

Unitarian Universalist Retired Ministers and Partners Association Minutes of Zoom Conference Board Meeting March 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 and opening words – Read by Joy Atkinson,
Witten by Vanessa Rush Southern

Debrief from Multigenerational Small Group Conversation – a desire for another topic for another conversation. The topic of grief was too difficult for the time frame with no follow up. The conversation ended with darkness. Themes for a one-hour conversation should be a little lighter. For the heavier themes maybe have a three-part series approach. Gather colleagues in the middle of the age span in addition to older and younger age groups.

Reports: “Consent Agenda”

All reports accepted as circulated.

MATTERS FOR DISCUSSION

Conferences – Barbro

Spring Conference plans are looking good. Wayne is checking with Richard Nugent about a Wednesday time slot for finance updates, sharing the segment with UURMaPA. The Board will focus on small group offerings, how to form and how to join. Participants for the panels are being found. The panels are expected to be exceptional. A preliminary schedule has been created.

Fall Conference – the recruiting is not going well. The board discussed some suggestions for enticing people to volunteer. Barbro invited Board members to offer names of people who might be interested in accepting the role of convener for the planning team. Several names were suggested. **Barbro will follow up on the suggestions.**

Questions:

- Would recruitment be easier if the theme were decided on first?
- Offer Co-convener option
- Invite a past conference planner become new convener
- As a theme: ministers participating in congregational life after retirement; grief and resilience
- No Spring Conference if we can't find a convener
- Hire an event planner

Discussion followed about going from two conferences a year to one. Points made:

- We still have time to find a convener for the Spring Conference (keep in mind that a virtual conference takes at least three months to plan)
- Two conferences a year keeps people involved and connections going
- Two conferences a year keeps UURMaPA on people's minds

UURMaPA Membership Concerns

From the debrief conversation about the how ministers removed from Fellowship are notified about being removed from UURMaPA membership information, we decided to ask Patt Herdklotz not to respond to people if they ask her about the removal. We also decided that anyone removed from our membership list receive a personal phone call from a Board member prior to sending a letter or the possibility of seeing an official notification about the removal.

Revised UURMaPA "Purpose " statement – Wayne

The response to the published draft statement as well as the discussion during Fall Conference has been somewhat minimal. **In a unanimous vote the Board decided to make the change and present it to the membership, stating a rationale for making the revision.** The motion reads as follows:

"In faithfulness to the Unitarian Universalist tradition and to the guidelines and codes of conduct of the Unitarian Universalist Ministers Association **and the Unitarian Universalist Society for Community Ministries, the members of the Unitarian Universalist Retired Ministers and Partners Association embody in our lives and our conduct with each other the values that we proclaim on behalf of our faith. Our purpose is to be an inclusive multicultural community** that serves the interests and enhances the well-being of retired Unitarian Universalist ministers and their life partners through informational communication, periodic membership gatherings, and other supportive programs and activities. **As a Unitarian Universalist organization of professionals and partners, we recognize that fulfilling our purpose calls us to cultivate anti-oppressive attitudes and practices consistent with our shared values, thereby promoting our collective well-being.**"

Plans for UUA GA 2023

Susan will be on stage for the Service of the Living Tradition. Susan and Ned will attend the survivors' Luncheon.

Request from Bob Murphy for participation in GA Workshop

The Unitarian Universalist Justice Economic Community asked UURMaPA to participate in their workshop for this year's GA. The Board decided to use the UURMaPA

announce list to let folks know about the workshop, asking them to respond directly to Bob Murphy if they are interested. UURMaPA is not involved with this workshop.

New Retirees – Ned

A list of new retirees will be sent to the bookstore “In Spirit” for a book to be sent to the new retirees, one per household, as a welcome gift. Susan will send an email or a card to the recipients to tell them to expect something from UURMaPA.

Job Description review and approval was tabled until our April meeting.

D&O insurance coverage for the Board

Susan has begun the process of filling out an application for information about it. **She and Richard will confer regarding the financial information required on the form.**

Respectfully Submitted – Gloria Pérez, Secretary

BOARD REPORTS

President – Susan Rak

- 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 workplan 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 and 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 UURMaPA 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 Makenah 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

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

Treasurer's Report

2023 Budget	Jan	Feb	March
INCOME			
Member Donations	\$5,000.00	\$200.00	\$0.00
Member Donations Paypal	\$8,300.00	\$939.12	\$20.00
Memorial Gifts	\$1,700.00	\$0.00	\$0.00
Conference Fee Income Checks	\$300.00	\$0.00	\$0.00
Conference Fee Income Credit Cards	\$15,000.00	\$0.00	\$1,885.70
GA Luncheon Income	\$0.00	\$0.00	\$0.00
UUMA Subsidy	\$1,000.00	\$0.00	\$1,000.00
Scholarship Income	\$3,700.00	\$0.00	\$0.00
Other Income	\$200.00	\$0.00	\$0.00
Total Regular Income	\$35,200.00	\$1,139.12	\$2,905.70

Conference – Barbro Hansson

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 Hansson, 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

I have attached the draft Elderberries editor job description. I could not find any other job description for the editor, only the remarks on page 7 of the Board Operating Procedures as of June 2020. I welcome comments on the job description.

