

## GENERAL ASSEMBLY PLANNING COMMITTEE MEETING, JAN. 7-9, 2005

| <b>CONTENTS:</b>  | <b>Page</b> |
|---|-------------|
| <b>I. ARRANGEMENTS FOR GENERAL ASSEMBLY 2005</b>  | <b>2</b>    |
| Major Programs Task Group: Opening and Closing Ceremonies   | 2           |
| Plenary Task Group: Plenary Hall programs, mini-assemblies, awards  | 3           |
| Constituencies Task Group: Accessibility, youth, young adults, orientation,<br>children's programs                          | 4           |
| Services Task Group: Greening, chaplains, service project, banners, ambiance,<br>Covenant groups, monitoring and evaluation | 5           |
| Worship Services  | 6           |
| District Coordinator's report   | 7           |
| UUA Board liaison report  | 7           |
| Physical arrangements at Fort Worth: GA Manager's report  | 7           |
| Greening Initiative   | 8           |
| Congregational Presidents programs  | 8           |
| Elections   | 9           |
| <b>II. PLANNING FOR GENERAL ASSEMBLY 2006</b>   | <b>9</b>    |
| Budget planning   | 9           |
| Schedule change   | 10          |
| St. Louis Convention Center   | 10          |
| Conversation with local ministers   | 10          |
| Greening program  | 11          |
| <b>III. COMMITTEE POLICIES, '05 AND '06 GA'S</b>  | <b>11</b>   |
| Ware Lecture  | 11          |
| Revision of GA Scholarship Program toward matching grants   | 12          |
| Independent Affiliates and GA programming   | 13          |
| <b>IV. OTHER COMMITTEE ISSUES</b>   | <b>13</b>   |
| GA Planning Committee Staffing  | 13          |
| Election of GAPC Executive Committee  | 14          |
| Role of GAMAC   | 14          |
| <b>V. GA 2009 SITE</b>  | <b>15</b>   |
| <b>VI. MOTIONS</b>  | <b>15</b>   |
| <b>VII. GA 2006 DRAFT BUDGET</b>  | attachment  |

## **GA PLANNING COMMITTEE MINUTES, JAN. 7-9, 2005, ST. LOUIS, MO** **[Arranged by Topic]**

**Present:** Linda Friedman (chair), Lillian Anderson, Ginger Brown, Elizabeth Collins, Betty Holcomb, Marc Loustau, Katherine McIntyre, Elisabeth McGregor, Pat Solomon, Walter Wieder, Brenda McKeon ('05 District coordinator), Jan Sneegas (GA Manager).  
**Guests:** Patsy Sherrill Madden ('06 District coordinator), Gini Courter (Moderator).

### **I. ARRANGEMENTS FOR GENERAL ASSEMBLY 2005**

The committee broke several times into task groups and smaller working units, which then reported back to the whole committee. Linda reminded the groups to think about incorporating the GA theme of ministering to families into the various aspects we're working on. Marc noted that the Task Group set-up needs review; we should strive for a more even split in break-outs so we can accomplish more work in the separate groups.

#### **Report of the Major Programs Task Group**

Opening and Closing planners met jointly to discuss how the GA theme might play out. Will try to bookend it in Opening and Closing ceremonies. Need to highlight the DFW metroplex area in terms of contacting people there who could bring forth stories of what congregations are doing to minister to families. Pat will send something out to ask them to respond with 2-3 minute stories.

Ginger brought a brochure on exhibits on family, the Family Diversity Project (was on display at Salt Lake GA). They will let us use the images from these exhibits, at no cost except free publicity for their project. Could be the wallpaper at beginning of ceremonies and throughout. Also physical images on display if possible in public areas. Will also have images of DFW at opening and of St. Louis area at closing.

#### **Opening:**

Images of family diversity on screen.

Country-Western band.

Opening words, Welcome to GA (Bill, brief).

Chalice lighting by Ft. Worth family.

Native American acknowledgement.

Welcome to metroplex with images, maybe a local political person.

Banner parade. Invite families to carry banners?

Welcome to DFW with names of congregations (10-12).

Theme: Ask Family Matters Task Force to introduce theme.

Introduce new hymn book and sing from it.

Theme stories.

Pete Seeger with Jeff Kaufman, Abiyoyo (sp?) story.

[Is there an award related to families? Could be inserted here]

Plenary I

Welcome New Congregations.

Singing.

Pat will handle the script, Betty the Banner Parade, Kath welcoming new congregations, and Brenda local contacts.

90 minutes opening, ½ hr. plenary = 2 hours.

**Closing: Planned order of service**

Opening words/chalice lighting.

Congregational hymn.

