General Assembly Planning Committee Meeting Notes Friday, April 4, 2008

	workshop presenters (largely staff) is important. Gini will	
	send handouts on Plenary Hall process to everyone who	
	will be presenting in Plenary Hall. When asked about the	
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	Fifth Principle Task Force – Gini answered that it came	
	out of a long history of discussions about GA. 9 years	
	ago the Board talked about going to biennial GA,	
	economic accessibility which fizzled out, followed by	
	questions about how we vote and have democratic	
	participation of congregations in electing our Moderator	
	and President. The Planning Committee was not	
	consulted vis-à-vis membership of this key committee a	
	concern to be addressed to the Board and the C on C.	
District	David reported on the progress that has been made with 1	0 0
Coordinator's	the Volunteer Committee. He asked if there was a	Volunteers.
Report	general orientation for Volunteers.	
Task Groups	Plenary Hall and Services Task Groups met.	
Lunch:	The PC and Youth Caucus Staff met for lunch and conversati	ion about common concerns relating to Ft. Lauderdale GA.
Reconvene	Chalice Lighting and opening reading.	
Debrief		Questions and concerns of Youth were very much like those the
Conversation		PC members had.
Reports from	Ginger reported on the Services Task Group Meeting:	1 Need to keep a count of number of attendees at each night's
Task Groups	a. Evening Entertainment: because of this year's	Evening Entertainment program. Whom are we serving?
	very tight budget, we can only afford beverage	Reconsider having Evening Entertainment every night.
	service one night so that will be the first night.	
	b. Alcohol Policy: currently no alcohol is allowed in	
	the space where evening entertainment is	
	happening. The Task Group decided to stay with	
	the no alcohol allowed language.	
	c. Greening Report: Our Meeting Strategies	
	consultant is concentrating on hotels this year as	
	convention center seems to be doing pretty well	
	with Greening initiatives. RE: Future Site	
	Selection: need to look very carefully at sites that	
	require shuttle transportation as this is a huge	
	logistical and financial challenge. Also need to	
	monitor growth in the Carbon Offset participation.	
		2 Scott will be working to train the next in line Right Relations
	Elandria Williams; Scott gave a brief introduction	Team leader.
	of himself – a second year student at Meadville	
	Lombard. From North Carolina now living in	
	Lombard. I form Horar Carolina now living III	

- Chicago.
- e. Spiritual Practices room can be used for Right Relations Team Meetings; it is located at the Ft. Lauderdale Grande; at the CC there is a Chaplains' office; the meditation room is Rm. 203.
- f. Wendy von Zirpolo will be main conduit between chaplains and Right Relations Team. Doug Kraft is the head chaplain. A.R.E. will be providing Gate area Ambassador/chaplain presence. Wendy is recruiting and training them.
- g. PC Sponsored Programs: many more programs this year the assignment of PC members to introduce programs sponsored by the PC is a work in progress at this time.
- h. Evaluation and Monitoring: two questions to be added to this year's evaluation related to Greening Initiatives (no printed program option, handouts reduced by having OOS in program, hotels requested not to change linens and opportunities for recycling, reduction and reuse encouraged) and asking about the AR/AO initiatives at GA. A PC member needs to be present at the AI sessions to see if they are useful to the PC for future planning ask Helen Bishop.
- Exhibit Hall: Jan reported that Melissa is doing a fantastic job. As discussed in January, there will be an author signing booth (shared by Beacon Press and UUA Bookstore) in the Exhibit Hall. Betty Holcomb will be monitoring doors of Exhibit Hall. Request for future years that there be a more festive atmosphere in Exhibit Hall – maybe music (showcase musicians who are selling CDs).
- j. Need a Policy on Exhibit fees to be re-evaluated at our September meeting.

Barbara reported on the Plenary Hall Task Group Meeting:

 Gini very aware of permissions to use copyrighted materials in Plenary Hall – there is a new set of Tech specifications for all programming in Plenary Hall.

