



Meeting Notes
Thursday, September 14, 2006

1. **Opening Planning Committee Retreat:** Facilitated by Barbara Bates, the PC was led through an exercise of creating a timeline for PC work on GA 2007 including articulating deadlines, dependencies, and consequences of not meeting deadlines.
2. **Afternoon Session:** chalice lighting, opening reading and approval of agenda.
3. **GAMAP Report:** General Assembly and the Mission of the Association Partnership Beth McGregor reporting on discussions that covered:
 - JTW 10th Anniversary at GA 2007 to be lifted up in programming, stories, presentations.
 - Cultural Appropriation in music meeting happening next week.
 - Ware Lecturer – not yet confirmed; SOLT Preacher Bill and Barbara Hamilton Holway; Sunday Worship Leader Josh Pawalek
 - Preferential treatment issues from GA 2006 were discussed – very broad context including youth, accessibility, etc.
 - Discussion about technology and music and the high expectations that musicians and presenters have and the inadequacy of A/V systems GAPC has contracted for in meeting those expectations.
 - Intersection with before and after GA Programs (e.g. ministry days).
 - Independent Affiliates – 60 approved and each approved for one program. Applications due January 31.
 - Schedule for GA 2007 and Congregational Focus (Open Space Technology) were introduced.
 - Children's Programming – fees were raised at GA 2006 reflecting costs of operating the program (including the substantial subsidy) and attendance dropped significantly. Only 14 families were served this past year.
 - Cost/Benefit Analysis of GA for HQ Staff and departments: \$1.6 mil in staff costs related to General Assembly.
 - Discussion of biennial GAs with intervening years regional meetings.
4. **The Grid:** Copies of the proposed grid were distributed. Gini Courter introduced the underlying assumptions driving the reconfiguration of the grid:

- Time for covenant groups and choir and HUUPLA
 - 40% reduction in Plenary time and time in the afternoons for Open Space.
 - Shorter lunch break during day, longer evening meal break
 - End earlier on Sunday in order for delegates to be able to take a flight home.
 - Grid proposal this year keeps non-competitive slot for Covenant Groups and Choir Rehearsal.
 - End with the Worship Service.
5. **Process for selecting pre-Plenary worship leaders:** Linda Friedman gave a history of how pre-plenary worship leaders have been selected in the past. Criteria of race, gender, age, theological perspective, balance with other preachers at SOLT and Sunday Worship. The Worship and Celebration task group brainstormed a list of potential preachers who might be a good balance. The other ministers groups (LREDA and UUMA) as well as DRUUMM will be asked again for recommendations. Worship leaders at past GAs were listed on a handout.
 6. **Native American Acknowledgement at General Assembly:** Having such a greeting at Opening was first broached by a group of indigenous people for GA 1998. This was neither a Board nor a GA initiative. This has been institutionalized by the GA PC.
 7. **Alcohol Policy:** Continue the policy we initiated last year, that alcoholic beverages may not be sold or consumed at any Planning Committee sponsored event, and make the language stronger in the Program Book.

Meeting Notes
Friday, September 15, 2006

1. **Morning Session:** chalice lighting, opening reading2. **AV Concerns:** Referring to pages 11-12 of the meeting packet, the PC reviewed the report from Greg Bates of CMI and discussed Greg's proposal to ramp up our AV support (extra microphones and stage monitors). This would increase CMI's budget line item by about \$25,000 to add stage side personnel and the needed additional sound equipment. Discussion included the need for better sound systems, the costs, how much of this proposal was due to the increased sophistication of musical offerings.
4. **Telephone Conference Call with Bill Sinkford:**
 - **Script deadline:** May 31st the consequences of not having a timely script to captioners were significant last year and the Committee stressed the importance of having a completed or as complete as possible script by June 1st.
 - **Privilege:** Night of the Ware Lecture those people who attended the Reception came without nametags and were turned away by ushers. Need to emphasize the importance of wearing credentials to all GA programming.
 - **Featured Program:** Three issues with the Pentagon Papers proposal 1) speakers not confirmed; 2) budget higher than GA Award for Featured Program; 3) wine and cheese reception.