Statement of theme/ framing of service.

Music (performance).

Installation of elected officers/committees.

Transition to celebration.

Music (congregation).

What's happened this week: Substantial scripted piece.

(Work in images collected during GA so people can see themselves and their friends.)

Music (performance).

Charge to carry it forward.

Transition to St. Louis and the theme of right relationships.

Rousing congregational singing.

Benediction-Bill Sinkford.

**Report of the Plenary Task Group**

We need to coordinate award presentations with the Moderator. There will be fewer in plenary this year.

We had thought that there were no bylaw changes but there is one that will be discussed at the UUA Board meeting. So, business mini-assemblies will be minimal.

Stage design and technology: Elizabeth and Beth will work on a preliminary rehearsal schedule.

We have an usher coordinator and head usher. At the April meeting, event organizers should plan for special and reserved seating, and report these and usher needs to Ginger.

Lillian will report on how much the UUMN is paying the hymn coordinator, so we can put it in the '06 budget when we take over that responsibility.

Hymn selections must go to Elizabeth to create Powerpoint slides; she'll inform people if there's overlap

With shift to a Wed-Sun grid in '06, the Ware lecture will go to Sat. night. Walt will check with SLT folks on whether they want Thursday or Friday night (Thurs. is preferable), and we'll reschedule the Bridging Ceremony elsewhere. For Fort Worth, the SLT will remain on Friday night and Bridging Ceremony on Saturday.

**Report of the Constituencies Task Group:**

**Accessibility:** Helen Bishop suggested to Jan that at least at public events we provide ASL; i.e. Sunday Service. Jan will follow up with Helen; we may get request in April. Patty will look for local vendor of hearing devices; it will be an extra budget expense. We need to request courtesy for scooters on exit from meetings.

**Captioning:** Keep our captioner? Bring her in with associated travel/lodging costs, vs. use a remote company? Will get prices for both and decide.

**Convention Center Accessibility:** The Arena end of the Center is old and not up to date for accessibility, though the rest of the Center is; we need to make people aware of it. We will make water available at the Accessibilities table since the fountains at the arena end aren't accessible. Jan has requested money from Taquiena Boston and IDBM to pay Jean McKinney to contact people who have made mobility requests.

**Chemical Sensitivities Room:** Helen agreed it should be by request, not by default. Whether or not we have a request for the room, we'll still offer a fragrance-free area in Plenary Hall.

**Youth Caucus:** Will meet with us in April. Kat Manker-Seale has things in control. The Steering Committee of YRUU is dealing with issues of relationship with the Youth Office, not specifically related to GA but taking time and energy.

**Child Care/Day Camp/Young Fun:** Two proposals are in already; we'll consider them in April, viewing offers through an anti-racist multicultural lens. The day camp will need chaplains to do short opening services.

**Orientation:** Make sure orientation includes information on greening, a reminder to drink water, and a highlighting of the 'GA on a budget' guide. Kath raised a question about shortening orientation; looking at connection between covenant groups and GA orientation. Try trimming orientation and bringing covenant group orientation into it, breaking off at end into those with general questions of orientation leaders and those breaking into covenant groups. However, there are other schedule constraints against this, including keeping the time free for the required youth sponsor orientation.

**Young Adults:** The Young Adult Caucus requests one page in the GA Program book, a companion piece to Youth Caucus summary of schedule grid page near the beginning of the book, with similar information relating to the Young Adult Caucus. Other groups take out advertisements; should we grant this free? They may be just asking for location in the front. (A page ad costs about \$200.) We might lose this revenue from them, or not. Marc noted that giving them treatment parallel to youth is a matter of equity and reinforces a mission emphasis the UUA has committed to. Jan has concerns of opening floodgates (slippery slope) to other requests, and the fact that their programming is indeed adult programming. However, it may not be a slippery slope because YAC and Youth Caucus are the only two sponsored organizations. We could also put in a page with an index to grids near the front and put them in back. Placement is a policy, not just a

staff decision; the committee approved the placement of the Young Adult grid (Motion 9).

### **Report of the Services Task Group**

**Greening:** Most of the greening effort this year is being handled by Jan and Amy Spatrisano. We'll take care of the supplemental hotel card and will script out a greening piece for GAPC report to plenary.

**Service project:** They requested an insert in the Sunday order of service; Elizabeth will take it back to Sunday service committee. They hope to provide buses to the food pantry (at no cost to our budget; costs can be absorbed from donation proceeds.) They asked for slides at the service; we said no but agreed to contact Gini about the possibility of using these slides in plenary to accompany a brief report about the service project.

