

GENERAL ASSEMBLY PLANNING COMMITTEE; April 2009

General Assembly Planning Committee, April 2009 Meeting

02-05 April 2009; Friday Session

Radisson Hotel, 3rd Floor, Aspen Room, Salt Lake City, Utah

TIME	DESCRIPTION	RESPONSIBILITY	PACKET
Friday Morning	Chalice Lighting	Fred	
	Convener	Beth	
	Agenda Review; review and approve minutes		
	GACS Director's report, questions and discussion 1) Registration Update-Preliminary numbers indicate that we may in alignment with the data from Fort Worth in 2005. 2) UU University – 43% not selecting a track, we intend to discuss 3) Housing Update – We are in good shape for the contract & attrition; rooms are designated in hotels for last minute needs. Dorms at university are available. 4) Greening – We are moving Salt Lake forward along with other folks in this area; back page in program to share our efforts with UU community-Shawna McKinley; Radisson is doing best job with greening; we will have one dock monitor; wish list: let's train all volunteers to assist with greening efforts around waste 5) 2009 Budget report & discussion – Audiovisual costs will be offset with the needs of UU University; we need 3600 full-time to fulfill the budget; will look at areas to trim for the budget (e.g.: stage size, plenary set-up)	Jan	
	District Coordinator's Report 1) Service Project is being worked on. 2) Volunteer list is forthcoming 3) Chief Usher is recruiting experienced folks along with understudy capacities for continuity. 4) We are welcoming of experienced individuals. 5) PRE-GA bus tours 6) Blue t-shirts & cost-cutting efforts 7) Emergency procedures laminated card 8) Greening & Accessibility shared information	Lew	
	Moderator & President/Kay Montgomery Check In 1) <u>Gini</u> : a. Plenary Business: Timing for Friday evening needs to be shifted as we review the grid.		

General Assembly Planning Committee, April 2009 Meeting
Saturday, 04 April 2009
Salt Lake City, Utah

TIME	DESCRIPTION	RESPONSIBILITY	PACKET
Saturday	Convene business meeting Chalice lighting, Opening Reading	Beth Eva	
	<p>Worship & Celebration Team Report:</p> <p>We are having some challenges with this team. Communication is difficult. Worship teams are fluid and in flux. We were hoping to be further along as far as timing & organization is concerned.</p> <ol style="list-style-type: none"> 1) Opening Worship-Team is too large and unfocused; keeping time limits and focus a challenge. 2) Plenary II 3) Synergy - Good shape 4) Service of the Living Tradition – Good shape, some concerns about adequate setup time and ending time. 5) Sermon Award Worship – Good shape 6) Plenary IV 7) Saturday Evening Worship 8) Sunday Worship-progressing. 9) Closing Worship- still developing. Choir needs green room nearby. 	Lynda	
	<p>Board Liaison Report</p> <ol style="list-style-type: none"> 1) Moving into policy governance, we are in a transitional time, and a time of flux 2) Excellence in Ministry, looking at credentialing at all levels, relationships with theology schools 3) 2010 myriad of by-law proposals, change in how we select our moderator, appointing search committee that would represent board UUMA & At-Large persons for the presidential capacity, six year term for president. We need to plan GA '10 schedule aware of likely increased time and space needs for mini-assemblies, hearings, plenaries. 4) 5th Principle Task Force is in the works for another year; will give final recommendations to Board in 2010. 5) District organization & service delivery is being reviewed. <p>Questions arose with the 2010 budget, and necessary financial tightening. Concerns with congregations' ability to forward their fair share contributions.</p>	Eva	

