

GA Planning Committee Meeting – Charlotte, NC

Friday January 8, 2010

Present: Beth McGregor (chair), Barb Atlas, Joan Benziger, Lynda Shannon, Ginger Brown, Melodie Feather, Bart Frost, Kim Hampton, Tim Murphy, Walt Wieder; David Lauth (DC 10), Eva Marx (Board liaison), Jan Sneegas (staff), Gini Courter (UUA Moderator)

9:00 – Convention Center Tour

10:05 – Convene meeting

September Minutes Approved

Reviewing the Agenda – Flipping Sponsored Programming report to 2011 50th
Anniversary time slot

Convention Center Debrief

Questions about decorator for hanging of banners and banner parade going through the dock area

Minneapolis CC sent email stating that hanging of banners must be done by CC staff. This is a general trend and adds to our costs.

Critical for 2011, but the banners are becoming an increasing difficult issue for the Convention Center

Hanging banners in Plenary Hall or Exhibit Hall? Virtual Banner Parade?

Bathrooms – Need for a Gender-Neutral bathroom, accessible sinks

Escalators – choke point, flow, times for doors to be open, wider openings

Food court outside of exhibit hall, there will also be food in the exhibit hall

2010 and 2011 discussion with Gini

Hold networking space (generic, facilitated space), post something in the room, central location, newsletter. Problem with no opportunity for announcements on Weds, Thurs.

Schedule regional groups discussion pre-GA.

Networking rooms in hotel will be set up in rounds for small group discussion.

Discussions on Saturday and Sunday: Up to 5 rooms in the Hilton and there are 5 rooms for the AIW minis usable before and after the mini-assemblies

No extra cost for the AIW mini rooms, which is good because mini attendance is low

Business Mini-assemblies – Listed for two: Biennial GAs (or Board-submitted GA resolution) and President/Moderator elections

Set up for three because of misc. housekeeping or Greening Resolution

Spread them out: one on Thursday, one on Friday

Recruit more Parliamentary people to moderate Mini-Assemblies, look at former District Presidents, DRUUMM, YA Caucus.

Beth will recruit, Gini will host a meeting of parliamentary volunteers. Service at mini-assembly won't count toward GA Volunteer hours.

District-level education, or GA-level education?

Ware Lecture – Have invited Bill Moyers and Karen Armstrong
50th Anniversary Committee – John Buehrens

Need two GAPC members to support each other, knowing how GA runs, from Celebrations and Programming teams

Moderator's Report

District Presidents' Meeting

Similarities with goals and source between Districts and the Board
Ended with a vote to have organized regional meetings with current regional areas

Purpose would be to look at Governance

There was a vote to instead of District gatherings to have regional gatherings at GA.

New England and the St. L/Metro/JPD are the two regions that have planned meetings

Some districts don't have enough money to host and attend meetings regionally

5 rooms probably wanted for GA Regional Meetings pre-GA

Assuming change in AIW process for 2011

Responsive Resolution Process needs to change

Board of Trustees Report-Eva

Still need to vote on Providence

Meeting in San Antonio this year to experience some cultural changes

Will be learning more about owner linkage and will be meeting with congregations in San Antonio

The program slots worked well

Script Management-Ginger

Melodie is the coordinator and will be documenting the process so someone can take it over after

Problems last year receiving scripts by 5/31

If teams are more aware of the AR/AO/MC then that element might be mitigated

Flow plans deadline the first of May worked well

Suggestion to move the 5/31 deadline back to 5/21 because of the Memorial Day holiday

Suggestion to expand AR/AO/MC review from just Worship scripts to all scripts

Marketing and communications 2010 and 2011

The first podcast has been put out, the first and third Wednesdays of every month to be released

The blog has been created, along with a Twitter and a Facebook

Depend on a strong showing from the host district

Process Observation and Closing Words

Break for Lunch

Review of Rest of the Day

Task Groups

Worship and Celebration

Worship Coordinator Guidelines

Why not pay registration for the Worship Coordinator and not the Worship Leader?

Change Responsibilities “1) to everyone must be registered”

Edit in first paragraph

Change Scripts deadline to May 21st 2010

Keep flow plan deadline May 1st, define Flow Plan as High Level outline

Move Conference call up to #3

Will be March 1st at 1 PM EST

Copyrights deadline to May 21st with Scripts

Roles of Worship (Event) Liaisons – Melodie to revise document and send to rest of committee. Barb to put in Policy Manual

The Worship Teams

Opening – what are we doing with the Native American greeting?