**Intergenerational lunch and evening entertainment:** Lillian is working with Martha Merry. Evening: 3 dances, 2 coffee houses; probably youth on Monday, GLBT dance Sat. We had question of who pays for youth dance and coffeehouse; it comes out of the entertainment budget. There are some issues of who finds the DJ, youth or coordinator. Jan will make arrangements for the food at lunch; Lillian will check in with Family Matters Task Force about activities.

**Chaplains:** Kath has been in contact with the district UUMA chapter and got list of names that will be vetted by the chapter. They will get a contract, of which we have a draft. Chaplain phones: The GA office should purchase a cell phone, because rented phones have performed poorly; but there's a problem of cell phones not working reliably inside the convention center. Could the GA office be a contact number? Jan has real concerns about burdening office staff and turning them into de facto chaplains. We could have office hours (8 AM-10 PM) and have chaplains decide how to cover them. We've had bad experience with pagers. Do we need to figure out details? No, but we need to set parameters of guaranteeing coverage. We'll also need a space for a chaplain's office.

**Monitoring:** Linda will prepare a schedule and script for introducing PC-sponsored programs.

**Evaluations:** We will use same form as last year. Most of the work comes after GA in compiling and reviewing the responses. The Executive Committee will task one or more people to do that.

**Ambiance:** The GA office will send fabric swatches from last year to the Ambiance Coordinator, to see if/how the fabric purchased last year can be incorporated into this year's decorations. The Spiritual Practices room will be in the convention center, so will need ambiance work. Beth and Pat will coordinate with the local ambiance volunteer.

**Banner hanging:** We'll use the same banner registration process as last year, which worked well; Beth and Jan will do some fine tuning based on last year's experience. We'll put the banner parade on the April agenda.

**Covenant groups:** There have been multiple conversations about if and how we should offer covenant groups at GA. Harlan Limpert and Jan have been in discussions; he's thinking about whether it will work without assigned rooms (which we're unable to provide); Kath will discuss this with him at the Board meeting. [After follow-up, Harlan Limpert indicated that they will plan covenant groups again at Ft. Worth.

**Facilitating connections:** We need to work on other ways besides covenant groups to do that. Assign a volunteer to set up community table options at local hotels and restaurants.

### **Sunday Worship:**

Theme is on renewing your faith, not on the family theme of GA; Elizabeth as our liaison will remind them to work that theme in as well. We are making it clear to the planning group that extra costs are not in our budget. They would like to do a video; Marc suggested that the '98 Fulfilling the Promise video might have some content they could use. We have nothing in our budget to fund the Sunday service; we need to think about putting funds in the '06 budget (recommended \$2000, comparable to what we assign to the Opening and Closing ceremonies). We agreed to do this (Motion 2)

**Technical Director** for the Service of the Living Tradition and Sunday morning service: Scott Prinster was pulled in on short notice last year; he found it too time-consuming, but might be willing to do a reduced role. Walt will take on the role of technical director for the SLT and Elizabeth for the Sunday service.

### **Service of the Living Tradition:**

Walt will offer to be the SLT technical director, and will speak with Scott Prinster and David Hubner it. Walt expressed his concerns about the SLT and others added feedback. Our main concerns: Need to make it shorter, more solemn and worshipful, not a graduation exercise with applause. Change order of categories presented? Question-- How will religious educators be introduced in a way that shows equity? Walt will pursue.

### **Plenary Worship services:**

We have only two to fill. (Youth-led worship and the Bridging Ceremony will fill the two others). Gini Courter wants services coordinated with plenary content. We want to ensure that at least one of the two is on serving families.

Marc suggested the possibility that in addition to plenary worship, we could create GA-sponsored worship services in regular competitive workshop slots.

### **Plenary Worship Leaders:**

We reviewed a list of possibilities presented by various groups and individuals, and applied standard criteria to narrow possibilities, including the requirement of personal knowledge of their preaching, and factors of theme relevance, diversity, and locale, to produce a short list.

**Seeger Concert:**

There will be a PC-sponsored program - a Friday morning concert with Pete Seeger and other musicians in Plenary Hall. The same concert will be presented on the Wed. of GA at a Dallas church. Should we do anything to facilitate it? We suggested they could take an ad in the program; deadline Feb. 1.

**District Coordinator's Report**

Brenda McKeon reported that all committee positions are staffed except that of Local Information Coordinator; she's working on it. The Volunteer Committee had a good onsite meeting with GA staff in December. The Volunteer Committee will meet again in March, and with the Planning Committee in April. She'll give them their PC liaisons' e-mail information, copying the liaison. The GA Chalice has been traveling around district (great marketing for GA); we should document that history in the GA (with images sent to Deb Weiner).

