

Minutes of Zoom Conference Board Meeting – November 20, 2019

Unitarian Universalist Retired Ministers and Partners Association

1 Board Members Present: Barbara Child, Jaco ten Hove, Phyllis Hubbell, Dave Hunter, Diane Miller, Art
2 Severance, Cathie Severance, and Susan Veronica Rak

3
4 Board Member Absent: Ginger Luke

5
6 Attending for Part of Meeting Devoted to Nominating Committee Business: Barbara ten Hove, Nominating
7 Committee Chair

8
9 *Note: Board decisions are in bold type. Action items are in red italic type.*

10 11 UPCOMING MEETING DATES

12
13 **We confirmed that Board meeting dates for the remainder of the 2019-2020 term will be the following:**
14 **December 18, January 15, February 16-18, March 18, April 15, May 20, and June 17.** All of these meetings
15 will be via Zoom conference except the February meeting, which will be in person in Scottsdale, AZ, preceding
16 our Winter Conference.

17 18 OCTOBER 16 BOARD MEETING MINUTES

19
20 **The revised October 16 Board Meeting minutes were approved along with the minutes from the October**
21 **10 informational business meeting held during the Fall Conference in Litchfield, CT.** Both sets of minutes
22 have been sent to Duane for posting on UURMaPA's web site under GOVERNANCE.

23 24 TREASURER'S REPORT AND RELATED MATTERS

25
26 **The Treasurer's October report was approved.**

27
28 In connection with the Treasurer's Report, as well as the questions raised by Judy Welles in her report on the UU
29 Rainbow History Project (attached) , **we decided that it should be Judy, not the Board, who is to decide how**
30 **to spend the remaining \$1,700 in the budget of the UU Rainbow History Project.**

31
32 **In a related matter, also queried by Judy, we agreed that the decision as to which remaining video**
33 **interviews should be transcribed (which will involve expenditure of funds) is not up to the Board but**
34 **instead is up to Judy, Phyllis, and Gretchen Ohman in consultation with Diana McLean.**

35
36 In response to requests from Diane, *Dave will provide the Board with a proposed 2020 budget and a 2019 year-*
37 *end report before the January Board meeting.*

38
39 *Diane will compose a fund-raising letter as soon as possible. Jaco will attend to the logistics of getting the letter*
40 *sent to the membership. Diane will put on the Board's December agenda the question of whether someone other*
41 *than the President, and possibly a group, should be in charge of fund-raising letters in the future. Diane will also*
42 *consult with Judy Welles about other means of publicizing UURMaPA's fund-raising needs.*

43 44 CONFERENCE PLANNING

45
46 After discussing the relative merits of several sites under consideration for the Fall 2020 Conference, and
47 realizing that Ginger will make the final choice in consultation with the site personnel regarding availability, **we**
48 **rated the sites under consideration as follows: (1) Barbara Harris Center in Greenfield, NH, (2) Wisdom**
49 **House in Litchfield, CT, and (3) Claggett Center near Frederick, MD.** We also mentioned the possibility of
50 alternating between two east coast sites in subsequent fall conferences.

Minutes of Zoom Conference Board Meeting – November 20, 2019

Unitarian Universalist Retired Ministers and Partners Association

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We took up how we might best respond to a member's request that the Winter Conference include some attention to the on-going controversy within UUMA regarding Todd Eckloff's book *Gadfly Papers*. **We decided to devote some time to this at our in-person Board meeting in Arizona immediately preceding the Winter Conference with the understanding that we will then devote attention to it during the conference.** *Initially Susan will prepare a background paper for our consideration during our December Board meeting.* We want to pay particular attention to issues related to collegiality, intergenerational differences, and effects on ministers of color and other ministers belonging to marginalized groups.

NOMINATING COMMITTEE BUSINESS

Barbara ten Hove reported to us on the Nominating Committee's progress in identifying candidates for positions that will become open in 2020, and she asked us to suggest additional names for the Committee's consideration. She let us know of on-going work with assistance from Judy Gibson to complete detailed job descriptions for all positions.

