

General Assembly Planning Committee

September 16, 2010

Attending: Lynda Shannon (Chair), Tim Murphy (Vice Chair), Barb Atlas (Vice Chair), Bart Frost (Secretary), Walt Wieder, Melodie Feather, Beth McGregor, Ginger Brown, Kim Hampton, Joan Benziger, Mary Alm (DC '11), Eva Marx (Board Liaison), Jan Sneegas (Director of the GACS)

Meeting convenes

Meeting with Kay Montgomery

- Discussed planned Communications realignment involving UUA staff that will have a concomitant coordinating relationship to General Assembly marketing communications.
 - Reasoning is to create a unified, clear message about General Assembly.
 - Might be useful to avoid releasing information about General Assembly before it is ready.
 - It would need to be understood that clear definition of roles, lines of communication and oversight procedures created.
 - Staff realignment part of the continuing process at the UUA
- General Assembly 2011

GAMAP Report

- GAMAP Agenda that had been circulated to the GAPC was tabled; senior Alban Institute Consultant Susan Nienaber was engaged to facilitate the meeting
- A single agenda item: GA 2012 was the subject of GAMAP, facilitated discussion between the Board, the GAPC, and the President
- Major focus was to establish the responsibility for each part of General Assembly
- Board Right Relationship Team will take responsibility to identify contacts from stakeholding organizations related to the business resolution passed on 2012
- Structure of General Assembly belongs to the General Assembly Planning Committee
- Vision statement for General Assembly 2012 came out of GAMAP:

STATEMENT OF PURPOSE:

The Unitarian Universalist Association will offer a General Assembly in 2012 which transforms individual and congregational capacity for effective public witness and influence on issues of justice.

As we gather in nonviolent protest with a focus on public witness and social action, we are committed to:

- *identify* outcomes in collaboration with our internal and external partners.

- *provide* opportunities for participation by individuals of differing abilities and people with historically marginalized identities (including youth and young adults).
- *use* General Assembly 2011 in Charlotte, North Carolina, to begin preparation

ACTION ITEMS:

1. Follow up with internal accountability groups:
 - Gini suggested that she get in touch with these groups and ask them for a representative and an alternate to serve as a contact person to receive information/reports etc from the Board and the GAPC
2. Follow up with Somos Board president on July request.
 - Set up meeting with UUA delegation by the end of Oct.

-Summary below from Peter of the 9/15/10 conversation with Alfredo Gutierrez, chairman of the boycott committee of Somos.

-Discussion about GA 2011 happened as well, but was not the primary focus.

Grid Report

- Two proposals: One has an AM Public Witness and the other has an afternoon Public Witness
- Choir Rehearsal starts on Wednesday, Choir registration will happen in the GA registration area at a side table.
- Questions and Concerns about Exhibit Hall Reception, possibilities of cutting a bit off of Opening Worship, pushing things earlier, etc.
- Little negative feedback from last year's grid
- Public witness will either be Friday Morning or Friday Afternoon
 - First goal is an Interfaith Justice Worship
- Nick Page's New Epiphany Revival will be a lead in to Synergy Worship as agreed to by youth and young adults
- 50 years of UU Music in 50 minutes on Saturday night pre-Ware
- Will be pre-plenary worships, but depending on the schedule, two might happen on Saturday
- Further discussion tabled.
- Next year, Planning Committee will have responsibility for the invitations to the Grid meeting

PDG Report

- See report in Packet for more in-depth information
- Grid gives 9 slots, equals 102 slots to the PDG
- Evening programming was really good last year, hoping that it will be invited and encouraged.

Mission, Vision, and Covenant of the GAPC

- What are the functions of the GAPC?
- Discussion about the mission of the GAPC

Structure and Organization of the Committee

- The Committee needs to figure out a way to transfer knowledge throughout the committee
- Assignment of persons to roles

Meeting Adjourns.

General Assembly Planning Committee Meeting

September 17, 2010

Attending: Lynda Shannon (Chair), Tim Murphy (Vice Chair), Barb Atlas (Vice Chair), Bart Frost (Secretary), Walt Wieder, Melodie Feather, Beth McGregor, Ginger Brown, Kim Hampton, Joan Benziger, Mary Alm (DC '11), Eva Marx (Board Liaison), Jan Sneegas (Director of the GACS)

Meeting Convenes.