**Physical Arrangements at Fort Worth: GA Manager's Report**

Jan Sneegas reported that a satisfactory Fort Worth prep visit was held in December.

Housing reservations are being done through Passkey; we had to add to room rates to cover it, because the Convention and Visitors Bureau can't handle it. Jan was favorably impressed with convention center and downtown. She was sick and unable to meet with the Volunteer Committee.

A good potential caterer (barbecue restaurant) is available for the Friday intergenerational lunch in the exhibit hall, \$8.95 cost, we'd charge \$12 adults, \$6 children to cover other cost. The caterer will also cooperate with our greening initiative. The Convention Center plans to move to sole catering privileges for Aramark; we need to lock him in before they do it. We authorized her to proceed (Motion 1).

Dorm site housing options fell through. We need to let people know we tried. University of Texas at Arlington will be the site of Young Fun.

The Volunteer Committee put together a 'GA on a Budget' guide; we should check it out and offer feedback.

**Possible phone bank:** Jan reported that a phone line into the convention center costs \$350 not including long distance charges. Cell phone effectiveness is spotty. Congregational Services hasn't decided about pursuing this possibility; they know they have to put in a room request by Feb. 1 if they want to do it, and will have to come up with funding. It's in their court. Could this be better done at a district level?

**Housing reservations** open March 1; Feb. 1 for staff and committees. Jan reported that

our reserved housing block is small because there are lots of cheap lodgings a bit further out that many people will choose. Blackstone Courtyard Marriott is a good option. Renaissance is nicest but 7 blocks away. Planning Committee is likely to be in Presidential Suite in Radisson (closest hotel); Brenda will stay there. We won't offer rooms in the Plaza due to its poor condition; people can find it on their own. The UUA contracted with the Ashton for 15 rooms, but we get no comps there so PC should avoid it. The only unbudgeted Fort Worth expense is in tech, to get our own server for registration software; adds \$6K amortized over time. Registration software is working well.

Jan also offered the following reminders:

Event request forms, with deadline of Feb. 1, are available online at [UUA.org/ga/eventrequest](http://UUA.org/ga/eventrequest).

We need to send photos in for GA Program (\$50 cost).

We need to let PC-Sponsored Program presenters know about the option of submitting photos to the program; we have no current mechanism to do that.

Program: absolute deadline is March 10 for changes/additions.

New mileage amount is \$ .405/mi. Receipts are as always needed for reimbursement.

The September GAPC meeting date has been shifted one week, to Sept. 14-18, 2005.

### **Greening Initiative:**

Jan reported that she is very pleased with Meeting Strategies Worldwide and Amy Spatrisano, who has gone above and beyond the call of duty.

Greening effort at Ft. Worth: Amy's company located a hauler willing to do recycling at the convention center. She's now talking to the convention center Director of Operations and Director of Catering, who are directly responsible, so we're now making progress after initial resistance by others. Hotels aren't doing anything; there is no commercial recycler in Ft. Worth that they can use. There's a very low level of awareness. Now that we found a hauler, cooperation is under negotiation and looks promising.

Amy should do a workshop at GA.

7<sup>th</sup> Principle Project remains a potential source of volunteers in Ft. Worth if needed.

We can send out Green Hotel cards with the Program this year. We will explore with Ceres the use of their cards on line. We can produce our own complementary insert with 'Don't change linens' etc. cards to put in the room, and recommendation of a gratuity to hotel staff.

**Congregational Presidents:** Moderator Gini Courter reported that we have a Thursday reception, and Fri. night conversational space, facilitated again in the same room on Sunday, for congregational presidents. On Saturday, they need two afternoon workshop slots in a large space (not Plenary Hall) where they can move chairs for a Conversation with Presidents. (Note: They need to put chairs back into theater style or it costs \$1 per chair to reset.) Gini will start surveying presidents and DE's about the likely level of



participation and will get that information to the committee. Gini reiterated that presidents should be described as getting reimbursed registration, not free registration. Reimbursement forms are handed out in the Saturday session only; they have to turn the form in to get money back. It needs to be clear that presidents have to be delegates to get reimbursed.

**Review of information printed about GA:** We need the GA Office to see articles to be published in the *World* before the text goes to print. Jan has spoken to Tom Stites about this. She needs to see all communications put out, including e-mails, to make sure the info is correct. We need improved communication and sensitivity from Communications and other departments.

**Child care cost increase:** The Board expressed concern about the committee's adding a food charge to the children's programs, but approved the budget with the increase. We can't add another scholarship or donation in order to avoid an increase; we just need to explain clearly why the increase and how heavy the subsidy of child care really is. Congregations or districts could subsidize families if they wish.