- **Music Coordination:** Bill had asked Mark Sleger to call Leon Burke regarding leading a hymn sing at 8:00 AM on Sunday morning. Committee advised Bill that some discussion had changed the grid vis-à-vis music slot for a GA Adult Choir Concert.

5. Conversation with Beth Norton, President of UU Musicians Network

Beth Norton, President of the UU Musician's Network (UUMN) joined the PC for a conversation about music at GA. Linda Friedman recapped the Grid conversations to date. Beth announced that Sarah Dan Jones has been selected to serve as the GA Music Coordinator for the PC for the coming year. Bob Griffith from Arlington, VA will be the GA Accompanist for GA 2007.

No decisions have been made regarding the look of GA 2008 and there is thinking about being in conversation with Bill's office of having the Sunday Worship choir being the GA Choir. Beth presented her budget and noted that last year the UUMN came in on budget using a lot of local talent.

Issues:

- Policy on paying for UU musicians who perform, sing, play at GA has been in contention for years. A GA PC policy is not to pay ministers and other religious professionals other than SLT and Sunday Worship. Beth responded that most musicians in our Association are not salaried in the same way. The UUMN practice is to pay free lance UU musicians \$150 per gig.
- Policy on credentials required for all UUMN members who come to GA was emphasized.
- Clarified policy that musicians who have Exhibitor's Badges that these are not passes to GA events.
- Lack of clarity around a policy for musicians selling their CDs in the Exhibit hall.
- Beth responded to the proposal from Greg Bates who consulted with Jeanne, Jason and Mimi who felt the first priority would be to enhance sound in the hall.
- Recommendation to go with a digital piano instead of a baby grand. Emphasized need for locked space for storage.

6. Youth Report

Jesse Jaeger Youth Program Director at UUA and Kat Manker-Seal from Youth Office joined the PC. Bart Frost, Senior HUUPER, distributed copies of his report. The 2006 GA had a large Youth Caucus participation from Orientation through workshops. Youth Delegates declined this year and Bart's report highlighted all of these areas.

Jesse recommended to the PC that it consider reframing registration materials toward incentivizing congregational teams attending GA. Other ways to encourage youth to attend GA were discussed. Both delegates and non-delegates can attend Open Space meetings at GA 2007. Jesse again suggested that GA be held over the 4th of July weekend to increase financial accessibility, encourage more family and youth participation and save money.

Budget Discussion: Youth Caucus budget is requesting an additional \$5,000 for GA 2007 the main contributor being increase in air travel expense.

Questions were asked about the costs and number of staff attending the pre site meeting and the importance of having face time was emphasized.

Consultation around Youth: Jesse requested having a process jointly with the Youth Caucus staff at the pre-site meeting in April to help provide the GA PC with a deeper understanding of the youth issues and where we are going with youth programming at GA. This process would take about 2 ½ hours.

7. Registration Policy

Trying to get everyone registered is the goal. The PC will keep registration open throughout the entire opening celebration and will continue to emphasize the need for all musicians and program presenters to be registered. There is a statement on the program request forms that indicates that if a speaker has not pre-registered the sponsoring organizations will be billed for their speaker registrations. Non-registrants will be allowed to visit the Exhibit Hall on Sunday only.

8. Lunch with Tim Brennan – new Treasurer of the UUA and liaison to the GA Office.

9. GA 2007 Budget Presentation

Jan Sneegas walked through the budget handout of Results from GA 2006. Registrations exceeded projected resulting in a nearly \$150,000 surplus. Printing and postage costs were significantly lower than projected although bank card charges were markedly higher. The overall surplus was in excess of \$180,000.