Barbara ten Hove also alerted us to some inconsistency between our Bylaws and our Operating Procedures as to the timing of the Nominating Committee's work. **We decided the Committee should operate with as much timing leeway as they need to do their job well**, and we invited Barbara ten Hove to bring to the Board at any time any identified need for revision of either the Bylaws or the Operating Procedures.

INQUIRY FROM A UURMaPA PEER GROUP

The Board considered a question arising from a Peer Group related to clergy misconduct, and has taken it under consideration.

MATTERS RELATED TO WEB SITE AND APPROVAL OF DOCUMENTS

We decided that the job descriptions we have now reviewed – Secretary, Treasurer, and At Large #1 Board Position of Conference Coordinator – should now be posted on the web site. Likewise the Chart of Positions should be posted on the web site.

We decided that the provision for removal of a member should be moved from the Bylaws to the Operating Procedures.

Susan will update the Operating Procedures to refer to a Zoom account rather than a Zoom room.

Diane will provide a new opening paragraph on the web site from her as President.

Barbara will alert Webmaster Duane that the list of Board members on the web site needs to be updated consistently throughout.

NOTE CARDS

Diane will send 50 note cards with envelopes to Art and Cathie. She will send 10 cards and 20 envelopes to Jaco.

REVIEW OF OFF-BOARD VOLUNTEER LEADERSHIP POSITIONS

Board members who serve as liaison to people in off-Board leadership positions affirmed our obligation to check in both to give thanks for jobs well done and to confirm their interest to continue in the positions.

Minutes of Zoom Conference Board Meeting – November 20, 2019

Unitarian Universalist Retired Ministers and Partners Association

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DECEMBER 2019 MEETING

Next meeting: December 18, 2019, ZOOM conference meeting at 1:00 Eastern Standard Time, with individual Board members to adjust the time according to the time zone of their location.

Respectfully submitted,

Barbara Child, Secretary

REPORTS SUBMITTED FOR NOVEMBER 20, 2019, ZOOM CONFERENCE BOARD MEETING

President: Diane Miller

I reviewed several documents with Judy Gibson, and various changes are on the agenda for our November meeting. Please read the background materials carefully and let me know before the meeting if you have any questions or suggestions. My hope is that we can move through this material with alacrity if we are prepared, leaving us more time for the rest of our agenda.

We have two guiding documents for our work, both appearing on our website under Governance: By-laws and Operating Procedures. UURMaPA's elegantly spare by-laws come in under three pages. The Operating Procedures need to be kept up to date when we make policy decisions. Several proposed changes will be on our November 20 Agenda.

1. Location of new Removal for Cause language. When we passed bylaw language to address removal of members for cause, we envisaged it being placed in the Membership section of the bylaws. Frankly, it is long, detailed, and puts an emphasis on kicking people out on page one of the elegantly concise by-laws. Therefore, I propose, following a suggestion from Judy Gibson, that we put the language we have adopted on removal into the Operating Procedures. It is guidance to the Board and involves deliberation and judgment, which fits better in OP. In addition to the rationale just stated, 1) we have not yet published the amended language on our website, 2) we wrote the bylaw for a single case and have already realized we need to wrestle with it for different circumstances. I believe a simple note in Elderberries would suffice to note the change of location, e.g.
“Updated By-laws and Operating Procedures documents have been posted on the website under Governance. The Board realized that the new language on removal of members for cause fits the Operating Procedures document better than the by-laws, so it has been added there.”
2. Nominating Committee. The group has been increased from three to five members. The current NomCom initiated the idea that they will all be elected as members and then select their own chair from among the group. The years of election have been adjusted to reflect what we did in 2019, so that will now be on track. These changes need to be made by the Board and then by the membership (via Elderberries). Voting is essentially “hearing no objections, we will proceed.” In the meantime, we already have the expanded NomCom and they are going to operate as if these changes in the bylaws have already been made. Barbara TenHove, chair of the NomCom, will join us on our Zoom meeting to provide an update.
3. Job Descriptions. The attached job descriptions have been updated to help the Nominating Committee give potential volunteers accurate descriptions of the responsibilities they will take on. They are also