Reflections on the Retreat

Questions for Gini Courter, Moderator of the UUA Board

- Opening: could Plenary 1 happen Thursday morning?
- What are the major business items you are foreseeing?
- RE: Reports from AOs (UU-UNO, UUSC, Women's Federation) are these required to be reported in Plenary? What times are allotted each report?
- Have you considered rewriting the rules of procedure in order to trim the discussion for AIWs and RRs?
- Who on the board is passionate about changing AIWs and RRs?
- Since we've received the opinion from Ned about remote participation in General Assembly (involving voting) pending the BoT adopting procedures to allow for remote access voting, are there plans to change the necessary portions of the by-laws and rules to accommodate this opinion?

Meeting with Gini Courter, Moderator of the UUA Board

- Opening Plenary
 - Can't do anything rules based without passing the rules
 - Right Relationship team introductions, Youth and Young Adult Caucus introductions
 - Reasoning to end Opening earlier was because of the Exhibitors' Reception
- Considering rewriting the rules of procedure?
 - Doesn't make sense if we trying to change the AIW process
- Changing the AIW and Responsive Resolution process
 - Need to be in right relationship with the CSW
- Trying to open up the discussion about the process with proper groups

- Reports and minimum time needed
 - Staff reports have been cut
 - Associate Member Organizations, if cut this year would never be added back in to Plenary
- Bylaw changes to enable remote access
- Invitation to meet during the same time as the Board in Phoenix in January depending upon the Committee's decision about meeting.

Questions for Peter Morales, UUA President

- Thank you for your attention and participation in GAMAP
- Do you know who the immigration speaker is going to be?
- What is your vision for Sunday morning?
- Would there need to be a PC representative in the delegation that will meet with the partners in Phoenix (if such a meeting to happen)?
- The roster of speakers that have been confirmed so far is looking very white (with the exception of Imam Rauf), have we looked at including any people of color into the mix?
- Partnership in regards to 2012 is partnership in terms of social witness, not programming
- What are the parameters in terms of social witness?
- Justice as broadly as possible
- What type of international presence are you expecting in Charlotte?

Meeting with Peter Morales, UUA President

- Could you invite an immigration speaker for GA 2011?
 - A couple of ideas off the top of his head (MALDEF)
 - Thursday or Friday afternoons would be the time frame
- Vision for the Sunday Morning Worship
 - Not really a seeker service, but really should be a showcase of an outstanding worship
 - Vision for Phoenix Sunday Morning Worship is even more expansive, involving the interfaith community and likely incorporating Spanish language segments
- Partnership meeting in Phoenix during January meeting?
 - Board to board meeting might not what is called for, might be a diplomatic meeting among leaders who know each other
- Roster of speakers for GA 2011 is lacking in diversity
 - Peter will see what he can do for the Sunday morning worship
- Any special or international guests expected?
 - Not just yet
- Parameters of Social Witness in 2012
 - The Committee would like Justice to be broadly defined and accessible

Meeting with Office of Youth and Young Adult Ministries

- 50th Anniversary Taskforce

- Importance of Youth and Young Adults in the Celebration of the 50th Anniversary
- Need OYYAM's involvement
- If the youth and young adults hadn't started the merging process, we wouldn't be here
- Could be an opportunity for the Youth Caucus Staff to be involved
- Synergy
 - Immediately precede Synergy with Nick Page, so both events can happen in Plenary Hall as well as increasing attendance.
 - When will the Youth Caucus staff positions be filled?
 - Young Adult facilitators were elected last General Assembly
 - Youth Caucus Senior HUUPER, Senior Worship Coordinator and both FUNTIMES managers are all filled
- Addressing declining Youth Caucus numbers and increasing Young Adult Caucus members
 - Gave out more than \$15,000 dollars in scholarships to youth and young adults
 - Might be due to economic climate
 - Is it because of scholarships requiring congregational involvement?
 - Planning Committee can advocate for a more accessible General Assembly
- Budget: requested the same amount as last year
 - Young Adult: \$2000
 - UUA Support has increased
 - Orientation Dinner was a wild success, so they are continuing this event again in 2011
 - Youth Caucus: \$18,000
 - Looking to bring in HUUPERS in late fall and early winter to discuss the Grid
 - Adjusted based on flight averages, hotel rooms etc

Further Discussion about Committee Roles and Tasks

- Further assignment of roles/shadowing v. mentoring; passing knowledge

Questions for Mark Steinwinter, Director of IT Services

- Cost of equipment – for GA only or other purposes?
- Cost per volunteer – old model -> new understandings?
- What is your office's mission at GA 2011?
- Report backs post-GA
- Are you paying honoraria?
- Clarifying captioning
- Photography expenses

