

Minutes of the ZOOM Conference Board Meeting—June 13, 2018
Unitarian Universalist Retired Ministers and Partners Association

Present: Judy Gibson (Judy G), Marni Harmony, Ginger Luke, Diane Miller, Art Severance, Cathie Severance, Joel Weaver, Judy Welles (Judy W)

Absent: Nancee Campbell

Incoming Board Members: Barbara Child (Secretary), Dave Hunter (Treasurer), Jaco Ten Hove (Elderberries Editor)

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

MEETING MINUTES

The May minutes and reports were approved. Minutes have been sent to the webmaster for posting on UURMaPA's website under GOVERNANCE. Judy Welles asked all attending to read the early draft minutes carefully and send any corrections or changes to the Secretary promptly. The Secretary noted for new members that the line numbers on the left are there as an aid for noting changes.

TREASURER'S REPORT

Joel noted that there was good response in donations from members following the recent fundraising letter (\$6965), and that the Alan Deale bequest (\$6173) has been placed in our endowment fund. Our financial situation remains strong.

CONFERENCE UPDATES

2018 Fall Conference, La Salette Center, Attleboro, MA - Oct 1-4, 2018

Ginger noted that all plans are in place and running smoothly for this conference under Carol Taylor's leadership. *(Promotion and registration form was included in Spring Elderberries). Jaco will want to include an article about the fall conference in the Summer Elderberries, with a link to the registration form online.*

2019 Winter Conference, John Newcombe Tennis Ranch, New Braunfels TX - Board meeting: Feb. 15-17 and Conference: Feb. 17-20, 2019

Judy W reported that she has just gotten word that the UUA Grants Panel has approved \$8000 in support of this conference. *(A new application must be submitted for our second LGBTQ+ Fall conference).* Ginger, Judy W and Phyllis will now make decisions on how the grant money will be used and will set the registration fee. They met last week to review and adjust a timeline and assignments for promoting the conference. *Judy W will send a FYI copy of the timeline document to Judy G and Jaco.*

Ginger is still seeking a Registrar who will be able to attend this conference. Jaco suggested that an angle to use in promotions might include info that the unique lodging is in one and two-bedroom condos with private baths for a flat fee. Grant support of this special conference might also be noted. UURMaPA is working on arranging for shuttle service between the San Antonio Airport and the Tennis Ranch for an additional modest cost. Information on this service will appear on the registration form.

Judy G, who will be working with conference promotions, will be writing a promotional article about this conference and preparing a registration form to be included in the Summer Elderberries (deadline July 15). To assist her, several items need to be provided:

- Judy W will send her the grant proposal which includes descriptive language;*
- Phyllis Hubbell will send her program information and the final budget including registration fee;*
- Art and Cathie Severance will send her the cost of shuttle to and from the San Antonio airport (registrants will add to their registration fee if needed),*
- Ginger will provide the name and address of the designated Registrar for the conference.*

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INFORMATION FOR NEW BOARD MEMBERS

President Judy W has already held an orientation meeting with the new members. Several current Board members offered additional information to new members:

- Marni noted that we are in the midst an ongoing consideration of what UURMaPA membership means: questions of dues (rather than voluntary contributions), classification of active/inactive, relationship to UUMA, etc. are on the table. She noted that she is assembling a team of partners to consider guidelines for best practices for partners who are “staying in place” following retirement.
- Diane noted that her responsibilities with awards, GA events, etc. are printed in Operating Procedures, though she is also to stand by to back the President up as needed.
- Art mentioned that Area Connectors serve as resources for limited pastoral care. He also noted interest in seeing if any of the articles in the old First Days Record might be reprinted in Elderberries or shared in other ways. *(Note: Barbara Child has confirmed that all material published in FDC can be shared.)* Meadville Lombard library retains the back copies of this publication for ministers.
- Judy G mentioned that the Secretary and the Treasurer are responsible for filing information with the Massachusetts Secretary of State on an annual basis so that our non-profit corporation status is maintained. *Barbara Child will need to update the Board of Directors information on their website in June.*

UURMaPA’s \$50 DONATIONS IN HONOR OF MEMBER DEATHS

Judy W displayed examples of death notices (minister and partner) with a sample statement about our \$50 donations in their honor. She has proposed this addition to the notices for two reasons:

- It may be important to tell members that we are using their donations in part to commemorate colleagues and partners who have died. She has mentioned this fact in a fundraising letter, which might have encouraged contributions.
- Donating to the UUMA Endowment helps strengthen our connections to the UUMA. They were delighted with the idea of our adding this info in our death notices for retired ministers.