	<p>We have requested the board to be present at the dance, Ware lecture, pre-Ware worship/elections, and track programming. Eva will be reporting back to the board questions raised by youth yesterday at lunch.</p>		
	<p>Counter Oppression & Multiculturalism Post-GA AR/AO/MC training & policy discussion</p> <p>This is for elected leadership. GAPC is to propose new members and those who did not have it before get the training, not all re-elected members as originally planned, due to time, energy, and budgetary concerns. The training will occur on the Monday afternoon and Tuesday after General Assembly.</p>	Tim	
	<p>Constituent Services</p> <ol style="list-style-type: none"> 1) Right Relations –Team is still being selected, & Scott McNeil is coordinating this effort. Tim will be a team member, and liaison. Scott McNeil does the orientation of new members. 2) Chaplaincy – List of constituency chaplains available. Five lead chaplains, all experienced and team balanced for diversity. Doug Kraft will serve as lead chaplain again.. 3) Service Project – We will be meeting with Utah Pride Center later today before dinner. Safe space for queer persons locally. 4) District Coordinator Liaison- Lew Phinney is doing a fantastic job. 5) Exhibit Hall – Data available for space. Melissa has sent out a floor plan regarding placements, and this effort is ahead of schedule compared to previous years. We are working with the candidates on their spacing. 10 x 10 spaces are still available. For cost-saving measures, Beacon Press will be under UU Bookstore. 6) Elections – Scanning machine was tested, and ballots approved and ready. Space for candidate gatherings in exhibit hall. We will need eight stations/sections to check in voters, and a volunteer will need to be aligned with each station. Volunteers from registration will be asked to assist. Paul Rickter is overseeing the election process. Voting opens at noon and closes at 5:30 pm on Saturday. The process is going well. Paul and Beth will organize format of Forum 1 (officers). In Forum 2, will offer up to one minute for each candidate to speak. 7) Volunteer Coordinator Liaison – Electronic contact has been made. Her main contact is Lew Phinney 8) VC Administrator Liaison – Completed by Jan 9) AR/AO/MC- Script review by Tim, and Melodie backup 	Tim	

	<p>10) Accessibility – Taken care of by Patty</p> <p>11) Young Adult – Challenges with institutional connection and accountability during transition; we check in with individuals, yet have not followed up with the resolution requirements & reporting back elements. Beth will file report on our implementation of Youth/YA empowerment resolution.</p> <p>12) Child Care/Day Camp – no volunteers, hired persons to work</p> <p>13) Young Fun – status quo</p> <p>14) Youth Caucus – One to two of their staff will be in each track, and like the idea of partnering with GAPC. They offered options of process observation for the track programming; should be done by internal UUU people..</p> <p>15) Scholarships – We are looking at the applications this weekend.</p>		
	<p>Communications:</p> <p>1) Daily Newsletter – We need an editor. Each day has a theme.</p>	Lynda	
Saturday pm	<p>Reconvene</p> <p>Opening reading, chalice lighting, process observer</p>	Tim Fred	
	<p>Plenary Hall Team Report & Discussion:</p> <p>1) Review of the convention center layout for GA.</p> <ol style="list-style-type: none"> a. No bleachers, up to 4200 gross capacity b. Spacing—large central aisle. c. Doors will open at half hour prior to activity. d. Review of Draft Plenary Hall Rehearsal Schedule e. We have asked the board to assist with egress escort for Ware Lecturer, Bill Sinkford. 	Fred	
	<p>GA 2010 & 2011</p> <ol style="list-style-type: none"> 1) Budgetary issues 2011, radical changes on the horizon, 50th anniversary will garner attention from our stakeholders, hotel rates are elevated, & marketing will be key for this GA. 2) 2010 – Holding registration steady will be challenging, we hope to be prudent in our expenses 3) Proposed Margaret Fuller Bicentennial – Bill appointed a committee, we can guarantee space but no major funding. 4) Strengthening Host District & host city relations <ol style="list-style-type: none"> a. Specific invitation go to local clergy & congregational presidents to discuss programming b. We wish to be more intentional about connecting with local congregations, hospitality c. Tasking GA District Coordinator with information & data sharing; expanding the role and capacity of DC d. Connecting GAPC Chair with local congregations e. Maybe it would be wise to have a 50th anniversary 	Beth, Jan, Barb	

	<p>committee</p> <p>f. Host district showcase</p> <p>g. Task a GAPC member with community relations</p> <p>5) Sinkford Fund – What is the plan regarding collection time and location? We heavily discussed the various possibilities for extending opportunity for this activity. GAPC will offer an option such that a letter and envelope will be made available with multiple drop -off locations. We reiterate the ‘ask’ support as understood with the UUA board. If Board votes a changed request for collection, we will vote on that change by email.</p> <p>6) UUA Anniversary 2011 – Looking at the possibility of a sub-task group.</p>		
	<p>Review of function & roles of task groups/teams</p> <p>1) Communications Team needs time to review.</p> <p>a. Public relations with local stakeholders need more attention.</p> <p>2) We wish to explore how well the groups/teams are performing, and are we being effective/efficient.</p> <p>3) The Technical Liaison capacity needs to be redefined to reflect needs for General Assembly.</p> <p>4) UU University Liaison capacity needs to be redefined to reflect relationship. This capacity may require more than one person.</p> <p>5) Stage Manager capacity needs to be revisited regarding pre-GA, and then, at-GA.</p> <p>6) Plenary Hall, and all that is related to the activities that occur there, is one major subset of PC. Alternatively, those activities and support functions that occur outside of Plenary Hall are the other major subset..</p> <p>7) Task groups and teams should discuss internally and come with recommendations and descriptions for manual after GA.</p>	Beth	
	<p>Logistics of GA 2009</p> <p>1) Number of volunteers needed for each area was determined.</p> <p>2) Slide programs-Tim will seek slides from youth</p> <p>3) Captioning</p> <p>4) Public Witness event-ideas on seating.</p> <p>5) Elections-staffing of polls.</p> <p>6) Historical display on Unitarian-Ute relations-Lynda will seek information from the person assembling it.</p> <p>7) Evening programs-Dance is getting good support. Specific films not known yet. Issues to be resolved about a concert.</p>	Jan	
	<p>Services Project presentation for PC & VC</p>	Joan	