Meeting with Mark Steinwinter, Director of IT Services, UUA

- Current request for one-time investment of \$14,080 and recurring budget of \$29,900

- Would the cost of equipment be for GA only?
 - Equipment would be for GA only, the UUA does not have a need for it currently
 - Would rental be a problem?
 - Rentals wouldn't be worth it in the long run.
- Cost per volunteer?
 - Registration and travel is the payment
 - Conversation about photography
- What's the mission of the office in GA 2011?
 - To support General Assembly, promote communication and connection
 - Report backs
 - The GAPC needs a financial breakdown and report back after General Assembly

Questions for Sarah Lammert, Director of Faith Development

- Offering support to this service, e.g. Ushers
- Any tie-in with the anniversary? Is there a reunion of the first class of UU ordained ministers? Tie-in with Div schools?
- Ministry Days?
- Relationship to GA? UUMA to Dept. of Faith Development?
- Staff in Faith Development
- Preacher for SOLT? Music?
- AR/AO/MC review

Meeting with Sarah Lammert, Director of Faith Development

- In regards to the SOLT, the GAPC has an AR/AO/MC script review process. The GAPC needs to know if the SOLT needs ushers for the offering, rehearsal space, music, and accessibility needs.
- Would like to work with the GAPC as a team to raise the energy of the SOLT
- The choir director and music should be coordinated with the Music Coordinator
- Julie Shaw will be taking care of the rehearsal and pre-show needs
- The GAPC needs to know the accessibility needs of those involved in the program (e.g. choir members or anyone on stage)
- Discussion about staff in the office and some anticipated changes
- New ideas for the service, changing and lifting up certain parts in the works

Volunteer Committee Report

- Proposal to change the Volunteer Committee to a Local Functions Volunteer Committee and a Logistical Volunteers Committee
 - Only the Local Volunteers would meet in Charlotte in December and April. It would be a cost-saving maneuver as well as

streamline the process. Both committees will meet together the day before the start of GA.

-Admin Assistant will be a member of the Local Functions Volunteer Committee. 2011 Admin Assistant is already appointed, Kathy Charles, and is not a local person.

-Do we provide volunteer opportunities for economic hardship or as a "This is your GA"?

District Coordinator's Report

-Has been invited to bring the Chalice to local congregations

-Volunteer Committee positions

-Has meetings scheduled with DE and others

Discussion on Evaluations

-Advertise Orientation in Registration area

-Attempt to increase YaYA responses

-AR/AO/MC

-Likert scale or yes/no/unsure scale? Recommend return to Likert for fair comparison of one GA's evals with another.

Meeting Adjourns

General Assembly Planning Committee Meeting

September 18, 2010

Attending: Lynda Shannon (Chair), Tim Murphy (Vice Chair), Barb Atlas (Vice Chair), Bart Frost (Secretary), Walt Wieder, Melodie Feather, Beth McGregor, Ginger Brown, Kim Hampton, Joan Benziger, Mary Alm (DC '11), Eva Marx (Board Liaison), Jan Sneegas (Director of the GACS), Carol Agart

Meeting Reconvenes.

GACS Director's Report

-Staff Update: Jan going on sabbatical October 1 through after Thanksgiving; Don and Melissa will be able to manage the work of the office while Jan is gone on sabbatical and Stacy is on maternity leave.

-Budget Discussion

-Reviewed Results 2010 (to the good \$286,000+)

-Consulting Fee for Accessibility Services (add \$5,000 for Patty to do December pre-site)

-CMC Proposal

-For an additional \$8 a person, CMC will audio record all GA programs and make the content available to all registrants by streaming or download via Live Learning Center (GAPC to pay for \$3 pp/each attendee \$5)

-Environmental Stewardship is increased

-Shawna will help us get the British Standard 8901, to maximize value and establish benchmarks in our sustainability work. When people ask us about our policies we will be able to provide them.

-We currently have no documented environmental stewardship policies although much of our work has been groundbreaking.

-Electronic Support

-Current is at 19,500 and the proposal is 29,900

-\$14,000 would be a one-time expense

-Possibility to use the reserve

- Need to look into amortizing the cost of equipment over 3 years

-Possibility to both use reserve and amortize.

-What about the costs when increasing 5 virtual online sites to 50?

-There are opportunities to offset costs of this such as offsite registration fees.

