

Unitarian Universalist Retired Ministers and Partners Association Minutes
of Zoom Conference Board Meeting - **April 20, 2023**

Board Members Present: Susan Rak, Ned Wight, Gloria Perez, Richard Speck, Ann Schranz, Millie Rochester, Joy Atkinson, Barbro Hansson , Wayne Arnason

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

Chalice lighting and opening reading – Ann Schranz, a short reading from Real Life by Sharon Salzberg

Reports – Consent Agenda

Ned made one update to his circulated report- he did receive an updated list of new retired ministers. The cost for the welcome gift books is \$448. **Ned will do the welcome email to the new members and partners.** There will be one book per household and, if the bookstore can do it, both names will go on the gift note. The reports were accepted as distributed.

MATTERS FOR DISCUSSION

Conferences – Barbro Hansson

Spring conference status - Barbro is excited about the way the planning group is going about their jobs. There is a total of 105 registrants, not including guests. The guest names will be manually added. We need 11 more registrants to break even with the costs. There is a detailed program schedule in her report. All sessions will be recorded and uploaded to our Google Drive for those who have registered. They will not be made available to the public.

One idea came up during the planning sessions. Could we have colleagues who are on the Intent to Retire forms be invited to the Spring Conference as guests? They may attend as they are able. Discussion followed as to if this would be more appropriate for the Fall Conference. The result was that the Spring Conference was not too early to let folks know about one of the things UURMaPA offers. Within the next 2 to 3 months there will be several opportunities for folks to hear about UURMaPA including a “save the date “ for the Fall Conference. **The board approved the idea. Ned will send an edited Excel list of the Intent to Retire names to Richard. Richard will figure out a registration form for them.**

UURMaPA’s 30 minute presentation – At Your Service/In the Loop

- Update on how well fund raising has progressed
- Announce the decision about the UURMaPA revised purpose statement
- Talk about peer support groups
- Small group Multigenerational Conversations May 10th
- Announce invitation to the July welcome event for the newly retired

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Barbro welcomes everybody back to this segment and will announce the Fall Conference dates. Richard Nugent and Gloria Guldager will talk about the move to Empower. There will not be a live question and answer period.

We will invite Judy Gibson, Nominating Committee chair, to announce the Leadership for next year.

From this segment we will go to the closing Worship Service.

The order of these items will be formalized and sent to Jon Claney. The length of time each of the speakers will use will be sent to Richard Speck.

Follow up on recommendation for future conference scheduling – Spring Conference for 2024 will be April 22nd through the 24th. We will continue having two conferences per year and evolve as necessary.

Extra UURMaPA membership gatherings – we would like to take up Meg Riley's, along with Cheryl Walker, offer to do an informational session for the UURMaPA membership about the Article II revisions. Suggested date was May 4th but we are open to any date Meg and Cheryl are available before GA. **Susan will contact Meg to see if the offer is still available.**

At the end of Richard's presentation about Empower, we may say something about creating a stand-alone event to answer questions about this change if there seems to be a need for one.

UURMaPA Board Job Descriptions revisions

Elderberries – Ann asked to take a leave of absence from the board due to current life circumstances. She can only do four more issues of Elderberries as her life permits. She also proposed that perhaps Elderberries editor might not need to be an active board position. Respecting her needs and considering the possibilities of making such a change we came up with a compromise:

- Elderberries editor need not attend all board meeting or take on board responsibilities
- Editor to attend a board meeting just prior to Elderberries going out to talk about the issue, will not need to stay for all of meeting. Could report quarterly to board
- Editor would continue to receive minutes of each meeting
- Editor would check in with board as planning for an issue begins

Thoughts about Elderberries Editor as a board position included:

- Editor could be an At Large position or an appointed position
- We would need to have another At Large position to maintain nine Board positions
- We could decrease the number of board positions from 9 to 7
- The Connections Assistant could be an off board appointed position

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We can discuss this further in the May meeting or put it on the agenda for the Board retreat. For now, Ann will go on a leave of absence and report quarterly as to how things are going.

Board job descriptions revisions tabled for now, to become a retreat project

Board retreat

Some discussion as to in-person or virtual. No definite decision. We began thinking about locations for in-person. Mid-Atlantic seems area convenient for most of us. We are all to think of possibilities and report back. For the timing, we are thinking of late August or early September, but not the week of September 13. We will be making cost comparisons between weekdays and weekends; three nights with a structure of evening – day-day – ½ day.

Respectfully submitted, Secretary – Gloria Pérez

REPORTS

President – Susan Rak

Thank you all for getting your monthly reports and job descriptions in. I have no formal report to offer. It seems these last four weeks have been picking up bits of UURMaPA work here and there (conference closing worship planning, planning my GA travel, dealing with the offer of possible addition of an UUA Article II conversation, etc.). It feels as if I've been busy, but there's not much to show for it!