The Committee then reviewed the proposed and revised 2007 budget. The budget needs to be expense neutral this year. The PC does not have control of the CSW budget or A/V Rental and Advertising (in the host city). At the moment CSW expenses are in the GA budget. Bill Sinkford has offered to take CSW out of the GA budget and put it into the budget of Advocacy and Witness and in exchange put the AV budget of the Office of Electronic Communication related to streaming at GA and the Advertising budget of the Office of Congregational Services related to GA into the GA budget. A vote was taken with regard to this proposal.

For the current budget proposal there is a \$47,000 expense item that will be approved for allocation at a later date. The Committee and Jan went through a list of expense items that need to be increased over the Budget projections and then revised estimations of the registration numbers for the coming year.

10. Conversation with Beth Miller, Director of Ministry and Professional Leadership

Beth Miller joined the Committee and a number of issues were discussed:

Scripts in Final Form for SOLT due by last week in May. The SOLT Order of Service should be provided as soon as possible. A designated Script Manager will be the one to receive the scripts, log them in and make sure that captioning is the best possible.

Feedback on the SOLT: Bill and Barbara Hamilton Holoway the co-preachers who will be working with Beth on the liturgical aspects of the service.

Music Coordination: Discussed the history of music as a separate entity. Rental of the organ has historically been something the MPL has done for the SOLT.

Ushers/Collection Baskets: traditionally MPL has not asked for help but GA folks stand by anyway prepared to assist if needed.

Tech Rehearsal sometime during Ministry Days: need at least one person to attend this with 5 copies of the script.

Privilege: explanation of GA name badge requirement for Exhibit Hall and other GA events. Need to encourage ministers to attend and be present at GA this year.

Chaplains need to know which ministers are at GA: although chaplains handle immediate pastoral needs, it is good to know which ministers are present at GA so that whenever possible a home minister can be contacted by the chaplain. There is also an evening Joys & Concerns time the chaplain's staff. The PC needs ministers to be fully fellowshipped to be chaplains at GA.

Open Space Technology Process this year really needs full participation of ministers. Part of this will be to encourage congregations to sit together.

Youth welcomes ministers to attend some of their programs – Beth asked the HUUPERS for advice on which Youth Programs ministers would find particularly inviting.

11. Report of the Subcommittee on selecting PC Sponsored programs

Recommendations for Featured Program Slots:

First Freedom First (TUCW) Weldon Gaddy

Too Much Like Right (First Church Lancaster) Ben Cohen

Lessons from Katrina (change name)

Amazing Grace Kathleen Norris/Pentagon Papers Daniel Ellsberg

Recommendation for Sponsored Programs:

Congress Shall Make no Law

Translating Identity

Choices that Matter

Sundown Towns

Cosmic Race, Rainbow People and other Myths

Walking the UU Path

Oregon's Aid in Dying Law

Reason for Reverence (Murray)

Church Personnel Management (Henrickson)

Beyond Fundraising (W. Clarke)

Your Stories, Our Stories (UU Church WI)

Property Crisis (UU Church Detroit)

Safer Congregations (Atkinson Mem Church)

Blogs (UU Bloggers)

12. Discussion of Theme for GA 2008

Proposed: What We Share; Common Threads; Out of many, one; Unity in Diversity; Sharing a Path of Transformation; What we hold in common

13. Discussion of Exhibitor Issues at GA 2006

Letter from an exhibitor regarding issues with Exhibit Hall was distributed to members of the PC. After discussion it was decided that Linda Friedman will respond in a letter sent to the sender.

Meeting Notes
Saturday, September 16, 2006

1. Morning Session: chalice lighting, opening reading.

2. **Task Groups Meet:**

Worship and Celebration Group: Tim Murphy, Walt Wieder and Lynda Bluestein. Eva Marx will be on this group (not present Saturday) and Linda Friedman (part time).
Plenary Hall Group: Ginger Brown, Fred Cole, Barb Atlas, Beth McGregor and Linda Friedman (part time).

