



**URANTIA ASSOCIATION OF THE UNITED STATES
CLP MEETING MINUTES**

**June 11, 2014
Madison, WI**

UAUS President Will Sherwood called the meeting to order on June 11, 2014 at 12:06 pm CDT at Edgewood College, Madison, WI. In attendance, in addition to Will Sherwood, were Vice President, Mike Wood, and Treasurer, Bruce Brown

CLP members present:

Greater Lake Michigan Urantia Assn., Benet Rutenberg, president and proxy
Lone Star Urantia Assn., David Glass, proxy, Katrina Glavan-Heise, president
Minnesota Urantia Assn., Charlene Sneve, vice president
New York, Pennsylvania Urantia Assn., Betty Zehr, vice president, Ralph Zehr, proxy
Ohio Students of the Urantia Book, Andrew Story, vice president, Jeff Wattles, proxy
Southwest Urantia Readers Family: Ed Owen, proxy
Spirit of Oklahoma Urantia Assn., David Linthicum, vice president & proxy
Urantia Assn. of Florida, Share Beasley, president
Urantia Assn. of Kansas City: Jake Thompson, proxy
Urantia Assn. of New England, Meredith Tenney, proxy
Urantia Assn. Los Angeles: Tom Vasile, president, Margo Sherwood, proxy
Washington State Urantia Assn., Janiece Hoggatt, president

The roll call was taken, dues collected, and a quorum was established.

Chris Wood, president of UAI asked to make a brief presentation. He talked about international book distribution, the presence of UAI on Facebook, and asked for feedback on the new UAI website. He also stated that European and South American executive directors are being sought for a salary of \$6,000 each per year.

MOTION was made by Katrina Glavan-Heise to adopt the CLP meeting minutes from July 25, 2013. The motion was seconded by David Linthicum and was adopted with 4 abstaining.

MOTION: Tom Vasile moved to accept the agenda. The motion was seconded by Margo Sherwood and adopted unanimously.

MOTION: Will Sherwood moved the next CLP meeting be held in conjunction with the 2015 UAI Conference In Montreal with date and time to be confirmed. Ed Owen seconded the motion. Discussion followed with Benet Rutenberg suggesting that, in the past, bids were solicited from UAUS associations to host the CLP meeting. LSUA and GLMUA were both cited as possible candidates. Given this discussion, the motion was tabled on motion by David Linthicum and seconded by Tom Vasile. The motion to table was passed unanimously.

OFFICERS' REPORTS

President's Report: Will Sherwood, President

I'd like to thank each member of UAUS for this opportunity to serve and look forward to a mutually rewarding term of office in service to the Fatherhood of God and the brotherhood of man.

Since our last meeting, much has transpired. Mike Wood has agreed to a second term as Vice President and Grace Boyett was elected to the position of UAUS Secretary. Grace had long-standing plans prior to her election and will not be attending today, but she is looking forward to joining us in Montreal. A big "thank you" goes out to Linda Elum, Ed.D, our past secretary for her years of excellent service. She has helped make the transition go as smoothly as possible. I'd also like to thank David Linthicum and the other past presidents, Benet Rutenberg and Lee Armstrong along with Share Beasley for their support and counsel. Their experience and wisdom as we move forward has proven to be invaluable.

At this point, Susan Owen deserves a hand for stepping in as chairman of the Urantia Outreach committee. This is a much-needed effort since several of our local associations have become inactive.

Since local association revitalization is such a major issue of concern, I recently sent an email through the UAI database to each of the inactive local association members of record for the purpose of identifying people who would be willing to be a contact person(s) in their area. In my email I called them "point persons." Close to a dozen people have come forward, most were wondering what's involved. I'm confident that we can come to a consensus on how to utilize these volunteer individuals in our discussion of this topic later on today.

As many of you know, UAUS has limited operating funds given that the majority of our treasury is available ONLY for conferences. This was recently changed with CLP approval with \$5,000 of the conference fund is being allocated for scholarships. We will be discussing the distribution of these funds today, but I'd like to thank Chris Wood, UAI president for his thoughtful suggestions.

