

Universalist Retired Ministers and Partners Association  
Minutes of Zoom Conference Board Meeting — **February 16, 2023**

Board Members Present: Susan Rak, Ned Wight, Gloria Perez, Ann Schranz, Millie Rochester, Joy Atkinson, and Barbro Hansson

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

*Chalice lighting/opening reading – Barbro Hansson*

“The Pond In Winter” from On Walden Pond by Henry David Thoreau

With one correction to the January 19, 2023 minutes, all reports accepted as distributed.

### **Matters for Discussion**

#### *Conferences – Barbro*

With the Spring Conference being two and a half months away, there are lots of things to do and Barbro is confident that they will all get done. One half of the planning team consists of newly retired ministers who are bringing new wisdom, insights, and questions to the planning process. Wayne is searching for potential panelists for the panel discussions. Sophia Betancourt wants to be part of the woman’s panel. Wayne and Barbro are in discussion about the Thomas Jefferson Ball Debacle panel. The odyssey presenter will be confirmed by the end of February. There will be nine sessions for this conference. There is a potential time segment set aside for updates from Richard Nugent or his office staff regarding the change from TIAA to Empower. His office is willing to participate in this way.

#### *Nominations*

The candidate for Connections Chair is Fritz Hudson. He is very enthusiastic about becoming part of the board with the Connections Chair portfolio including the Small Groups program. Ned agrees that the Small Groups Program belongs in the Connections Chair portfolio. **The Board approves transitioning all of the groups to be located under the umbrella of small groups within the Connections portfolio.** Clarification of nomenclature regarding the groups will take place when Fritz takes the office of Connections Chair.

The Connections portfolio will keep the area connectors which are working well where they are and let go of recruiting area connectors in cases where they are not working well; keep area connectors listed in the UURMaPA directory.

The rest of the Connections portfolio and job descriptions are in the state of revision, especially regarding the writing of condolence notes to families of deceased ministers as well as the Welcoming notes for the newly retired ministers.

*Each Board member will review their job description as currently posted and revise as to how they are actually following their respective job descriptions. These revisions/updates should be circulated prior to the March meeting during which we will discuss them.*

#### *Budget for 2023-2024 – Richard*

Richard made revisions to the proposed budget, as discussed in the January meeting, to balance the 2023-2024 budget. **Board approved the 2023-2024 budget as revised.**

**Board approved the draft of the fund raising letter, along with the processing and mailing costs, which Richard distributed.** The letter will be sent to UURMaPA members, will appear in the Spring issue of Elderberries and be included in electronic notices.

**Ned will explore the UUA bookstore as a resource for Welcoming gifts.**

*Follow-up on UURMaPA Membership concerns – Susan*

The three people who were removed from UUA Fellowship, David Morris, Michael Schuler, and Kate Rohde, no longer meet the requirements to remain members of UURMaPA. **Susan will send each of them a letter to advise them of this. She will also notify Patt Herdklotz to delete their names from the directory and notify the Facebook administrators to block any postings by them to any of the groups.**

The Board discussed acquiring Directors and Officers Insurance to cover personal liability. **Susan has made contact with a company and will fill out the required form to begin exploring what the company would advise us to consider.**

The Board is discussing having a Board Retreat in August or September. We will be exploring whether it shall be in-person or virtual.

Respectfully submitted by Gloria Pérez, Secretary

Reports:

**UURMaPA President Report**

March 2023

- Sent letters notifying Kate Rohde, Michael Schuler and David Morris of their removal from UURMaPA. There was some confusion and unpleasant feelings expressed as the notification letters (sent by USPS) arrived after they receive automated electronic notices of being removed from the Membership List. So if this occurs again, we/I need to manage the timing better. These steps should likely be spelled out in Procedures.
- Took a stab at completing the application for Directors and Officers Insurance..
- Prepared materials for the March Board meeting.
- Selected an Odyssey presenter for the Spring Conference - Carol Hepokoski. She is now working with Charles Stephens and the planning team.
- Took part in the UUMA "Multigenerational Conversations: Our Grief and Losses" event. It was well put together and run. Curious to see where this goes.
- responded to miscellaneous UURMaPA inquiries and questions.

*Vice-president – Ned Wight*

Here are items on my work plan for 2022-2023 (based on VP job description). Most recent activity is indicated in ***bold italic type***.