Judy G, who is retaining the Secretarial job of handling death notices and obituaries for the immediate future in support of our new Secretary, noted that there are several tasks involved in handling these death notices, and this adds one more complexity.

Following discussion, the Board voted to implement the following (7 yea, one abstention)

- **In ministerial notices, add the following to the “donations may be made...” section from families: “UURMaPA will contribute \$50 to the UUMA Endowment Fund (website link) in honor of our colleague’s ministry.” *Joel will send Judy G the website link address.***
- **In partner’s notices, add the following to the “donations may be made...” section from families: “UURMaPA will contribute \$50 to his/her church or a charity of his/her choice.”**

The Board further agreed to meet with Judy G in six months (*January 2019*) to review progress in streamlining the recognition of member deaths, to consider how it should be handled in the future.

CARING CONNECTIONS NETWORK SUPPORT

Talking with one or more Area Connectors, Art and Cathie have determined that these volunteers really need a single source for the names, addresses and contact info of the people in their Areas. At present, this requires Connectors to shuffle between two Directories – Membership Directory (which lists contact info) and Connections Area Directory (where only names and home towns are listed). They proposed that they could create a spreadsheet (a third listing) that combines this information for Area Connectors.

However, Diane pointed out that the information changes monthly, and the Board discussed the greater need to upgrade our database system so that lists can be more easily merged. Apparently, our databases are in separate files and require multiple entries by the Membership Coordinator. Judy

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105 W further noted that some Areas are mis-named (esp. Massachusetts) and member assignments may
106 be wrong. It was noted that Areas do not coincide with the old UUA Districts, but were adjusted in
107 years past by the Area Caring Chairs according to groupings of membership. Judy W voiced the
108 desire to re-define Areas before a merged Directory is created.

109 **The Board agreed that the first priority is to acquire new flexible software that will allow**
110 **the Membership Coordinator to enter data just one time and create Directories that meet**
111 **various needs.** They agreed to the following plan: *Judy W and Diane can meet with Membership*
112 *Coordinator Richard Speck at some point during the UURMaPA Luncheon at GA. Richard has*
113 *expressed the need to find and acquire new database software, and they will offer him encouragement*
114 *and support to move ahead with this project.*

115 Judy W asked and *Art agreed to send the Board an updated list of Areas with vacant Area*
116 *Connector volunteers, so that members may suggest possible names.* New Board members may
117 know and recommend fresh names in those Areas who might serve as Connectors. (*Note: see the*
118 *Area Connector job description in Operating Procedures, lines 259-277).*

119 Judy W reiterated that Richard Nugent, Church Staff Finances Director with the UUA, has
120 expressed interest in working more closely with our Connections Network, with a goal of connecting
121 retirees with needed financial assistance more effectively. Judy W suggested that a Zoom meeting
122 with Richard and Area Connectors might help them be aware of the multiple sources of financial help
123 available to our members. Jaco further suggested that a reference sheet of talking points might be
124 compiled for Area Connectors. The following plan was approved by the Board as a first step: **Art,**
125 **Cathie and Marni will set up a meeting with Richard Nugent in September, with the goal of**
126 **exploring ways to work more closely together.**

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128 **GENERAL ASSEMBLY PLANS**

129 Diane reported that UURMaPA will have a good presence throughout the Kansas City GA, both
130 during Ministry Days and the Assembly itself. In addition to the activities listed in her report (*see*
131 *attached*), she noted that Judy W will be attending the UUMA Board meeting as our UURMaPA rep.

132 Photographs and items of interest need to be collected for inclusion in Elderberries, and new
133 Editor Jaco sends this request to *all Board members attending GA: "Consider yourselves all deputized*
134 *as essential Elderberries reporters (and photogs): keep your ears perked for any aspects or news that*
135 *might be of interest to our readership. More material and pictures are always preferable to less, so*
136 *don't judge, just send 'em to me. Thanks!"*

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138 **FUTURE MEETINGS**

139 The new Board agreed to hold the next meeting on the third Wednesday of July, and to mark
140 third Wednesdays on their calendars in pencil for the balance of the year. They will review these
141 dates monthly and make changes as needed.