Minutes of Zoom Conference Board Meeting – November 20, 2019

Unitarian Universalist Retired Ministers and Partners Association

151 useful as descriptions of what we are doing. These updated documents have been prepared by the
152 Nominating Committee with input from the current holders of the offices of Secretary, Treasurer, and At-
153 Large Board Member with Conferences portfolio. Please review and be prepared to modify if needed
154 and adopt. More job descriptions will be drafted when the NomCom moves on to future openings to fill.
155 I will be emailing each of you the most up to date job description that the NomCom has for your
156 position. Please note what updates are needed. Note: I emailed the Secretary and Conference
157 descriptions on 11/4. The Treasurer description has not been sent until now.
158

- 159 4. Spreadsheet tracking service. Judy Gibson has created an Xcel sheet tracking positions and who has
160 filled them since 2008. Proposed that we add this to the website as a resource. I emailed this to you on
161 11/4.
162
- 163 5. Operating Procedures. This useful guide needs to be kept up to date. The latest version will be posted on
164 our website.
165
- 166 6. Annual Review of Off-Board Volunteers. This really should have been done at the start of our fiscal
167 year, but wasn't. Let's go over who and what.
168

169 Other matters –
170

171 Book editor. I have been in touch with Diana McLean about her written report, which she sent to you. Judy
172 Welles, Phyllis Hubbell, and I had a ZOOM meeting with Diana McLean to go over the process and timing of
173 her next steps.
174

175 Notecards Cathie Severence has run out of the printed UURMaPA notecards. Who needs more, and how many?
176 Ideally, we will have them printed and ready to distribute at our in-person Board meeting in February. Judy
177 Welles wrote: "We get them printed at Minuteman in Portland, and they have the file. All it would take to order
178 more would be a phone call or an order on their web site. Be sure to order envelopes, too."
179

180 Odyssey for February Conference. I have not yet nominated anyone. Suggestions?
181

182 I invited people to join the Guidelines Conversations in the Winter issue of Elderberries. A couple responses
183 came in on 11/17. Art Severence and Barbara Child have offered to help run these ZOOM conversations.
184

185 I conferred by phone with Ginger about several items in connection with our upcoming conferences. Her notes
186 about our schedule and reservations went to you earlier. In her absence, I will seek a decision on the fall 2020
187 Conference location and dates at this meeting. Barbara Harris Center (NH) or Wisdom House. (a site suggested
188 by Janette Lallier was not available in a 3-week range for next fall)
189

190 Also, she has asked us to form a task force of 3 people to look at 2021 sites for the fall conference.
191

192 The UUMA Institute for Learning Ministry will be in San Diego, February 8--12 of 2021. We need to keep this
193 in mind as we plan our dates and location for Winter Conference.
194

195 I'd like to have time on the February agenda for Exit Reflections from outgoing Board Members. When I asked
196 Ginger what she would like to discuss, it included her concerns about raising money and the possibility of part
197 time administrative staff to help with the details of this organization. She may have more topics to add. Dave and
198 Barbara, I invite you to think about what you would like to share with us.
199

200 **Vice-President: Phyllis Hubbell**

Minutes of Zoom Conference Board Meeting – November 20, 2019

Unitarian Universalist Retired Ministers and Partners Association

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202 **Rainbow History Conference Follow Up:** I now have almost all the videos from both the Litchfield and the
203 New Braunfels Conference. Our videographer, Charlie Agar, accidentally missed the Partners' Panel video and
204 promises to send it. He's been much more communicative recently. I have a group of people looking through
205 each of the videos for continuity, sound issues, etc. and I am working on captions. I'm hopeful to have it all, or
206 almost all wrapped up on our end before Thanksgiving. With a quick turn around from our two videographers, I
207 think there's a good chance we can meet Judy's deadline of having all of this posted by the end of December.
208 John Manwell, our on site registrar at both conferences, is working on get the remaining personal video release
209 forms from the participants in both conferences.