VP Ned Wight—4/18/23

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.

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- 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).
- ***We decided to send one book to each retiree household, including both retiring clergy and their partners. I've reached out to Emily Cherry at the UUA regarding the most up-to-date retiree spreadsheet but have not yet heard from her. As soon as I do, I'll submit the address list and book order to the UUA bookstore.***
- ***I'll prepare an e-mail to new retirees and partners, welcoming them to UURMaPA and alerting them to the arrival of something from the UUA Bookstore. I'll send this out a week prior to the bookstore mailing.***

Attend Service of the Living Tradition and survivor's luncheon (during GA)

- ***I plan to attend the service in Pittsburgh.***

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.
- ***Marni and Wendy agreed to serve again this year. We've met virtually twice, and are in the process of finalizing our recommendation for an awardee. We anticipate announcing the recipient in June and presenting the award virtually at our welcoming Zoom event in July.***

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

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- 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.
- ***I will continue to head up this effort until roles are formally clarified. I submitted an article to Ann for publication in the spring Elderberries. I will gather any names I receive either to reach out to directly or to pass along to the Connections Coordinator.***

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 two inquiries 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. Still awaiting her response.***

Administrative Tasks

- ***Prepared a draft revision of the VP Job Description for review and discussion by the Board (attached to the transmittal e-mail for this report).***

Secretary – Gloria Perez

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My report is short. I sent the approved February minutes to Jaco for posting on the web site. I agreed to be a small group facilitator for the opening of the Spring Conference.

Treasurer – Richard Speck

I came down with bronchitis two weeks ago. It threw me for a loop and staying in bed and sleeping a lot. I am now better thanks to antibiotics and cough syrup. I have started receiving donations from our fundraising letter. I have a packet of letters as well as on-line donations that have come in in April. These will be reported in April's report. I have assisted Lynda Sutherland in music for the upcoming conference. Other than that I have just monitored the registrations for the conference. As of 4/17/23 we have 103 registered. Spread Sheet follows reports

Conference Coordinator – Barbro Hansson

Spring 2023 Conference — In less than two weeks, the Spring 2023 Conference opens up. As of the time I'm writing this report, there are 105 UURMaPAns registered. With a few more publicity pieces going out, I'm hoping we'll increase that total by 11 additional paying registrants. With 116 total, our income will surpass projected expenses. I really appreciate that all UURMaPA Board members are registered. Thank you!

The current Planning Team is one of the best I've worked with so far. They are all creative, inspiring, and generous with their time. Five of them have not previously served on a Virtual UURMaPA Conference Planning Team. Two of them retired as of 2022 and two as of 2021. Needless to say, they have invaluable experiences with virtual worship and logistics. They are all a pleasure to work with and I love getting to know colleagues I did not already know.

The Spring Conference will offer programming of substance, with Wayne Arnason really pulling some weight with setting up not only three theme panels, but also making sure the UURMaPA Board and UUA are represented. Recently, three different presenters in emails to me about their program offerings, all mentioned "Sankofa," the African concept meaning we should retrieve things of value from our knowledge of the past. I love the synchronicity and how it fit in with our theme, "30 Years Both Ways," encourage all three to make use of the meaning of Sankofa in their offerings.

At this point in the game, we are basically tying up loose ends that have to do with content and logistics. That includes the UURMaPA Board. I am grateful to Susan for accepting the invitation to preach the closing worship and wrapping up the conference experience and theme. Not only that, but she will also join me at the opening to greet and welcome attendees, and to introduce the Board. Now we need to finalize the Board's program offering.

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More of the program offerings this time around will be live rather than pre-recorded, which, our membership will really appreciate. I believe it translates to deeper engagement all the way around. On the flip side, of course, is giving up control of the timing. However, that is not a hurdle with a superb Tech Professional on board and Richard Speck as Tech Assistant and Moderator of all Qs&As.

Fall 2023 Conference — As far as the Fall Conference goes, I plan to recruit additional Team volunteers during the Spring Conference. Out of the recruited volunteers, I hope one will be willing to serve as Convener or partner up with me as Co-Convener. The hard work of planning the program and content of the Fall Conference will begin toward the end of July.

I assume we will continue offering virtual conferences and make sure UURMaPAns who want to organize regional, in-person PODs connect with the Planning Team and have all the information they need.

In other business, I hope to take another look at the job description Conference Coordinator Job Description this summer.

Elderberries – Ann Schranz

I write from a part of the country that has seen 50-degree weather whiplash -- from 25 degrees above normal to 25 degrees below normal in the course of a week. We have had snow falling on green grass. Spring is welcome.

I have prepared the online version of Elderberries (attached). I incorporated a few editing changes at the suggestion of Susan LaMar or spurred by her comments. You might check the last line in the article on the Purpose change (page 6). I don't think that the meaning has been changed. I will ask Jaco to post it online.