**GA Election procedures:**

The current budget for elections is \$10,000, much of it to be spent on technology (rented equipment) and outside staffing. Beth proposed that we revisit this expense, given budget constraints. We reviewed the requirements of the UUA Bylaw and Rules around elections, and discussed how sophisticated a level of technology we need for an election with perhaps one contested committee seat and no contest for President, Moderator or Financial Advisor. Jan felt that UUA Secretary Wayne Arnason might have concerns over the appearance of minimizing the importance of a contested if we didn't have the full technology. We recognized that the Secretary has the decision-making authority over elections, but given the expense and the tightness of the GA budget, we agreed to ask him to consider other options (Motion 6). We'd also like Board liaisons to carry our rationale to the Board, about how written ballots in Plenary (manual or using Scantron forms) might be more effective and gain higher participation.

**UUA Board Liaison Report:**

Pat Solomon noted that we had already discussed all the items raised by the Board from her written report, formally or informally. In reporting back to the Board, liaisons need to emphasize re-framing the description of delegate presidents' registration, that it will be 'reimbursed' (forms distributed at the Saturday meeting), not 'free'. The District Presidents Association-Trustees Summit at GA may not happen this year.

**II. PLANNING FOR GENERAL ASSEMBLY 2006**

**Budget:**

Jan presented the current budget frame-up for '06. As of now it is out of balance; registration income is overestimated, Plenary Music Director is not included, and we have nothing in there for the Sunday service

Advertising: We discussed what the role is of the Planning Committee in funding advertising to promote UUism in general in the area where GA is. How effective is our advertising, and are we measuring the effectiveness? We have to be strategic about not falling into funding a departmental program for Congregational Services. Some members expressed doubts about whether it's money well spent for us as a Planning Committee. We also want to encourage local input into advertising strategies. There is now a Marketing Director at the UUA, which may improve advertising evaluation. If there is a planned follow-up to the GA-funded advertising it becomes more worth it, because you need repetitions over time for advertising to be effective; it needs to be a part of an overall long-term strategy. We have concerns that GA attendees should not bear the full cost of advertising intended to advance local congregations and UUism in general. We therefore agreed to have the GA budget reflect internal advertising (Motion 3).

We'll have several more attempts at the budget as we gather more information.

**GA schedule change:** Jan reported that a date switch from a Thurs-Mon to a Wed-Sun grid has been agreed to in principle by future sites beginning in '06. We agree that we need to inform people about and promote this change in multiple ways ASAP, and talk with Gini about her doing this at Fort Worth.

**Feedback from Tour of St. Louis Convention Center:**

The committee toured the convention center, asking questions of a representative.

Observations after the tour were:

We need to ask about infrared hearing assistance; they filled out an accessibility survey.

We need to find out soon about cost of the required theater AV contract with their vendor, and factor that into budget and program space planning; think about what kinds of PC sponsored programs would be right for it.

Plenary Hall: Width presents challenges. With low ceiling we probably can't do one screen as budgeted; will have to do two, at greater cost. We'll need to explain the use of one screen in Fort Worth vs. two in St. Louis.

The Center is easy to get around; no long hikes.

Standard elevator space; we need to limit them to handicapped.

Restrooms we checked had only one accessible stall.

Accessibilities committee and coordinator will survey more thoroughly in April.

Good light in reception areas.

Banner hanging space looks OK; some on balcony, the rest pipe and drape.

**Feedback from lunch with St. Louis local ministers:**

Daniel O'Connell (Eliot Chapel) and Suzanne Meyer (1<sup>st</sup> Unitarian) joined us for lunch. They asked for onstage visibility of local clergy and lay leaders at GA so locals can see their leadership up there. Their congregations need to feel a connection with the UUA. (District needs to be visible too.) Show right relationship in image. Locals have a real concern that the big circus will roll in, insensitive to local folks, do things that may leave them with stuff to clean up, without ever consulting with them. We need to communicate with Advocacy and Witness and John Hurley as well; ask that they be in contact with local congregations and discuss social witness plans with them. Both ministers advocated the South Side Day Nursery as the community service project. We need to hear congregations' self-representation and their needs. They need to not be embarrassed by bad behavior. They need to be informed and consulted on major public initiatives and can help line up allies, coverage etc. GA's don't convey connectedness to a local group. We need to recognize that we're in their home; acknowledge their congregational leadership publicly. We could ask our photographer to get group photos of district's ministers and congregational presidents, and use in closing ceremony. They found it worthwhile to meet with us and gave us some practical information leads.