210

211 I have sent out notes to most of the people who helped with these two conferences, but again my heartfelt thanks
212 for all the work all of you on this Board did to make these conferences, and this whole project a success.

213

214 **Rainbow History UURMaPA Workshop:** Initial feedback is that we should try to get a workshop proposal as a
215 follow up to the two Workshops. I intend to work this week to come up with a proposal, but it will be tight. My
216 main problem is that I don't yet have an approach to the workshop. I'm hopeful with more time this week, I can
217 come up with something. All ideas are welcome. I am thinking of contacting the speakers in the conferences to
218 see who might be available to participate in such a workshop.

219

220 **Climate Change Implications for UURMaPA Conferences:** We discussed this last month at our meeting. But
221 no further progress on this. Our plans are to discuss this at the next conference.

222

223 **Saging Award:** No progress on this. My next step is to get a committee. If the committee should be from Board
224 members, I hope we can set one up at this Board meeting.

225

226 **Treasurer: Dave Hunter**

227

228 Today's report has three sections: (1) Litchfield, (2) Rainbow, (3) general

229

230 (1) Wisdom House conference, Litchfield CT, October 2019

231

232 Income

233 registration fees 21,380.00

234 reg contributions 1235.00

235 refunds (2795.00)

236 \$19,820.00

237

238 Expenses

239 Wisdom House 24,542.00

240 V. Luke expenses 413.44

241 pianist 300.00

242 Wisdom House staff gratuity 250.00

243 Wesener expenses 149.16

244 D. Miller travel 982.82

245 \$26,637.42

246

247 Income 19,820.00

Minutes of Zoom Conference Board Meeting – November 20, 2019 Unitarian Universalist Retired Ministers and Partners Association

248	Expenses	<u>26,637.42</u>
249	surplus/(deficit)	(\$6817.42)
250		
251	Contributions included with registration fees were mostly from board members in lieu of registration	
252	payments.	
253		
254	(2) Rainbow History Fund	
255		
256	August 20 Rainbow History Project balance: \$12,875.58	
257		
258	Income and expenses since August 20:	
259		
260	<u>Income</u>	
261	Faithify campaign	\$2867.48
262	contributions (3)	<u>225.00</u>
263		\$3092.48
264		
265	<u>Expenses</u>	
266	Litchfield videographer	\$1500.00
267	Rainbow book editor	1000.00
268	Litchfield honorarium	400.00
269	Rainbow website	260.00
270	Litchfield fees waived (7 X \$300)	2100.00
271	Litchfield travel (8)	<u>3550.00</u>
272		\$8810.00
273		
274	Starting balance	\$12,875.58
275	Income	3092.48
276	Expenses	<u>-8810.00</u>
277	Present balance	\$7158.06
278		
279	Anticipated future expenses:	videographers, book editor (\$2000), website (2 x \$300)
280		
281	(3) General	
282		
283	Income and expenses since my October report not included above:	
284		
285	<u>income</u>	
286	contributions (5)	600.00
287		
288	Richard Speck told me this morning that he had received a contribution; he will forward it to me (it's	
289	not included here).	
290		

Minutes of Zoom Conference Board Meeting – November 20, 2019

Unitarian Universalist Retired Ministers and Partners Association

291 expenses 0.00

292

293 The informal description of the endowment on the website has been updated.

294

295 **Secretary: Barbara Child**

296

297 After the October 16 Board Meeting, I sent the approved September 18 Board Meeting minutes to Webmaster
298 Duane Fickeisen for posting on our web site under Governance. I sent draft October 10 informational business
299 meeting minutes and October 16 Board Meeting minutes and reports to the Board for corrections and other
300 suggested revisions. On November 15 I re-sent the minutes and reports to the Board for review before the
301 November 20 meeting. I also sent this Secretary's report to the Board on November 15.

