

**GENERAL ASSEMBLY PLANNING COMMITTEE MINUTES
APRIL 8-10, 2005, FORT WORTH, TEXAS**

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General Assembly Planning Committee Meeting April 8-10, 2005

Present: Linda Friedman (chair), Lillian Anderson, Ginger Brown, Elizabeth Collins, Betty Holcomb, Marc Loustau, Elisabeth McGregor, Kathryn McIntyre, Patricia Solomon, Walter Wieder, Brenda McKeon (District Coordinator 05), Patsy Sherrill Madden (District Coordinator 06), Jan Sneegas (GA Office Director). Moderator Gini Courter was also present for a portion of the meeting.

At various points the committee divided into working groups and then re-convened for report-outs. Working lunches were also held with the Youth GA staff and the Volunteer Committee, and a dinner at the home of Myrtle and Howard McMahan included available Volunteer Committee members and local chaplains. The committee also met for a farewell dinner honoring departing committee members Anderson, Collins, Holcomb, McIntyre and Wieder.

I. PLANS FOR GA '05

1. Convention Center Tour

The meeting opened with a tour of the Convention Center, followed by review of observations and space use plans. The newer section of the center has excellent accessibility; the older section has some problems that we will compensate for. Ginger expressed concerns about number of entrances to the Plenary Hall (a sports arena). There's no way to shut off entrances during rehearsal. Some doors can be locked, but stair entrances have no doors. We can use signs, police tape, or an usher directing traffic away. We may need to have more ushers than last year due to the layout.

2. Report of the Plenary Task Group

Opening and First Plenary—The PC Opening group will handle the last song and benediction; Plenary session chaired by the Moderator will take about 20 minutes in the middle, to adopt rules, walk people through the Friday SAI process, possible introduction of Youth and YA Caucus by HUUPERS etc. Welcoming of new congregations can be done in the GAPC portion, not the plenary portion; district presidents will be involved. Friday Plenary will include a Planning Committee report, with information on Greening etc.; also 5 minutes on YRUU and Youth Council.

Accessibilities Committee will take time at each plenary to talk about aiding accessibility.

Awards—Gini noted that there will still be some awards in plenary, but fewer than last year, and we will have a better process next year. We want to focus on awards that hold up great examples, especially for congregations, and congregations working together; some awards will be trimmed.

CSW process—is on track.

Mini-assemblies: There will be one bylaw change. Also in the tentative agenda was a change in non-discrimination language which the UUA Board will probably rescind. There will be a hearing about it however, in the mini-assembly time slot.

Stage and tech is going OK; Elizabeth is in contact with Jim to get a seating chart to Gini and Ginger. The final seating form will need to go to the Fire Marshal for approval. We need to send out emails to presenters to get their tech needs and set up rehearsal times. Ginger needs information on how many reserved seats are needed for various plenaries, opening, Ware lecture, Bridging Ceremony, closing. Any handouts to be put on seats or distributed in plenary need to be cleared in advance with Linda and Ginger. The Board and staff should be seated on the left, with an aisle on their left to line up for going onstage.

The stage will be tiered as usual; we will send dimensions to the Opening and Closing coordinators when we have them.

Hymn coordination is going well; Elizabeth will contact Barb Wagner re leading plenary hymns.

Ware Lecture—All is set with Elaine Pagels. A letter has gone out to Kofi Annan for '06 and Marjorie is following up. (We will ask Annan to have an alternate if a UN emergency arises.)

Sunday Worship Service: There's a budgeting problem because the service has no line this year, but Bill Sinkford has committed to pay the band. (The same band will play for the Closing Ceremony, out of Closing budget.) Otherwise, Sunday service is going well. A Service project insert for the Sunday Order of Service is OK.

Compensation of Musicians: We need a policy on payment of musicians and worship leaders; we should put this on the September meeting agenda.

We have a contract with UUMN, and they decide how to use the money.

There's a tradition of paying opening and closing ceremony bands out of the budget line for that program. There has never been anything but a stipend offered.

We can give musicians a booth space as compensation, or tell them that we'll sell their CD's through the UU Bookstore, and work out an arrangement between them.

Plenary worship services:

Ruth Owen (a DRE) will preach Sat on Coming Out, being in relation with family members in open way.

Friday is yet to be filled; those on our earlier list couldn't make it. We brainstormed further names. We will ask Sara Lammert first; if she's not available we'll ask Ben Hall.

