



General Assembly  
Planning Committee

Meeting Notes  
Friday, April 7, 2006

1. **Linda called the Committee to order/chalice lighting and reading.**
2. **Report from Moderator: Gini Courter**
  - Social Witness process:** Program 4 Friday from 11 -12:15 – this session needs to be promoted to leaders in the Association (at UUA Board to the DPA for District In-gatherings, in GA Orientation and in first Plenary session.
  - Gulf Coast response by UUA:** needs some more coordination of its presence at GA and something included in the Friday night plenary.
  - Crisis Response Plan:** suggestions of moderator included adding language in the DRAFT PLAN that includes those who believe they have a vested interest in this process but who are not part of the Crisis Team which is largely GAPC and UUA Staff. Need to have a delineation of those who may be called upon in a specific crisis (e.g. DRUUMM, White Allies, UUMA, and Youth.)
3. **Task Groups Meet**
4. **Planning Committee met over lunch with members of Youth Caucus**
5. **Conference Call with Bill Sinkford:**
  - Youth Issues** – Bill asked Patsy to give a brief report on the meeting with the St. Louis Police Chief's Executive Aide. This meeting included Patsy, Orlanda Brugnola and Suzanne Meyer. Bill was not able to attend due to travel delay. Curfew law was most relevant conversation. It is midnight and one of its three exemptions is returning directly home from a religious event. Patsy will provide SL Police with a copy of our GA Badge. The Police have Patsy's cell phone (she has theirs). Patsy's review was that it was a very positive meeting. Bill had a follow-up conversation with Orlanda noting that leadership needs to have a process in place to receive timely information if problems and issues arise. Wallet card with key numbers – so that senior leadership is informed about incidents that threaten the community.
  - Ware Lecture** – desire to move back to the political area for GA 2007. Bill's experience is that those kinds of speakers do not commit a year in advance. A Barak Obama, for example, can't commit but perhaps a Jimmy Carter, Bill Moyers, Molly Ivins. Personal connections to these three explored.
6. **Report from Constituencies Task Group: Barbara Atlas**

**Child Care:** Kiddie Corps – at Holiday Inn same staff as last year. So far no comments about change in fees.

**Young Fun:** at Webster University this year, not a recommended site by local PC. Need better coordination with GAPC next year.

**Accessibilities:** provide page magnifiers for those who have requested large print OOS – sell to others for \$1. Also need a kiosk for credentialing that is accessible and accessibility in cyber café.

**Orientation:** Right Relations Piece; Paul Johnson will speak on the CSW Process (also at Youth Caucus Orientation); Summary of Crisis Plan; Emphasis on necessity for wearing name badges; what ribbons mean; handout for local information on grocery store/24 hour pharmacy etc.; self care at GA; Overview of Opening/Closing/SLT/Ware/Sunday Worship.

**7. Report from Services Task Group: Beth McGregor**

**Greening:** Amy Spatrisano had a family crisis that has delayed her work in getting the Carbon Offset program in place;

**Chaplains:** next year we may need to create a system for selecting chaplains as the District process did not work this year. This year all who have been selected are in final fellowship.

**Evening Entertainment:** fairly well in hand.

**Monitoring:** Ginger and Patsy will coordinate volunteers to get a count on attendance. GA Sponsored programs will be monitored by members of the GAPC. Harlan will submit a count of attendance at Covenant Groups.

**Evaluation:** need to eliminate questions that PC can't really do anything about. Recommend cuts in the length of last year's evaluation form.

**Service Project:** Lift for Life youth will be providing energy breaks at plenary sessions on Friday and Sunday.

**8. Report from Coordination Meeting**

The Coordination Meeting was in Florida in February was called the "synchronization meeting" including 4 representatives from the BOT, and 2 each from COA, Nominating Committee, CSW and GAPC invited by Bill and Gini. Linda and Ginger represented the Planning Committee and presented the challenges that our committee has – including safe and useful GA, creating interest and excitement in congregations about GA, and noting that things at GA don't happen at the last minute. Discussed safety issues at general assemblies.

**9. Scholarships for GA 2006**

Pat, Beth, Barb will be meeting to review the applications for GA Scholarships. There are fewer applications than money available. Having this process done online was difficult and crashed Jan's computer. Communication between the GAPC Scholarship Committee and the Youth will be between Tim and Jesse.