3. **Task Groups Report Out:**

PLENARY GROUP: set up of stage design Fred on lead with Barb assisting pre-GA, Fred will be the single interface with CMI and Jan will provide budget information so that CMI can submit a proposal for a contract. The need for a **Plenary Hall Event Request Form** tbd (Fred); Linda will be selecting a volunteer to assist her in both developing a timeline and process for collecting **scripts** and doing the GA newsletter; Beth and Judi to work on a **job description for Ambiance Coordinator**.

WORSHIP AND CELEBRATION: Many of members doing the same tasks as last year. Work has already begun on **Sunday Worship** and the Opening. **Opening** will be tighter and celebratory. Eva and Tim will try to get a short list together by January meeting of leaders for pre-Plenary worship services. **Bridging** was planned last year by Michael Tino; Tim will be liaison and will emphasize the script deadline. The **“greeting/acknowledgement”** piece will be worked out by the task group and will include a description of the peoples who came before us.

4. **Task Groups Meet:**

Services Group: Beth McGregor, Lynda Bluestein, Ginger Brown, Eva Marx, and Linda Friedman (part time).
Constituencies Group: Barb Atlas, Fred Cole, Tim Murphy, Walt Wieder and Linda Friedman (part time).

5. **Task Groups Report Out:**

SERVICES

Greening: Lynda B. advocacy role for the program out to congregations;

Crisis/Chaplaincy: Beth will coordinate chaplaincy program. Joys and Concerns will still take place. Walt and Tim will be part of a group creating a crisis mediation team to work with existing crisis management structure. Walt will liaison with Beth on development of this team.; **AR/AO:** Eva will serve as second to Linda on this issue;

Monitoring: Ginger will take lead getting data from Linda F from last year; **Evaluation:** Eva to design an instrument to help capture most important feedback; **Service Project:** a PC member tbd with Judi a resource to that person/theme, scripts, being in front of right audiences; **Covenant Groups:** Ginger liaison to Harlan; **Elections;** Lynda B will be responsible for the Candidate Forum. There is still a question of how much needs to be done in years where there is an uncontested election.

CONSTITUENCIES

Accessibility: Patty Cameron has this well in hand. **Young Adults:** would like more visibility at GA- will find a slot (workshop not non-competitive) for a worship; **Child Care:** switch to a single volunteer that Judi will recruit to work with Kiddie Corps touching base morning and night. Barb will be liaison. We need to frame two questions to the Board asking how much we want to be supportive of families with children and what priority is this to GA and the Mission of the Association. We heavily subsidize this program. We need more data on why people do or do not bring their children to GA. **Young Fun:** Judi recommends Portland State as a locale. Site has been pre-vetted. **Youth Caucus:** Bart will check out areas that might be attractive to youth when they attend GA in Portland so that they can be vetted for safety, curfew, rules, police contact etc.

Orientation: group created something new – a “gee we are glad you are coming to your first GA” to go out with confirmation of registration materials. Barb and Walt to work on. More handouts in orientation. Add mentioning service project. **Evening Entertainment:** Tim and Bart working together to put a wish list and will need to work with local committee chair. Communication of utmost importance. **Feedback Session:** also need to have a paper form (print the online evaluation form). **Exhibit Hall:** Walt will be the liaison to Exhibit Hall.

6. **Report of the Director of GA Services: Jan Sneegas**

GA Office Staff: Stacey Dixon (new name for Stacey Marszalek married last weekend.)

Portland: Issues still out on two hotels Courtyard and Doubletree that do not yet have signed contracts. Have agreed to book the CSW into the Doubletree Conference Center. Contract signed with Convention Center. Portland State U has agreed to provide GA with some low cost dorm rooms for GA.