3. Report of Opening/Closing Task Group:

Closing ceremony: is on track—goal is to make it worshipful, celebratory, leaving people energized. Installation of new board and committee members will be early and brief; we need to work out where they'll stand (preferably not on stage, but where there's enough light). Script deadline is June 1; the final script must include everything that's spoken (including the words to the music).

Brenda has recruited the Tech Support person (Sandy Youngblood).

Opening ceremony:

We will use visuals to drive home the theme of families and family diversity.

Program printing is finished before GA; closest Kinko's has limited hours, so it might be better to do it in Boston and send it on the truck. Program cover design needs to be worked out; tech person will do it, or CLF has offered theirs at cost, or GA office can do it. All is set except the brief stories from congregations about ministering to a family/families; there are two possibilities already for feature stories but we need more. Gini added a possibility around the death of a young woman far from home and the UU network of caring it called forth; also possibly Westport church's ministry to the family of Christopher Reeve.

Lucky Pierres band has a Dallas UU connection; Native American from UU congregation will sing with her daughter playing flute; a 4-generation UU family will light the chalice; Burton Carley will do the benediction.

Banner Parade:

This year, we'll try doubling up down the center aisle, splitting at back and each going back up one side, which will save time. We have come to general agreement that we will keep the banner parade for the foreseeable future, but we need to cut the time (usually about 18 min.) We have not tried to control who marches; we've stated that congregations and sponsored, associate and affiliate organizations are invited to march, but only congregation and district banners will be hung. We're set for selling banner poles, and have forms and procedures in place for this year.

We need to have a wall closed behind stage where banner carriers gather. We will have enough space in the staging area. We need to work out logistics and ensure quiet so banner carriers don't disrupt the Opening program.

Betty will designate a volunteer to count the affiliates who are marching but not hanging banners. In the future we may limit marching to congregations, or come up with other ways to approach it in innovative ways.

A Brainstorm session on future banner parades:

Virtual parade—hang them first, take a photo, and show them all on screen.

Process the banners to congregational singing; or to bagpipes.

Free-for-all parade with multiple entrances.

Procession of everyone into the hall, banners integrated with the crowd, and banner carriers head up onstage, as an ingathering. If we do it this way, pause and welcome new congregations; they then process in.

Multiple parades at different times by areas of country.

The Opening/Closing subgroup will review these suggestions in September.

Family Diversity Project images will be delivered in Powerpoint, used in Opening and throughout. Deb Weiner will set it up. In return for their allowing us to use the images, we will set up a booth to display one of the FDP exhibits with accompanying text plus materials about it in the Exhibit Hall. They may also have an ad in the program. Possibility of putting up Family Diversity Project exhibits in common area—No exhibits are allowed by the Convention Center in the Registration area. There's a large open 2d floor space near the ballrooms that would be a possibility. Cost of shipping the images will come out of the Ambiance budget. Ginger will find out details about what the hangers will be like.

4. Report of the Services Task Group.

Chaplains have received a contract, and Kath will meet with some of them at this meeting. She noted that using local district chaplains, and using the district ministers' chapter to vet the chaplains, has worked really well. She hasn't contacted the Crisis Team yet about their availability to assist as needed, but will do so.

After meeting with a group of the chaplains, Kath reported that they will prepare a schedule of who will be where when. They understand they must be available at all times by cell phone, and must staff the office 3-6 PM every day. The local committee needs to provide a call-forwarding system, comfortable chairs, and a reading light in the chaplains' office. According to the chaplains, youth chaplains will also share that office.

Meditation Room: The AA group will not meet in the Meditation room, so it will be open the entire time for meditation. Kath has requested a volunteer usher/monitor for morning spiritual practices if there's a silent meditation, so that people don't interrupt it. She also wants to formalize the process of instituting a community table at restaurants; we will provide a sign and ask a local information person to actually visit restaurants. Community table, covenant groups and 12-step program arrangements could be part of a portfolio (along with chaplains and crisis team) that would involve a new Volunteer Committee position, overseeing Spiritual Sustenance.

Ambiance: The banner registration form has been revised by Beth; Pat and Beth will coordinate with ambiance volunteer; Beth will rewrite the description for the program to make it clear that only congregational banners will be hung.

We need to clarify the number of volunteers needed for the banner process, how to request them, and get a head banner volunteer. Pat and Beth will provide guidelines and ask the volunteer coordinator and ambiance coordinator to implement; Beth will work with them at hanging and take-down and communicate other ambiance needs.