-Members of the GAPC expressed reservations about the costs of GA photography and would like to explore further.

-Conversation temporarily tabled – questions to be continued.

Conference Call with David May, Chair of CSW and Audra Friend, Program Coordinator of Advocacy and Witness

-The GAPC would like to be in communication with the CSW about looking at the AIW process

-CSW liaison to be in communication with the CSW about examining the AIW process – work under the direction of CSW and also involve BoT members.

Back to the Budget

-Environmental Stewardship

-Not all that money is for Shawna, but for Jan's involvement on Green Meeting Board

-Electronic Support

-ES budget to \$27,900 and \$14,000 to the purchase of equipment

-Financial Aid

-Double the amount from last year to \$10,000 for scholarships in 2011.

-CMC

-Need to be aware of fees and lack of sale monies

-Thoughts that this is valuable

-Proposal to add a \$5 dollar fee to registration for this, and the committee will pay the other \$3

50th Anniversary Task Force

-50th Anniversary TF reports to the Planning Committee

-Proposals for videographers for an exhibit to interview registrants

- Gab-ze-bo is an audio video recording kiosk that corporations and such use in major conventions
- Individuals would go in and digitally record their 2 minutes of thoughts, then could be e-mailed to Facebook, and the UUA would own the content
- 50th Anniversary is really excited about it, the UUA is excited
- The cost would be \$10,000 for shipping, staffing, supporting the kiosk
- Will be hosting 2 programs
 - Might be other programs we would want to go in with
- Talked to Stewardship and Development making more pins
 - Do we want to do other giveaways and what type of giveaways?

Task Group Discussions

Dates for the January Meeting: Decision to stay with currently scheduled January 6-9, 2011

Plan to arrive in Phoenix by 5 PM on January 6, 2011. Meeting adjourns Sunday, January 9, 2011. MAKE TRAVEL ARRANGEMENTS NOW!

Board Liaison Report

- The Board would like to reduce the size of the Board, though no formal discussions have happened yet.
- Board met with District President's Association with a focus on regionalization.
 - Those that participated in the offsite proxy trial enjoyed it.

Recommendations from GAPC Reports

- Ambiance volunteers are not authorized hours before General Assembly. Expectation of Volunteer Coordinators to do shopping and scheduling before GA.
- Everyone should look at their piece for guidance
- The selling of CDs, tapes, and songbooks outside of plenary post-worship should cease

GACS Director Report, Part 2

- Exhibit hall policies – discussion about content of materials in Exhibitor's booths resulted in a reaffirmation of our current policies which are tied to UU Principles.
- Conflict of Interest forms – distributed to all GAPC Members for signatures.

GAPC Timeline

The timeline on pages 79-81 in the packet will be revised as discussed and sent out again by Jan incorporating changes discussed.

Volunteer positions

-Barb and Ginger will create a ranked list of needs to help establish selection priorities, will pass on to staff and will run by GAPC

“Special classes” of volunteers

Retired Ministers and Partners, seminarians, students – all desired persons for work at GA. Sense of the committee was to retain these “24” hour volunteers with a 14-hour time commitment.

Evening Events

- Two events so far, a dance and worship; the open mic, by consensus, not to continue.
- GAPC sponsors all of the evening programs
 - Delegates the worship to the YaYAs
 - Collaborates with the YaYAs about the dance
- Two events in every evening slot Thursday through Saturday.
- Performance passes – limited to single event one-time use.

Deadlines

Grid

- Proposal
 - Last plenary starts at 2, ends at 5 or 5:15, 15 minute break, 45 minutes closing
 - Wednesday: Young Adult orientation to 4-5:30, in gatherings at 5:45, opening 7-9, reception 9-10

Monthly Meeting

-Lynda will send out a Meeting Wizard to the committee for the first conference call meeting in November (pre-Thanksgiving)

Adjourned.

General Assembly Planning Committee

September 19, 2010

Attending: Lynda Shannon (Chair), Tim Murphy (Vice Chair), Barb Atlas (Vice Chair), Bart Frost (Secretary), Walt Wieder, Melodie Feather, Beth McGregor, Ginger Brown, Kim Hampton, Joan Benziger, Mary Alm (DC '11), Eva Marx (Board Liaison), Jan Sneegas (Director of the GACS)

Worship – led by Kim Hampton

Meeting Reconvenes.

