

Unitarian Universalist Ministers and Partners Association

Zoom Board meeting – April 25, 2024

Attendees: Susan Rak, Ned Wight, Gloria Perez, Richard Speck, Barbro Hansson, Fritz Hudson, Joy Atkinson, Wayne Arnason

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

Chalice lighting/Opening reading – Richard Speck

Reports- Consent Agenda

Reports accepted as submitted

MATTERS FOR DISCUSSION

Conferences – Barbro

- Kudos to Barbro and the planning team on the Spring Conference
- Barbro would like some clarity about expressing gratitude for all those involved in producing a conference. Can the Board reflect on this and come back to this issue in a future meeting? Perhaps an item in the conference budget for gratitude.
- Facilitators are essential connecting through the small groups
- More to report after she has had a chance to go over the evaluations

CONFERENCE SCHOLARSHIPS - POINTS TO CONSIDER

- For what part of the Conference would a scholarship be given
- Virtual attendees vs. in-person in a POD or in a Conference Center
- The need to take into consideration funds available and make policies about how to use them
- Equity policies about how we respond to scholarship requests
- People really get so much out of a conference when they are able to attend in person
- Some people apply for one but don't actually use it
- Wave all but one registration fee for the group in a situation where there is one big screen for all
- There have been more funds in the Scholarship Fund than have been paid out
- There is a desire to encourage the growth of PODs

Susan will invite a group of people to form a task force to look at this issue in depth.

Volunteers and suggested list of people include: Ned, Barbro (convener), Jaco, Barbara ten Hove, Judy Campbell, Sylvia Howe, and the incoming treasurer.

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Approve Job Descriptions

The Board approved the job descriptions for President, VP, Secretary, Obit Editors and Webmaster. On the agenda for a future meeting developing a pipeline for the Obit position and look at the entire process of obit writing.

UURMaPA Welcome event

- The date is Monday, July 15, 2024, 10PT, 11MT, 12CT, 1ET
- For break out groups have more new members together
- Programing to be discussed in the May meeting; focus on presenting a warm welcome. **Ned will have a proposal for our May meeting.**
- **Fritz will check to find out about Notices of Retirement as well as info about the new data base.**

New item

Jim Eller has a box of things relating to UURMaPA and wants to know what to do with it. **Susan will have him send it to her and she will go through it to see if there is anything we can use in it.**

Date Change

The date of the June meeting is changed to June 15, to not interfere with GA.

Respectfully submitted Secretary, Gloria Perez

REPORTS

President – Susan Rak

Firstly, kudos to Barbro and her planning team for a fabulous spring conference!!!

Secondly, apologies to Richard for not giving him a head's up on the change in this month's UURMaPA Board meeting date change.

Thirdly, about that meeting... next week, Thurs. April 25th, 2:00 pm Eastern

My scattered notes from last month say this about our agenda:

- doing some advance planning re: dates for the UURMaPA "welcome" event in the summer /July (date, program, etc.)
- possibilities for a Board Retreat. Of course settling on a date for the latter will also include reaching out to new Board members.
- review job descriptions
- revisiting the conversation we had about the UURMaPA Conference scholarships and "pods". Richard and I shared some preliminary thoughts on this via email.

A further note about the Agenda will go out on Monday, so any other agenda items you wish to add, please let me know.

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And I thank you all for your patience over the past couple of months. My vision issues were causing more problems than I let on (concentration being one of them) and now that my eye is healing I can see more clearly and hopefully am getting back to being more organized and focused.

Vice-president – Ned Wight

Here are items on my workplan for 2023-2024 (based on VP job description). Most recent activity is indicated in ***bold italic type***.

Arrangements for UURMaPA gift distribution

- In follow-up re 7/10 event, received words of thanks from a few ministers and partners about receiving the book.

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

- I attended the service in Pittsburgh (singing in the choir) and the lunch, which took place on Thursday, June 22. It was rewarding to speak with surviving spouses.