Peter Mayer is doing Music, and Peter Morales is doing a homily

Peter Mayer might do a Prairie Star District pick up Choir

Pretty sure there will be a PSD Choir

Banner Parade, Worship, then Plenary 1

Possibility Plenary 1, with Banner Parade, then Worship

Walt talk to Rev. Rob E-I about Native American greeting

Move OOS to Banner Parade, Plenary 1, then the Worship.

Synergy – Michelle Collins (?) is the Worship Coordinator

CSW – Heather Starr is the Worship Coordinator

Friday – TBD. PSD-based, multigenerational; suggestions offered.

Closing-TBD

Plenary Hall

Copyrights and Permissions

PC to facilitate the process, staff needs to take greater responsibility because of the legal ramifications

But it is not solely staff responsibilities

Reception with local ministers and TJD lay leaders

District Coordinator's Report (Observed by local ministers and lay leaders)

Volunteer Committee is recruited, made up of nine members

Tour arrangements are being done by a local business owned by local UUs

Status of the Service Project

Hoping to sell work gloves at the Service Project booth, include work component.

Other projects such as Utah Pride Center and the Hispanic Unity have had concrete results

The Travels of the UUA Chalice

Has traveled around the Prairie Star District

Coordinating alternate lodging options?

Most successful as a fundraiser for the congregations, Portland has a structure so it worked well.

Needs someone to organize, and there are documents available to help someone organize it

Breakout into Worship and Program Groups

Report back from Worship

Opening Worship is done

Closing team is building, the theme is being created

Debrief of Meeting

Receptions at GA: Plan one for Charlotte, and one for upcoming districts

Break for Dinner

Discussion of the Green Revolution in Religion

History and Provenance

Ballou-Channing District Board and the BCD AM voted and accepted this resolution

Is it a business resolution or an action of social witness

Conclusion reached; we will put it on agenda as a business resolution

Discussion of GA 2011 and beyond

Impact of Policy Governance and linkage mandate

Linkage is always intentional and in a setting

Might be some linkage events at General Assembly, but most likely not because of the quality of information gathered

Transition to a GAPC accountable to the administration rather than the GA is in the future.

Setting program direction as the “entitlement” system ends, similar to this year’s PDG process.

Board would like to hold Appreciative inquiry for next 50 years in 2011

Move the date up and change language to get program applications for 2011, offer info about it in Program book and at GA

Fifth Principle Taskforce recommendations

Concerns about: Regionalization, marginalized groups, internal cultural development, basic notion of reducing programming content, not explaining the full information behind the numbers (% of congregations paying dues and the amount, the total number of congregants, etc.), what it means by full subsidy, publicity that General Assembly brings

The Taskforce brought up the same concerns, and struggled with it

Meeting recesses and reconvenes in the morning.

GA Planning Committee Meeting – Charlotte, NC

Saturday January 9, 2010

Present: Beth McGregor (chair), Barb Atlas, Joan Benziger, Lynda Shannon, Ginger Brown, Melodie Feather, Bart Frost, Kim Hampton, Tim Murphy, Walt Wieder; David Lauth (DC 10), Eva Marx (Board liaison), Jan Sneegas (staff),

Meeting Convenes

Agenda Review

50th Anniversary Committee, squeezing in the rest of the Board report, letting Plenary meet before reporting back

50th Anniversary Committee

Lynda and Beth recommended to Gini to represent the GAPC on the 50th AC

Report out from Programs and PDG

PDG Report

What worked and didn't work for the whole process?

Worked well except for the dual deadlines

Change so that all proposals go to PDG at one time

Create PDG in the Spring and begin that process then

Discussion about funding programs

GAPC wants to do it again, but place greater restrictions on the use of money; GAPC money should go primarily to direct program support not admin.

Process needs to be simplified and further clarified before being wholly addressed

Was mission-driven and very thoughtfully done, the outcome was good but the a few things need to be adjusted

Children's Choir is going to hold a concert before the Ware Lecture

Saturday AV/Tech crew dinner is coming out of the Programs budget.

Programs Report

Evening Entertainment

Has been accepted and set

Do a bit more marketing of the Evening programs

Feedback Sessions-Will do daily feedback table, no workshop slot.

