

General Assembly Planning Committee Meeting Notes  
Friday, January 6, 2006

**1. Tour of Portland Convention Center**

Members of the GA Planning Committee met in the Lobby of the hotel and took the Max Rail to the Convention Center for a tour.

**Concerns:**

- a. Elevators are small and somewhat inconvenient.
- b. If another group were to rent Hall D it would present a problem with traffic flow
- c. Not an intimate feel in Plenary Hall for Opening, SLT and Closing
- d. Rental pipe and drapes to hang banners in Plenary Hall might be an option
- e. Food service area is in front (if we flip stage to other end rear) of Plenary
- f. Tech Deck location needs to be figured out.
- g. The Hilton is in a different area from the rest of the hotel block. The PC has a complimentary suite at the Hilton but it is somewhat remote from the Convention Center. Red Lion, The Inn at the Convention Center, Holiday Inn, La Quinta, and the Doubletree will be the HQ hotel. 1150 rooms across the river, 350 at the Hilton. The Shiloh Inn will NOT be included in the block although it is in the Convention Center area.

**Compliments:**

- a. Good access to coffee, food, Max rail, Kinko's, outdoor space and shopping.
- b. Beautiful space – newly refurbished.

**2. Budget**

There is not a lot of activity on the budget for 2006 at this time.

**RE: Greening Consultant**

Jan noted that we have made good progress on defining our specs (Greening) for Convention Centers and now much of that work has transitioned from the consultant to the GA Planning Office in terms of contract language. The GA staff are not able to handle the post-GA audit at this time. Amy was approved/hired as our consultant for 2 years, however, her work is not complete. Jan put \$10,000 in the GA 2007 budget to continue working with Amy in Portland.

**RE: GA06 Audio Recordings (alternative to CMI)**

The cost of having all of GA recorded and put up on uua.org would vastly increase the amount of bandwidth required. There was concern that some workshops put out material/information not vetted by PC whose content may not be what we would want put out to the world.

**RE: Concern of Technical Support of Musicians**

Tech folks received complaint from musicians at GA 05 who were disappointed that they did not have a musical sound engineer and mixer. Need to lift up and explore the expectations for music technical support and much of this frustrated expectations from GA 05 were budget driven and out of the control of the PC.

### **3. Covenant Group Time**

This GA Covenant Group Time will be in non-competitive blocks (with GA Adult Choir practice). The PC had a discussion of whether to grant an exception to the YA and Youth Caucus who want to run actual caucus business slots during those times and decided to keep this as is – e.g. non-competitive time.

### **4. Greening Update**

Amy Spatrisano joined the committee and presented a report on the Carbon Fund.

- The Carbon Fund offers conventions/meetings a way to mitigate the carbon emissions that are generated when attendees fly to a distant site. Dollars donated are distributed to a renewable energy project, planting trees, or some other TBD project.
- Purpose is not a real “offset” since carbon has already been emitted but to raise awareness and further the greening initiative begun two years ago.
- Low cost to do this -- \$5.50 pp. Money collected could become a legacy project, something that GA would leave in each city where GA is held. The principals of Carbon Fund are UUs.

The PC discussed various ways to make this visible to attendees at GA – e.g. more than just a check off box on the registration form and questioned what role Carbon Fund wants to play in this initiative. UUFME wants the GA to become more involved with environmental sustainability (they suggested the Greening of GA.)

### **5. Jan’s Report**

GA Staff went back to St. Louis for a follow up visit and was pleased that arrangements are good and even better than expected. Jan believes that St. Louis has the finest hotel block for a GA in recent experience. Procedures in place to make this a safer event. Jan briefed security folks at the Convention Center on some of the issues GA encountered in Ft. Worth.

Two kinds of scholarships – matching grants: 1) just registration fee paid and/or 2) a check from the GA office up to \$250 if a matching grant from the congregation. The processing of checks and managing this program is a bit fuzzy from the staff’s perspective.

Jan’s office is also working with President’s Council, the Mid Size Church Council and perhaps the Urban Ministries Conference to assist with site selection and maybe even work with District Services to assist with site selection for the BCM which may move to New Orleans.

# General Assembly Planning Committee Meeting Notes

## Saturday, January 7, 2006

### 1. Conversation with the Moderator

Gini provided the PC with an overview of the discussions and actions taken by the UUA Board of Trustees following GA in Ft. Worth. A Review Commission was charged with processing the reports of events and making recommendations for next steps. This year's theme of Right Relations is generating both positive and negative energy. She urged the PC to take an active role in the selection of chaplains who should be skilled practitioners in our ministry.