Propose workshops during Ministry Days or GA

- Board decided last year this was not a function of the UURMaPA Board.
- I sent out a notice from Don Plante regarding proposing a workshop for GA2024. Richard proposed “a panel presentation on easing into retirement for religious professionals. We could discuss what worked and didn't.” Wayne seconded this idea, writing, “It would be a step towards our stated interest in exploring how we might offer services or support to other religious professionals beyond ministers. I'd be able to offer some ideas for how to approach that.” The GA Theme is “Love Unites, Stories Ignite” and they're soliciting pre-recorded programs 90-minutes or less for on-demand access. Proposal deadline is January 12, 2024, and video submissions are due April 30. Here is a link to the full proposal guidelines: <https://www.uua.org/ga/program/contribute/proposing>. We should discuss.
- At our December meeting, we decided not to submit a proposal for a GA workshop.

Creative Sageing Award selection group and Unsung UURMaPA Award

- Responded to CSA recommendations from UURMaPA members who were not selected; will retain suggestions in our files for subsequent years.
- Worked with Marni Harmony, Wendy Fish and Millie Rochester to complete certificates and arrange for video from Janne Eller-Isaacs (with help from her daughter Hannah).
- Announced both awards at the 7/10 Zoom event.

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- Reached out to Marni and Wendy about serving for a third year on the CSA selection committee. They have both agreed to do so.
- Sent announcement article about both awards to Ann for the summer issue of Elderberries.
- Mailed certificates to Marni Harmony and Janne Eller-Isaacs.

Review financial accounts with the Treasurer

- I'll be in touch with Richard

Organize peer support groups

- Drafted article for the summer Elderberries inviting members to indicate interest in joining a support group, either general or specialized focus. Included Fritz Hudson's name and contact information.
- I received a Social Justice group leader's name, which I'm still holding until others express interest in a group with that specific focus.
- I will continue to head up this effort until roles are formally clarified and I have thoroughly briefed Fritz.
- At the retreat I met with Fritz and passed along names I had received expressing interest in a Peer Support Group. I also sent him a list of group leaders and members (which may not be complete).

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

- Have received 9 new intent to retire forms from Emily Cherry. Still need to determine distribution plan going forward given changes in VP role vis-à-vis Peer Support Groups, although Fritz appears to be receiving forms from Emily.
- Received several new "intent to retire" forms from Emily.

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 my April report).
- Proofed the summer newsletter for Ann.
- Met virtually with Susan and Fritz to outline plan and schedule for September Board retreat.
- Participated in the in-person Board Retreat Sept. 5-8.
- Proofed the fall newsletter for Ann.
- Will review and post revised Board job descriptions that I have received before our February meeting.
- Postponed reviewing by-laws to concentrate on finishing job description review. Revised and/or reformatted five job descriptions to send to the Board for review and approval at the March meeting.

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- ***Reached out to Jay Atkinson and Jaco ten Hove re two job descriptions. Revised and/or reformatted five job descriptions to send to the Board for review and approval at the April meeting.***

New Member Welcome Event

- Forwarded the July 10 welcome event invitation with registration link to the entire membership in late June.
- With input from other Board members and Jon Claney, drafted and revised the schedule for the 7/10 virtual welcome event, invited and confirmed participants, sent them the registration link, and updated the schedule as Jon received videos.
- Participated in 7/10 virtual event (announcing award winners).

Conferences

- Offered to lead the closing worship for the Fall Conference. Consulted with Lynda Sutherland and Jon Claney about the format, outline and script for the service. Met with the Conference Planning Group to get their OK for the service content. Recruited Marni Harmony as a reader. Forwarded the script link to Jon.
- Led the closing worship, and participated in post-conference evaluation sessions.
- Stepped in to facilitate break-out groups during the fall conference.
- ***Drafted Board script for spring conference “in the LOOP” presentation, made revisions, sent final draft to Jon Claney, and presented on Zoom at the Conference.***
- ***Volunteered to serve as facilitator for breakout groups at the Conf***

Secretary – Gloria Perez

I sent the approved March minutes to Jaco for posting. I also sent him the approved Board job descriptions.

During the Spring Conference, I facilitated the small group first morning check ins and the shared the facilitation of the small group Deep Dive into the theme on Tuesday.