Greening Update: The Carbon Fund send a certificate to the UUA for the offset contributed in St. Louis. Barbara Ford from the UU Ministry for the Earth will meet with Jan next year to see if the PC would like to participate with the carbon offset program again in 07. Need to evaluate whether or not we will continue to need the services of a consultant again this year or we will continue to need outside assistance. Ft. Worth 6% recycling in St. Louis 22%. Operation Food Search reported that they now have an ongoing relationship with the America’s Center that prior to UUA had been unable to complete.

Ft. Lauderdale: Hotel situation has changed dramatically since our last site visit – really to the better. We will need to do shuttling in Ft. Lauderdale and add a transportation position to the VC.

GA 2011: We will not be in D.C. that year because the convention center dropped us. We are back to Baltimore as an option but they are slow in getting back to us with a proposal. It is becoming more prevalent for convention centers to add a “conference promotional fee” to room rates in exchange for a more economical rate for use of convention center facilities.

The UUA is now a member of Club Quarters: A low cost alternative for business travelers available in 7 or 8 cities, offering great room rates. Not the Ritz but great locations and adequate. First come, first serve.

Kiddie Corps: has agreed to work out a daily fee. Their report from last year was circulated for PC member review.

Letters to PC circulated from a scholarship recipient, Elizabeth Collins, and a couple of evaluation type letters.

Fees: Not increasing registration fees this year.

Exhibit Hall Hours: Wednesday 12 until 7. Thursday, Friday and Saturday 11 until 7. Sunday 9 AM to 4 PM.

Calendar: September 12-16, 2007 next year in Boston. January 3-6, 2008 in Salt Lake City, April 2-6, 2008 in Ft. Lauderdale.

7. **Volunteer Committee Report: Judi McGavin**

Great deal of excitement in the PNWD. Staff lined up.

Volunteer Coordinator: Rosie Hamilton

Ambiance: Open

Administrative Assistant: Laura Stevens

Child Care Volunteer: Kelly Wigmore

Service Project: Village Gardens – coordinator position open

Local Information: PVAC – Portland/Vancouver Area Council of the 8 congregations in the area will select a coordinator for information services, tours, B&B lists, etc.

T-shirts: color green – vendor selected.

Evening Entertainment/Special Events: Open

8. **Loose Ends Discussion**

Procedure to deal with abusive people (Crisis Mediation Team has been formed)

Child care flexible scheduling – currently dealing with only 14 families but can perhaps open earlier 8:00 (instead of 8:30) until 4:30 instead of 5:00PM.

AR/AO person on Committee - done

New Member of PC ideas – need a person who knows GA and the working of the PC so that the replacement can hit the ground running; available to meet with PC on our scheduled dates.

Attendance Data Collected at GA Linda will do analysis of workshop monitoring data collected last year

Policy on Paying Worship Leaders at GA – our policy is not to pay UUs who are providing us with their skill and expertise to do something at GA except for Sunday morning and SLT preachers. The only two preachers who don't get paid are the two pre-assembly worship leaders.

Scholarship for Young Adult Last year \$5,000 in scholarship money was set aside for young adults to distribute. This worked well last year.

Website Changes UUA is doing major overhaul on the website.

Meeting Notes

Sunday, September 17, 2006

1. **Morning Session:** worship led by Rev. Dr. Walt Wieder

2. **Pass Motions made during the meeting**

Motion #1: Regarding Workshop Slots Allotted to Associate Member Organizations for GA 2007

Associate Member Organizations will be allotted three workshop slots at GA 2007. This reduction, along with other reductions, is being made to accommodate the Open Space Process. ACTION: PC Chair will notify Associate Member Organizations

Motion #2: Regarding the Inclusion of Covenant Groups at GA 2007

The GA PC approves the request of the Director of District Services to include Covenant Groups in non-competitive time slots at GA 2007 with the understanding that the GAPC's responsibility for resources ends with the allocation of space and time in the GRID. ACTION: PC Chair will notify Director of District Services

Motion #3: Regarding the PC Scholarship Process

The PC Scholarship Process is changed as follows:

1) the PC will match up to a \$250 contribution from the applicant's congregation or district, plus pay the registration fee.

