting things done. His concern is about members donating to enable us to maintain our programs.

You already see and review the reports Joel provides monthly, as well as budgets.

Joel sent me cash flow documents for the years 2014, 2015, 2016, 2017. Joel uses Money Point to generate reports and track data. The cash flow reports show the cyclical nature of our financial activity, centered on conferences, G.A., and special events/grants. I also reviewed a combined category report for those years. Overall, Joel has handled over a quarter of a million dollars in income and slightly less in expenses.

In addition, I reviewed a sample statement from the UUA Common Endowment Fund. Reports are sent quarterly. There are few transactions by UURMaPA. The report shows the fees and costs and the income and gain/loss in the funds.

Joel anticipated that I might select some items from the cash flow and he would then send me the details on those expenses, but I didn’t see a need to get that granular.

The transition to Dave Hunter as Treasurer on July 1st will be easy to handle because they will temporarily be next door neighbors! Dave and Kerry Mueller are moving into the same retirement community as Joel, and will be living short term next door.

I want to thank Joel for his calm and detailed and accurate handling of our group’s finances.

Diane Miller, Vice President