**Greening at St. Louis:** Jan reported that surveys were sent out to St. Louis Convention Center and hotels. We are trying to negotiate financial penalty/incentive for not meeting/meeting greening goals. We sent the same surveys out to sites being considered for 09; we're incorporating this into site selection process and gaining information, adding contract language that we will keep using even after the 2-year period of contracting Meeting Strategies' services. In Plenary 1 or early in Friday plenary in '05 and '06, the Planning Committee would like to explain the greening effort and its long-term nature and impact, combining greening issues with a report on the site in general, including accessibility. It's a part of PC's welcome and ministry.

**III. COMMITTEE POLICIES: BOTH '05 AND '06 GA'S****Ware Lecture:**

Do we open it to the public in St. Louis, and if so how? We discussed distributing tickets through local congregations. This would really work in St. Louis with Khofi Annan, circulating tickets through an active interfaith community, using it both for outreach and to build community. Open it to the public in Fort Worth? One problem is that it's still on Sunday and the ticket option could be used by UU's to get out of paying Sunday registration. Also, Elaine Pagels is not well known. We could send tickets to area congregations with the stipulation that they use it for outreach only, not for congregation members. Tickets are already being given to congregations to a GBLT dance to give to the general public, so there's a precedent. We'd need to print numbered tickets and know where they went. Maybe MPL, or the district UUMA chapter, could handle tickets for Elaine Pagels. We need to seize these opportunities to get the press to cover us. We could

put price on tickets and then give them away. We would need to clear it with the speaker or his/her agent. The Ware Lecture is a perk of GA registration; we have to make sure that registrants come first. There are logistical issues; who's printing, distributing, collecting the tickets. We have to decide how to set the hall. We might give some to area universities/divinity schools. We agree that this is something we would like to do; we will work out logistics in April and see if it's feasible.

We need to set up guidelines for arranging the Ware Lecture. The ideal is to have confirmation of the lecturer a year ahead, i.e. confirmation of 06 by GA 05 so it can be publicized. An offer letter needs to go out in previous fall (18-24 month cycle). We need to define deadlines for contacting and booking speaker, and communicate that to Bill Sinkford. We need to work out the collaboration with the president to select and book the Ware lecturer.

### **Revision of GA Scholarship Program toward Matching Grants:**

Marc reported on the proposed plan, fleshed out from original approval of the concept in September. The proposal is to match up to \$500 of congregation funds for an individual to attend GA. Preference will be given to delegates. We would verify that their congregation has allocated the money by having the congregation's check [or pledge card] sent to the GA office with their application. The office will return a check for the full amount with registration taken out, delivered at GA as a reimbursement. April 1 deadline for application. We will accept more than one application per congregation. This will include CLF. How will the word get out about this new program? GA listserv, website, March mailing, District trustees.

Kath—We might also tell DE's that in exceptional circumstances we will give a scholarship in a case where a congregation cannot match but pledges to next year.

Marc—we are and would continue to be flexible, but the message should be consistent.

Linda—concerns about UUA controller's willingness to write the check in advance.

Would a letter of intent from the UUA Treasurer suffice? Yes, pending receipt of congregation's check. A letter of congregational pledge will be accepted with application, but check must follow in order to release the UUA funds.

Lillian—we need to explain to public why we're making this shift, that we're lifting up that we're an Association of Congregations, and this is a step in that direction.

Beth—Planning Committee does have a special responsibility to attendees, while UUA has responsibility to congregations.

Walt—Can we accomplish both the intent of strengthening congregational support and the intent of increasing economic diversity? To give an individual any money, we need the congregation to also give them money, which we will match up to \$500. The congregation will send a letter of intent; on receipt of congregational check, we will issue a check for double the amount minus registration cost.

Kath--Committee can be flexible in the case of congregations with dire need, who don't have the money in this year's budget but pledge to do so next year, who can appeal to DE for support.

Jan—one problem with this is that not all congregations will know this.

Ginger--Is it too late in the game this year, because church budgets are already done?

Lillian—Should we announce this year our intent, but hold off implementation till next

year? Surprised people behave badly.  
Walt—Would rather support congregations than individuals; use announcement of this plan as a step toward this.  
Kath—Come with a proposal and engage congregational presidents at GA in the process of giving input on how it can best be implemented. Be clear and direct but respectful.

We agreed for the above reasons that we will begin implementation next year rather than this. The Scholarships Subcommittee will come with a proposal in April, so we can publicize it at GA. Board liaisons will report the plan to the Board.

### **Independent Affiliates and GA Programming**

We discussed the role of Independent Affiliates in GA programming, including issues of quality control and slots being available for congregation-based programs, and heard about a Board subcommittee's deliberations on the subject. The chair appointed a subcommittee to look at independent affiliates' role at GA and the assignment of workshop slots to them: Ginger (chair), Beth, Marc. Ginger will talk to Lyn Conley from the Board subcommittee about Board actions on this; will report in April.

