

# Minutes of Zoom Conference Board Meeting – April 15, 2020, Unitarian Universalist Retired Ministers and Partners Association

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

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

## MARCH 18, 2020 BOARD MEETING MINUTES

**The revised March 18 Board Meeting minutes were approved.** They have been sent to Duane for posting on UURMaPA's web site under GOVERNANCE.

## TREASURER'S REPORT

**The Treasurer's report was approved.**

**We gave preliminary approval to the revised policy on the Endowment Fund that Dave proposed, having included it in his Board report this month.** We anticipate giving final approval at our May meeting.

*In addition to fund-raising appeals in Elderberries, Diane will send by USPS mail fund-raising appeal letters to the UURMaPA membership mid-summer and at the end of the calendar year.*

## POLICY REGARDING SHARING UURMAPA MEMBERSHIP DIRECTORY

**At Diane's request, based on a request she recently received, we affirmed that our membership directory will not be shared beyond our membership.**

## UPDATED JOB DESCRIPTIONS

**We approved the following updated Job Description for the President, presented to us by Diane.**

### **President Job Description**

**Rationale:** The President represents the organization and its goals to members, to the larger UU community, and to the public at large, promoting and furthering its mission and reputation. The President monitors the Board and its members regarding fulfilling the UURMaPA Mission. They prepare the agenda, chair monthly on-line meetings of the Board and plan the annual in-person Board meeting. They represent the Board to members and other UU groups as needed.

**Conferences** – The President is expected to attend UURMaPA Conferences and the UUA General Assembly, with expenses covered by the budget. They lead meetings and offer reports at UURMaPA Conferences and GA gatherings. In consultation with planning teams, the President will select Odyssey presenters for all UURMaPA Conferences. For the annual in-person Board meeting, currently held prior to the winter Conference, the President invites appropriate guests from the UUA and UUMA.

**General Assembly** - The President attends the luncheon for newly retired ministers and, where possible, the one for families of deceased ministers. They represent UURMAPA at the Service of the Living Tradition.

**Nominations** – The President works closely with the Nominating Committee in selecting nominees to fill Board positions and possibly other vacancies as needed.

Other duties include:

- sending a welcome letter with UURMaPA brochure to new retirees
- writing condolence letters to families of those members who have died
- notifying the Treasurer when to send memorial gifts

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- writing articles for *Elderberries* and for other publications as invited.
- preparing the annual financial appeal letter(s) to members twice a year.
- promoting educational programs for members and future members
- serving as liaison to specific off-Board annual appointees
- generally coaching others in their roles

*Drafted by Judy Gibson, 3-18-2020*

*Revised by Diane Miller, current President, in consultation with past Presidents.*

**We approved the following Job Description for the *Elderberries* Editor, as revised and presented to us by Jaco.**

## *Elderberries* Editor Job Description

### **General Information**

The *Elderberries* Editor is an UURMaPA member in good standing, elected by the membership to serve a two-year term on the UURMaPA Board. A second term can be served if mutually agreed upon by Editor and Board.

The Editor is responsible for gathering and researching news and information of interest to UURMaPA members. They edit copy, format, and produce a PDF of the quarterly newsletter, *Elderberries*, black-and-white copies of which will be printed and mailed to UURMaPA households in the US, Canada and overseas. The color PDF is sent to the printer and to the UURMaPA Webmaster for inclusion on the web site (not password protected).

Submission deadlines are July 15, October 15, January 15 and April 15. The newsletter should be ready to distribute approximately August 1, November 1, February 1 and May 1, though there is some flexibility with those dates.

Beginning in the summer of 2013, there was an Editorial Advisory Board of six UURMaPA members chosen by the *Elderberries* Editor. No provisions have been made regarding terms of office or succession. *[This Board is no longer in effect.]*

### **Content**

Regular columns have included:

A Word from Your President (or some such title)

The Turning of Our Lives (news of activities and accomplishments of members)

What Brings You Joy?

Partner's Column

Leadership Column (written by someone in UUA or UUMA leadership) - not necessarily every issue

An article by someone in the Office of Church Staff Finances - not necessarily every issue

From the Editor calls attention to topics of importance in that issue or makes some pertinent statement - not necessarily every issue

As needed, articles will also cover:

Upcoming conferences, with registration forms. (Usually the form for each Fall conference is in the prior Spring issue, and the form for the Winter conference is in the prior Autumn issue.)