Public Witness

Is on the Grid, at Loring Park (walking distance), and is in conjunction with Pride week. We need more info from Advocacy and Witness

GACS Director's Report

Summary of Staff: Still going well

Social Media additions are working out well

Don and Jan are going to the Religious Meeting Management Conference in Ft Worth at the end of January
Early December was the Staff trip to Minneapolis with Ginger attending to represent Plenary
Don't have a contract with the Minneapolis Convention Center
Still in negotiation over sustainability
Going to have to pay labor to hang banners (Cost 32\$ per hour for 4 hr min, for one person)
Look at hanging banners with pipe and drape in the exhibit hall in a quilt display almost
Chaplain office won't be available until Wednesday Morning
Most Midwest recycling centers don't take plastics 2-7 because there is no market for it
Biggest concern for Minneapolis is the relationship with the Hyatt hotel
The Boston Hyatt fired all of their housekeeping staff and hired contract worker for half the cost
UUA has a stake in fair employment, GA has a contract with the Hyatt.
UUA wrote a letter saying that the actions in Boston were not okay, Hyatt responded, UUA responded. A lot of ze said/ze said
Tim Brennan had a conversation with Hyatt manager last week
Ultimately, Hyatt won't release us from our contract and therefore will be an extra cost if contract is cancelled
Doubletree is a back-up hotel just in case
Childcare will be Kiddie Corps? Young Fun is at the University of Minnesota. Childcare is from 7:30 to 6.
Receptions for Local Committee recruitment in CC
There are Lounge spaces but Development will not have a donor reception, instead they are having an appt structure
Need to look at times and spaces.
Charlotte 2011
Concerns with housing
Westin and Hilton \$169, other hotels are \$119
On hold for negotiations with the Westin and Hilton
Phoenix 2012
The Wyndham is becoming a Renaissance
Contracts with Hyatt and Renaissance but not the Sheraton right now
Future Meeting Dates
September 15-19, 2010 in Boston
January 6-9, 2011 in Phoenix
April 7-10, 2011 in Charlotte
GA in Charlotte meetings June 20-27
September 14-18, 2011 in Boston

Budget

On track for 2010 budget
2011 budget is very conservative

Was altered to reflect big 50th Anniversary plans for 2011

Report back from Constituencies and Services

Service project

Tim Wilson – enthusiastic, gone beyond the usual, looks great, some concerns about how visible the result will be, but it's more hands on

Chaplaincy/Spiritual practices

Doug Kraft won't be here, the rest are returning, looking for a new lead chaplain, therapist in place as well

Who is scheduling the AA meeting location? In spiritual practices room is causing problem

Musicians would like to have a place to play gentle music – do we have a room available for that? - We don't have room space

Ambiance

banner hanging is an issue – Jan will follow up on possibility of displaying them in exhibit hall – photographing them there will be explored as well

Joan and Kim plan to visit each booth to establish contact with exhibitors

GA newsletter

last year worked well, looking for a volunteer to head that up again, David is on it

Jan has talked to Kathy will continue to stay in touch

GA listserv

fairly quiet of late, items will start getting posted soon

AR/AO/MC

contact list has been updated – Tim will send that out by email to GAPC

RRT

new head of team hasn't been named - find out from Scott, who might want to be on the worship team for the closing (dealing with Charlotte)

Accessibility

Patti went on site visit – Kim to meet with next week

Youth and young adult

lead staff in place – no other news

Financial aid

later – can a list of criteria be established to make the process easier? (in advance)

Local congregation/minister liaison

let's meet with the ministers in April – 4:00 Thursday afternoon – not whole committee, but as many as can.

Kick-off reception

Tuesday evening – may be a little more substantial – we'll hear more later

Child care – 7:30-6pm – Kiddie Corp

Young Fun – University of MN

Lunch

Meeting Convenes

GA 2010 and 2011 Issues

Grid issues:

Youth and Young Adult Open Worship space issues

Put it in the Choir Room

Questions about it being on the Grid

Expand the Evening Programs slot to include to 9:15

Name for Evening Programs slot (now Evening Programming)

Reactions to the Grid

Emphasize that we need to have the mini-assemblies first

Language for the Program Book

Add to April agenda

Children's Choir

Place to feed the kids between sound check and concert-Vol

Comm will help advise.