Greening: is in progress despite Ft. Worth's limitations, including lack of a municipal recycling system.

Entertainment: arrangements are almost complete.

Intergenerational Lunch entertainment—Martha, the local committee entertainment coordinator, is arranging a mariachi band and other entertainment; the Family Matters Task Force will provide activities and craft materials.

Lillian explained issues around booking entertainment. Contact people are different every year, so only the PC liaison has the institutional memory. Much depends on the skills of the person on the Volunteer Committee. The PC liaison is the facilitator, to make sure the process is moving, that contract and program book deadlines are met. One sticking point has been the youth; they're hard to find, contact, and move to make decisions. Martha doesn't know how much money is left in the budget for entertainment at the luncheon, because not all the other contracts are completed.

Service project is all set; the coordinators will get the information about the community service agencies to Elizabeth for the Sunday program.

Covenant Groups: They have a good space for initial organization, but small group meeting space is an ongoing problem. We will try to make space available in the plenary hall (probably balcony only) during the breaks there for groups that wish to meet there. Elizabeth will talk to Greg from Tech to see if they can live with that.

Kinko's and copying: The nearby Kinko's has limited hours, including nothing on Sunday. Quick turnaround will be difficult; speakers should be aware of that.

Monitoring: Marc will assign PC members to cover the various PC-sponsored programs. Pat will design the reporting form which we'll turn in with info about attendance etc.

Feedback session: Marc has a conflict with Closing rehearsal, so Beth and Kath will handle the feedback session.

Evaluation: Linda will review the evaluations submitted and make a post-GA report

Note for September meeting: We may wish to do some reconfiguring of the Volunteer Committee, though the core positions will remain the same. (For instance add a Spiritual Sustenance position; perhaps put the ambiance décor function under another supervisor of Banners and Ambiance).

5. Report of the Constituencies Task Group:

Accessibilities: Patty Cameron has it under control. We have a captioning contract with HearInk. We will sign the Sunday AM service and Service of the Living Tradition. We have no requests for signing or for a chemical sensitivities room. Patti will work on getting hearing assistance devices. IDBM is paying for Jean McKinney to follow up on accessibilities services requests.

Young Adults: There was some confusion about the proposed reserved page for them in the program book; we don't have a page from them. We should invite Michael Tino to a conversation at September planning meeting.

Child care: Will be on 3rd floor of Radisson. Betty has coordinated on security and cultural sensitivity with the provider. Jan has seen the space. They're handling the food. We expressed reservations about and will monitor their use of rented TV (which is also very expensive) for showing videos. Chaplains will do a worship circle 8:45-9 AM.

Young Fun: Contract not signed yet with University of Texas Arlington, but will be soon; the coordinator is missing her usual administrative assistant.

Youth Caucus: Marc has had a conversation with worship leaders and will work with them. Problem—There's an 11 PM curfew weekdays and 12 PM weekends in Fort Worth, which conflicts with time programs get out. Some youth are concerned about the GA date change starting in '06 because of running into the end of school. We want to thank the youth for their cooperation. Their staff unfortunately didn't make reservations in time to be in one hotel so are split up.

Orientation: Planning is in process.

6. Review of the Committee of the Whole Tasks:

Reception for next host district: Patsy and Linda have discussed it. Tentatively Sunday 4:30-5:30. It will be at PC suite; Planning Committee members are encouraged to attend.

Exhibit for next GA site: Patsy is working on it

Kickoff and closing breakfasts are as usual, Brenda is arranging for them.

Volunteer committee thank you will be at the breakfast buffet at the Radisson if they can accommodate us, with Ginger arranging for gifts.

Planning Committee meeting schedule at GA 05: Start on Tues evening 6/21 (welcoming dinner and evening), Wed. 8-11 AM PC meeting in suite; Thurs. 7:30-8:30 kick-off breakfast with other officials. PC meetings Friday 12:45-2; Sat. 12:45-2, Sun. 8 AM (breakfast on our own), Mon. 7 AM breakfast with volunteer committee and meeting (done by 9:30); Tues 8:30 farewell breakfast and meeting.

GA listserve and website: The GA Office handles the website with OEC. PC members should review the website and let the GA Office know if we see missing pieces or problems. With redesign in place, in the future the office may be able to make changes without going through OEC.