### **Arrangements for UURMaPA member lunch/alternative gift distribution**

- Reassess cost/benefit of in-person lunch at GA in light of rising costs and experience at GA 2022 in Portland
- If we decide to go ahead in Pittsburgh, be ready to request space as soon as I receive notice from GA Planning in December 2022
- Board decided not to proceed with in-person lunch at GA, but rather send some sort of welcome gift to each new UURMaPA member in late May or early June.
- I will request time on the February Board agenda to brainstorm possible welcome gifts to send new UURMaPA members later this spring.
- ***I contacted the UUA Bookstore. They can distribute books to individuals if I supply them an address list. I'm recommending "Landscapes of Aging and Spirituality: Essays" edited by Kay Montgomery (2015), at \$12 each (minus a 20% discount). Should we send partners a different book?***

### **Attend Service of the Living Tradition & survivor's luncheon (during GA)**

- Plan to attend

### **Propose workshops during Ministry Days or GA**

- Discuss with Board whether or not to solicit workshop ideas through communication to members
- Board decided this was not a function of the UURMaPA Board.

### **Creative Sageing Award selection group**

- At Millie's request, sent a certificate of the Unsung UURMaPAn Award to Duane Fickeisen
- Reached out to Marni and Wendy to see if they will serve for another year. They agreed to do so.
- ***Will convene selection group in a virtual meeting on March 17.***

### **Review financial accounts with the Treasurer**

- I'll be in touch with Richard

### **Organize peer support groups**

- Need to contact conveners/facilitators to organize a new group with those who have expressed interest
- Write another article for the fall Elderberries inviting members to express interest in participating in new or existing groups
- Compile a list of current groups and conveners
- Contact conveners to check on status of groups and respond to any questions or concerns
- Forwarded to Jim McKinley the names of five persons who had expressed interest in support group participation for possible inclusion in his support group.
- Drafted article for the fall Elderberries inviting members to indicate interest in joining a support group, either general or specialized focus.

- Still holding names of 4 members interested in joining a new support group; I'll proceed to recruit a leader and invite them to initiate a new group
- Sent four names to Barbara Gadon, who volunteered to facilitate a new group. She has reached out to them, and three have agreed to join her. I will forward to her any additional names I receive in response to the winter Elderberries article that I submitted. **(I received no additional names.)**
- **I forwarded one name to Makaanah Morris of a person interested in the Caregiver Support Group. She will follow up with him.**
- Susan Rak and I discussed the possibility of designating a separate Peer Support Group Coordinator (in response to Millie Rochester's revised Connector job description). We will discuss this more fully with Millie and the full Board.
- Had an engaging conversation with Fritz Hudson about shifting responsibility for Peer Support Group Coordination from the VP portfolio in conjunction with his considering nomination to be Millie's successor as Connections Chair.

#### **Communication with UUA re "intent to retire" forms and lists**

- Received inquiry from Judy Gibson about distribution of "intent to retire" forms by the UUA. Sent a second e-mail inquiry to Emily Cherry about the distribution of these forms to me and to Judy. Emily sent me a batch of forms and a new member data base, which I forwarded to Judy.
- **Sent an inquiry to Emily Cherry about when I might expect to receive the most current list of intended retirees from July 1, 2022 through September 30, 2023. This will be the list we'll use to send books out.**

#### **Administrative Tasks**

- **Prepared a draft revision of the VP Job Description for review and discussion by the Board.**

*Secretary – Gloria Pérez*

My report:

I have reviewed my job description as included in the Board Procedures segment of our Governance documents listed on our web site. There are a few responsibilities included which I have never had the need to fulfill. There is one responsibility which falls to the Secretary, listed under **Legal**, (lines 40 - 45) regarding a change in Resident Agent, and described exactly, which does not appear in the Job Description. I do not know if the responsibility needs to be in both places. I defer to those who would keep our job descriptions in appropriate legalese.

I sent the approved minutes and reports of our January Board Meeting to Jaco for posting on our web site.

*Treasurer – Richard Speck*

February was also slow with little activity. Conference registrations are now coming in for the spring conference. We received our UUMA subsidy for the year. We had our fall tech support check cashed in February. We also sent another \$700 to the UUMA Endowment for deceased colleagues. I have already sent in March a donation for the deceased partners that

had been forgotten and now have a system to honor them as well. I have another collection of deceased colleagues to send a check later this month.

I serve on the Conference Planning Team again to assist with technical issues and reporting of income. As of 3/11/23 we have 59 registered. I expect that registrations will increase as we get closer to the date.

*Conference Coordinator – Barbro Hansson*

Fall 2022 Conference: Finally, I can share the Actual Budget for the Fall 2022 Conference. If I've done the budgeting correctly, we ended up with a surplus of about \$860. The exact amount is difficult to establish as the amount I was given for charge of the on-line registration site was for the entire year, combining the Spring and Fall 2022 conferences. The final Actual Budget is attached as a separate document.