## **IV. OTHER COMMITTEE ISSUES**

### **Planning Committee Staffing:**

Responding in part to Carolyn Patierno's resignation citing workload and Lillian Anderson's decision to withdraw her name from nomination primarily for the same reason, we discussed concerns about the workload of GA Planning Committee, and the danger of its being onerous or causing us to lose capable people. The demand for programs and services, technology improvements, and professionalism at GA, and therefore the demands on GA staff and the committee have increased. We're relying on the skills of volunteers, which sometimes works and sometimes doesn't, for things that require professional-level skills. The system is broken and we need to address it; the question is how. Adding administrative/technical assistance would free the committee members to do more creative work, like design and revision of GA, more facilitation of congregational networking and programming, more evaluation etc. The committee is trying to change its paradigm, its balance, toward more policy, and seeing that things happen rather than doing them personally. We raised the possibility that perhaps there needs to be a tech and presentations staff person paid for by the UUA, but one problem is that position would probably fall under OEC, and GA wouldn't be guaranteed their services, plus the work is cyclical; there may not be enough to keep a staff person busy all year, and this is not a good time to be asking for staff.

In discussion with the Moderator, Gini expressed reservations about requesting additional staffing. She noted that there are some things we want to pay for, like tech services. But the hiring process for vendors is costly in time and money. It's hard to find a local person on each site. If you can't get consistency, the same person year after year, it would be

difficult. We can still get high-quality volunteers with specialized skills we can call on year after year; we need to maximize this. For some jobs we'd have trouble paying for the professional equivalent of the quality we're getting now. There are a series of jobs we could identify and find long-term volunteers who'd do them year after year. Web group is an example. GA is four times bigger than it used to be, but the Planning Committee hasn't grown. Does it make more sense to add to Planning Committee size? Easily described grunt work is best handed off to a contractor, but if it's a chance to train people, it should be kept in house; we don't want to pay outsiders to learn our business unless they're with us for the long run. There are costs to increasing the size of the Volunteer Committee (which surfaced in the discussion as a preferred option) or the Planning Committee. We questioned whether all of that cost should come out of the attendees' pockets. If we're meeting quality and quantity demands that serve the UU movement as a whole in ways beyond presenting a conference, the Board should consider whether we should get other funding than from registrations. We concluded that a subcommittee needs to look at what the GA tasks are and how paid or volunteer staff might fit in to meeting them. We agreed to appoint a subcommittee to work on this issue (Motion 4). The subcommittee should put together a list of GA tasks that could be appropriately done by professional or other additional staffing/consulting. Subcommittee members: Linda, Betty, Elizabeth, Walt; Linda will convene it, and it will report back in April

Elizabeth Collins suggested that the position of Technical Director could become a Volunteer Committee position, held by a person who would commit to being responsible for that role over several years. There is not current a Volunteer Committee position for a tech person; we agreed we should create one (Motion 7). We need to find people whose ministry is a particular thing, make a broad appeal to find them, treat them well and cultivate them. Elizabeth volunteered to fill the tech job in '06; we accepted her offer (Motion 8).

**Election of GAPC executive committee:**

Beth, Marc, Ginger, and Linda had discussed formalizing of PC internal election procedure, and suggested a June 15 deadline to declare intention to run, with election held at end of GA meeting, and that 1 yr PC experience be required to run for exec committee. Kath feels that announcement should be sooner. We were unsure about our provisions for contested elections, balloting etc. (Later consultation of the PC Reference Manual confirmed that we did have these procedures.) We need discussion of what we're looking for, what jobs mean, amount of work required, skills needed. Current holders could write down a description of what they do, time it takes, and filter it through a staff person to consolidate, though each executive committee renegotiates the tasks and different chairs delegate differently. We discussed adding further information to the PC manual describing leadership positions and selection process. Because of high turnover this year, some felt we should have the next year's team in place at GA. We came up with eligibility requirements for office and affirmed the method of election provided in the Reference Manual (Motion 5).

## **Role of GAMAC**

Pat expressed the need to define the function of the GAMAC [General Assembly and the Mission of the Association] meeting group. The Board Best Practices Committee asked for clarification of whether they're responsible for describing/defining the committee as they do for Board appointed committee; we suggested not. Pat would be willing to draft a description based on our notes of the September discussion and get input on it from all parties, and start to put together a document all can agree on. It's a partnership, not a regular committee. It's an important synergy that should be institutionalized and seen as a collaborative committee. Gini suggested that there's an advantage to having a regular annual meeting that is held if any of the participants feel it's needed; if all agree it's not needed then it gets skipped that year. It's desirable each year to foster long-range planning. People from all participant bodies be informed ahead of time and be able to empower their participants. It's important to develop an agenda that's circulated in advance for input, and it needs to be clear who has final decision on various pieces; that wasn't adequately done at last September's meeting.

