

ANNUAL CONFERENCE PROGRAM COMMITTEE

MINUTES

June 21, 2003

PRESENT: Sam Wormley - Chair, Gina Dugan, Janne Eller-Isaacs, Eric Severson, Phillip Lund.

MINUTES TO: Nancy Heege, Sarah Greene, Mildred Larson, Phillip Lund, Anne McCleery, Diana Allen.

INTRODUCTIONS

I think we forgot.

APPROVAL OF APRIL 5, 2003 MINUTES

Gina recapped the minutes verbally and will send out copies with 6/21 minutes. Minutes approved.

REVIEW OF AGENDA ITEMS

Add Mileage/Expenses, New Member on Committee, Youth at Annual Conference, Budget.

ANNUAL CONFERENCE

2004 All Souls, Kansas City, unfortunately close in date to Boone Youth Conference (first weekend in May 2004)

2005 Unity Church, St Paul

Looking at the low, medium and high attendance numbers, compared to the number of UU's in PSD, how can we breathe new life into the conference and increase attendance? The structure of the workshops and conference schedule is not set in stone. How can we adapt to appeal to more UU's? Promote as family event? Bring your family to Kansas City? Arrive a couple of days early to take in the museums, art institute and culture of Kansas City? Group discounts?

WORKSHOPS

The committee favored trying a new format for workshops with the Growth Tract set of workshops this year. Place a symbol to indicate Growth Tract Workshops in the brochure.

- Session A as Growth Tract;
- Session B with 8-10 workshops including Judy Lecture workshop discussion and growth follow-up workshops;
- Session C with 8-10 workshops

Gina volunteered to send out the summer mailing including the cover letter, workshop application, and conference promo flyer from Eric. Will ask Mildred for e-copy of last year's letter and update who to mail it to and where. Highlight the fact that all workshop

presenters pay full conference fee by moving statement to top of application page and include in cover letter with rationale. Hotel arrangements are based on the # of meals paid for, so all conference fees must cover the cost of the conference. Rochester had issues with exhibitors and workshop presenters not registering for the conference. Further discussion under **Policies/Expectations**. Mailing should go out mid-July to get to congregations for their August or Sept newsletters. Gina will contact Sarah Greene for mailing labels. Discussion regarding how many to mail: ministers, RE Directors, past attendees, congregation presidents, newsletter editors? If mailed to all above it could reach 3800 pieces and be expensive. Are electronic copies a better alternative? This committee does not have a budget for large mailings. Gina will find out if bulk mailing through PSD office is an option.

JUDY LECTURE

1. Rosemary Bray McNatt, Fourth Universalist Church, Manhattan NY, dynamic speaker. Janne will contact.
2. Marilyn Sewell, Portland UU Church.
3. Makannah Morris, former head of UUA Religious Education, co-minister in Cheyenne WY, president of Liberal Religious Educators.

Other possibilities: Tracy Robinson-Harris (UUA interim staff, oversaw media campaign; Paige Getty (past interim at Shawnee Mission); Larry Peers (Albans Institute).

Back-up speaker: Kate Tucker, First Universalist Mpls; Jim Eller, All Souls KC; Victoria Safford WBUUC. Phil will contact Kate first. In Rochester 2003, Brian Eslinger was the back-up speaker.

Thandeka for 2005 Judy Lecture – passion for small group ministries and intimacy in congregations. Janne will contact.

KEYNOTE SPEAKER

Peter Morales. Yes, confirmed. Janne will be contact person.

WEBPAGE PROGRESS

Again this committee discussed the importance of having conference information on a website to shrink the district distances. Local Arrangements needs access to conference information several years in advance for planning purposes. Webcasting for future discussion so more can listen to conference speakers. It was noted that in Sept 2003, there will be a PSD Information Technology Summit.

YOUTH AT ANNUAL CONFERENCE

Over time establish the PSD Annual Conference as an “Official Youth Con”, included in the yearly calendar of youth cons in the district. Recommendation that hosting congregation be formally asked to host a youth con during the annual conference with support of Phil Lund and Local Arrangements. Phil has a copy of Summary & Guidelines document from Linda Horton, Rochester, detailing how to host a con, which he will distribute to this committee. Phil Lund and Linda Horton coordinated youth

activities at 2003 annual conference. Phil shared possibilities for future structure of annual conference youth programming: YAC rep + Phil or Nancy, youth/adult from hosting congregation, adult from annual conference program committee, district youth coordinator.

This committee will assist in the effort to establish Annual Conference as an official district youth con event by writing letters of invitation to hosting congregation's youth groups. Gina will write to 2004 Kansas City All Souls youth group (Alison Hartnet, youth coordinator) and also 2005 St Paul Unity Church youth group (Briana Melom, youth ministries coordinator) with "opportunity for you to consider" invitation to host/plan the con for PSD annual conference weekend. It is our intent to continue to foster the next generation of UU's, by integrating youth into the conference structure and supporting a youth con as a mechanism to do that.

GROWTH

Named goal of increasing attendance at annual conference. Implications for the site selection and local arrangements groups if attendance increases. Communicate with Mildred about the importance of maintaining communication thread between all of the annual conference working groups. What we do, affects the others. What if attendance at the annual conference increased to 5% of the 8000 district UU's? Are we prepared for 400 attending the annual conference?

NEW MEMBER ON COMMITTEE

Please. We are down a member with Mildred moving to District Council. Make recommendations to Mildred to pass on.

ANNUAL CONFERENCE POLICY/EXPECTATIONS

This committee expects to offer the two guest speakers a \$300 honorarium each, air travel/mileage expenses, registration fees, meals/hotel stay. Should the Judy Lecture Endowment Fund be brought back to life? Speaker expenses have, in the past several years, been deducted out of the conference income. The question was asked whether speaker expenses should be a line item in the PSD budget for this committee.

Discussion of workshop presenters and exhibitors paying conference registration fees. This committee didn't recall this being a problem in past years, but it was a problem in Rochester 2003. We talked about different fees for exhibitors, partial fees for ministers and how to keep registration from being a nightmare for the local arrangements committee. Our recommendations are:

- All workshop presenters pay a registration fee;
- Scholarship fund be established for those unable to pay full conference fees, (Ames used their leftover conference funds for this purpose). Ask on registration form "Do you need assistance to attend the conference?"
- Scholarship contribution be added as a line item on the registration form;
- Judy Lecture Endowment contribution be added as a line item on the registration form;

- Exhibitor fee be added as a line item on the registration form (based on actual hotel costs of table & exhibit space;
- Exhibitors pay for the meals they eat;
- Local Arrangements decides what to do with the Sunday offering;
- Meal Tickets and whether to use them is up to Local Arrangements;
- Maintain two registration fees: Full Conference Fri/Sat/Sun or Partial Conference Sat/Sun.

MILEAGE AND EXPENSES

Continue to submit mileage and expenses electronically to Sam so committee expenses are tracked accurately in the PSD Budget. If you don't wish to be reimbursed you can donate the money back to PSD. Mileage rate is .315 cents per mile.

NEXT MEETING

October 25, 2003 in Ames IA
10:00 A.M. at the Ames UU Fellowship.
Agenda item: Workshops.

Recorded by Gina Dugan