I think it might be a good idea to change the editor position from being a Board member to simply reporting to the Board. It might be easier to recruit my successor that way. I drafted the job description to stand alone so that it could suit either a Board member or a non-Board member. An additional motivation for me suggesting this is that I do not plan to attend any in-person Board retreat given the ongoing pandemic. This change in editor status might be a gracious way to finesse that situation.

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 Liaison – 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.

Treasurer's Report *MARCH 2023*

	2023 Budget	Jan	Feb	March
INCOME				
Member Donations	\$5,000.00	\$200.00	\$0.00	\$0.00
Member Donations Paypal	\$8,300.00	\$939.12	\$20.00	\$20.00
Memorial Gifts	\$1,700.00	\$0.00	\$0.00	\$0.00
Conference Fee Income Checks	\$300.00	\$0.00	\$0.00	\$0.00
Conference Fee Income Credit Cards	\$15,000.00	\$0.00	\$1,885.70	\$1,740.64
GA Luncheon Income	\$0.00	\$0.00	\$0.00	\$0.00
UUMA Subsidy	\$1,000.00	\$0.00	\$1,000.00	\$0.00
Scholarship Income	\$3,700.00	\$0.00	\$0.00	\$0.00
Other Income	\$200.00	\$0.00	\$0.00	\$0.00
Total Regular Income	\$35,200.00	\$1,139.12	\$2,905.70	\$1,760.64
EXPENSE				
On-Site Board Meetings				
Transportation	\$4,000.00	\$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
Total Board Meetings	\$6,200.00	\$0.00	\$0.00	\$0.00
Conferences				
Attendee Fee Refunds	\$0.00	\$0.00	\$0.00	\$0.00
Room and Board	\$0.00	\$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	\$10,000.00	\$0.00	\$5,000.00	\$0.00
Hospitality	\$0.00	\$0.00	\$0.00	\$0.00
Scholarships	\$500.00	\$0.00	\$0.00	\$0.00
Misc.	\$100.00	\$0.00	\$0.00	\$0.00
Total Conferences	\$11,800.00	\$0.00	\$5,000.00	\$0.00
General Assembly				
Luncheon Cost	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$0.00
New Member Welcoming Gifts	\$1,000.00	\$0.00	\$0.00	\$0.00
Total General Assembly	\$3,800.00	\$0.00	\$0.00	\$0.00

Communications

Elderberries Publication	\$5,000.00	\$0.00	\$0.00	\$1,248.07
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
Total Communications	\$7,200.00	\$0.00	\$0.00	\$1,248.07

Other Expenses

Retirement Planning Seminar Expense	\$0.00	\$0.00	\$0.00	\$0.00
Saging & Unsung & Navius Awards	\$1,000.00	\$0.00	\$0.00	\$0.00
Rainbow Project	\$1,000.00	\$0.00	\$1,000.00	\$0.00
Postage	\$100.00	\$0.00	\$0.00	\$0.00
Connections Network	\$100.00	\$0.00	\$0.00	\$0.00
Memorial Gifts - UUMA and Others	\$3,000.00	\$0.00	\$700.00	\$900.00
Donations to the Endowment	\$50.00	\$0.00	\$0.00	\$0.00
President's Expense	\$100.00	\$0.00	\$0.00	\$0.00
Credit Card Processing Fees	\$700.00	\$0.00	\$0.00	\$0.00
Bank Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Board Misc.	\$150.00	\$0.00	\$0.00	\$0.00
Total Other Expenses	\$6,200.00	\$0.00	\$1,700.00	\$900.00

Total Expense	\$35,200.00	\$0.00	\$6,700.00	\$2,148.07
Profit/Loss	\$0.00	\$1,139.12	-\$3,794.30	-\$387.43

Ending Account Balance

Endowment	79,758.20	\$84,540.04	\$82,102.12
Money Market	\$19,232.85	\$19,233.59	\$19,234.41
Checking	\$34,887.37	\$31,073.07	\$30,665.64
Total	\$133,878.42	\$134,846.70	\$132,002.17