142 **Next meeting: Wednesday, July 18, 1:00-3:00 EDT, or adjust for time zone as needed.**

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145 Respectfully submitted,
146 Judy Gibson, Secretary (until June 30)

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REPORTS SUBMITTED FOR JUNE 13, 2018 – ZOOM BOARD MEETING

President: Judy Welles

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152 Well, this probably wasn't the best month to start keeping a roster of all the activities I've done as
153 UURMaPA President, because it's the month before G.A. and there is really a lot to do! I've been busy.

154 But first, let me say that I still haven't heard from the UU Funding Panel, other than a call from a panel
155 member the day after our May Board meeting, shortly before the funding panel met. I intend to contact
156 them some time before the Board meeting to inquire politely when we might hear from them about our
157 grant application. We can't do much more planning until we know how much money we will have to
158 work with.

159 June is the month when the final report on the TMP grant is due, but there is still a lot of unspent
160 money in that grant, so Keith Kron is in touch with Hilary Goodridge about getting an extension on the
161 grant so he can run another TMP training immediately before the Feb. 2019 conference in Texas. He
162 will speak about this at the UURMaPA luncheon at G.A., as recently-retired ministers might be
163 especially interested.

164 There were calls with Jaco Ten Hove and Nancee Campbell about *Elderberries*, and as you know, Jaco
165 said yes to serving as editor. Thank you Jaco! And Nancee, we will definitely find a way to capture
166 your enthusiasm for UURMaPA.

167 I had several long conversations with potential Odyssey-givers for the February, 2019 conference, and
168 I'm delighted that Theresa Novak accepted my invitation. She is our age, but ordained in 2006, so her
169 story will probably be somewhat different from Mark Belletini's, who will give the Odyssey in October
170 2019.

171 I've also had a long conversation with Diane Miller about plans for G.A. We both will be quite busy!

172 Of course there have been LOTS of e-mails about a variety of UURMaPA-related topics. Recently,
173 there was a lot of back-and-forth with Phyllis Hubbell and her planning committee, Ginger Luke, and
174 Jaco Ten Hove, creating a postcard (to hand out, not mail) publicizing the 2019 conferences. It's being
175 printed today for Wednesday pickup, and I'll take it with me to G.A. Jaco has a background in graphic
176 design, and he created the logo, which we will be using on all of the conference publicity.

177 Ginger and Phyllis and I have also created the draft of a timeline for publicity for the 2019 conferences,
178 which we will soon turn over to Judy Gibson, who has agreed to be the publicity person for both
179 conferences.

180 There has also been e-mail about the spreadsheet Judy Gibson is creating to help us keep track of the
181 obituary process (I'm trying not to refer to it as "the death spreadsheet," but it's difficult!), and with our
182 new Board members to set up a Zoom call for Board orientation, which took place on May 29. All
183 three of them will be joining us at the upcoming meeting, where we will say goodbye to Judy Gibson,
184 Joel Weaver, and Nancee Campbell.

185 You have been a wonderful Board to work with this past year; I felt like you had my back during my
186 health crisis last summer and fall, and you've ALL also been terrific about doing what you said you'd
187 do — you are reliable and responsible, and I love every one of you.

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Vice-President: Diane Miller

The focus since our May meeting has been General Assembly in Kansas City

Judy and I have gone over the UURMAPA events in some detail. They include:

- Collegial Conversations during Ministry Days
- Banner Parade
- Luncheon for the families of deceased ministers on Thursday (President)
- UUMA Board luncheon on Thursday (Substituting for Judy, occupied elsewhere)
- SoLT Thursday eve. VP sits with families of deceased ministers. President participates in the service and reads the names of the retiring ministers (with sound check scheduled earlier)
- Friday luncheon and annual meeting. Logistics (Diane) and Program (Judy)
 - Presentation of Creative Sageing Award to honorees, Barbara and Kim Beach.
- Stuff as needed for the programs: handouts, material, etc.

The luncheon is the main project for me. I have sent email invitations, fielded special requests, etc. I am in the process of writing the citation for the Creative Sageing award, and following up with non-responders to the luncheon invitation. Thanks to Judy Gibson, a reminder email went out on Announce to all our members, which has generated a couple more reservations. As of today, we have 37 people confirmed, mostly new retirees as our guests. On Friday June 8th I met with the catering staff person and saw the room we will be using. It appears that we will be under the budget for luncheon income, and close to the budget for expense.

I hope my email holds up through GA – it quit on me twice this year. I got a new laptop but am still using the old one because I am trying to clean up the files and photos before transferring them to the pristine new laptop.