- 3 Ideas for reminding people to complete evaluations:
 - a. Gini to ask people in Plenary to complete their evaluations and remind program presenters to encourage people to complete evaluations – especially when people appear at procedural mic with a complaint.
 - b. Lisa/Tech Team to prepare a slide on big screen before program begins "Remember to complete your evaluation."
- We will prioritize the bigger programs sponsored by the PC and introduce as many as we can in person; worte an introduction script for the others.

5 Subcommittee on Exhibit Hall fees etc. including Walt, Jan and Fred will bring a recommendation back to the PC.

	Need to look at the expense of Tech overall – a September meeting item.	September Meeting: to review the growing Tech budget.
	Banner Parade Route discussed in Task Group but will be looked at when we are at the	
	Convention Center. 4. Report: only three awards given during Plenary Sessions this year and future years: Distinguished Service Award; Presidents Volunteer Award and the Pickett Award. There will	
	be 4 breakthrough congregation presentations. 5. The PC will offer Conflict Management Training to Ushers and other front line Volunteers and members of the Planning Committee.	Motion #1: To pay the Usher Conflict Management Trainer \$225 this year and to put this into the budget for future years.
Task Groups	Worship & Celebrations and Constituencies Groups Meet	
Reports from	Lynda reported on the Worship & Celebrations Task	
Task Groups	Group Meeting:	
	1. Opening Update – <i>Sources</i> is in very good shape.	
	The first 45 minutes of Opening will be for the	
	First Plenary and the Banner Parade; the second	
	portion of Opening (45 minutes) will be the	
	presentation of <i>Sources</i> . \$36,000 has been	
	raised to pay for the Sources program.	
	 Closing Update – a very tight 60 minute worship service has been planned that integrates the GA Choir with reflections on the GA passed and a charge to go back to congregations to take ideas and inspiration received. 	
	 Pre-Plenary Worship Services and CSW service – A conference call with the 3 worship leaders and Beth Norton, Melodie Feather, Denise, Sarah Dan will cover everything from the meeting they all missed the past two days. The Y/YA worship leaders appreciated the face to face but only half of them came. 	 Need an evaluation of the Conference Call format for Worship Leaders to help determine the shape of this meeting for next year; Invite via Beth Miller the preacher from the SoLT to participate in a similar conference call. Walt to contact. Denise will organize the call. Invite Marlin Lavanhar (Sunday preacher) to also participate in a Conference Call covering the topics of the Worship Leaders meeting.
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- 4. Ian Riddel attended to represent the SOLT.
- 5. All GA Worship on Friday Evening took them a while to get organized but have had a couple of conference calls. Have selected from a pool of songs for the service. Sarah Dan joined this group for the April meeting. Lifted up the challenges being faced by various communities. Transformation and healing, transitions and healing for Friday night. 1.5 hour service. 2 bands
- 6. Sunday Morning Worship Built around the Langston Hughes poem "Let America be America Again" -- ambiance with flag. Sermon around everything is going wrong but that means opening for new beginnings. Mimi is frustrated with being told "no" for music she wanted to use.
- 7. Worship Leaders Agreements were discussed with suggestions for rewriting for next year.
- 8. Copyrights and Permissions: policy to be introduced later in this meeting.

Tim reported on the Constituencies Task Group Meeting:

- a. Two GA Volunteers will be assigned to UUU for Accessibility Services;
- Kim Hampton may be a volunteer for Accessibility Services to the off- site UUMA meeting – still to be determined.
- c. A letter had been sent by the GACS office about Accessibility Services but no response yet; high shrill noises has been added to the list of sensitivities.
- d. Young Adults are concerned with funding/staffing transitions. Their caucus staff is still moving toward the idea of not having completely full and layered programming like the Youth do apart from

4. Worship Leader Agreements will be rewritten in stronger terms with regard to being present at worship planning meetings And/or teleconferences; this will be made clear in fall to groups selecting worship leaders. GAPC will assume responsibility for this meeting.