The 'Frugal GA' guide is on the site but under Accessibility; so it's hard to find.

Discussion of ListServer Usage: One person will reply for the committee as needed, in a minimal, informative way. Marc is the listserve liaison, including dealing with technical issues. Brenda has been answering local information questions and will continue to do so. Beth has been unofficially providing information and input on general questions; she will answer policy-oriented questions and concerns as PC secretary. We won't make any further policy about GA-List use this year.

Elections: will occur on Sunday 12-6 in the Exhibit Hall to the right of the entrance. This year ballots will accept pen or pencil. Absentee ballots will go out to congregations with credential cards. The Bylaws state that candidate bios will appear in the agenda; they haven't recently but they will this year. Mary Francis will provide election volunteers from the registration volunteers pool.

When will election results be announced? Jan will ask UUA Secretary Wayne Arnason how he wants to handle it.

Newsletter and printed opening and closing programs: we have a volunteer editor. We will not color-code the newsletters by day because we got complaints about readability.

Scholarships: Applications due April 15, replies will be mailed May 13, and checks will be available at GA. Maximum scholarship is \$760, including registration. Factors include delegate status, activity in congregation, letter of support from congregation, preference to first-time applicants.

PC Sponsored programs: Letters and checks will go out soon. Letter will make clear that a PC member will be there, will greet, and will introduce the program if requested.

Photographs: We need to run the issue of permission for use of photographs of attendees by Deb Weiner and Kay Montgomery. For this year we can add a piece in the program.

7. Local Coordinator Report:

Brenda reported that she's been carrying the GA chalice to 15 congregations around the district, particularly for special events, and to the summer institute. It's been a good way to promote GA and has been appreciated. Brenda will convey the list to Deb Weiner to create a visual. The PC liaisons need to meet and coordinate with their local partners.

8. Staff Report and Discussion:

Jan reported that the GA Office has made its transition to the General Assembly and Conference Services Office; it is booking and making arrangements for other UUA

conferences and meetings. There was discussion around how the office budget will be handled to apportion staff time and costs appropriately; Jan sees no problem at this point. **Registration:** We have 1032 registrants to date. We don't have Early Bird this year, so it's hard to compare with past years. We won't know where we'll line up until after May 1 deadline. 172 indicated interest in Covenant Groups so far (more than last year). 358 Intergenerational Lunch tickets, 210 volunteer applications, \$3200 in Youth Scholarship money. Children's programs have low registrations so far, which is typical.

Greening: Jan and Amy Spatrisano met with Convention Center staff and the recycling hauler, Woody of New World Recycling. Everything depends on the hauler being there and having bins in place; he has a plan and has done his research but hasn't showed up predictably. He's doing this to build his business, not charging us; we'll promote him. We're having an article in the UU World about our greening effort. In St. Louis we negotiated withholding of final payment until they give us the report. The 7th Principle Project asked about how they could be involved; we suggested that they put up tips on the screen about how congregations are doing/can do their own greening.

Cell Phones: Jan brought up the continuing problems we've had with cell phones for child care and chaplains. Beepers didn't work so we're requiring parents to have a cell phone number when they register their children. We'll put a land line in the chaplain's office; we'll see if we can forward it to a cell phone. One problem is that not all cell phones work in all parts of the Convention Center (as tested during our walk-through). We need to guarantee chaplain availability, which was a problem last year. There need to be drop-in hours when the office is staffed, when they are guaranteed to be available. Kath discussed this with chaplains' representatives, who agreed on 3-6 PM open hours in the office, with phone availability at other times. (This may mean checking cell service.)

Status of Hotel Usage:

We're currently sold out in downtown Fort Worth. Our block is lower than it's been. There's a new Residence Inn 1.5 mi. away; they have a 17-passenger van they're willing to use; we agreed that we'll take a block there and advertise it. We'll put a list on the website of 5 hotels for registrants to try on their own. We've given them parking information, and will tell them which hotels are on bus lines.

We've gotten complaints that the only hotel still available is the most expensive, because the cheaper ones sold out first. We have shifted our emphasis after Boston from a responsibility to a courtesy. But if we're not responsible we need to let them go outside the block. We discussed how to handle the overflow in the best way. We won't have this problem next year because St. Louis has more close hotels and free Metrolink transportation from some further ones.