Still, given the UAUS financial situation, your board is still actively concerned with fundraising. We developed a campaign with a combination letter and reply card, and using general funds money, the board unanimously approved the budget and sent out a little over 1,300 letters soliciting contributions. Results to date will be discussed by Bruce Brown, our treasurer, in his report

Three last items: Special thanks goes to, Ellen Gaynor, Scott Brooks, and Bruce Brown for their service. Ellen, for stepping up and revitalizing The Messenger (The Winter and Spring issues were distributed through the UAI online email.), Scott for adding a much needed donations tab and PayPal coding to the UAUS website, and Bruce for getting that code from PayPal. Thank you and a tip of the hat to each of you.

Vice President's Report: Mike Wood, Vice President

- I attended the recent UAI RC meeting
- Bradley Tharp, from Kansas City, an estate planner will be stepping in as treasurer of UAI. This bodes well for UAI since he plans to step up on fund-raising
- Since stepping in as Vice President of UAUS in December 2012, my focus as your Vice President is to:

- o Continue to encourage conferences here in the US, especially regional conferences.
- o Include young readers in all UAUS activities.
- o Study Robert's Rules of Order so as to be a better parliamentarian for UAUS.

Treasurer's Report: Bruce Brown provided the following summary.

- Checking balance as of 6-11-2014 shows \$33,891.03. After accounting for restricted funds there is \$4,675.10, including \$455.00 received today, in available funds.
- Restricted funds total \$30,925 which includes:
 - o Conference Fund = \$25,000
 - o Officer International Travel Fund = \$800
 - o Scholarship Fund = \$150 (The fund goal is \$2,000)
- The Scholarship fund, capped at \$25,000 with \$5000 moved to scholarships. The vote was completed via email.
- No Profit & Loss or Balance Sheet is being provided to the CLP at this time. (David Linthicum pointed out that historically an Excel spreadsheet was presented to show finances.)
- I question how we might disburse the \$5,000 so that we maintain the fund.
- Note: This idea was put forward by Mike Wood: Conferences that are loaned money need to repay the balance plus 10% of the net gain.
- David Linthicum stated that restricted funds need to be replenished before monies could be directed to any other purpose.
- UAUS needs to generate revenue. Ideas to accomplish this are:
 - o Get more members. UAUS currently has 601 members listed in the UAI database. If each member talked one other person in becoming a member, we could reach our membership goal. We need to ask people to act.
 - o We need to be willing to sponsor those who do not have the fund to join.
 - o If each member gives \$10 each to UAUS we could raise \$6,000.
 - o There are currently 2,233 people in the UAI database for the US but only 1,300 have email addresses. Of these 1,632 are non-members which can be contacted to become members.
- Tonia Baney suggested that we need to be more direct about asking for money, though she stated that people donate for specific purposes, so the reason we're asking for money should be stated clearly.

COMMITTEE REPORTS

Outreach Committee: Susan Owen, Chairwoman

- The Outreach Committee first met on September 28, 2013 by phone. The committee members are Michael Berry, Will Sherwood, Margo Sherwood, Mike Wood, Bruce Brown, Katrina Glavan-Heise, and Joel Wood.
- Goal 1: Contact everyone by phone from the current list and update the UAI database.
- We wanted to be sure that we got in contact with everyone, especially those who may be house-bound, to help build community.
- Michael Berry completed his list as did Will and Margo Sherwood.
- We contacted everyone by phone first. If no phone was available, we contacted them by email.
- For those people who had neither phone nor email on their database listing, we mailed them a postcard asking them to contact us with their current phone and/or email. To facilitate this contact, Will Sherwood designed, and UAUS paid for printing a postcard using one of Gary Tonge's beautiful illustrations of the grand universe. 50 postcards were then mailed to each of the committee members

- Out goal was to foster friendship and to get to know our members, to create community and more study groups.
- The basic script was to introduce ourselves and ask them how they found *The Urantia Book*. From that point we allowed the conversation to take on a life of its own.
- Susan applauded the revitalization of the Florida Urantia association under the leadership of Share Beasley and the revitalization of the Lone Star Urantia Association by Katrina Glavan-Heise

Membership Committee Report: Michael Berry provided the following report.