Reports on recent conferences or other UURMaPA gatherings (local or at GA)

Names (only) of the latest UURMaPA members since last displayed. (Editor keeps a log of such, as announced by the UUA.)

Articles featuring award winners (Unsung UURMaPAn and Creative Sageing).

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Each issue also includes:

list of current board members and other officials

In Memoriam - submitted by Obituary Editors for Ministers and Partners. (Obits should generally average 300 words, with a decent photo. Practice is for two obits to fit on a page, with a reminder in the newsletter that longer versions are archived on the web site.) Proofread carefully and maintain constant styles.

Occasional articles will cover items of interest to UURMaPA members, such as book reviews, notices of other conferences, or longer articles by members. These will be included (and perhaps solicited) at the discretion of the Editor.

**Winter** issue has a report from the Nominating Committee announcing new Board nominees, with bios as appropriate.

**Spring** issue has information about upcoming events at G.A., including reservation form for the luncheon. New Board members' biographies and photos. Call for nominations for the Creative Sageing award and the UURMaPA Unsung Hero award.

**Summer** issue announces the winner(s) of the Creative Sageing Award, which is usually announced and presented at the UURMaPA luncheon at G.A. A report on other UURMaPA activities at G.A.

**Fall** issue has a call from the Nominating Committee for names to fill vacancies on the Board and Nominating Committee, plus winner of Unsung UURMaPA Award (which might go in Winter issue depending on when/how it is awarded.)

The Editor is wise to remind those responsible about upcoming submission deadlines and content needed.

## **Production**

Any desktop publishing software can be used to produce the newsletter.

The newsletter is usually 16 pages, though it could be 12 or 20 — it must be in increments of 4 pages. When possible, color photographs should be used in the original/PDF document, so that they will appear in color on the web site.

The return address for *Elderberries* is the Membership Coordinator's address, so that they can maintain an updated list of address changes. The editor should send a reminder to that person (a few days before final submission of the PDF to the printer) for them to send the latest UURMaPA address list to the printer.

Our current printer (Minuteman Press in Portland, Oregon) uses the NCOA service (National Change of Address) on the mailing list submitted by the Membership Coordinator, and notifies that person of any changes.

## **Distribution**

The Editor provides a Best quality PDF of each (thoroughly proofread!) issue to the printer, who will then send back a proof to the editor (who should specify that it be black-and-white, since that is how most readers will see it). It is best if no changes have to be made at this point.

After final approval to the printer, another Best quality PDF is sent to the Webmaster to post online, with a reminder for the Webmaster to ask the Membership Director to notify members of this via *UURMaPA Announce*. At the same time, a PDF copy can be sent to UURMaPA Board members (and any non-UURMaPA authors) as a courtesy.

The printer mails each issue to all domestic addresses submitted by the Membership Coordinator (who keeps track of members who have requested to read it on line only). The Editor picks up or arranges to receive sufficient extra copies from the printer and mails one in an envelope to any non-UURMaPA whose address is listed in the obituaries in that issue as to whom condolences can be sent. UURMaPA note cards can be used to

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accompany these mailings. The editor also confirms (with the Membership Coordinator) that all non-US addressees are also getting hard copies from the printer, as appropriate.

The printer will submit a bill to the UURMaPA Treasurer (unless payment arrangement is made otherwise). All out-of-pocket expenses incurred by the Editor (mostly for mailing) should be submitted, with receipts, to the UURMaPA Treasurer for reimbursement.

## **Most Recent Editors:**

Jaco ten Hove, Summer 2018 -

Nancee Campbell, Summer 2017-18

Judy Welles, Summer 2013 - 2017

Eleanor Richardson, Spring 2013

Chuck Campbell, Fall - Winter 2012 - 13

Chris Lilly Backus, 2008 - 12

Eleanor Richardson, 2004 - 2008

Ed Lane 2000-2004

*First version of this JD by Judy Welles 4/2/2015 - Elderberries Editor through July 2017.*

*Updated by Jaco ten Hove, Elderberries Editor, March, 2020*

## **ARCHIVING UURMAPA RECORDS**

Diane brought to us the need for a Job Description of our Historian and also an established procedure for sending records to the Historian.