## **V. GA 2009 SITE**

Jan reported on site visits conducted by herself, Kathryn McIntyre, and Don Plante. She summarized the sites as follows:

Albuquerque—a lovely place, limited close hotels but good shuttles, an old convention center with space limitations.

Phoenix—Convention Center is currently a hole in the ground on the way to a total remodel, due for completion Jan. 09; very likely to be done but they won't give a guarantee. Two hotels could hold all attendees; great rates due to the season. It's hot, the Board is not predisposed to it, and GA has been in the district recently. Danger is failure of completion on time. Should we check out another possibility rather than default to Phoenix automatically if Salt Lake unavailable? Consensus is yes.

Salt Lake City—Has added to Convention Center since last GA and made improvements in town related to the Olympics, including light rail service. Best convention center-hotel package setup. We are the second option; another group holds the first refusal.

Recommendation to the UUA Board: Salt Lake City. If we cannot get it, we will reopen the search, keeping Phoenix as a possibility

We concluded that Albuquerque is not suitable.

**Next GAPC meetings:** April 7-10, June 21-28, Sept. 14-18, 2005.

## **MOTIONS:**

### **1. Intergenerational lunch (Anderson)**

The GAPC approves Jan's recommendation for a caterer for the barbeque luncheon. The price will be \$12 for adults; the breakdown for children will be determined by GA staff.

Approved

Action: Jan Sneegas will arrange with the caterer and convention center.

**2. Sunday Morning Service Budget Line (Collins)**

The GAPC moves to add a budget line to the proposed 2006 budget to fund the Sunday morning service. This budget line will be \$2000.

Approved

Action: Jan will add to budget

**3. Advertising Line Item, GA 2006 Budget (Loustau)**

Set the line item for advertising in the GA 2006 budget at \$6000.

Approved.

Action: Jan will adjust budget line.

**4. Subcommittee on GAPC tasks re professional services (Holcomb)**

Moved, that a subcommittee of the GAPC be convened for task analysis

Approved

Action: Linda Friedman will convene the subcommittee, consisting of herself, Betty Holcomb, Elizabeth Collins, and Walt Wieder.

**5. Election of Planning Committee officers (McGregor)**

Following the procedures defined in the Planning Committee Reference Manual, election of committee officers shall be held at the June meeting. Those interested in nominating themselves or another person should do so at the April meeting.

Eligibility for chair: An elected Planning Committee member who has served for at least one year. Eligibility for vice chair: A member with at least one year of PC experience, which may include District Coordinator. The office of secretary may be held by any member of the Planning Committee. Board liaisons are not eligible to serve as officers.

Approved

Action: Add eligibility language to reference manual.

**6. UUA Election Logistics at GA '05 (McGregor)**

Moved, to communicate to the Secretary of the Association the ability and willingness of the Planning Committee to assist in implementing less costly election logistics and technology than currently planned, given the likely low number of contested races.

Approved

Action: Linda will communicate with Wayne Arnason, and Board liaisons will report this recommendation back to Board.

**7. Technical Director Volunteer Position (McIntyre)**

Moved to create the Volunteer Committee position of Technical Director, to be appointed by the GAPC, for GA 2006 and beyond.

Approved.

Action: Modify volunteer manual to reflect the Volunteer Committee position.

**8. Technical Director GA 06**

Moved to accept Elizabeth Collins' offer to serve as technical director for GA 06.



Approved (Collins abstaining)  
Action: Offer appointment to her (done).

**9. Schedule Grid for Sponsored Organizations (Loustau)**

Moved to add a page at the beginning of the GA Program Book next to the Youth Caucus page that features the Young Adult Caucus Grid. Please note that these special grid pages are for sponsored organizations.

Approved.

Action: Marc will contact Young Adult leadership, with March 31 deadline to submit grid to GA office.

**10. 2009 GA Site (Holcomb)**

Moved that General Assembly 2009 be held in Salt Lake City. Recommend this site to the UUA Board and authorize Jan Sneegas to contract with the convention center and hotels.

Approved.

Action: Board liaisons will bring proposal to UUA Board for approval and notify GAPC and Jan.

**11. GA Volunteer Committee 2005**

Moved to accept the Volunteer Committee organized by Brenda McKeon for GA '05.

Approved.

Action: Inform and thank Brenda (done).