I invite your thoughts for the Unsung UURMAPAN Award, typically given at the fall Conference. I am going to Attleboro by choice (we only require and fund the President to attend) because it will be excellent. And I'm combining it with a service at The First Church in Belmont (MA) which has voted me Minister emerita – a great surprise, 25 years after I completed my ministry there.

Secretary: Judy Gibson

1. **Minutes** –Board Minutes and reports were sent to all Board members on May 11, and again on June 4 - as reminders for action follow-up, and for review for further revision/ approval.
2. **Death notices on Announce** –Sent notice of deaths of Michael Hubner (P), Victor Carpenter (M), Rudolph Gelsey (M), and brief notice of death of a non-member over 65 – Bonnie Devlin (M).
3. **Pending Death Notice** – When Diane's followup calls re: the GA luncheon revealed the recent sudden death of a partner to a newly retiring minister who is attending GA, I forwarded a heads-up to our Partner Obit Editor and sent a note to our Caring Chairs, since this seems like a time when UURMaPA should offer support quickly. Will post on Announce when we have more information.
4. **"Replies" from Death notices** – Have done followup with two situations (some family members use the death notices I send out for replies) requesting that deceased members be removed from our lists. Some of these situations can be complex, involving several of our UURMaPA leadership. I do not mind continuing to make these caring contacts after I leave office, as a part of working with and continuing to refine our obituary process.
5. **Preparing to pass along the job to Secretary-Elect** – Richard Speck reported that (as Manager of the

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238 Announce list contacts with the UUA) he has already asked that Barbara Child be added as a Moderator.
 239 I am hoping to retain a third Moderator role through this next year so that I can post obituary notices,
 240 and also have direct access to our Announce list as I help with 2019 conference publicity. Later this
 241 month, I will be sending Barbara Child a fat notebook of minutes and Secretarial records, along with a
 242 flash drive containing lots of UURMaPA documents. These items were prepared and passed along to
 243 me by Marcia Olsen four years ago, and I have kept them pretty well updated.

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 245 **Treasurer: Joel Weaver**

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 247 Comments: May’s contributions were a healthy \$6,965 of regular donations and \$6,173 from the estate of Alan
 248 Deale. The spike in contributions closely follows Judy W.’s appeal letter. The Deale bequest was placed into
 249 the endowment. The months expenses were for the appeal letter and the Elderberries. All in all finances remain
 250 strong.

UURMaPA Finances –May 2018

251	<u>Ending Account Balance</u>	<u>5/31/201</u>		
252		<u>8</u>		
253	Endowment	\$48,367		
	Money Market	19,243		
	<u>Checking</u>	<u>26,394</u>		
254	Total	<u>\$94,004</u>		
255				
256	<u>Cash Flow</u>	<u>May</u>	<u>Year-to-date</u>	<u>Total Year BudgetVar</u>
257	[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	318	318	750 (432)
	Member Contributions	6,965	11,384	29,000 (17,616)
	Member Contributions to the Endowment	6,173	6,173	0 6,173
	LGBT Program Grant	0	0	20,000 (20,000)
	<u>UUMA Subsidy</u>	<u>0</u>	<u>0</u>	<u>1,000 (1,000)</u>
	INCOME TOTAL	<u>\$13,456</u>	<u>\$24,955</u>	<u>\$86,152 (\$61,197)</u>
	[EXPENSE]			
	Contribution Appeal Expense	\$897	\$897	\$2,000 (\$1,103)
	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	0	2,500	2,977 (477)
	Scholarships			
	Board Misc.	2	71	600 (529)
		<u> </u>	<u> </u>	<u> </u>

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Conference Costs-Attleboro	0	642	14,510	(13,868)
Conference Costs-San Antonio	0	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	50	900	2,000	(1,100)
Elderberries Newsletter	1001	199	4,000	(2,004)
		6		
GA Fees & Misc.	0	383	500	(117)
GA Luncheon Cost	0	0	1,400	(1,400)
GA Room & Board	0	0	1,800	(1,800)
GA Travel	0	418	800	(382)
Peer Support Groups	0	0	640	(640)
President's Expense		33	200	(167)
LGBTQ Grant Program Expense	0	0	2,500	(2,500)
Sageing & Unsung Hero Awards	500	1,000	2,000	(1,000)
TMP Program Grant	0	0	7,500	(7,500)
<u>Website Hosting</u>		<u>337</u>	<u>200</u>	<u>137</u>
EXPENSE TOTAL	<u>\$2,450</u>	<u>\$30,570</u>	<u>\$74,858</u>	<u>(\$44,288)</u>
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NET Surplus/(Deficit)	<u>\$11,006</u>	<u>(\$5,615)</u>	<u>\$11,294</u>	<u>(\$16,909)</u>
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260 **Newsletter Editor: Jaco Ten Hove**

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262 Greetings, Elderberries fans. Not a lot to report here as yet, since I've just taken over this role. I've gotten
263 excellent coaching from Commander Judy, and have followed a few leads already, in prep for the next issue.