- what the GAPC offers.
- e. Day Camp will be Kiddie Corps again many activities planned for this year Splash Bash and the Ft. Lauderdale museums and attractions. Location will be in Mezzanine of the Renaissance.
- f. Young Fun will be at the Bahia Mar hotel. Looking ahead to GA 2010 a new model for Young Fun is indicated. Considerations include moving toward a more structured program for the 12-14 age group with involvement at the local level with UU content and a bridge to Youth activities. 2010 will also be the year of the GA Children's Choir. Need to bring other stakeholders into this conversation. LREDA, Youth Volunteers. Themed programming like a bridging circle. community project, intergenerational programming at GA and field trips. Also considered being able to reduce the cost by having it not be a sleep over program. Kathy Murphy is happy to work with things in Young Fun as they are, but moving toward more of a GAintegrated base with this program is not something she is comfortable with.
- g. Orientation and Feedback sessions have been set up with A.V. and room ordered.
- h. Incorporating UUU into GA programming was discussed as a Thursday noon to Friday noon track. Because of the success of UUU in the past the GAPC is looking into ways to bring this pack to GA.

Discussion of the Fifth Principle Task Force: The creation of the Fifth Principle Task force took place at the October 2007 Board Meeting. Selection of all members of this Task Force was made by the UUA Board and their first meeting took place as a conference call last week. The general consensus of the Committee was that a true partnership would have a more collaborative process for both charging the committee and selecting its membership..

1. Ginger, Tim and Fred will continue working on the Revisioning Young Fun Task Group.

2. Walt, Lynda, Melodie and Eva will work on preparing a statement to the Board about the GAPC's desire to support the work of the UUA Board in connecting to the "owners" – congregations – at the annual owners meeting known as GA.

Closing and	Process Observation: almost no one sought recognition	
Process	before speaking; while this worked out okay, the last	
Observation	discussion got further afield. A lot of work was	
	accomplished today.	
	Closing meditation led by Denise.	
	Saturday, April 5,	2008 Meeting
Convention		pers of the Planning Committee met in the lobby of the Renaissance
Center Tour	for a walking tour of the Convention Center. Tour convent	
Reconvene	Chalice lighting, opening reading from "We Light this Chalice" by Stephen Spender.	Process Observer: Fred
Service Project	Lori Gold presented an overview of this year's Service	
Report	Project, Hispanic Unity of Florida, a 26 year old organization delivering 23 different services from prenatal care through senior services in 8 counties of South Florida. Roughly 1,000 persons per year take the language classes through Hispanic Unity. Lori presented a video on the program to the combined Volunteer and Planning Committees.	Proceeds from the Sunday morning worship service will be given to Hispanic Unity of Florida.
Debrief Convention Center Tour	 Access hours to CC – this is in our contract so the GAPC states when we will be using the CC. Entry points: there are three – a car drive up, a shuttle bus drop off and a pedestrian walk up. 	 We need to have walking maps to the CC from the Hotels, especially from the Grande and Renaissance. May also need a volunteer in the lobby of each hotel or create walking groups so someone always knows how to enter the CC on foot.
GACS Director's Report	Melissa Sleggers joined the GAPC after the Volunteer Committee adjourned to a separate room for their meeting. Melissa does housing and registration, Exhibit Hall and other projects as they come up such as processing Scholarship Applications. Jan reported on a communication she received from Bob Keithan about the concerns surrounding Security at GA only but not Security in our home communities or congregations: 1. How would we feel about putting such a discussion issue either up on the GAPC Website or sending it out to congregations? 2. We have blocked and sold about 77% of rooms v.80% at this time last year. The Grande is virtually sold out but Hyatt and Yankee Clipper are	