In terms of Plenary – only 3 SA issues submitted, and only 2 business resolutions. Gini would not be unhappy if there were time for discussion of items of importance to the Association. One such might be to move to bi-annual GAs. Another worthy topic of conversation might be around governance or the religious response to the War in Iraq or look at growth initiatives and discuss what congregations want/need. Also the GA needs to re-examine the Principles.

### 2. Report from Plenary Task Group

**Plenary Agenda and Script:** Linda will be responsible for developing the script; Donald will receive the scripts and serve as Scriptmeister.

**Ambiance:** Beth the liaison.

**CSW:** Linda is the liaison. Not much to report now.

**Mini Assemblies:** Linda the liaison will respond to requests for meeting rooms.

**Stage Design:** Fred is liaison. Will meet with Donald and Beth.

**Technology:** Donald is liaison. A revised description of Donald's job description included in agenda packet. Elizabeth is the on site go-to guy for technical needs CMI, captioning. Pre-GA Donald will handle tech questions and needs.

**Ushers:** Ginger the liaison. Security the primary concern, focus this year on wearing name badges at all times. Optional wrist band. Ushers will be at all Plenary Hall events and will have a reserve corps of ushers. Laminated phone cards will be provided by local committee.

**Discussion of Cultural Competency:** Volunteers will have an orientation that includes cultural competency – perhaps something to read prior to appearing for training could be prepared and sent to all volunteers.

**White Allies** group working on a Plan for GA. Linda is working with that group. Will be communicated to all volunteers.

### 3. Report from Services Task Group

**Greening:** We will need to remind people during Plenary that we are doing the Carbon initiative this year.

**Food/Intergenerational Event:** no food event this year.

**Chaplains/Spiritual Practices/Trauma Response Ministry:** Must be fellowshipped ministers will work through the District's UUMA chapter for vetting Chaplains.

Confidentiality of chaplaincy visits discussed but need for qualitative report on number and kinds of visits.

**Evening Entertainment:** Donald is liaison. Two live bands planned for, two DJs one of whom is a UU, and one Coffee House Planned. Sound Engineer booked for the entire week. No dance is planned listed as “Youth” dance.

**Monitoring:** Will evaluate and do head counts on all GAPC sponsored events. Also hope to use local volunteer committee volunteers to monitor a block of rooms.

**Evaluation:** in April will look at questionnaire and again use Survey Monkey and also have paper printed off in Exhibit Hall. Feedback Session on Sunday afternoon.

**Service Project:** Lift for Life youth to be more visible to the delegates.

**Covenant Groups:** Linda will remind Harlan to get his room requests in.

**Message Boards:** problem has always been that they are located far away from the action and people are also using their cell phones more. Maybe have a board for invitations and/or flyers. A-L one side M-Z other side for personal messages.

**Mailing the Packet:** Will no longer mail individual packets to every person who registered for GA. Packets will be sent to Congregations/Ministers/Districts.

#### 4. Report from Worship and Celebration Task Group

**Opening Ceremony:** Lynda on lead, Walt supporting. Start at 8:00 PM end by 9:30. Preliminary agenda sketched out. Need to contact DRUUMM Executive Committee regarding “Confluence of Rivers, Confluence of Peoples”.

**Worship Leaders for Pre Plenary Services:** List of proposed worship leaders presented to the PC.

**SLT:** Thank you to David Hubner for doing such a wonderful job last year.

**Closing:** Walt on lead, Lynda supporting. Preliminary agenda sketched out. Touch base with Children’s Choir and GA Choir about Choral Offerings as part of the “Restatement of Theme” – potentially 4 segments with musical interludes of hymn singing or choral response; TWTWTW Slides; a message to “Go Forth and live out GA in your congregations and plan to Go Wes to GA next year” Gini; Music and welcome to Portland, a Benediction by Bill and then really great music to close.

#### 5. Report from Constituencies Task Group

**Accessibility:** all volunteers to get training. Ask people on platform to remind people to let scooters exit first.

**Child Care:** Sent our RFPs to two companies GA has worked with before. Child care will be at the Holiday Inn that has offered us a \$5 per day rate for food. Closing will be at 5:30PM. No child care at SLT or Sunday Worship this is a safety issue.

**Youth Caucus:** Any concerns that youth may have regarding exhibitors or products being sold or how need to be addressed directly to Tim and not to the exhibitor.

**Orientation:** Lynda lead safety, importance of wearing credentials, self care, how to get involved, how to get connected, fed, care in emergencies. Highlight the “must not miss” and worship opportunities at GA, AR/AO, accessibility, theme of right relations. Provide a card that fits in back of nametags with key #s; and a handout to keep.