**10. Process Observations/Closing Reading/Meeting Adjourned**

Saturday, April 8, 2006

1. **The Committee Toured the St. Louis Convention Center 8:45 – 10:00 AM**
2. **Tour Review:**
  - a. **Workshop Room Doors:** for purposes of letting scooters in we need to let presenters know to leave their doors open a few minutes into the opening of the session. Maybe put a note in the first day's plenary session that people on scooters and in wheelchairs may not be able to get up and open the door to a workshop room.
  - b. **Escalators:** May need a volunteer at bottom of escalators to move people away from the potential bottleneck area at top and bottom.
  - c. **Signs:** No pins, masking tape. Need either easels or magnets. Need to order signs ASAP, e.g. Meditation Room needs a sign.
  - d. **First Aid Room:** need people to know where this is.  
Staffed by an EMT provided by the Convention Center. Do not call 911. Need to know where house phones are located.
    - e. **Risers being used for Adult Choir** chairs on risers (N=175) Children's Choir will be seated on the floor level.
3. **Report of Plenary Task Group: Ginger Brown**

**Agenda and Script:** A draft script should be completed by the end of the April UUA Board meeting.

**Ambiance:** Betty Holcomb has volunteered to be Parade Marshall. Ambiance will be in charge of the flow, registering and hanging banners.

**CSW:** Nothing to report

**Mini-Assemblies:** 2 sessions dealing with bylaws one dealing with CSW process and one dealing with board terms and one with the audit committees. Delroy Ward has agreed to keep the computer update on bylaws.

**Stage Design:** no section counts for reserved seating. Also the plan does not have a map for where mics go during plenary discussion sessions.

**Technology:** Donald is coordinating with Elizabeth Collins. Rehearsal times will be ready for publication soon. Song leaders have been selected for Plenary Sessions.

**Usher Training:** 4 radios for usher teams so that we can reach anyone. Usher training will include information on where to get replacement for lost badges.

**Name badges:** must be worn at all times. Who is responsible for Performer and one time use (Visitor) name badges? GA office can prepare Performer Badges. Jan Chamberlin will request a limited number of badges for musicians for Opening and Closing.

**PR for Name Badges:** Jeff Chamberlin to do video PSAs about name badge wearing; also add a banner on computers in Cyber Café about wearing name badges; Linda F to send note to UUMA about the importance of credentials for Opening. Need a tag line for name badge campaign.

**Planning Committee:** Will be introduced at Plenary II wear red shirts and name badges.

**Energy Break at Plenary II and VI:** Lift for Life Youth will be participating.

4. **The GA Planning Committee had lunch with the Volunteer Committee**
  
5. **Report of the GA Volunteer Committee Chair (Patsy Sherrill Madden)**
  - Patsy will provide minutes from her Volunteer Committee Meeting for the GAPC;
  - Can we request that the Bistro be open for breakfast in the Convention Center? (we will ask)
  - Does UU University need volunteers? (not in addition to Ministry Dates)
  - Best accessible restroom is in area closest to the Meditation Room.
  - Food may not be brought into the Convention Center.
  - The lobbies of the Convention Center are Wi-Fi.
  - Request for more information on Lost and Found in the daily newsletter.
  - Evening Entertainment line-up: Wed: Electronica and Techno Night; All GA Coffee House sponsored by Youth and Young Adult Caucuses is on Thursday; Friday is Opera "Pagliachi" and Saturday night is the Costume Party. Sunday is Jupiter Jazz music and spoken word. Ushers for evening entertainment needs to be PC or regular ushers not youth.
  - St. Louis area congregations are sponsoring a table at Pride Fest. Need to inform Interweave et al of this.
  - What about people arrive late – can the GAPC okay Mary Frances permission to offer a temporary badge for Opening? (yes)
  
6. **Report of Worship & Celebration Task Group (Walt Wieder)**

Walt said that this Task Group is moving toward making the celebrations reflect our religious movement. **Opening and Closing Ceremonies** overviews were presented.

**Hymn Coordination:** has been superb. **Sunday Morning Service** – although we have no control over it we should make sure the service leaders provide large print order of services as there will be guests. Beth Norton will be leading the choir which is a pick up choir. Gail Guysenheimer will be preaching – a variety of anthems, hymns, readings.

**SLT:** Walt has spoken with David Hubner once. Toni Tollerud is directing the Minister's choir and the Choir for the SLT.

**Pre Plenary Worship:** both services are set.

**Bridging:** Michael Tino is organizing it.
  
7. **Report of General Assembly Director: Jan Sneegas**

**Registration:** currently at 1,528 -- strong but don't get too excited. Previous years' data not directly comparable.

**Housing:** a couple of issues came up with the Hampton Inn because of their continued use of Styrofoam. We are sold out in every partnered hotel. Adding additional hotels now including Embassy Suites. Continues to be strong – complaints about the status of closed hotel rooms close in to the convention center.

**Greening Update:** 22% of registrants are contributing to the Carbon Offsets Program. UU Ministry of the Earth wants to institutionalize the greening initiatives begun by the PC.

**Concerns specific to St. Louis:** food and beverage service is going to be less obvious than in other cities. Local committee will have to focus on providing food-maps including the local grocery store.