9. Budget:

05: We can't do a child care program for \$20K; last year was \$29K and we'll be over again this year, at least at \$26K. We're over on income for non-registration income items. We will use a remote captioning service, which will probably be a little less than

the on-site one we used last year, and we can use the company repeatedly, which is an advantage (they come highly recommended by the Presbyterians).

10. Policy on Use of Convention Center Pre-GA:

This year UUMA is in the Convention Center; we couldn't give them a hotel. The Convention Center demanded a single set-up, with large fees to change setups. But UUMA wants or needs different setups. The UUMA wants the GA Planning Committee to pay for setup changes (\$1.50/chair, \$3/table.) We agreed we can't absorb that cost. We need a policy, that if our affiliates use the space ahead of time they need to handle the space setup change costs. The UUMA has not had to pay meeting space rentals because we book for the whole pre-week. We will continue to offer the services of room-blocking and provision of space, but the requirement is that the setup must be left our way. We cannot take on further costs to subsidize pre-week groups like UUMA out of GA attendees' registrations. This policy is established in Motion 1.

11. Registration and Badge Policy:

We are making it clear in the information-to-sponsors letter and event request form that all speakers need to be registered. We've also added a program page describing the costs of giving a program, which include registration for the participants. There are occasional exceptions granted, like hired performers, Pete Seeger and the Ware Lecturer, but they will not get a name badge. Anyone who has a name badge is registered.

We'll color-code weekend and day badges again, as we did last year.

We'll maintain current practices for this GA, but security issues should be discussed in September. We need to discuss whether Exhibit Hall should still be open to the public, whether SLT should be a ticketed event, and how we'll monitor admissions. Jan spoke from her perspective as a conference planner in insisting on badge/attendance control. She cited UCC and other religious group policies, that everyone who enters is paid for and has a badge. We need to add a line to the 05 program explaining our security and liability concerns.

12. Meeting with Youth Caucus Staff

Agenda items were solicited from the participants.

Request for Message board for youth room—In the future, put it down on specs for youth event room. For this year we'll add it on. Send Jan an e-mail request.

The youth want info/notice about recording of youth programs by CMI Inc. Assume unless told otherwise that they'll be audiotaping all breakout sessions, but you have the options to say no. There's a space on the form to sign to agree or not agree to be taped, on the event request form. For this year we can give CMI the list and say don't tape Identity groups. If you're not on mike, there won't be a tape made; tapes are done from the microphone. They can't selectively omit parts of a session from taping; it's the whole session or nothing. Jan requested that she get the no-tape list ASAP.

We have asked photographers to go around and take photos at GA to put on the big screen; Jesse will talk to Deb Weiner about policy around photographing minors.

Fire marshal's permission for open flames—Jan is willing to include the youth room in her request for plenary hall chalice flames if she has the full specifics (type of fuel, location, nature of chalice etc.)

Intergenerational visibility—There was a general sense that it was not enough. Request for youth-led energy breaks at plenary and other opportunities for visibility. Greg has been dialoguing with Gini Courter about plenary visibility. Sam—there's an unspoken dividing line between youth and adults, would like to work on intentionally bridging the gap. Ben also wants to work on getting adults involved in youth-sponsored workshops. The youth programs now have a program listing page in the front of the program, and the youth space is closer than last year. Jan would like to see some numbers of adult attendees so we can work with the data. We'll share the monitoring form for PC-sponsored workshops, and we'll add a line about intergenerational attendance. We'll also add a question on the general online evaluation form.

Curfew and any other Texas/Fort Worth laws—There is a curfew that could conflict with programming. Youth caucus staff will discuss how to deal with this.

Convention Center opening-closing times—7 AM to midnight.

Integration of new attendees into the caucus—The PC is responding to concerns raised on post-GA evaluations about youth coming on their own not feeling included; stressed need for intentional “radical hospitality.” Discussed possible buddy system, conscious effort to introduce selves, announce at orientation. Youth reported there is an orientation for first-timers, with ice breakers and explanations of how things work. There will be a print resource available with tips for success at first GA. Staff provides modeling.

Report on youth summit on drugs and alcohol—Ian reported; is there any way GAPC can help implement recommendations that emerged? Emphasis on restorative justice and help with problems rather than punishment. Should there be an intergenerational 12-step meeting? The scheduled one conflicts with youth programming. If youth would like a separate youth meeting 4-5 PM or another slot, they need to pick one this weekend and we can get it listed in the program, but rooms are limited at some hours. Ian spoke in favor of youth-only meetings.