*Ginger will confer with Susan LaMar with the intention that they will work together to draft a procedure. After a preliminary review of the draft by Diane, Ginger will bring it to us for approval at our May meeting.*

*Ginger will make copies of the waivers she has collected from people videoed at our two Rainbow History conferences, and she will send the originals to our Historian Susan LaMar so that they may be kept in the Archives.*

*Jaco will send to Susan LaMar UURMaPA records he retrieved from the effects of Andy Backus after Andy's death.*

*Diane will ask UURMaPA's past presidents to search their own records for any that should be sent to the Historian for ultimate preservation in the Archives.*

## **GENERAL ASSEMBLY**

[Secretary's Note: At the time of our meeting on April 15, there was not yet any public notice from the UUA as to whether General Assembly would be a virtual event rather than in person in Providence, Rhode Island. Between the time of our meeting and the publication of these minutes, UUA announced that General Assembly will be entirely virtual. Therefore, these minutes do not include business that has become obsolete.]

Given our wish to have as successful as possible our virtual substitute for what would have been our luncheon at General Assembly, we agreed that it would be wise to consult experts on virtual programming.

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*Ginger will consult with Meg Riley, Minister to the UU Church of the Larger Fellowship, and also a senior CLF technician.*

**Based on Phyllis's report of recommendations from the Creative Sageing Award Selection Committee, we agreed to give two Creative Sageing Awards this year.** Decisions as to when and how they will be awarded were left pending.

## **FALL 2020 CONFERENCE**

**We decided that the next issue of *Elderberries* should let our membership know that we are seriously considering having our Fall 2020 Conference be virtual and that we will follow up with information about a decision on this as soon as a decision is made.** If the conference turns out to be virtual, we estimated that it would probably be shorter than an in-person conference. We also recognized that we would need to take into consideration for scheduling sessions that there would likely be people attending from all the U.S. time zones.

## **FUTURE ODYSSEY PRESENTERS**

Diane asked us to send her by May our suggestions for future Odyssey presenters. Some of us made suggestions on the spot.

## **CONNECTING WITH MEMBERS DURING THE PANDEMIC**

We expressed gratitude to Barbara ten Hove for organizing the check-in groups on Zoom that are now underway. Additional possibilities for living out UURMaPA's mission during the pandemic were mentioned: emailing members about available resources, sending masks to people, or setting up a mask-making operation. We mentioned that we may make more use of our Announce list during this time.

*Diane will present a pastoral letter to our membership on Zoom.*

## **MAY 2020 MEETING**

**Next meeting: May 20, 2020, Zoom conference, 1:00 Eastern Daylight Time, with individual members to adjust the time according to their Time Zone.**

Respectfully submitted,

Barbara Child, Secretary

## **REPORTS SUBMITTED FOR APRIL 15, 2020, ZOOM CONFERENCE BOARD MEETING**

### **President: Diane Miller**

Since our last meeting, I have survived the Coronavirus pandemic to date. I have also:

- Fielded a request from a leader in Cape Town SA for use of our directory in support of their faithify project (see details below #1)
- Closed the loop with Hannah Franco-Isaacs at UUMA on our numbers (see #2 below) as 32% of the UUMA membership – 630 Life Members out of total 1950 all UUMA members
- Circulated the call for submissions by Diana McLean for the Rainbow History book
- Worked on updated Job Description for President, reviewed same for *Elderberries* Editor (two descriptions circulated last week -- on agenda for action)
- Started to organize a large carton of UURMaPA papers

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- Drafted a fundraising letter to go into Elderberries as my column for spring issue #3 below
- Discussed a “current class of retirees” spreadsheet with Phyllis, details #4 below FYI
- Participated in a ZOOM conversation organized by Tandi Rogers about leavetaking in the time of Coronavirus pandemic. After her notes arrive, I’ll see if there is material for Elderberries.
- Participated in one of the weekly check-in groups organized by Judy Welles and Barbara ten Hove
- Delivered a Palm Sunday sermon via ZOOM to the Fellowship here, leading to greater appreciation for what all serving clergy are doing in these times

I am thinking about connections with and among our members in these times. Our existing methods are going well. I had a missed call and an email from my Area Connector. I am participating in a ZOOM check-in group. Yet something more may be needed, given our increased isolation. Possibly as alternatives to the connections made at Conferences and Luncheon. I welcome your thoughts.