Open rehearsal around 3 PM, Rehearsal space might be a green room

Melodie and Kim will take the lead on Children's Choir

Information about Pride Week

Not in the Program Book, but at the local info desk

Peter Mayer Concert/Booth (combined with venue for performer/speaker CD and book sales)

Two registrations, one for him and his wife Beth, and would like a place to sell his merchandise

Jim Scott would organize the booth, with a consignment fee for the merchandise of other musicians in order to pay for staffing

The books if also sold by UUA would infringe on UUA Bookstore

Booth would come out of Worship and Celebrations as payment to Peter Mayer

Need a contract and guidelines with Jim Scott, need another contract with Peter Mayer

Lynda will request booth by next Friday

Booth only for musicians performing at General Assembly

These musicians need to be notified

Monitoring and Evaluation of PC and PDG sponsored programming

Get the criteria for selecting programs and create questions on

Evaluation to see how attendees responded to the programs

Linking it to measure congregation-size correlations and others

Lynda and Eva will have a draft by the April meeting

Designate volunteer(s) to do program monitoring (attendance reports)

Spanish hymnal is due to be released at GA 2010

Pre-event slide shows

Are they going to happen? Some are given, others are created, but there is no oversight for them.

They take a lot of volunteer hours to create
One pre-Ware Lecture, and one Service Project, one Children's
Choir (if they create it), one on greening
Multigenerational ID Groups
One workshop is on ID Groups; we'll explore with identity
organizations and staff to see if there's other interest
2011 District Coordinator Discussion-Beth will speak District leadership.
How to make destination a draw and recruit local volunteers
Recruiting volunteers might not be as hard as it seems
Charlotte '93 needs to be addressed
Led to the development of programs and leadership,
although we still have a ways to go
Ask Peter to address? Address it through GACS podcasts?
Opening and Closing worships?
Keep this in mind as we plan this GA, and bring in the people that
were hurt in Charlotte '93 so as to not be dismissive
Chair to talk to Peter about a yearlong plan to address it.
Use it to create a place to talk about race and class
Plans for the 50th Anniversary
Do we want a theme?
See if the Committee has an idea for a theme.
Get it in 2010 Program book.

Continuation of Board Report

Review of what will be reported to the Board

Plenary Hall Report Back

CMI is doing the Plenary Hall stage design and hall layout
House manager roles have been defined and clarified
Plenary hall instructions guide has been created and will be distributed
Two e-mail addresses to be created for Worship and Plenary Hall Scripts
Get Melissa to be the staff person to be in contact with the Tech people
CSW
Planning Committee has an agreement to provide a timekeeper this year,
CSW will provide editor for their portions, the GAPC for its portions
Offered them 5 volunteers for this year, and that in 2011 CSW will be
responsible for recruiting and paying for their volunteers
Liaison to the Moderator and Plenary
Tech coordinator position has been divided into two roles, Plenary Tech
Assistant will be responsible for Plenary with the Tech Coordinator
supervising.
Mark Gibbons is the Volunteer Committee Tech Coordinator
The number of volunteer hours for Plenary Tech Assistant is dependant on
how much staff takes on.
Work continues to clarify other roles and responsibilities
Copyrights and Permissions

Would like to have the Exec Committee write a letter to Harlan and Kay about the legal issues and staff roles around Copyrights and Permissions
Plenary Hall Tech Schedule
Not in the program book
Digital copies to liaisons in order to pass on to parties that needed it

Break

How is the Committee's process working?

Are lines of responsibility clear? What is falling through the cracks?
Thoughts that we are working well, that it's not clear, the committee members are pretty transparent, shared leadership is something positive
Did Orientation fall through the cracks last year? There was confused accountability. There were thoughts from the attendees that Orientation was useless.
Further discussion of September's retreat as well as ways to do better relationally and content-wise.
Thinking about the individual interests, priorities and goals for the Committee, planning ahead for leadership transitions.

Unfinished Business

Plenary Hall Report

Plenary Tech Assistant might work more than 24 hours, and it might be nice to cover some transportation costs for that person
This could happen this year because the Tech Coordinator is local
Larger questions "what's a >24 hours person get in addition to registration"
Make the position a member of the Volunteer Committee for compensation reasons
Maybe we need to evaluate the positions on Volunteer Committee and create some sort of institutional review; perhaps two tiers.

Committee Member Address Change

Childcare

Theme for GA 2011 (by March 15)

The Logistics of the Discussion Groups

Plans for Tonight

Process Observation

Break into Task Groups

Meeting recesses until morning.