	at about 41%. Since we do not have attrition here	
	in our contract this is not a fiscal hit. The pick up	
	at the Sheraton and Hyatt is also low.	
	3. The larger concern is Registration but there is so	
	much variability that can happen throughout the	
	month of April that it is not time to really worry	
	about the projections now. Registration will be	
	down from what it was in Portland and probably	
	below our original `08 projections, but other	
	numbers (Exhibitors etc.) look very good when	
	compared to other years.	
	People are choosing to do either a Carbon Offset	
	or a Program Book mailing but not both (only	
	16.1%).	
	5. Site selection for 2013: Columbus, Pittsburgh,	
	Indianapolis, Louisville.	
Board Liaison's	Eva reported that her written report included in the April	A draft letter is being worked on that would go to the Board for the
Report	packet covered everything she had to say, but that she	April Meeting. Eva is already taking a request to the Committee on
	would welcome suggestions for how she could do a	Committees to consider ways to incorporate input from Board
	better job as Board Liaison. A follow-up conversation on	partners into committee appointments such as Fifth Principle Task
	the process issues surrounding the creation of the Fifth	Force.
	Principle Task Force took place.	
Lunch	Members of the Planning Committee joined members of the	ne Volunteer Committee for lunch.
GA 09	The Executive Committee reported on conversations	
Programming	with Harlan Limpert and others on the incorporation	
Issues	of UU University into GA, perhaps expanding into	
	tracks for all attendees.	
	Concerns/Issues/Funding and Timeline for incorporating	
	UUU into GA:	
	a) Possibilities for funding include tacking on an	
	additional fee for participants, taking from staff group	
	departmental budgets for speakers.	
	b) According to Harlan Limpert UUU is a \$10,000	
	budget line plus around \$50,000 in registrations	
	which results in a break-even program.	
	c) What do we lose by incorporating UUU into GA and	
	what do we gain? Loss would be traditional	
	programming paradigm; gain would be we would be	
	able to offer more than just "canvass 101" year after	
	year - more of the content that is ideally the purpose	

		of GA.	
	٩)	Will reduce the number of PC sponsored programs	
	u)	for Saturday – this would require a radical redesign	
		of the entire GA Program.	
	e)	Possibility raised of moving the SLT back to Sunday	Motion #2: To empower the Executive Team to lay out a
	C)	the Sunday seekers service has been very	prospective overall redesign of GA.
		successful but not for attracting outside visitors.	prospective overall redesign of GA.
		Another suggestion was to move SLT back to	
		ministry days. It is a worship service primarily for	
		the ministers. Sunday morning service is a	
		participatory worship experience that is a service for	
		the congregation that GA is.	
	f)	We are certain to have a larger GA in Salt Lake City	
	1)	which will be, in one way, an opportune time to see if	
		the concept works.	
	g)	The Executive Council at the UUA might be the body	The Executive Committee will continue conversations with Harlan
	9/	to relate to establishment of track leaders and	and staff, and seek feedback and buy-in and develop a preliminary
		presenters. The Planning Committee would not set	plan. The PC will discuss in June and come to a decision on next
		up or select Track Leaders but would be responsible	steps in September.
		for a "general" or "potpourri" track, at least initially,	
		for those who don't choose a more focused track.	
	h)	For economic reasons leaders in congregations may	
	•	opt for regional leadership training and go to the	
		national in alternate years.	
	i)	Timing: take off line to a small group. Suggestion is	
		that we need more than one small group to tackle	
		the overall design, grid, communication, marketing,	
		and implementation and integration. The Board	
		Meeting is coming up in April and if we are thinking	
		of doing this in 2009 we need to get something in	
		writing as soon as possible and start gathering	
		consensus among stakeholder groups.	
Telephone Call	1.	GA Choir to sing at Sunday Worship 09; Bill said	Lynda to speak with Keith Arnold about this discussion.
with Bill		that would be fine with him and he would make a	
Sinkford	2	note to speak with the UUMN folks.	
	۷.	Financial concerns vis-à-vis registration for Ft. Lauderdale; 800+ currently registered; worst case	
		scenario a substantial shortfall. The PC just wants	
		everyone to be aware of watching and waiting	Bill will check with Van Jones about 1) a script for the Ware and)
		concerns. Actual experience could change	any video we may want to loop on the big screen pre-Ware.
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Statements on MC/AR/AO	markedly by May 1 st . There are fiscal concerns that we need to be aware of. The importance of promoting this GA to be emphasized. 3. Ware Lecturer for next year: Bill has feelers out to get Kofi Annan; possibility to team up with UUU. 4. Run Video pre-Ware Lecture? Perhaps have Van Jones video to run as people file into the Plenary Hall pre-Ware. Importance of getting a script from Van Jones into the hands of the captioners. 5. Reminded Bill and reinforced the new Tech Guidelines, the GAPC policy on Copyrights and Permissions, and Script Deadlines. 6. Exploratory group visioning bringing UUU to GA and having advanced level leadership tracks incorporated into GA in 2009 - Beth presented an overview to Bill of discussion of re-visioning GA. Response was positive. 7. Would Bill like to have any role at Opening Worship? 8. What his role is in Closing Worship. 9. Y/YA concerns – the implementation working group on the Youth side is meeting next weekend. Pretty decent working relationship with the YRUU after some communications missteps. Have not had a clear articulation of where we are going with Youth and Young Adults but will have a conversation at GA and we hope to see progress. Denise and Tim presented the work they have done on Statements on Multiculturalism and Counter-Oppression. There was discussion about the statements themselves with the recommendation that	Walt to sent Bill an Opening Worship Order of Service along with a brief role for Bill in Opening. Lynda will send to Bill an Order of Service for Closing Worship along with time frames for Bill's participation in Closing. Tim and Denise to take the input of the GAPC and re-work the statements and have them reviewed by other stakeholders currently not included in drafts of statements.
OADO Wardin a	we table this work until a later time and bring back to another meeting.	
GAPC Working	An important and productive meeting during which the members of the PC discussed the role of its Exec Team and other members of the committee and the importance of clear communications, right process and respect for boundaries.	Communication guidelines reviewed and supplemented.
Scholarship Report	Barb Atlas gave the report of the Scholarship Committee: • 74 applicants • 45 awarded for a total of \$23,000	Barb to write up the process this year's Committee used in selecting Scholarship recipients.