302

303 I corresponded with Judy Gibson and reviewed the draft job description for the Secretary that she had prepared,
304 and then I corresponded with Diane about the proposed job description in advance of its being presented to the
305 Board for consideration at the November 20 meeting.

306

307 **.Newsletter Editor – Jaco ten Hove**

308

309 Again not much to report beyond the rigors of production, all of which culminated in the latest (Autumn '19)
310 chockfull issue, headed for newsstands any day now. (A bit later than usual, due to factors beyond my control,
311 notably delays by the shorthanded Minuteman Press.)

312

313 I do plan on sending my Fall conference pix and the (long!) cover story about it to the History website at some
314 point here soon.

315

316 And I again note that I would appreciate volunteers to "cover" both the UURMaPA events at GA and the next
317 Fall conference, both of which I will not be able to attend.

318

319 Such coverage certainly need not be as thorough as I have been with the 2019 conferences, which had historic
320 import. A few decent snapshots and barely coherent highlight descriptions (especially around award
321 presentations and/or other newsworthy aspects) would be plenty. I can craft them into shape for publication.

322

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

324

325 1. I ask that you choose the site for our Fall 2020 Conference from the following 2 choices:

326

a) Wisdom House in Litchfield, CT (where we were in 2019)

327

-Date: October 5-8, 2020

328

-Costs (which is site fee plus \$50):

329

\$360. shared room with share bath

330

\$390 private room with shared bath

331

\$445 shared room with private bath

332

\$465 private room with private bath

333

-We would request a sound person to be with for all mics

334

-We could be sure grab bars are available to all who wish

335

-We know the site.

336

-We would still be using the main building and the Farmhouse

337

So some people would be walking between rooms.

338

-I think there were 11 private rooms available.

339

Minutes of Zoom Conference Board Meeting – November 20, 2019

Unitarian Universalist Retired Ministers and Partners Association

340 b) Barbara C. Harris Episcopal Camp & Conference Center
341 108Wally Stone Lane, Greenfield, NH 03045 (bchcenter.org)
342 Diane Miller can speak to this site because I think she has stayed there.

343 Date: October 12-15, 2020

344 Cost: (which is 3 nights/9 meals site fee plus \$50)

345 -\$395 shared lodge room with private bath

346 -\$515 private lodge room with private bath

347 -\$335 adult cabin for 3-4 people with 2 toilets, sinks & showers

348 -\$395 adult cabin for 2 with 2 toilets, sinks & showers

349 Accommodations: “We will have 24 hotel style lodge rooms which are available as single
350 or double occupancy, 10 adult friendly cabins that each sleep up to 4 guests in twin beds and
351 our bunkhouse which sleeps up to 16 guests in bunk beds fitted with standard twin
352 mattresses.” (I am not recommending we use the bunkhouse. GL) “Many of the center’s
353 lodge rooms and cabins have been designed and furnished to be accessible to guests with
354 special needs.”

355
356 -The only down side I see is that we would be sleeping in several buildings and it is a bit
357 more expensive for the private room for one.

358 -The big up side is that everyone would have a private bath or one in their cabin of 2-4
359 people.
360

361 2. Winter Conference in Scottsdale.

362 a. Please see attached the proposed schedule for this conference.

363 b. The board meeting before the conference will be held at the Unitarian Universalist
364 Congregation of Phoenix, 4027 E Lincoln Dr., Paradise Valley, AZ 85253.

365 c. The board members for the board meeting will be staying at the Orange Tree Resort, 10601 N.
366 56th St., Scottsdale, AZ 85254. Reservation have already been made there for all board
367 members. Right now we have one extra reserved room in case we have a guest for our board
368 meeting. I will attach again the email I sent out to all with these details.

369 d. Yet to be determined are the Odyssey presenter, 3 worship leaders, a hospitality overseer,
370 chaplain, deep listening leader for opening night, and musician.
371

372 3. Other workings:

373 a. I tallied the Litchfield Conference evaluation and sent them to board and Lois Wesener.

374 b. The program for Scottsdale was finalized.