GA Planning Committee Meeting – Charlotte, NC

Sunday January 10, 2010

Present: Beth McGregor (chair), Barb Atlas, Joan Benziger, Lynda Shannon, Ginger Brown, Melodie Feather, Bart Frost, Kim Hampton, Tim Murphy, Walt Wieder; David Lauth (DC 10), Jan Sneegas (staff)

Worship and Celebrations

Themed out and created a vision for Closing Worship

“Journeys” is the theme

Going to touch base with a few ministers, and invite ministers to meeting that is at 4 pm on Thursday

Friday morning worship to be multigenerational maybe by Unity Black Friday group

Constituent Services

Childcare

Have it at 7:30 am, ending at 6 pm at the request of parents who were late to programs

Sunday it would be at 8-6

Tours

Legal concerns about bus tours

Have Jan sign contracts with the tour peoples to assuage liability concerns

People running the tours this year are a legit tour company, so does that change liability concerns? Check with tour company about liability concerns. Who is signing contracts with bus companies and do they have customers sign waivers?

Revisit tour policies in September

Revisit District Coordinator’s Report

Home Hospitality concerns – no volunteers but is it worth the worry?

White Bear used to do home hospitality, maybe they would like to do it

Deadline – February 1st for contact information

Videographer/Volunteer

Interested in creating a type of documentary for at least the district historical records

Contact Jan

Possible helping the Service Project and Hope Community

Communications

No job description, but a job list instead

List of contacts for updates and teasers

Worship Coordinators phone call

March 1st, 1 PM EST

Worship team and all worship team coordinators

Motions – See end of Minutes

Reviewing the Grid

Need to go into the Grid Meeting with our policy change:

Business sponsored and GAPC sponsored slots are listed on grid.

Change language about Regional and District Ingatherings? Not this year.

Deadlines Review

Deadlines listed in September 2009 PC Packet, page 59.

Packet deadline for April GAPC Meeting is March 26th

Review and Assigning of Tasks

Motions

Motion 1 – Script Deadlines

Moved that the deadlines for Plenary Hall scripts in 2010 be as follows and implemented in accordance to Plenary Hall instructions:

May 1, 2010 - Flow Plans are due

May 21, 2010 - Electronic scripts, copyright permissions, DVD/Videotapes, and graphic materials are due

May 22-June 8, 2010 - Review scripts for completeness, length, flow and AR/AO/MC

June 9, 2010 - Compiled comments returned

June 10-14, 2010 - Final edits made

June 15, 2010 - Final Scripts are due

June 16, 2010 - Coded scripts sent to the Captioners

June 18, 2010 - Formatted scripts are returned.

Action: GAPC Liaisons inform Worship Coordinators and Moderator of these dates.

Accepted Unanimously

Motion 2 – Business Resolution on the Green Revolution

Moved that the GAPC does not wish to propose an alternate resolution and refers the resolution “The Green Revolution in Religion” to the UUA Board for inclusion in the 2010 General Assembly agenda.

Action: Eva will report to the Board this motion.

Accepted Unanimously

Motion 3 – 2011 Budget

The following budget line items are to be increased by:

Ware Lecturer - \$10,000

A/V - \$10,000

Programs - \$10,000

Worship and Celebration - \$15,000

Registration Income - \$45,000 (to offset added expenses).

Moved that the budget be accepted as amended.

Action: Jan will make the changes.

Accepted Unanimously

Motion 4 – Booth in the GA Exhibit Hall

Moved that the GAPC provide for one 20x20 booth (to be paid out of the Worship and Celebrations budget) in the Exhibit Hall at which CDs/music songbooks of musicians performing at GA 2010 may be sold. No other materials may be sold at this booth – only the CDs and self-published songbooks of musicians performing at General Assembly 2010. The GAPC will contract with an individual who will be fully responsible for the setup, breakdown, and staffing of this booth.

**Action: Jan to take to GACS office. Lynda to prepare contract and notification of eligible musicians.
Accepted Unanimously**

Motion 5 – Copyrights and Permissions

Moved that the GAPC accept the report of the GAPC task group on copyrights and permissions (Distributed to GAPC members on 1/4/2010) asking the GAPC Executive Committee to send a letter of concern to the UUA Vice Presidents that copyright permissions for materials used at GA should be the responsibility of the UUA.

**Action: Ginger, Lynda, and Barb will draft letter for Executive Committee to send to Jan and the UUA VPs.
Accepted Unanimously**