Request to housekeeping not to clean the youth space—we can ask, but recommend it's best to also put a sign on the door in Spanish and English.

II. PLANS FOR GA 2006

1. '06 Budget:

Jan reported that the UUA is raising salaries and benefits, so there will be a cost increase there. The Greening contract (environmental stewardship line) will be more expensive, an increase of \$1500. We're not contracting Meeting Strategies' services in 2007, because Amy is training Jan, but we would like to contract partial services (up to \$10K) in Portland as onsite person.

AV: We've kept the Audio-Visual equipment and staffing budget the same in 05-06, but we're not sure we'll be able to do one screen in 06; if not, the cost will go up. St. Louis will give us \$50,000 in cost reductions; it could come out of there. Marc felt we should put that money into direct cost reduction for attendees, perhaps by adding to scholarships.

Walt felt it would have minimal impact as a registration reduction; Linda noted that it might mean we won't have to raise registration fee.

Ginger raised a question about whether we could upgrade the radios (currently free from CMI and the decorator) into a networked system, which would be more expensive. With cell phones not working in the convention center, there's no way for ushers to reach the tech deck or GA office without sending a runner. Jan will investigate the cost of upgrading.

Budget note: The combination of duties in the GA and Conference Services offices has made budgeting more complicated. The net impact of other conferences is budget neutral.

2. Project Equality: We contract with Project Equality to do audits of our hotels re equal opportunity, and information is put up on the website. It's an effort to educate the hotels and community. The review is currently done in April, which is too late for us to take any action. We'd need to have visits done in September to have an impact. We'd like the information before we sign hotel contracts. (Motion 2)

3. Volunteer Committee Positions: The PC needs to examine the Volunteer Committee/Volunteer structure before September; a subcommittee will work with the 05 and 06 District Coordinators. We will work on this right after GA, and the PC exec meeting in July will work on it further. We will review the composition and tasks and have a plan in September in time for staffing GA '06; most core positions will remain.

4. Ware Lecture: We need to find backups if Kofi Annan does not accept for 06 (If he accepts but is unable to come at the last minute, we will ask him to line up a UN alternate.) The theme of the GA is Being in Right Relations. Look to people who have a body of work, depth and lasting legacy. Among the names raised, in order of preference, were Jimmy Carter, Bill Moyers, Barney Frank, Terri Gross. Kath will convey these suggestions to Bill Sinkford, whose office is working on contacting Annan. These names also remain part of a list going forward,

III. LONG-TERM POLICIES AND PLANS (GA '06 and Beyond)

1. Report of the Subcommittee on GAPC Tasks

Linda reported for the committee. We should continue to look at specific tasks that are compact enough to be put into a portfolio for a specific Volunteer Committee slot or a straight volunteer position. For example, our creation of the Technology volunteer position at our last meeting. The Accessibilities volunteer committee member is one of these. Possibly we could make the Spiritual Sustenance coordinator (chaplains etc.) such a position. Special Events might be another portfolio. We need to look at the balance of the Volunteer Committee; we may not need all of the current jobs to be members of the Volunteer Committee; for instance, the Child Care coordinator may not need to be on the Volunteer Committee. We need to balance both continental availability/continuity and local involvement/contacts. Adding people to the Volunteer Committee adds costs; we need to weigh that.

We would still retain GAPC liaison to the major volunteer positions even if they do not serve on the Volunteer Committee.

When the Planning Committee puts someone in a Volunteer Committee position, there needs to be some planned turnover and training of successors.

Kath noted that working with recruiting the chaplains via the local UUMA chapter was a good job for one of the BOT members of the PC.

2. UUA Board Report:

Pat reviewed her written report and added comments.

Salt Lake City has been approved by the Board as the '09 site.

The annual letter to Independent Affiliates explained that the affiliation process is under review. The Board requested the Association Working Group to report to the Board in April on the Independent Affiliate process especially as it affects GA. The Board and PC will continue to be in communication around this.

The Board requested that Project Equality process be explained to attendees.

The Board had concerns about our child care fee increase this year; they would like to see maximum subsidizing of child care because families are a growth area. We have increased the subsidy figure for 05 and 06, because costs keep rising. We are insisting on things like background checks, ID's etc. in concert with Safe Congregations policy, which cost money.

There will be no bylaw changes on CSW process this year. The discussion will be reframed and continue, looking first at desired ends, then at means.