Discussion and Voting on Motions

-See end of minutes

General Assembly Planning Committee Tagline

-Creating Community, Deepening Connections, Nourishing Dreams

Promo Videos for 2012

- John Hurley needs to be involved
- Will cost money
- Orientation videos
 - Available before General Assembly
 - Available at General Assembly
 - Cost to rent monitors will be expensive
 - Instead of a video, a powerpoint could serve a temporary function until money can be set aside.
- Staff is doing similar viral marketing
- Taking this discussion offline

Debrief Retreat

- Revisiting the covenant
 - Added to the agenda for the first conference call
- Commitments and Expectations of GAPC members
 - Bring a variety of life experiences and perspectives
 - Eliminate trade show organizing, parliamentary procedure, advertising
 - What about the spiritual aspect? The calling to service of our movement..Lynda to edit and re-send for approval. Distribute to Nom Com and COC

Tasks

All: Read sections of the manuals to know the responsibilities of our roles and what needs to be done for January
Ginger and Barb: Review the selection of volunteers
Walt: Exhibit for 2012, sign up for the listserv as an administrator, contact RRT (Garner Takahashi-Morris), contact YAs about the Grid, let Kim know about the chaplains
Melodie:
Beth: Read the manual for new portfolios, find time for conversation with Lynda about Music Liaison, contact UUMN president and Kelly Walker, report with Barb to PDG, with Lynda report to the 50th ATF
Lynda: Set up meeting wizard for November call, wordsmith covenant, develop communications plan with Beth, transition former duties
Joan: Be in communication with people who have taken over portfolios, read manual for coming responsibilities
Barb: Update local committee manuals and get them to Mary this week, thank you gifts

Agenda Items for January

-Can be decided in first Conference call

Check-out

Meeting Ends.

Motions

Motion 1

Financial Reporting

Moved that individuals or groups who apply for and are granted funds in the General Assembly Budget provide an accounting of how the funds were spent and information about any unspent balance by July 15 following that General Assembly. The report is to be turned into the GA Office.

Action: Request the General Assembly Staff notify each group and individuals about the new policy.

Passed unanimously.

Motion 2

Changes to the GAPC Volunteer Committee

Moved to make changes in the Volunteer Committee structure to create a Local Volunteer Committee and a Logistics Committee as described in the report "Proposed Changes to the GAPC Volunteer Committee" submitted at the September 2010 meeting of the General Assembly Planning Committee.

Action: Make appropriate changes in the manuals.

Passed unanimously.

Motion 3

Budget

Moved that the budget for 2011 be accepted as amended and forwarded to the UUA Board of Trustees for acceptance and approval.

Action: Jan Sneegas will forward the budget to the Finance Committee of the Board of Trustees.

Passed unanimously.

Motion 4

Selling CDs, Tapes and Other Materials after a Plenary Worship

Moved that the Planning Committee, by the Policy, shall not permit the selling of music, tapes, books, or other materials outside of Plenary Hall immediately following a worship service. This shall not apply to book

signings or the sale of musical materials following a non-worship event in Plenary Hall (ex. Ware Lecture or other featured speaker or program).

Action: Add to GAPC Policies and send to the UUMN President as information.

Passed unanimously.

Motion 5

Additional Compensation for Volunteer Tech Assistant

Moved that compensation for travel be added to the registration cost for one volunteer technical assistant (for the Plenary Hall Tech Deck) to equate with compensation given to UUA IT Webstreaming Volunteers.

Action: GAPC Tech Liaison recruits Volunteer Tech Assistant and instructs them to submit receipt for travel reimbursement.

Passed unanimously.

Motion 6

Performer's Passes

Moved that time sensitive/single use performer's passes will be reserved for use by musicians or other performers (instrumentalists/soloists) needed for a single service/event as requested by the music professional responsible for that service. The Music Liaison will arrange for printing and distribution of these passes with the Volunteer Office.

Action: Add to GAPC Policy Manual and Volunteer Manual.

Passed unanimously.

Motion 7

GA Grid Modifications

Moved that we accept the PM Public Witness grid with the following modifications:

Wednesday: YA Orientation be changed to 4:00-5:30 pm
Ingatherings be changed to 5:45-6:30 pm
Opening Celebration be changed to 7:00-9:00 pm
Exhibit Hall Reception be change to 9:00-10:00 pm

Sunday: Plenary VII be change to 2:00-5:00 pm
Closing Worship be changed to 5:00-6:00 pm

Action: Jan Sneegas to inform the staff of changes to post.

Passed unanimously.