Other Topics	 All selected had a full congregational grant to match \$250 GAPC Scholarship Grant We looked for the biggest bang for the buck – a leader in a larger congregation vs. someone from a 10 person Fellowship We looked at who the person was rather than only delegate status. There will be a Candidate Forum on Saturday night that does conflict with the Donor Reception. Stew/Dev still looking at that. Betty Holcomb will take over production of the newsletter again this year. The Manual will now be updated on an ongoing basis rather than all at once. 	Motion #3: To approve the report of the Scholarship Committee.		
Process Observation	Eva provide a process observation: while we did digress we did go off topic good work was accomplished; energy was positive; conflict was handled well; a minority opinion/position was heard in ways that has not happened in the past. Eva will send the UUA Board's process observation form to the GAPC.			
Closing	Tim read a closing reflection to end this meeting.			
	Sunday, April	6, 2008		
Worship	David Fisher led the Committee in an Opening Worship.			
Committee of the Whole Reports	 a. Reception for next year's GA site – not yet discussed b. Exhibit for next GA site – logo has been developed by GACS staff c. Kickoff Reception Tuesday evening before dinner – invite Peter Morales, Laurel Hallman, CSW, Bill, Gini, Volunteer Committee. d. Closing Breakfast – in PC Suite – David and Jan in conversation e. PC Opening Dinner – David finds a place for Monday night f. Volunteer Committee Thank You – given at breakfast on Sunday morning g. Transportation – still in flux several issues to work through. 	 David to have VC prepare written and mailed invitations to Kickoff Reception to Bill, Gini, Peter M and Laurel H and members of the CSW. David to locate place for closing breakfast Joan will get gifts for VC 		
Volunteer	David had an overall positive report on the meeting of the			
Committee	Volunteer Committee; currently 170 volunteer			