Treasurer – Richard Speck

Here is my report a little late. I have been busy the past week with conference duties. I am pleased that we have had a strong response to the conference registration. People are also generous in offering scholarship contributions. Total: 48 (\$1,990.00) We had \$9,826.35- before processing fees. We had 13 scholarships given out worth \$585. I will know the full amount of income received in the April report. I should also know the total expenses by then.

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Conference Liaison — Barbro Hansson

Just over a week out from the conference and I'm still floating and enjoying the success of yet another virtual conference: Spring 2024, April 15-17: "Emergent Elderhood: Service is Our Prayer." Yes, the Spring 2024 Conference was successful. Registrations exceeded our expectations. The total number, including guests, was nearly 190.

The Planning Team is currently in the process of gathering feed back from our vast number of volunteers who facilitated small breakout groups, presented Topics of Interest and provided chaplaincy coverage. The on-line evaluation site closed at midnight on Tuesday, April 23. The De-Briefing, formerly titled Post Mortem Meeting, will be held next week, during which we will review all the feedback.

Because I'm still floating and trying to catch up with the rest of my life, I do not have a full report this month. That report, including the Actual Budget, will be prepared in time for the May Board meeting.

Fall 2024 Conference dates: October 21, 22 and 23

At the end of the Spring Conference, I announced my stepping down as Conference Planning Team Convener and introduced the next one, Sonya Sukalski, who announced the dates for the Fall 2023 Conference and made a pitch for volunteers.

Spring and Fall 2025 Conferences dates are:

Spring Conference - April 21, 22 and 23

Fall Conference - October 20, 21 and 22

Before I complete my role as Planning Team Convener, I would like to explore with the Board the structure of compensation relative to conferences. Currently we provide \$500 honoraria each for the theme presenter and musician when presenting a concert and Planning Team members each receive an "InSpirit" gift certificate in the amount of \$25. In the case of panelists, we have in the past not compensated any of them. The Conversation Partners who joined Sharon Welch for her theme presentation, did not receive any compensation.

We do not provide anything other than "Thank You!" cards for the vast number of individuals who contribute their time and talent, such as the Remembrance Service leader, the 3 chaplains, the 9 individuals who presented a topic of interest (not counting Planning Team members) and the corp of 25 or so small group facilitators (not counting Planning Team or UURMaPA members). It would be good to have some clarity about who gets an honoraria, who gets gift cards and who all receives "Thank You!" cards.

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Connections Coordinator Fritz Hudson
(New Information in Red)

CONNECTIONS ACTIVITY

1. Area Connectors.

Areas with Active Connectors (to June 30)	8
Areas with Identified Prospective Connectors:	2
(Ballou-Channing, New Mexico)	
Areas with Uncertain Connector Activity:	7
Areas with Connector position Vacant	17

2. General-Interest Peer Support Groups

Total groups reported	11
Total group participation reported	69
UURMaPAns awaiting connection with a group:	2

3. Special-Interest Peer Support Groups Open to New Members

Ongoing Groups continuing: *Caregivers, Grief*
First Year Group: *Spiritual Companionship*
(Considering whether open to New Members,)
Proposals for May 2024 Publication:
Single Ministers; Managing Depression;
Living with Financial Constraints;
LGBTQ+; International, UU/U Today

4. Peer Support Group Invitations

New Responses to "Intent to Retire Notices": 8

5. Experimental Activity: "Virtual Coffee Hour"

Sonya Sukalski & Sally White plan Coffee Hour #3: May 17

Connections Assistant – Joy Atkinson

Since the last Board meeting, I have sent notices of death to the membership for the following beloved departed colleagues and partners:

The Rev. James Peter Hughes (1952-2024)

Christopher B. Nelson (1936-2024), partner of the Rev. Roberta Nelson who predeceased him

The Rev David O. Rankin (1937-2024)

The Rev. Elizabeth Boyd Stevens (1932-2024)

The Rev. Frederick Turner Koyle (1944-2024)

The Rev. Patience Jane Gardner (1946-2024)

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I am in the process of writing welcome notes to the following eight new UURMaPA members who have submitted “Intent To Retire” Forms: Richard Davis, Mark Skrabacz, Abigail Stockman, Douglas McCusker, Jeffrey Gamblee, David Breeden, Jon M. Luopa and Rachel Anderson.