Need to lift up the child care hours as closing before some program/business sessions. Need to clear 2-3 additional folks for child care in case we have some who cannot participate. PC will monitor child care utilization this year as fees have been substantially raised.

Publicity for the Sunday Service will state that there is no child care and children are welcome at the service. Invite Jr. High kids to bridging ceremony. If they can come maybe ask for reserved seating. Lynda and Gini to talk about the "how we will be in community together" piece. Once orientation program is finalized it will be shared with Patsy, DPA, any and all volunteer groups so that orientation information is widely disseminated and consistent/complete.

## 6. Conference Call with Bill Sinkford

**Ware Lecture:** Mary Oliver is confirmed although she has not formally accepted.

Discussed history of selection of Ware Lecturer prior to John Buehren's presidency and moving toward a collaborative model with the PC providing suggestions and input. Political thought leaders from outside our movement are desirable candidates.

**Worship Leaders:** The PC presented a list of names of potential worship leaders for pre-Plenary worship -- Bill agreed with the list.

**Service Project** the PC selected Lift for Life in September and that organization is still the choice of the PC. The PC is happy with the process used to select the Service Project.

**Information Item** The PC is the process of putting together an emergency communications plan.

## General Assembly Planning Committee Meeting Notes Sunday, January 8, 2006

### 1. Worship

Rev. Dr. Walt Wieder led an opening worship for members of the PC.

### 2. GA 2010 Trip

Don Plante, Ginger and Jan were on the team to visit potential sites for GA 2010. Sites visited were Minneapolis, Indianapolis and Louisville. Minneapolis overall impressed our site team as offering the very best of all convention services and amenities. Carleen Miller is our consultant with Project Equality in St. Louis who reviews our hotels through the lens of AR/AO prior to the PC signing contracts. Lynda to discuss with Gini the work this woman has done for us and how we might introduce her work for us to the GA.

### 3. Loose Ends

Two things to consider doing at GA 06 to further develop our AR/AO work. 1) A room for Community Check In and 2) a Film Series handled by DRUUMM "The Color of Fear" and "True Colors" as examples. PC discussed the difficulty of having a movie time at 10PM because facilitated discussion would go beyond midnight and also the PC has not yet consulted with DRUUMM. A Joys and Concerns Community Check in might be an opportunity for doing something this year. A chaplain and member of the PC could be present. Jan suggested using the Meditation Room.

#### 4. **Motions**

**Motion #1: Proposed Budget : GA 2007**

Moved that the Proposed Budget for GA 2007 be approved as is subject to amendment in September as necessary.

**Motion #2: Carbon Offset Contribution Option**

To approve offering GA 06 registrants the option of purchasing a carbon off set for \$6.00 in keeping with our commitment to environmental responsibility; to educate attendees about CO<sub>2</sub> emissions; and to invest these contributions through carbonfund.org.

**Motion #3: GA 2006 Service Project**

Move approval of "Lift for Life" as the service project for GA 2006.

**Motion \$4: Program Slots for Independent Affiliates**

Effective GA 2007, Independent Affiliate Organizations will be allotted one program slot. Applications to present one or more additional programs may be submitted to the GAPC by December 1, 2006. These program slots should deal with substantive topics of interest to the movement and congregations rather than recruitment or business meetings.

**Motion #5: GA Web Page Content**

The GA web page will contain committee meeting dates, agenda, minutes and explanatory reports, along with other information. Links to other sites listed in the UUA Directory, to the Convention and Visitor's Bureau of the host city, and, at the Committee's discretion, other sites of particular relevance to the coming GA. Participants on the GA list are free to recommend relevant sites in their postings.

**Motion #6: Mailing of Meeting Notice and Tentative Agenda**

The March 1<sup>st</sup> tentative agenda and GA info packet will be mailed to congregations, Associate organizations, to District Presidents and also e-mailed to members of the UUA BOT, CSW, GAPC. This March 1<sup>st</sup> packet will not be mailed to individual previous GA attendees, but they will receive a post card directing them to information on the upcoming GA on the UUA website or to their congregation's office.

**Motion #7: GA 2010**

Moved that the GA Planning Committee recommend to the UUA Board that GA 2010 be held in Minneapolis, MN.

**Motion #8: GA 2013**

Moved that the GA Planning Committee recommend to the UUA Board that the GA 2013 GA be held in Indianapolis, IN if the appropriate dates can be secured.

**Motion #9: Spiritual Practices Room**

Rename the "Meditation Room" the "Spiritual Practices Room" and add to its use a Community Check-In and sharing of Joys and Concerns from 10:00 – 10:30 Thursday through Sunday nights to be staffed by the PC and a chaplain.