Report	applications have been received, 100 of which are from	
-	FL. Good interaction between experienced VC members	
	and the new members.	
Unfinished Business	 Copyright and Permissions Policy: discussion of the need for the GAPC to go on record as intending to comply with copyright law. Accountability for the policy: e.g. if we don't have scripts by June 1 what do we do? Make presenters aware it's their responsibility to obtain permissions for copyrighted materials they use. If an "ask" arises for Plenary Hall (expected for Gulf Coast Relief) – the Exec Team of the GAPC will approve any changes in the Program Book language and perhaps the GAPC policy on such monetary collections. Planning Committee Agreement on Communications: Members need to pay better attention to replies to e-mail requests for confirmation, to check SPAM folders, and to observe lines of communications to include chair of Task Groups as well as the portfolio holder. Discussion of scheduling a Conference Call and the importance of communicating to anyone who may wish to have input or be informed and under all circumstances to notify Jan Sneegas. Discussion of the process for selection of any additional members of the Fifth Principle Task Force. The GAPC voted in favor of recommending to the UUA Board that a member of the PC (Lynda) be added to the Fifth Principle Task Force. Jan Sneegas will also report to the Fifth Principle Task Force how the PC is feeling about this work. 	 Motion #4: To approve the Policy and Procedures on the Use of Copyrighted Materials at General Assembly. Beth to prepare language on the policy regarding collections taken at GA to broaden options while maintaining PC oversight and control. Add Conference Call Protocol to GAPC Manual – Barb to rewrite.
Motions	Motion #1: To pay the Usher Conflict Management Trainer \$225 this year and to make this a line item in the budget for future years.	M/S/A Action: Barb will offer this to the candidate selected.
	Motion #2: To empower the Executive Team to lay out a	M/S/A
	prospective overall program redesign of GA.	Action: Exec will communicate with the UUA Board and the Leadership Council and prepare a draft outline plan for PC
	Motion #3: To approve the report of the Scholarship	discussion and implementation by the September meeting.

	Committee.	
	Motion #4: To approve the Policy and Procedures on the Use of Copyrighted Materials at General Assembly.	M/S/A Action: Send the GACS Office the information on those selected so that recipients can be notified. M/S/A Action: Add the policy to the GAPC Manual and incorporate appropriate language to next year's Program Information, Worship Leaders Agreements and UUMN Contracts.
Committee Office Interest	Beth as Chair; Tim and Ginger as Co-Vice Chairs Secretary: to be discussed	
PC Elections for 2009	Members of the PC whose terms are up in 2009 need to pay attention to the Nominating Committee's deadline for submitting notification of interest in being re-nominated for another term.	PC Members with terms expiring in 2009: Barbara, Lynda, Fred, and Denise (elected) and Walt, Melodie and Eva as Board Appointed members/liaison.
Agenda Items for June or September	 September Meeting or January: GAPC discussion; Evening Entertainment y or n? Modify Evening Entertainment? Shuttle policy - do we want to try to avoid holding GA in places where shuttling will be required? Cost of increasing technology – how far do we want to go? Exhibit Hall Policy re-writing in light of Independent Affiliate changes. What to do with Worship Leaders Meeting for 09. Young Fun Proposal to revisit? Youth and Young Adult Issues transitions and their effect on GA. June Meeting: evaluation of additional components including but not limited to the Super Sessions on Friday and AI as well as the Thursday Afternoon AI session. Program Evaluation Forms/Introduction of sponsored programs to be written up and covered by PC members whenever possible. 	1. Barb will be responsible for making a new form to capture reports of attendance at Evening Entertainment events and the Super Sessions at GA 2008. She will have the Introduction of PC Sponsored Programs write up available for all of this year's programs which can be read before each realizing that there are not enough PC members to cover every program this year.
Process Observation and closing Reading	Joan provided a process observation that we accomplished a great deal and only at times when the conversation got heated we did not always wait to be recognized before speaking. A personal check out ensued. Walt offered a closing reflection.	

Minutes prepared by Lynda Bluestein, Secretary