Spring 2023 Conference: I was delighted to finally get a positive response for a Publicity Coordinator as well as a Slide Show Creator, which means we now have a complete Planning Team for the Spring Conference. It is a Stellar Team ready to spring into action:

Convener Barbro Hanson, UURMaPA Conference Coordinator  
Scribe Ann Marsh, Albuquerque, NM  
Publicity Jonalu Johnstone, Davis, OK  
Worship Lynda Sutherland, Brinnon, WA  
Small Groups Sonya Sukalski, Castro Valley, CA  
Odyssey Charles Stephens, Blue Hill, ME  
Theme Panels Wayne Arnason (UURMaPA Board), Charlottesville, VA  
Slide Show Creator Jeff Briere, Johnson City, TN  
Tech Assistant Richard Speck (UURMaPA Board, Treasurer) Wilmington, DE  
Tech Professional Jon Claney, Wilmington, DE

The on-line registration went live February 15, and we are hopeful that people will begin to register right away. Usually, there is an uptick in registrations after announcements about the program go out.

It became clear to me after discussions with Wayne about the theme panels that the program schedule needed a total of 9 sessions. That means each of the three days will feature three sessions each. During March, we need to put in place the actual program pieces with presenters, like theme panelists, moderators, worship leaders, odyssey presenter, and small group facilitators. By the end of March, the Board's conference presentation should be decided on, as well as whether we need to include a time slot for and update from the Office of Church Staff Finances.

*Elderberries – Ann Schranz*

Regarding activities since the previous Board meeting, I have continued planning the next Elderberries issue. The deadline is April 7 for any articles or other submissions. I participated in the worthwhile multigenerational conversation on grief sponsored by the UUMA and UURMaPA.

*Connections Chair – Millie Rochester*

I've responded to member inquiries - one sent on to me from Ann Schranz of someone looking for a retired minister who might help start a congregation in the area (I couldn't identify

anyone from my own knowledge or from looking through the Directory); and a concern about a retired colleague, Pat Sullivan, who has not responded to efforts of outreach. This second issue is troubling, because although I reached out to folks I know personally in the area, no one seems to know Pat or anything about her circumstances. If I lived anywhere nearby, I would drive over to check on her.

Am attaching the revised job description for the Area Connector Chair position on the Board. You will see that I've added back a reference to small groups, the result of our conversations with Fritz Hudson.

Regretfully, I've fallen behind on sending notes of condolence to surviving family of UURMaPAns, will try to catch that up before our meeting.

*Connections Assistant – Joy Atkinson*

Since the last Board meeting, I have sent out death notices for the following colleagues and partners: the Rev. Todd Taylor, the Rev. Glenda R. Gray and Michelle "Mickey" Worth, partner of the Rev. Mark Worth. We will miss them. The notice I sent out to the membership last month asking people to let me know of partners' deaths seems to be working, and I am hearing about the passing of partners, which makes it possible for me to send out a brief death notice on them before a fuller obituary is written by Eleanor Richardson, our partner obituary editor.

*UUA/UUMA Relations Liaison to the Board – Wayne Arnason*

In my role as the UURMaPA's Good Offices person this month, I have continued to counsel the UURMaPA member who has been unhappy with efforts to create a covenant with the settled minister of the congregation they wish to attend and engage with. This person finally did receive a draft covenant from the settled minister but describes it as completely one-sided, lacking any reciprocity. This person has decided to attend another congregation instead. I also counseled a retired minister who failed to file a UUA retirement form and is lost in our system. This person wants to be in right relationship with the UUA and to be a member of UURMaPA and I offered advice how to do that.

I attended the training this past month for the UUMA's new Good Offices Team on Contract/Call Negotiations and have accepted, and I will attend another routine training offered for Good Offices persons later in March.

Our small group Zoom conversation on the theme of professional grief and loss co-sponsored with UUMA happened as scheduled on March 7. We had about thirty participants. Thanks to Richard for being one of the facilitators, and to those Board members who attended. I'd welcome any brief feedback on the experience during the time allotted for reports. Melissa and I will be talking about whether to offer more of these opportunities and your ideas for topics are encouraged.

I've continued to work on arranging the theme presentations for the Spring Conference. Two panels are nailed down and somewhat outlined, and each will have an advance Zoom gathering to further discuss the directions of these conversations. The third panel is still being recruited, but I'm confident that we'll soon get confirmations on participation and be able to augment the publicity about the theme that has already been distributed. I participated in a video posted on our social media that described the panels and the next release of theme publicity will announce the participants.