- There are 2,233 names in the UAI database
- Full Members = 459
- Associate Members = 42
- Governing Board members = 80
- Members-at-Large = 10
- Non-Members = 1,632
- Michael reminded the CLP membership is the lifeblood and revenue for our organization. We need to do a better job of supporting applicants, new readers, study groups and associations.
- New applications come in from the UAI website or are mailed or handed in. As soon as Michael receives it, the information is immediately entered into the database and an email and questionnaire sent. The applicant information and questionnaire responses are then sent to the Local Association for contact. Currently only the Local Association can approve the applicant for membership.
- Every Local Association needs a membership chair to assure prompt handling of applications.

Study Groups Committee Report: David Linthicum presented the following report.

I want to first thank Kathy Wanenmacher for her outstanding work in guiding the formation of the UAUS Study Groups Committee and for her service of two terms as the committee chair. During her terms Kathy recruited committee members, developed a Mission Statement, wrote Policy and Procedures and developed the Regional/State model which we have today. I also want to acknowledge Betty Tarpley who has retired from the committee after serving two terms, Betty had been with the study groups committee from the beginning.

MISSION STATEMENT

*To enhance the brotherhood of mankind
through active interaction with Urantia Book
study groups throughout the United States*

There are currently 70 study groups listed on the UAUS website. Each study group host is contacted regularly to ensure their contact information is current.

One of the greatest challenges we face is staffing our committee with dedicated volunteers. Over the years several have served and later moved on for various reasons. In the past calls have gone out to local associations to assist the study groups committee by identifying a volunteer from their local to serve as a state contact to work in conjunction with the national association. So far, those calls have gone unanswered. In order to fulfill the mandate of our study groups committee, which was formed by a CLP motion, we desperately need additional volunteers. It is not difficult work, just a

couple of phone calls every month so we can touch base with our study group hosts and ensure their information is correct on our website.

Respectfully,

David Linthicum
UAUS Study Groups Committee Chair

OLD BUSINESS:

Tax exempt status of UAUS.

- Application for tax exempt status was files in 2008 by Daryl Berry.
- UAUS was granted some kind of status
- Estevan Hargitai, treasurer's name was on the application
- On April, 2013 we received a letter that additional information was required.
- The IRS assigned a caseworker. That person sent a letter in May, 2013 stating that we had failed to establish and needed to file reports annually.
- We needed to send form 8822B to change our address. And had 90 days to reply
- The IRS doesn't send tax exempt numbers. Those come from the local state.
- David Linthicum stated that the CPA that had been hired to do all this finally did what was required.

Area Coordinator Program

- David Linthicum pointed out that this program is unofficial at best.
- We have 43 people in Northern California but they haven't had elections in recent history.
- Suggested that we select individual "point persons" who would be made President Pro-Tem for one year to give them time to revitalize the inactive local associations.

NEW BUSINESS:

MOTION: Margo Sherwood moved UAUS contribute \$500 to UALA for their free Urantia Book postcard program. It was seconded by Tom Vasile.

- Share Beasley pointed out that \$300.00 was donated to UALA last year.
- Margo Sherwood pointed out that over 500 books have been sent out with about 2 to 3 postcards requesting the books coming in, on average, per week.
- It was pointed out that the program is designed only for new readers who send in a postcard, not the established readers who want a book sent to a friend or relative.
- People who go to the trouble to fill out and mail in a postcard have some "skin in the game" and are more likely to at least read some of the book.
- Every person requesting a book is contacted to confirm their contact information.
- A very lively discussion followed.
- Motion passed: 13 yes, 4 no.

MOTION: Janiece Hoggatt moved and Ed Owen seconded a motion that guidelines be set by the CLP to determine how the \$5,000 scholarship fund would be disbursed. Discussion followed:

- David Linthicum suggested that the board be given the authority on how best to distribute the scholarship fund.

- Katrina Glavan-Heise agreed.
- Benet asked if there were any guidelines on how to disburse the funds available.
- Several others voiced their opinions.
- Benet Rutenberg called the question.
- Motion failed: 4 yes, 13 no

MOTION: David Linthicum moved and Margo Sherwood seconded a motion that the UAUS board be allowed to establish guidelines and make final decisions on sponsorship awards. Discussion followed:

- Motion passed: 15 yes, 2 abstain.

The meeting adjourned at 5:07 pm CDT.

Respectfully submitted by:

Will Sherwood for Grace Boyett, UAUS Secretary