	1) Valerie, the Director from the Utah Pride Center joined our group to share the service project. Valerie shared information about the center, and the plan regarding the use of funds.		
	Process Observation	Eva	
	Closing Words/Reflection	Walt	

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	<ul style="list-style-type: none"> b. Public Witness: Timing for transitions & walking discussed. c. Legislative Ministries: Opportunity at GA for organizing around congressional district d. Collection for Ministers of Color, where and how will this be logically incorporated. <p>2) Bill/Kay:</p> <ul style="list-style-type: none"> a. Sinkford Fund collection – Discussed creative ways to obtain funds with ‘the ask’. Opportunities may be carved out to bring forward the ‘campaign’ in multiple & flexible ways. <ul style="list-style-type: none"> i. Kay will be the focal contact in regards to materials such as envelopes. b. ‘Ask’ for Freedom To Marry Fund discussed. Issues around designing the campaign. c. Discussed Ware Lecture selection process, new President & GAPC relationship negotiation. 		
	<p>Reconvene Chalice lighting, opening reading <u>Debrief conversations with youth from lunch</u></p> <ul style="list-style-type: none"> 1) Very productive, genuine, authentic 2) Accountability to this population, what does this mean for GAPC – institutionally, etc..? 3) Logistical challenges with serving this population 4) Youth wishing to extend hospitality to adults 5) Missing presence of UU University coordinators 6) Coordination of chaplaincy with this population 7) GAPC wishes to reiterate the imperative of youth involvement in planning. 8) There are challenges with the use of language, communication, and ways to become more inclusive. 9) How does GAPC evaluate, monitor, assess, and observe as it pertains to outcome of programming and UU University. 	<p>Tim Denise</p>	
	<p>Programs</p> <ul style="list-style-type: none"> 1) Ware Lecture – We went back to Bill to review list for 2010. Inside tracks on other speakers, and possibilities. He will invite 2010 lecturer. We are on track, and will follow up with new president. 2) SLT – We are in conversation with Beth Miller. Walt is the liaison. 3) UU University Monitoring & evaluations were discussed. <ul style="list-style-type: none"> a. GAPC sit in on various tracks – Lynda, Beth, Barb, and Walt, Ginger; partnering w/youth leaders, how/who do we report back? b. Internal observation by track programming Evaluations constructed? 	<p>Barb</p>	

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	<p>UU University & conference call with Harlan Limpert</p> <ol style="list-style-type: none"> 1) Registration numbers update; Theology has heaviest enrollment, others evenly distributed, 43% selected option not to choose when registering. 2) Funding for audiovisual capturing still uncertain. Concerns with permissions lifted up; UUU leadership will ensure this. 3) Worship service demand with the GA Musical Director for track programming is heavier than we anticipated. Each track has at least one worship service, and there were other possible worships being planned. GA Musical Director is limited on energy, yet is willing to connect musicians that may be available to assist. Events in Plenary Hall are his primary portfolio. 4) GAPC relayed concerns from lunch meeting with youth in terms of youth involvement in leadership and planning, counter-oppression (in-time, institutional). 5) How is conflict & complaint being addressed? We discussed the capacities of Right Relations, Allies for Racial Equity, & chaplains. 6) One GAPC member will be in each track, and hopefully partnered with a youth. 7) We discussed having a global comprehensive evaluation template as with previous GA, and specific track feedback. We will incorporate UUU track specific questions into GA Evaluation. Track leaders may informally seek their own feedback but there should not be a comprehensive UUU Evaluation survey separate from the overall GA Evaluation survey. UUU could do survey after GA survey results received (after July 31). PC and UUU will share all survey data. 	Beth	UUU report UUU evaluation
	Agenda changes, additions	Tim	
	<p>Process observation Closing reflection or song <i>End of business session</i></p>	Fred Joan	
	<p>Small group break out sessions (Plenary Hall & Communications) Friday evening open discussion session: Review of 5th Principle Task Force draft proposals. Feedback to UUA Board on draft Values and Ends Statements.</p>		