I continue to be a pessimist about future conferences and gatherings. We’ll hear about Ministry Days and GA, but assume they’ll be virtual. Others may be ready to gather in October, but my friends, I am not inclined to fly for an elective purpose until there is a vaccine or treatment. I can’t imagine people being willing to risk attending a conference given our demographic. Realistically, I think the first likely time we would gather is 2021.

## DETAILS:

#1 Capetown email request to Richard Speck was circulated to the Board. I sent a reply saying no, our Directory was not available to non-members per our Operating policies.

#2 On April 6, 2020 at 5:04 PM Hannah Franco-Isaacs <[francoisaacs@uuma.org](mailto:francoisaacs@uuma.org)> wrote: Hi Diane-

I am so sorry that this feel through the cracks. We moved straight from Ministry Days registration to Coronavirus response. I have done a very simple break down of membership. If you need more information please let me know.

UUMA Members (not life): 1320  
Life Members: 630

Thanks so much,

Hannah, Thanks for following up on this! I know everyone has been slammed. Hoping you are staying safe and holding up.

If our counts are accurate, then 43 UURMaPA clergy are not UUMA Members. My count was done by a hand count in our directory, and since people appear under their own name and again if a spouse has a different name, I might have been off some small number.

Plus, 630 UUMA Life Members, almost all of whom are UURMaPA members, make up 32% of the total 1950 UUMA Membership.

Much appreciated, Hannah. -- Diane Miller

#3 Fundraising letter/column for Spring edition:  
Dear friends,

Do you remember the Parable of the Persistent Neighbor? I gave my grandkids a book of parables of Jesus by Tomie dePaola where it was included. Also called the Parable of the Friend in Need, the anecdote is that late arrival of guests causes the surprised host, who has nothing on hand, to go to his neighbor in the middle of the night and ask for bread to feed the untimely guests. Everyone in the neighbor’s household has gone to bed, the food has been put away, yet the awakened neighbor gets up and provides the bread. Because he has been asked.

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I'm coming to you as a persistent neighbor, asking you to help support UURMaPA with a contribution. To give some bread, so to speak. Our organization is entirely volunteer, run by a rotating corps of dedicated ministers and partners. Our budget is modest, covering communications, programs, conferences, and one annual in-person Board meeting. Our purpose is to serve the interests and enhance the well-being of our members, and to foster and strengthen connections among us. All income is from contributions, as we charge no dues, and conferences support themselves. So here I am, knock! knock! knock! in the middle of the night.

I realize this is not an ideal time. The pandemic is causing economic upheaval everywhere, including for retired clergy and partners, our extended families, and the non-profits and congregations many of us care about. If you are able, a contribution would be greatly appreciated, and enable us to continue.

In Luke (11:5-8), the parable is placed in a section on prayer and teaches that God will provide if we but ask, persistently. More likely the story came originally from the strong ethic of hospitality--providing for strangers and those in need. This ethic shaped the interdependent culture of the time. Our own culture is being reshaped by this viral pandemic. In our isolation and separation, we are paradoxically made more aware of our interdependence and the need for mutual support. Please give if you can, to support UURMaPA in these challenging times.

Donate via Paypal, credit, or debit card on UURMaPA.org, scrolling down the welcome page to the yellow donate button. Or mail a check to treasurer Dave Hunter, 535 Gradyville Road W-111, Newtown Square, PA 19073. Your help is deeply appreciated.

#4

This is a proposal to create a spreadsheet of newly retiring ministers, to track our contact with them, and to follow up on incorporating them into UURMaPA. I envision it this way:

When we get the intent to retire forms, add the name to a spread sheet with name of minister, partner, etc. Then we would track, for instance,

- letter mailed by President
- recognition at GA which year chosen
- invitation to be guest at our luncheon/meeting
- response to luncheon (VP might have various columns related to RSVP)
- signed up for a peer group or not
- other items as needed.

This could be done per year, a "class" and then start a new one. It's a temporary list, to make sure we welcome them and get them engaged with UURMaPA. It could be on a Google Drive so that it can be used by both Prez and VP. It would not replace getting them in the Directory, welcomed by area connectors, added to Elderberries and Announce, etc. This is about being able to look at the group as a whole and see that we are welcoming them.