I will now work on the print version of Elderberries.

Connections Chair – Millie Rochester

Since the Board last met, I reviewed and revised the Connections Chair job description (attached). Since there still are some Area Connectors, I bracketed references to them in my revision. Also sent condolence notes to the kin of 12 deceased members, and followed up to correct an error, embarrassed - well, mortified, actually - that I sent one to someone unintentionally. Luckily, he was amused. Just as well that my term is winding down.

Connections Assistant – Joy Atkinson

Since the last Board meeting, I have sent death notices for the Rev. Marjorie Skwire and partner Elizabeth Gertner Maloney. They will be missed.

UUMA/UUA Liaison – Wayne Arnason

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Attached above is a reviewed and amended version of my position's job description. Refer to this one, rather than the one I sent last month.

As far as a report is concerned, I have mostly been active as a volunteer for the Spring Conference Planning Team taking care of the Theme Panel preparations.

In my formal role, I have had no new Good Offices cases referred to me, and I have continued to attend Good Offices on line trainings, although the focus of the most recent one was my new role as part of the UUMA's Contracts and Covenants GO Team.

We did have a meeting of the Advisory Team for the Office of Church Staff Finances this month. It was a wide-ranging conversation about the employment conditions for UU religious professionals, and how the various levels of the UUA can influence and support congregations to create and maintain fair and sustainable employment for the variety of church staff positions. This is no small challenge in the years ahead and we heard a lot of concerns and ideas, without expecting a magic bullet solution.

Thanks to Ann for reminding me of the need for publicity for our next small group conversation program co-sponsored with UUMA on May 10, this one on professional joys. I hope some of you can plan to attend.

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Treasurer's Report follows below.

Treasurer's Report — APRIL 2023							
	2023 Budget	Jan	Feb	March	April	2023 Total	Budget v. Actual
INCOME							
Member Donations	\$5,000.00	\$200.00	\$0.00	\$0.00		\$200.00	4.00%
Member Donations Paypal	\$8,300.00	\$939.12	\$20.00	\$20.00		\$979.12	11.80%
Memorial Gifts	\$1,700.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Conference Fee Income Checks	\$300.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Conference Fee Income Credit Car	\$15,000.00	\$0.00	\$1,885.70	\$1,740.64		\$3,626.34	24.18%
GA Luncheon Income	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
UUMA Subsidy	\$1,000.00	\$0.00	\$1,000.00	\$0.00		\$1,000.00	100.00%
Scholarship Income	\$3,700.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Other Income	\$200.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Total Regular Income	\$35,200.00	\$1,139.12	\$2,905.70	\$1,760.64		\$5,805.46	16.49%
EXPENSE							
On-Site Board Meetings							
Transportation	\$4,000.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Room and Board	\$2,000.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Hospitality	\$200.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Total Board Meetings	\$6,200.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Conferences							
Attendee Fee Refunds	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Room and Board	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Speakers	\$1,000.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Music	\$200.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Technology Support	\$10,000.00	\$0.00	\$5,000.00	\$0.00		\$5,000.00	50.00%
Hospitality	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Scholarships	\$500.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Misc.	\$100.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Total Conferences	\$11,800.00	\$0.00	\$5,000.00	\$0.00		\$5,000.00	42.37%
General Assembly							
Luncheon Cost	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Transportation-President	\$400.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Transportation-Vice President	\$400.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Room and Board	\$1,500.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Technology Support	\$500.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
GA Fees & Misc	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
New Member Welcoming Gifts	\$1,000.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Total General Assembly	\$3,800.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Communications							
Elderberries Publication	\$5,000.00	\$0.00	\$0.00	\$1,248.07		\$1,248.07	24.96%
Fundraising Appeal	\$1,500.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Peer Support Groups (video calls)	\$200.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Website	\$200.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Zoom	\$200.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Database Management	\$100.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Total Communications	\$7,200.00	\$0.00	\$0.00	\$1,248.07		\$1,248.07	17.33%

Other Expenses							
Retirement Planning Seminar Exp.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Saging, Unsung & Navius Awards	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Rainbow Project	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
Postage	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Connections Network	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Memorial Gifts - UUMA & Others	\$3,000.00	\$0.00	\$700.00	\$900.00	\$0.00	\$1,600.00	53.33%
Donations to the Endowment	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
President's Expense	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Credit Card Processing Fees	\$700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Bank Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Board Misc.	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Other Expenses	\$6,200.00	\$0.00	\$1,700.00	\$900.00	\$0.00	\$2,600.00	41.94%
Total Expense	\$35,200.00	\$0.00	\$6,700.00	\$2,148.07	\$0.00	\$8,848.07	25.14%
Profit/Loss	\$0.00	\$1,139.12	-\$3,794.30	-\$387.43	\$0.00	-\$3,042.61	
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			