Pat presented a draft description of GAMAP (General Assembly and the Mission of the Association Partnership; the committee discussed and approved it. (Motion 3)

3. Independent Affiliates and GA Programming: Subcommittee Report and Conversation with Moderator

In our discussion with the Moderator, Gini noted that the Board has taken a long time to work on this. Some new definition and classification of Independent Affiliates is likely to emerge from the post-GA Board meeting, going into effect beginning in GA 06. The current plan is that only groups in formal relationship with the UUA will be retained; all others (linked through staff) may not be kept in affiliation. We could have professional-organization-related (ministerial) subgroups affiliate with UUMA or LREDA, and then the PC could increase slots for the professional organizations which could be distributed by them. It would cut down on the individual groups' paperwork. There will be a special category for theological schools and for sponsored organizations.

The Board's main litmus test is that affiliates should be 'on mission'—groups organized to serve, promote and grow congregations, foster new congregations, or extend UU values in the world, can apply for affiliate status; most will qualify. The Board will use its discretion, which it hasn't in the past; there will likely be some reduction in numbers.

Ginger commented on the subcommittee's written report provided in the packet.

Clarification: The report notes that we have had about the "right" number of programs to accommodate the number of attendees, and have always had enough rooms for those who

have applied for the pre-authorized slots. However, we haven't been able to honor most additional room requests, including covenant groups. We would like to increase program opportunities for congregations, but we'd like to see the Districts vet congregations' programs and recommend them; or a staff team could propose to us. The PC might eliminate some recommended programs to avoid duplication or inappropriateness. We don't want to be in the position of having congregations apply to us directly; we'd like the proposals to come to us presorted through districts and/or a staff group that know the proposing congregations better than we do. However, the PC will make the final decision and will set the number of available slots. We need to intentionally create more slots for large congregations and the Church of the Larger Fellowship. The Dec. 1 program proposal and Feb. 1 final submissions deadlines establish the timeline that program applications will continue to need to follow. The subcommittee, informed by any Board policy decisions that impact the total number of organizations eligible for program slots under our current policy, will continue to discuss how to accommodate added congregational programs, and will bring this discussion back to the PC and GAMAP in September.

4. Registration and Badge Policy:

Responding to Jan's report, we agreed that we need both a badge policy and a way to handle the exceptions. On the event request form, we can create a Speaker registration; we will print a badge and charge a Speaker's registration fee to the sponsoring group's account. We can also make it clear that it's the sponsor's responsibility to register and to meet and greet their speaker; the onus should not fall on guest speakers.

Ginger noted a problem of when speakers arrive and don't know where to go; she suggested sending them first to Registration (Jan noted this is uncomfortable if they're not registered); then to Volunteer Office to be welcomed, registered as a speaker and get a stick-on badge with all their info. Or have them all go first to Volunteer Office, then if they want day registration go to Registration. Brenda felt that the Volunteer Office is the better place to start for a speaker in terms of welcoming them.

Should there be an exception for PC-Sponsored Featured Programs? To be decided. Exceptions should be few. The Planning Committee pays registration for its members and for all volunteers; it's an accounting issue as well as a security issue to make sure the number of registrations matches the number of actual people participating.

Linda summarized the discussion by reviewing our primary objectives in establishing policy: that GA is secure, that we know who's there, that all participants pay some fee toward the cost of GA, and that we have a way of welcoming our guest speakers and making them comfortable. We will provide sponsors a choice of how to register their speakers, on a scale of cost and type/duration of registration. The onus should be on the sponsoring group, not on the speaker. We should empower Jan and the staff to work out the implementation of this policy. We will continue to work on this; the policy will start in '06. We will make a statement in the back of the '05 program. If we're serious about security, we have to evolve ways to check badges more thoroughly and reliably.

We will continue to give Jan input about possible levels of special one-day fees for speakers, and possible special group fees for choirs and other performing groups.

Kath noted that what we need is identification and accountability; that may not be the same as conference registration” in all cases.

Motion 5 provides guidance to Jan in formulating a badge and registration policy. She will report back to the committee on this.