## **Vice-President: Phyllis Hubbell**

General: It has been a crazy month for me. I've focused mainly on our congregation as we try to adjust to this new coronavirus world. Not a lot to report.

Rainbow History UURMaPA Workshops: Nothing new

General Assembly UURMaPA Lunch: I have heard nothing more about General Assembly though there are hints that it certainly won't happen in person. Mark your calendars. The lunch is now scheduled for Friday, June 26 from noon to 2:00. Of all the events that should not be done in person, I would think ours tops the list because

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we are all at high risk. I think it unlikely that I would risk going. But I am watching closely for any new information and will get right on it when we know something.

Sageing Award: Carolyn Owen Towle and Russell Savage have done further research. Unfortunately, we have had great difficulty making a decision. Our strong recommendation is that we make the award to both people this year. They are both strong, but very different candidates. Both are ninety or older so we hesitate to wait another year to honor the one not designated this year. I will forward a summary of what we know about them both tomorrow and outline our issues. Carolyn has even offered to contribute \$ 200 toward providing the second award.

The good news is that we should save a lot of money by having the luncheon virtually. The bad news is that we are likely to have fewer donations because of this terrible economy.

If the Board rejects this proposal, our fall back option would be to award the prize to the older (and sicker) recipient this year and the other person next year. Susan Rak, our Vice President next year, happened to take part in this conversation and is willing to support this recommendation.

A related question is whether we should make the award in the fall or at the G.A. event. Let's wait until next month to make this decision when we have a better idea of what the June event will consist of. We will have to entirely rethink this event if it is done virtually in order for it to be useful and attract significant attendees.

Rainbow History Conference Follow Up: Not much has happened on this in March. I reviewed one sample film from New Braunfels. Tom Mazzarella and I are considering whether it makes sense for him to do the final edits on those.

## **Creative Sageing Decisions Vice President's Report—Attachment A April 14, 2020**

Summary – Our task force has reviewed nine candidates for this year's Creative Sageing Award, and narrowed them down to two worthy and very different candidates. Here is our recommendation. If we have the funds, we recommend that we make two awards this year. Carolyn Owen-Towle, one of our task force members felt so strongly about this that she has offered to donate \$ 200 to make it more feasible to offer two awards. ...

The Award – The Creative Sageing Award is given annually, with an honorarium of \$ 500. The award recognizes outstanding service and creativity in pursuing new ventures after retirement and building on one's experience in creative ways. This might involve, for example, mentoring, public service, fostering spiritual growth, writing/publishing, creating/participating in community and denominational service projects and organizations. Both ministers and partners are eligible, though no partner has ever received the award as an individual rather than as a part of a couple.

### The Candidates

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### Issues

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### Recommendation

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## Treasurer: Dave Hunter

Attached are two documents. First is my final report on the February Scottsdale conference. Second are my recommendations for changes (new underlined, removed ~~struck out~~) with respect to the endowment, slightly revised from what I sent you earlier (thank you, Barbara); they're in three sections: (1) introduction to the Resolution to Create the UURMaPA Endowment Fund, (2) Resolution to Create the UURMaPA Endowment Fund, and (3) Board Operating Procedures (Financial).

Since my last report we have received two contributions (\$25 and \$500 less \$14.80 to PayPal – I much prefer checks to UURMaPA sent to me:-) rather than contributions via PayPal) and no other receipts. I have written three checks, for a total of \$6154.15, all for Scottsdale board meeting expenses (two of them to myself). In addition, I have transferred funds from our money market account to our regular checking account, to keep the latter in the black. The Rainbow project has had neither income nor expenses; the fund balance remains at \$5141. I have made no memorial gifts and written no thank you letters.