UUA/UUMA Liaison – Wayne Arnason

I have nothing verbal to report on UUA/UUMA issues. My own activities this month apart from my roles during the conference, which you already know about, have had to do with two working groups of the Retired Ministers Chapter: DEI issues, and Guidelines Review. I will be one of the leaders of the next Chapter meeting this Friday where we will discuss whether to initiate a UUMA process for review of Code and Guidelines sections related to retired ministers.

My other activities this month have been Good Offices consultations, one of them very easy and another one much more complex, involving several meetings and a conclusion yet to be resolved.

Financial Report follows below.

Income and Expenses 2024-April 2024	2024 Budget	Jan	Feb	March	~	2024 Total	Budget vs. Actual
INCOME							
Member Donations	\$9,000.00	\$150.00	\$0.00	\$0.00		\$150.00	1.67%
Member Donations Paypal	\$5,000.00	\$0.00	\$593.81	\$115.07		\$708.88	14.18%
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 Cards	\$15,000.00	\$0.00	\$4,134.66	\$3,312.85		\$7,447.51	49.65%
GA Luncheon Income	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
UUMA Subsidy	\$1,000.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Scholarship Income	\$2,000.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Other Income	\$500.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Total Regular Income	\$34,500.00	\$150.00	\$4,728.47	\$3,427.92		\$8,306.39	24.08%
EXPENSE							
On-Site Board Meetings							
Transportation	\$1,250.00	\$0.00	\$0.00	\$823.77		\$823.77	65.90%
Room and Board	\$4,500.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Hospitality	\$400.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Total Board Meetings	\$6,150.00	\$0.00	\$0.00	\$823.77		\$823.77	13.39%
Conferences							
Attendee Fee Refunds	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Room and Board	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Speakers	\$500.00	\$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	\$12,000.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Hospitality	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Scholarships	\$400.00	\$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	\$13,200.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
General Assembly							
Luncheon Cost	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Transportation-President	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Transportation-Vice President	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Room and Board	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Technology Support	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
GA Fees & Misc	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
New Member Welcoming Gifts	\$750.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Total General Assembly	\$750.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Communications							
Elderberries Publication	\$5,000.00	\$0.00	\$0.00	\$1,894.52		\$1,894.52	37.89%
Fundraising Appeal	\$1,400.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Peer Support Groups (video calls)	\$100.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Website	\$1,000.00	\$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	\$1,000.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Total Communications	\$8,700.00	\$0.00	\$0.00	\$1,894.52		\$1,894.52	21.78%
Other Expenses							
Retirement Planning Seminar Expense	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Saging & Unsong & Navius Awards	\$1,000.00	\$0.00	\$500.00	\$0.00		\$500.00	50.00%
Rainbow Project	\$1,000.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
BLUU Donation	\$250.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Finding Your Way Home Scholarship	\$1,000.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Postage	\$150.00	\$0.00	\$0.00	\$74.60		\$74.60	49.73%
Connections Network	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	

Memorial Gifts - UUMA and Others	\$2,000.00	\$550.00	\$0.00	\$0.00		\$550.00	27.50%
Donations to the Endowment	\$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%
Credit Card Processing Fees	\$100.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Bank Expenses	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Board Misc.	\$100.00	\$0.00	\$0.00	\$0.00		\$0.00	
Total Other Expenses	\$5,700.00	\$550.00	\$500.00	\$74.60		\$1,124.60	19.73%
Total Expense	\$34,500.00	\$550.00	\$500.00	\$2,792.89		\$3,842.89	
Profit/Loss	\$0.00	-\$400.00	\$4,228.47	\$635.03		\$4,463.50	
Ending Account Balance							
Endowment		\$100,830.42	\$101,700.32	\$105,719.66			
Money Market		\$19,242.48	\$19,243.24	\$19,244.05			
Checking		\$17,390.82	\$21,619.29	\$22,254.32			
Total		\$137,463.72	\$142,562.85	\$147,218.03			
	2024 Budget	Jan	Feb	March	~	2024 Total	Budget vs. Actual