375 c. I sent out thank yous to all who helped me at Litchfield.

376 d. I wrote a job description for my position as the nominating committee seeks to fill the
377 position beginning in July.

378 4. Yet to be determined:

379 a. A PROGRAM LEADER AND TEAM FOR FALL 2020. I will check with the team 2 years
380 ago to see if I can recruit some of them.

381 b. A PROGRAM PLAN FOR FALL 2020. Perhaps we can discuss this at the board meeting
382 in February.

383 384 At Large Members: Connections Chair – Art Severance and Assistant Connections Chair – Cathie 385 Severance 386

387 We have a new Area Connector for Eastern Carolinas thanks to Phyllis. She recruited Jay Atkinson! However
388 we still need
389

Minutes of Zoom Conference Board Meeting – November 20, 2019

Unitarian Universalist Retired Ministers and Partners Association

390 BAY AREA INLAND, CENTRAL MASSACHUSETTS EASTERN CANADA, JOSEPH PRIESTLEY
391 NORTH, JOSEPH PRIESTLEY SOUTH, METRO NY/NJ, WESTERN CANADA.

392

393 I wrote notes to both the Area Connectors and the folks in the SouthWest Area to check in and see how the are
394 doing and to see if they have anything they want say to the board. Have had a few check in to say they're ok,
395 but no one had anything for the board.

396

397 Because I haven't had much feedback from Area Connectors I'm going to call those folks who I haven't heard
398 from, since I want to make sure all Emils are current.

399

400 Cathie reports that she has been working on her new assignment as obituary editor.

401

402 **At Large Member: Good Offices – Susan Veronica Rak**

403

404 No report.

405

406 **UU Rainbow History Project Coordinator – Judy Welles**

407 I've been working pretty closely with Phyllis to get all the T's crossed, etc. With Dave's help, with
408 editing submissions to the web site, double-checking various things with the authors, figuring out about
409 transcription and videos, etc., *ad infinitum*. If you really want to know, just we have closed the books on
410 the conference, but meanwhile the project moves along.

411 My goal is to figure out how much money is left, so we can spend it wisely on other UURHP needs, like
412 transcription services or if we have to pay for a Vimeo channel or something. I want to keep the
413 UURHP costs as pared-down as possible so we can really stretch that money. I want to be the
414 administrator who plans ahead and looks for bargains, and brings the project in under budget. (No
415 chance of that happening; we'll find something to spend money on!)

416 I realize it's probably a case of robbing Peter to pay Paul, since UURMaPA's general budget will
417 probably cough up the money to pay for things related to the project if they have to be done. But I'd
418 love to spend every penny the Funding Program gave us and not a penny more (except for other specific
419 fundraisers, like the Faithify campaign to pay the editor of our book). I hope we can all feel like we're
420 on the same side here, just getting as much information as possible so we can make good choices
421 accounting-wise.

422 Dave's report shows that we have \$7,158 left in the UU Rainbow History Project. Out of that we are
423 committed to spending the following:

424	Book editor	\$2,000
425	Charlie (Texas videographer)	\$1,350
426	Tom (CT videographer)	\$1,500
427	Gretchen (web weaver)	\$600 (a guess based on past invoices)
428	TOTAL:	\$5450 subtracted from \$7,158 leaves us...

429 **\$1,708 to use for other UURHP-related expenses.**

430 **Query: Does the Board want to determine how that money should be used, or will they leave it up**
431 **to me?**

432 I am hoping that most of what is left will go toward transcription of some of the videos from the two
433 conferences. And I might have forgotten something else we're committed to pay for, so this is not the
434 final word.

Minutes of Zoom Conference Board Meeting – November 20, 2019 Unitarian Universalist Retired Ministers and Partners Association

- 435 **Also, does the Board want to be involved in the decision of which videos to transcribe (we might**
436 **not be able to do all of them), or will they leave that up to me, Phyllis, and Gretchen?**
- 437 I hope to hear from Phyllis after your meeting what your decision is regarding these questions.