With no accounts payable or receivable, here is where we are financially:

checking account	\$5,637.70	
money market account	\$14,250.00	(approximate)
endowment	<u>\$48,242.72</u>	
	\$68,130.42	

Here is how this compares to the recent past:

	Dec 31, 2018	June 30, 2019	Jan 1, 2020
checking account:	\$41,529.03	\$28,309.75	\$19,147.51
money market account:	\$19,291.14	\$19,307.11	\$19,429.76
endowment:	<u>\$47,008.36</u>	<u>\$51,461.31</u>	<u>\$55,109.86</u>
	\$107,828.53	\$99,078.17	\$93,687.13

UURMaPA conference  
Scottsdale AZ, February 2020, Franciscan Renewal Center  
Statistical & Financial Summary  
April 4, 2020

number of people in attendance	61	
number of commuters (\$106.50)	1	
number of rooms occupied	39	
singles (\$470)	15	
doubles (\$700)	19	
half of double (\$350)	6	
board members (free)	9	
ministers	47	
partners	14	
partners without minister	1	widow
clergy couples	6	
half of clergy couple	2	
made contribution with registration	11	\$ 815.00
received scholarship assistance	6	\$1907.80
cancelled	4	\$1640.00 refunded

Net Revenue  
registration fees                      \$17,608.70

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contributions                      \$815.00  
   \$18,423.70

## Expenses

6/5/19	\$2500.00	1467	Franciscan Ctr 2/20 conference deposit
6/13/19	478.00	1469	DHH Trident insurance, Franciscan center
2/20/20	160.01	1529	Elferdink Scottsdale hospitality
2/20/20	479.80	1530	J. Atkinson Scottsdale wine
2/21/20	300.00	1531	J. Whitaker Scottsdale pianist
2/20/20	99.17	1532	L. Wesener registrar supplies, shipping, postage
3/5/20	<u>\$18,236.40</u>	1540	Franciscan Ctr excludes \$1090 board mtg charg
	\$22,253.38		

\$18,423.70 - \$22,253.38 = \$3,829.68 deficit

## Endowment Fund

UURMaPA, established in 1985, has served our liberal religious movement and the needs of retired UU ministers and their partners for more than a quarter of a century – and, with your support, will continue to serve for many years to come. With this hope in mind, we have created an endowment fund, managed as part of the UUA Common Endowment Fund. It is managed by a three-person committee appointed by the Board. The Fund balance is to be held in perpetuity. Only the interest from the fund will be used to support the work of UURMaPA. To contribute send a check made out to “UURMaPA” with “Endowment Fund” in the memo line to the UURMaPA Treasurer. Questions, likewise, should be directed to the Treasurer.: Joel Weaver, Treasurer UU Retired Ministers and Partners Assoc. 535 Gradyville Rd, Unit V-212 Newtown Square, PA 19073 If you have questions, please contact any of the three members of the committee: Peter Haslund, [haslund@cox.net](mailto:haslund@cox.net) David Hubner, [dphubner@aol.com](mailto:dphubner@aol.com) Joel Weaver, [weaver\\_je@hotmail.com](mailto:weaver_je@hotmail.com)

There are other ways, too, of contributing to UURMaPA in a lasting way. You might consider naming UURMaPA in your will, for example. Or you might consider the purchase of a charitable gift annuity, that would generate income for you during your lifetime and leave a legacy for the organization. For details, contact Joel Weaver at [treasurer@uurmapa.org](mailto:treasurer@uurmapa.org).

## Resolution to Create the UURMaPA Endowment Fund

Adopted October 7, 2008, Revised 2020

WHEREAS the primary fiduciary responsibility of the leadership of a nonprofit charitable organization is to further the mission of the organization and maintain its programs, and WHEREAS the annual income for a nonprofit charitable organization that is derived in any particular fiscal year will be influenced by current economic conditions and the generosity of current donors, and WHEREAS the long-term financial stability of a non-profit charitable organization may benefit from income from funds donated in prior periods by previous supporters, THEREFORE BE IT RESOLVED, the Executive Board of the Unitarian Universalist Retired Ministers and Partners Association at its regular meeting in October 2008 in Boston, Massachusetts hereby resolves to establish an ENDOWMENT FUND to hold assets in perpetuity that are donated for this purpose. The ENDOWMENT FUND will be governed according to the following policies:

1. The endowment fund shall be managed as part of the UUA Common Endowment Fund.

2. The Board may make withdrawals from the Endowment Fund only if it determines that such withdrawals would be fiscally prudent, and that the funds to be withdrawn will be used to further the long term best interests of UURMaPA and its members and of Unitarian Universalism.