**2011 GA:** Don and Jan went to Washington, DC to look at Convention Center and the hotels. Jan wants to know what the upper limit is for hotel rooms. Baltimore has space at the convention center and in hotels. 2006 rates in Baltimore range from \$245 to \$119 at the Radisson. Question to the committee is should we do D.C. in 2011 and at what hotel rate?

**Crisis Communication Plan:** this was boilerplate taken from the web. Discussion about who should be included, who speaks for our group and do we want them to have a meeting before an action decision is made? This is a preparedness plan not an action plan. Jan Sneegas will incorporate suggestions from the committee as indicated and send a near final DRAFT to UUA Board for their April meeting.

**8. Independent Affiliates: Ginger Brown**

The UUA BOT sent a letter to Independent Affiliates after their January 2006 meeting concerning criteria for independent affiliate status and the GAPC's primary role in approving workshop/program slots at GA. Each IA gets one allotted slot (not a recruitment event or an annual meeting) due by February 1<sup>st</sup>. Additional event requests will be evaluated to make sure they are on substantive topics of interest to the movement or congregations. IA's application for an additional event is due December 1<sup>st</sup> to the GAPC who will respond by December 17<sup>th</sup>. If approved, the IA can submit the event request to the GA Planning Office.

**8. Process Observations/Closing Reading/Meeting Adjourned**

Sunday, April 9, 2006

**1. Worship was led by Tim Murphy**

**2. Planning Committee Schedule for General Assembly**

**Monday** – Check In; meet at 4:30 in the PC Suite; go from there to dinner (significant others are invited – also Marc Lousteau)

**Tuesday** – PC Meeting w/continental breakfast in PC Suite 8-11 am Bill and Gini invited beginning at 8:00 AM. Kick Off cheese and beverage gathering in PC Suite at 6:00 PM (invited participants include Bill, Gini, PC and Volunteer Committee).

**Wednesday** – 8:00 – 9:00 AM BYO Breakfast in the PC Suite; GA Orientation is 3:45 – 4:45 PM (Walt/Lynda there at 3:15) Banner Parade Prep 7:00 – 8:00 PM

**Thursday** – VC meeting in PC Suite from 7:00 – 7:45 AM. GAPC 11:15 – 12:30 PM; 2:45 PM PC introduced at Plenary II – wear GAPC Shirts!

**Friday** – VC meeting in PC Suite from 7:00 – 7:45 AM. 12:30 – 1:45 PM lunch delivered to PC Suite; 12:45 – 1:45 Linda will meet with Coordination Group; 5:00 – 6:15 PM reception for the PNWD Volunteers for GA 2007 (Judi McGavin)

**Saturday** – VC meeting in PC Suite from 7:00 – 7:45 AM. 11:30 – 12:30 PM lunch delivered for GAPC Rehearsals for Closing and Sunday Services between 12:00 and 3:00 PM in Plenary Hall.

**Sunday** -- PC host breakfast for VC host in the downstairs breakfast room of the Renaissance Suites at 7:30 AM;  
Worship 9:30 – 11:00 AM; PC Meeting 11:00 – 12:00 in PC Suite; GA Feedback America's Center RM 266 12 – 1:15 PM; Closing Celebration 8:00 – 9:30

**Monday** PC Closing Breakfast 8:30 -11:00 AM place TBD

**3. Changing Date for Submission of Program Requests**

If the GAPC wants to get more involved in vetting programs for GA (not just the Independent Affiliate workshops) then we should change the date for submission of requests to September. A lively discussion included concerns about changing the timeline for GA programming planning immediately and that we should probably give the Board a head's up that we want to discuss this at our September meeting.

**4. Motion #1: Performers selling CDs and Tapes at GA**

Performers Sale of CDs and tapes by performers in Plenary Hall/Major Programs following a performance at GA limited to the time period following the performance in the hall outside Plenary Hall. M/S/P

**5. Contract between UUMN and GAPC: Lynda Bluestein**

After discussion of the proposed contract (in packet) Lynda will make revisions discussed and send to GAPC and then to Jan for executing the contract by Jerry Gabert.

**6. Closing Observations**

Patsy – VC Meeting went really well, volunteers felt supported and eager to get their specific assignments.

Elizabeth Collins' title is Technical Manager. She seems to have rehearsals and well in hand.

It was a good meeting – and we seem to be working well as a committee helping one another.

GA List relatively low volume of roommate request type of postings.

A reminder that at GA we will hear a lot of both positive and negative stuff – we as a Committee need to remember that we should process that feedback at our meetings and not take it on as individuals.

**7. Process Observations/Closing Reading/Meeting Adjourned**

Meeting notes prepared by Lynda Bluestein, Secretary