2) Congregational or district pledge payments should be given directly to the scholarship recipient. Registration is paid automatically. Checks for the PC Scholarship Match will be distributed at GA to those who receive monetary awards.

ACTION: The GA Office will change information on application forms and Barb Atlas will make these changes in the GAPC Manual.

Motion #4: Policy regarding registration requirements and compensation for musicians at GA.

UU musicians will be offered compensation in the same manner as other musicians in accordance with the PC's contract with the UUMN. If musicians wish to attend events at GA other than those at which they are performing, they must be registered.

ACTION: GAPC liaison to the UUMN will inform UUMN personnel working on GA 2007.

Motion #5: Motion to Approve the Revised GA 2007 Budget.

The Planning Committee approved the budget as presented by Jan Sneegas with the following changes to expenses:

- 1) Space rental increased by \$25,000 to accommodate Open Space meetings;
- 2) AV Rental will be increased by \$55,000 to enhance sound systems
- 3) The Music Budget will be increased by \$800

These expenses will be balanced by an increase in the estimated income of the same amount reflecting an estimated increase in attendance at GA 2007.

ACTION: Jan Sneegas will revise proposed budget as indicated.

Motion #6: Motion to approve PC Featured and Sponsored Programs as proposed by the sub-committee of the PC.

Accept Featured Programs: FP01, FP07, FP08, FP15 and FP31 pending notification of availability of primary speakers.

To offer PC sponsored committee program slots recommended by the subcommittee.

ACTION: Subcommittee members will contact approved program applicants and report to Don Plante in the GA Office of this action.

Motion #7: Motion regarding the Theme for GA 2008 "Common Threads".

The GAPC proposed Common Threads as the General Assembly Theme for Ft. Lauderdale GA in 2008.

ACTION: GA PC to publicize this theme.

Motion #8: Motion approving the Service Project for GA 2007 Village Gardens.

The Planning Committee approved the proposed service project "Village Gardens: A Janus Youth Program" for GA 2007 in Portland.

ACTION: Notify Judi McGavin of this action.

Motion #9: Policy on Paying Worship Leaders at GA.

The GAPC will pay registration fees for the speakers for all GAPC sponsored worship services.

ACTION: Tim Murphy will advise the GA Office of this change.

Motion #10: Motion to approve the modified GRID for GA 2007.

The GAPC approved the 07 GRID as set for and modified on 9/15/06.

ACTION: Circulate amended GRID to all parties involved in planning GA.

Motion #11: Motion to Extend the heartfelt "Thanks" from the GA Planning Committee to Mary Francis for her years of service as GA Registration Volunteer and offer her 5 years of complimentary registration.

All motions were moved, seconded and approved unanimously.

3. Check Out and Closing Reading

The members of the PC each took a few moments to reflect on the meeting during check out. A closing reading from *a guest of the world* "Hamster Wisdom".

Contact Information

Barbara Atlas BJAtlas@aol.com
Lynda Bluestein BLUESLYN@aol.com
Ginger Brown vbrown475@aol.com
Fred Cole fc@att.net
Linda Friedman davelin@frontiernet.net
Eva Marx Tomneva@Supportlab.com
Beth McGregor epjm@aol.com
Tim Murphy nightcoaster@yahoo.com
Walt Wieder wwieder@uuma.org

2007 District GA Coordinator Judi McGavin Mcxmc@aol.com

Director of GA Office

Jan Sneegas jsneegas@uua.org

Liaison to the President

Tim Brennan, VP of Finance, Treasurer tbrennan@uua.org

HUUPERS

Bart Frost uupunkr0x0r@hotmail.com

Jen Lotze jenny.lotze@gmail.com

Moderator of the UUA

Gini Courter gcourter@uua.org