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- ~~1. The ENDOWMENT FUND will be managed by an Endowment Committee consisting of three persons appointed by the UURMaPA Executive Board, one member of which shall be a member of the Executive Board. These persons may or may not be members of UURMaPA, but will be selected for their suitability for this responsibility. The Committee is authorized to solicit contributions to UURMaPA to be designated for the ENDOWMENT FUND, with such contributions covered by the Association's 501(c)(3) tax status as applied to charitable donations.~~
- ~~2. The Endowment Committee is hereby authorized to undertake all the usual actions related to holding, making or disposing of investments in financial markets, such as through mutual funds and any mix of cash, equities or bonds. The Endowment Committee may not incur obligations on behalf of UURMaPA beyond the assets of the ENDOWMENT FUND, and the ENDOWMENT FUND assets will not be co-mingled with other UURMaPA accounts.~~
- ~~3. The Endowment Committee members will serve consecutive three-year terms. One Committee member will be appointed to serve until October 2009, one to serve until October 2010, and one to serve until October 2011. Committee members or vacancies may be filled or appointed for subsequent terms as determined by the Executive Board.~~
- ~~4. The Endowment Committee will report in writing to the UURMaPA Executive Board annually at the Directors regular Autumn meeting in October or as otherwise scheduled, describing the assets under management, the types of investments being utilized, and the return or income of the investment held.~~
- ~~5. The Endowment Committee should not hesitate to seek investment advice from qualified professionals, but it is not required that the assets of the ENDOWMENT FUND be invested by commercial brokers or advisors that charge fees for their services.~~
- ~~6. Withdrawals from the ENDOWMENT FUND may be made to support the annual budget of UURMaPA only if urgently needed and if approved by the Executive Board at two consecutive meetings. During the first three years, such withdrawals shall not exceed the absolute growth in value during the previous twelve months from July 1 to June 30, the net income.~~
- ~~7. At the end of a three-year period ending on June 30 following initiation of the ENDOWMENT FUND, any withdrawals shall be calculated on a "total return" basis utilizing a percentage of the rolling average of the total corpus over the previous three years.~~
- ~~3. 8. The UURMaPA Executive Board shall have the authority to revise these policies in the event of a financial emergency or other urgent circumstance so long as they act in the best interests of the organization; however, any such revisions shall require approval by the Board of Directors at two consecutive meetings.~~
- ~~4. 9. Non-cash donations to the ENDOWMENT FUND such as individual equities will be sold as soon as practicable after they are received, with the proceeds added to the Endowment corpus and invested according to the financial policies then in force.~~
- ~~10. In order to stimulate contributions to the UURMaPA ENDOWMENT FUND, the Executive Board shall publicize the existence and purposes of the ENDOWMENT FUND to its members. Individual UURMaPA members may request and receive from the Endowment Committee a current report on the status of the Fund at any time.~~
5. The Treasurer shall report to the Board on the status and health of the Endowment Fund at least quarterly and at other times as requested by the Board.
6. 11. In the event of the termination of the Unitarian Universalist Retired Ministers and Partners Association, the successor organization to receive any remaining assets will be the Unitarian Universalist Association.

# Minutes of Zoom Conference Board Meeting – April 15, 2020, Unitarian Universalist Retired Ministers and Partners Association

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Board Operating Procedures as of Feb. 2020

## FINANCIAL

Our chief source of revenue is voluntary contributions from our members. We send 107 appeal letters in the fall and in the spring to all members.

Retired ministers with 20 years in the ministry, who have passed their 66th birthday, are entitled to receive a service gratuity from the UUA. One must apply to the Office of Church Staff Finances to receive the gratuity.

Opportunities to contribute funds to UURMaPA are offered regularly in Elderberries.

~~UURMaPA encourages members to leave bequests to the organization in their wills, and encourages members to remember the UURMaPA Endowment Fund when they do financial and estate planning. UURMaPA regularly receives donations in memory of deceased members, and has been notified that the organization is the beneficiary of annuities taken out by members through the UUA.~~

The UURMaPA budget year was changed to the calendar year (January-December), beginning 2015. (Replaces the following: The Fiscal year is July 1 to June 30.) As approved by the Board September 4, 2014:

~~All memorial gifts to UURMaPA will be deposited into the Endowment Fund.~~ As approved by the Board September 30, 2014:

The UURMaPA Endowment Fund will be invested in the UUA Common Endowment Fund, with the Treasurer empowered to execute that transaction and to make future deposits upon receipt of endowment contributions or as otherwise authorized by the Board. As approved by the Board in October 2013:

UURMaPA will not allow its membership or mailing list to be used for any fund-raising efforts except those for UURMaPA support. However, it is OK to bring funding requests that are consistent with UURMaPA's mission to our conferences. As approved by the Board September, 2014

## **Secretary: Barbara Child**

After the March 18 Board Meeting, I sent the approved February 17-18 in-person Board Meeting minutes and approved minutes from the Conference Business Meeting to Webmaster Duane Fickeisen for posting on our web site under Governance. I sent draft March 18 Board Meeting minutes and reports to the Board for corrections and other suggested revisions. On April 10 I sent the revised minutes and reports to the Board for review before the April 15 meeting. I also sent this April Secretary's Report to the Board on April 10 along with the call for April reports from the other Board members.

As part of the Partners Project, I engaged in correspondence with some interested partners related to my information-gathering questionnaire.

I began orientation of Gloria Perez, who will succeed me as Secretary. I sent her the March minutes and reports, and we had follow-up correspondence based on her questions about content, format, and process. We will continue this productive interchange throughout the remainder of my term as Secretary.

## **Newsletter Editor –Jaco ten Hove**

As expected, I am deep into prep for the Spring issue—contacting, collecting, editing, designing. FYI, here's the line-up highlights:

- Cover Features:

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1. Winter Conf report (jump to centerfold and pix)
  2. Virus (and other) Support Groups
- Board pic (attached) and President column (fundraising invite)
  - Unsung UURMaPAn Award: LoisW (BChild)
  - GA Luncheon info (Phyllis)
  - CONNECTIONS Column (Art)
  - Nom Com report/affirmation
  - Other Rainbow Project News - videos posted! (AnneS)
  - BOOK BENCH: PRichardson's latest; Transcendent'ism books by BarryA and JohnB.; Rainbow History Book announcement!
  - OCSF(\$\$) on changes in Fund RMD rule changes (LindaR)
  - Obits
  - Fall Conf info (promo and reg. form)

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

1. I sent a flash drive to Duane Fickeisen with the recordings from the Winter 2020 Conference at the Franciscan Renewal Center.
2. We have reserved the Franciscan Renewal Center for Winter Conference, February 22-24, 2021 (actually it is being held for us because the Center closed before Kathi Sekara could access their computers.). This is a 3 day/2 night reservation. I have asked for rooms before for the board meeting, but we won't know for sure about that until the Center reopens.
3. We have reserved the Franciscan Renewal Center for February 21-23, 2022 for the Board and February 23-26, 2022 for the Winter Conference. ( We haven't sent in a deposit for this yet, because of the Center closing due to coronavirus, but Kathi is holding it for us.)
4. I have had several email conversations with Barbro Hanssen and plans for the Fall Conference at the Barbara Harris Center in Greenfield, NH are going very well. (Dates for that are October 12-15, 2020.) THE FINAL CANCELLATION DATE FOR THIS IS AUGUST 27, 2020. (45 days before the conference). We should begin conversation about this at our April 15 meeting, but I don't think we have to decide. If the conference cancels, I would think we would get our deposit back. If we cancel, I don't think we would get our deposit back. I will ask Barbro to be in constant conversation with the conference center about this.

We will have a report from Barbro about the Fall 2020 conference by April 15. I will share it with you when I receive it.

Alison Stephens has sent a write-up and a registration form for the Fall 2020 Conference to Jaco ten Hove for the Elderberries.

5. I have sent some website updates to Duane Fickeisen for the "Conference" information site.

## **At Large Members: Connections Chair – Art Severance and Assistant Connections Chair – Cathie Severance**

Cathie is now on the announce list.

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Art has had 2 meetings with the ZOOM check in groups. He has spent a couple hours looking up email addresses and sending notes to check in on people. He is also trying to find new area connectors for Eastern Canada, Heartland North, Joseph Priestly South, and Metro New York/New Jersey. Just a few people have retired.

Good news- We have a new Area Connector for Metro NY/NJ-REV CAROL Huston [revcarol@earthlink.net](mailto:revcarol@earthlink.net).

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

No report.