264

265 I've contacted Nancee Campbell, who promises to soon send me what leftover material she has, and I've talked
266 to Linda Rose in the Office of Church Staff Finances, who will likely provide a piece for the next issue around
267 what the new tax reform bill might mean to us retirees.

268

269 I'm thinking that it might be nice to publish periodic updates about the spouses of prominent deceased ministers.
270 I imagine such spouses might have also been well known by other ministers, who could still be interested in their
271 well-being. So if you or any of your contacts (and/or UURMAPA liaisons) can provide such updates, please let
272 me know.

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274 I will have my antenna up during our board meeting to see what other leads might emerge, and I am open to
275 further suggestions.

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

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- 283 1. I have been in communication with Judy Welles, Phyllis Hubbell and Judy Gibson on a
284 publicity timeline.
- 285 2. I have been in communication about the room accommodations at Newcombe Tennis Ranch.
286 There are one bedroom and two bedroom condos available to us. We are being charged the
287 same for whatever rooms people request. The two bedroom condos have one bed in one of the
288 bedrooms and two beds in the other. In the two bedroom condos each bedroom has its own
289 private bath. Judy Welles, Phyllis Hubbell and I will be working on the cost we charge
290 participants for this as soon as we find out what funds we may receive from the grant we have
291 requested for the GLBTQ+ History Project.
- 292 3. At this point I am still looking for a registrar for the Winter 2019 Conference at Newcombe
293 Tennis Ranch. Lois Wesener said she wasn't going to attend the conference, but would still be
294 absentee registrar. I think we need the registrar present so am looking for someone new.
- 295 4. Jim Eller has not yet returned my request to coordinate small group for Newcombe so I need to
296 try to reach him again.
- 297 5. A special thanks to Jaco ten Hove and Judy Welles for creating a great LGBTQ+ logo and
298 postcard to be used at GA and beyond.
- 299

300 **Connections Chair: Art Severance**

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

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303 Sorry- Cathie & I have been in the midst of moving again; a one year lease goes by in an instant! We are
304 now in a 2 yr lease that's renewable, but it has taken up all our time, plus our cable/internet has been
305 disconnected for a week and will not be reconnected until Friday. I have slow, spotty internet from my
306 bluetooth, so can send this. Will try to make meeting either by this or by phone.

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308 Late Addition

309 When I sent the new Area Connector news of Victor Carpenter's death a few days ago, she reminded me
310 that I had promised that we would send her the names and addresses of all the people in her area, so she would
311 not have to look up each one from the membership directory. Cathie and I started talking and she said she could
312 do a spreadsheet so we could basically combine both directories into what we are proposing to be called the
313 Caring Area Directory, so all names and info will be listed by Areas.

314 This will be a new directory for Area Connectors especially which will combine the current two available-
315 Membership and the Area Connections, (which has just names under area). So currently the Area Connector and
316 Connections Chair has to look up each name separately. We're going to start with the Mass Bay Area because
317 we promised her first, then we'll work through the other areas, sending them to the Area Connectors until we
318 have a complete directory.

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

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322 Two calls related to the Deepening Program. As an update: Despite all efforts to include a Fifth
323 Season cohort, we simply didn't have people sign up. It's been a learning for the planning team. What
324 has happened is that I and the one Fifth Season person who signed up will attend the retreat to be
325 trained as resources to the cohort groups that will meet over the next year and a half. I will also serve
326 as a chaplain for the first retreat (August).

327 Conversation is ongoing regarding what kind of similar program would best serve Fifth Season folks.

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329 Joined an initial training call for Good Officers, though before us is still thinking through what role an
330 UURMaPA Good Officer could best serve.

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332 Call with Doug Gallager to talk about Good Offices.

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334 I have asked a couple of UURMaPAns if they would work with me to develop a “best practices” for
335 partners of retired ministers who choose to stay in the area where they have served.

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