UURMaPA Treasurer's Report: Feb. 2023				
	2022 Budget	Jan	2023 Total	Budget vs. Actual
<b>INCOME</b>				
Member Donations	\$3,000.00	\$200.00	\$200.00	6.67%
Member Donations Paypal	\$3,000.00	\$939.12	\$939.12	31.30%
Memorial Gifts	\$2,000.00	\$0.00	\$0.00	0.00%
Conference Fee Income Checks	\$4,500.00	\$0.00	\$0.00	0.00%
Conference Fee Income Credit Cards	\$13,000.00	\$0.00	\$0.00	0.00%
GA Luncheon Income	\$300.00	\$0.00	\$0.00	0.00%
UUMA Subsidy	\$1,000.00	\$0.00	\$0.00	0.00%
Scholarship Income	\$2,000.00	\$0.00	\$0.00	0.00%
Other Income	\$125.00	\$0.00	\$0.00	0.00%
<b>Total Regular Income</b>	<b>\$28,925.00</b>	<b>\$1,139.12</b>	<b>\$1,139.12</b>	<b>3.94%</b>
<b>EXPENSE</b>				
<b>On-Site Board Meetings</b>				
Transportation	\$3,600.00	\$0.00	\$0.00	0.00%
Room and Board	\$2,000.00	\$0.00	\$0.00	0.00%
Hospitality	\$200.00	\$0.00	\$0.00	0.00%
<b>Total Board Meetings</b>	<b>\$5,800.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Conferences</b>				
Attendee Fee Refunds	\$25.00	\$0.00	\$0.00	0.00%
Room and Board	\$25.00	\$0.00	\$0.00	0.00%
Speakers	\$1,000.00	\$0.00	\$0.00	0.00%
Music	\$200.00	\$0.00	\$0.00	0.00%
Technology Support	\$5,000.00	\$0.00	\$0.00	0.00%
Hospitality	\$25.00	\$0.00	\$0.00	0.00%
Scholarships	\$500.00	\$0.00	\$0.00	0.00%
Misc.	\$100.00	\$0.00	\$0.00	0.00%
<b>Total Conferences</b>	<b>\$6,875.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>General Assembly</b>				
Luncheon Cost	\$900.00	\$0.00	\$0.00	0.00%
Transportation-President	\$400.00	\$0.00	\$0.00	0.00%
Transportation-Vice President	\$400.00	\$0.00	\$0.00	0.00%
Room and Board	\$1,500.00	\$0.00	\$0.00	0.00%
Technology Support	\$500.00	\$0.00	\$0.00	0.00%
GA Fees & Misc	\$400.00	\$0.00	\$0.00	0.00%
New Member Welcoming Gifts	\$500.00	\$0.00	\$0.00	0.00%
<b>Total General Assembly</b>	<b>\$4,600.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Communications</b>				

Elderberries Publication	\$4,000.00	\$0.00	\$0.00	0.00%
Fundraising Appeal	\$1,500.00	\$0.00	\$0.00	0.00%
Peer Support Groups (video calls)	\$200.00	\$0.00	\$0.00	0.00%
Website	\$200.00	\$0.00	\$0.00	0.00%
Zoom	\$200.00	\$0.00	\$0.00	0.00%
Database Management	\$100.00	\$0.00	\$0.00	0.00%
<b>Total Communications</b>	\$6,200.00	\$0.00	\$0.00	0.00%
<b>Other Expenses</b>				
Retirement Planning Seminar Expense	\$25.00	\$0.00	\$0.00	0.00%
Saging & Unsung & Navius Awards	\$1,000.00	\$0.00	\$0.00	0.00%
Rainbow Project	\$1,500.00	\$0.00	\$0.00	0.00%
Postage	\$200.00	\$0.00	\$0.00	0.00%
Connections Network	\$100.00	\$0.00	\$0.00	0.00%
Memorial Gifts - UUMA and Others	\$2,000.00	\$0.00	\$0.00	0.00%
Donations to the Endowment	\$25.00	\$0.00	\$0.00	0.00%
President's Expense	\$100.00	\$0.00	\$0.00	0.00%
Credit Card Processing Fees	\$300.00	\$0.00	\$0.00	0.00%
Bank Expenses	\$50.00	\$0.00	\$0.00	0.00%
Board Misc.	\$150.00	\$0.00	\$0.00	0.00%
<b>Total Other Expenses</b>	\$5,450.00	\$0.00	\$0.00	0.00%
<b>Total Expense</b>	\$28,925.00	\$0.00	\$0.00	0.00%
<b>Profit/Loss</b>	\$0.00	\$1,139.12	\$1,139.12	
<b>Ending Account Balance</b>				
Endowment		79,758.20		
Money Market		\$19,232.85		
Checking		\$34,887.37		
<b>Total</b>		\$133,878.42		