General Assembly Planning Committee, April 2009 Meeting
 05 - APRIL 2009, Sunday
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TIME	DESCRIPTION	RESPONSIBILITY	PACKET
	Worship	Tim	
	Reconvene	Beth	
	Scholarship Committee 1) We have \$2000 available for young adults. 2) We have \$7500 to offer with approximately 40# requests received. 3) We will carry forward with our criteria for decision-making, and electronically report to the GAPC within one week.	Walt, Barb, Denise	
	Committee of the Whole 1) Manual a. Liaisons have been asked to interface with volunteer committee counterparts, and offer revisions as well as changes as soon as possible. 2) Review of liaison list and volunteer committee counterparts	Liaisons	
	Volunteer Committee meeting report; questions for PC 1) The service project may have secondary benefits to GA such as visibility with the interfaith network. We wish to do more to share about the project in our media relations through John Hurley's Office. a. Discussed ways in which the presentation of funds to the Service Project will be intentional around visibility including the local UU leadership along with clergy presence. 2) Newsletter editor is being recruited 3) Susan Leslie will assist with providing chairs for the public witness. 4) List of ministers developed	Lew	
	Unfinished business & review of upcoming tasks 1) Evaluations will continue as a single GA evaluation, and incorporate UU University questions. Eva will work with UUU on this. GAPC will review before final copy approval. 2) We will be reviewing the Volunteer Technical Coordinator capacity for future General Assemblies. We will be seeking a new Tech Coordinator when Lisa Presley takes a staff job. 3) Review of GAPC meeting & activity schedule for General	Beth	

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	<p>Assembly 2009.</p> <ol style="list-style-type: none"> 4) Discussed the GAPC monitoring of track programming, and partnering with individual youth. <ol style="list-style-type: none"> a. Stewardship: Lynda; Multigenerational: Barb; Multicultural: Beth; Governance: Ginger; Justice & Congregational Mission: Walt; Theology: Denise. 5) Tech Committee Update – Current permissions include Plenary Hall only. CMC – prepurchase of all GA content on DVD audio is available. Learning portal available for mp3 download. Programming outside of plenary hall audio-recorded; PC would like to know if any video planned. 6) Lynda to review Ute-Unitarian connections with input from Lew. 7) Planned welcome & hospitality for new GAPC members. Discussion of new GAPC officers for June meeting activity. 8) Planned Sunday post-worship reception for next year's host district. 		
	<p>Motions</p> <ol style="list-style-type: none"> 1) Budget adjusted for 2009 – Melodie Feather <ol style="list-style-type: none"> a. Motion: "I move that we approve the reduction made to the 2009 budget as presented. Action: Jan Sneegas monitors. 		
	<p>Statements of interest in committee office</p>	<p>Tim</p>	
	<p>Agenda items & planning for June and September meetings</p> <ol style="list-style-type: none"> 1) Policy regarding 'asks' at GA 2) Who, what, how regarding GA advertising 3) Relationship with UU University in relation to representation, communication. 4) UUMN consideration with contractual agreement, clarity, and emphasis on recruitment of musicians from the GA region. . 5) Review all agreements, contracts, and covenants. 6) Post-GA, debrief may need to extend the Monday schedule. 7) Let's look at worship team concept. Too diffuse? 8) September agenda: city relations, anniversary concerns, GAMAP, new president invitation, retreat space & community building component 	<p>Beth</p>	

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	9) June: Connections w/UU University, evaluation, relationship development		
	Process observation	Melodie	
	Personal Checkout	GAPC	
	Closing Reflection	Lynda	
	Adjourn		

NOTE TO VISITORS:

It is the intention of the General Assembly Planning Committee (GAPC) to inform our stakeholders. Our agenda for each meeting is subject to rearrangement. If one wishes to be present for a particular issue or topic, and/or wish to speak with the GAPC, please contact the Beth McGregor (Chair, EPJMcG@aol.com) in advance. Thank you so very much for connecting with us, and we look forward to sharing with you!