5. Scholarship Committee Proposal:

Marc reported for the committee. Proposal is for a system of matching grants, directly involving congregations, as outlined in our January discussion. April 1 deadline for application, with a check or pledge coming from the congregation as proof of matching. Delegates would continue to be given preference. We will lift it up at this GA with the congregational presidents and at the GA orientation; it will go into effect for GA '06. Kath recommended additional flexibility of extra money for a new congregation on the recommendation of the District Executive. Walt suggested the alternative that the District could provide the money differential in special circumstances to make it an even match. While details remain to be worked out, there was clear agreement to revise the scholarship program to make it a congregation-based matching grant one. (Motion 4)

6. Priorities for Location of Future GA's:

We're in Salt Lake in 2009. Jan noted that we're looking in the upper Midwest for 2010, but Minneapolis, with many strong points, will be more expensive than other options. Prairie Star District hasn't had a GA in 30 years. 2011 is our 50th anniversary; there's energy to have us go back to JPD, Washington DC area in 2011. We're willing to heed lobbying by districts and congregations. Do we have a responsibility to the districts to spread GA around equally, or does economic accessibility trump the fairness of geographical distribution and the draw of a place like Washington DC? Part of economic accessibility is also putting it in a high-density area with a lot of UU's who can reach GA cheaply that year. Higher attendance will bring in more income, but costs of hotels in first-tier cities are burdensome. We should discuss this with the Board and administration via GAMAP, keep them in the loop, and be aware of the full political pressures and impacts. Should we discuss this with congregational presidents also? As it did with Boston, the Planning committee needs to be purposeful and make its reasons clear if it picks a first-tier city like Washington DC. We will continue this discussion

7. Nomination of GAPC officers:

Linda Friedman submitted her name for president.

Ginger Brown and Beth McGregor put their names in for vice chair.

Elections will be held at the June meeting. Secretary nominations will be taken then.

8. Future PC meeting dates: We need to inform the candidates coming on the committee of these dates. Sept. 14-17 in Boston (we're booked at P&E), Jan. 5-8 '06 in Portland, April 6-9 in St.Louis, June 19-26 in St.Louis.

Process Notes: We were happy with the joint meeting opportunities. We're glad we invested the funds to increase the size of the youth caucus staff. The committee sessions were productive. We dealt with anti-oppression issues at various points. We used institutional memory. Attention to formalizing policies shows our institutional maturation.

IV. MOTIONS ADOPTED

1. Policy on Pre-GA Use of Convention Center

Given the fact that the GA needs the rooms in the Convention Center set up in a particular way, the rooms can be used by UUA groups with the set-up either:

- 1) In the way it needs to be for GA, or
- 2) If it is used with another setup, it is the group's responsibility to pay to have the room rearranged the way it should be for GA.

Moved by Linda Friedman, passed unanimously.

Action: Jan will inform the affected groups.

2. Hotel Contracts per Project Equality

Moved, that a positive Project Equality report be included as a criterion for hotel contract signing, by September two years prior to GA.

Moved by Betty Holcomb, passed unanimously.

Action: Jan will contact Project Equality re change in scheduling of review.

3. Planning Committee Endorsement of GAMAP Guidelines

Moved, that the Planning Committee wholeheartedly endorses the proposed guidelines for the General Assembly and the Mission of the Association Partnership (GAMAP).

Moved by Marc Loustau, passed unanimously.

Action: Board liaisons will inform the Board and Administration

4. Scholarship Matching Grant Program

Moved, that the scholarship program for GA 2006 and beyond be changed into a congregation/district matching grant program, to encourage congregations to support their members in attending GA.

Moved by Marc Loustau, passed unanimously.

Action: Matching grant policy (as outlined in draft in the Jan. 05 GAPC minutes) will be instituted by the committee for GA 06. Notification of the change will begin in the PC report at the 05 GA and in discussion with the congregational presidents.

5. Policy on Issuance of GA Badges

The Committee wishes to establish a consistent badge policy which meets the following objectives:

- (1) GA is secure,
- (2) We have a reliable record of who is present,
- (3) There is a financial contribution made to the cost of GA from all participants,
- (4) Guest speakers are consistently welcomed and made comfortable.

We will provide sponsors a choice of how to sign up their speakers, on a scale of cost and type of registration. The onus for identifying the speakers and meeting the policy requirements will be on the sponsoring group, not on the guest speaker.

We empower the GA Office Director to implement these objectives in a badge policy. Implementation will begin in GA '06, and we will add language in the back of the GA '05 program to provide initial advance notice.

Moved by Beth McGregor, passed unanimously.

Action: Jan will draft a policy and report back to the committee, and will add to the language at the back of the '05 program to explain our intent and reasoning.