

UNITARIAN UNIVERSALIST CONGREGATION AT SHELTER ROCK

UUA GENERAL ASSEMBLY 2022

IN-PERSON GENERAL INFORMATION

IMPORTANT CHANGES – PLEASE READ COMPLETELY!

About the Annual UUA General Assembly

The Unitarian Universalist Association's General Assembly [GA] is the annual gathering of Unitarian Universalists from across North America. The 2022 General Assembly will take place in **Portland, OR** from Wednesday, June 22nd through Sunday, June 26th.

At the GA delegates from UU congregations meet in General (formally called plenary) Sessions, supported by mini assemblies, to conduct the business of the UUA and decide the course of action the denomination will follow during the next year and into the future. The GA represents and offers much more than participation in the UUA governance. There are workshops, lectures and discussions at which GA attendees learn and explore the issues that interest and motivate UUs. Worship services provide opportunities to experience worship in many different forms.

The GA also provides the special opportunity to meet with other Unitarian Universalists from across the country and discover how they view the religious concepts of our denomination and the challenges and successes they encounter with their congregations. Friendships are formed, and one is rewarded with a greater vision of who and what we are as a religious group. The GA inspires and motivates us to be more active in our own congregation and on the district and denominational level.

The UUCSR delegates at the GA participate in discussions and vote at General Sessions. The number of UUCSR delegates is based upon the total membership number reported to the UUA as of December 31, 2021. Shelter Rock members submit their application to the Denominational Affairs Committee [DAC]; a DAC Delegate Selection Subcommittee processes the applications and creates a delegation list. This delegate list is then reviewed by the full Denominational Affairs Committee and forwarded to the Board of Trustees for approval. **All UUCSR members wishing reimbursement must be pre-approved by the Board of Trustees. [See: Criteria for funding]**

The UUCSR GA Delegation has traditionally consisted of the Chair of DAC, who serves as coordinator of the delegation, a member of the Board of Trustees – usually the President or President-elect of the Congregation, and **delegates-at-large** from the Congregation drawing from wide areas of Congregational life; for example, Religious Education, Social Justice, Worship, and Women's Group (all of whom are considered **at-large delegates** in addition to her/his area of special interest). The UUA also provides the opportunity for our delegates to participate in General Assembly as **on-line delegates**. Anyone who wishes to be considered for this category are asked to check the line on the application form. More information will be available at orientation; **On-Line delegates** will attend GA in the same manner as our recent virtual delegates attended GA.

The youth of the Congregation are represented by one Youth Delegate and up to two non-voting Youth Observers. They may apply on their own or be recommended to DAC by the R.E. Committee.

Young Adults

In recent years our congregation has encouraged our Young Adult members to attend GA. A **young adult**, defined for UUCSR GA purposes, is an 18-year-old (a) not in, or no longer in, the UUCSR R.E. Program, (b) no longer in high school, and (c) has been a member of UUCSR for a minimum of **two years**; she/he shall be eligible for delegate status consideration. For delegate status, young adults are considered in the same category as adult members.

Alternate Delegates

Over the years DAC has developed a formula for selecting Alternate Delegates. Alternates are available to take over a delegate's role if the need arises **prior** to the beginning of GA. Up to five names, in rank order, are submitted to the Board of Trustees for approval as *possible* delegate(s). Persons approved for the Delegate-Alternate list will become funded to attend the GA if called upon to fill a delegate vacancy. Alternates will only be called upon **before** the start of GA.

Criteria for funding; Selection of Delegates

All members of UUCSR interested in being considered for delegate status are required to complete the attached Application for General Assembly 2022. All UUCSR members wishing to attend GA for the first time are eligible for funding for GA Registration. In addition, UUCSR's GA Delegates receive funding for transportation, housing and food expenses as determined by a schedule developed by DAC and our UUCSR Congregation Operations Administrator and affirmed by our Board of Trustees. Delegates must have been a member of UUCSR for three years. The membership requirement commences June 1st, three years prior to the submission of application. UUCSR's youth delegate and observer(s) must be members of UUCSR, but the three-year requirement is waived. Two members of the same household attending GA may not be delegates. Two members of the same household may not receive funding; however, one member may be funded as a Delegate and another funded as a Youth Delegate or Youth Observer. A **Youth Delegate/Observer** is defined as a member of the congregation (a) registered in the UUCSR Religious Education [R.E.] program, and (b) recommended by the Minister of Lifespan Religious Education and/or the R.E. Committee to serve as a youth delegate/observer. No more than one youth delegate/observer may be funded from the same household. A youth **not** in the R.E. program shall have the opportunity to be considered to be a youth delegate/observer upon application to the R.E. Committee or the Denominational Affairs Committee.

Other criteria for selection as a UUCSR Delegate include:

- Evidence of participation in life Congregational life by attending Sunday worship services, serving on committees or boards, and participating in Congregational meetings, and other events.
- Evidence of interest in the denomination by attending denominational related activities at UUCSR, the Long Island Area UU Council, and/or Regional and other UU related organizations.

Every effort will be made to recommend candidates who have never, or seldom, been funded to attend GA with the exception of the Chair of the Denominational Affairs Committee and the

delegate representing the Board of Trustees. It has been the policy of the Denominational Affairs Committee not to recommend a member to delegate status who has been funded as a delegate in the past three years.

Expectations of Delegates

Prior to the beginning of GA all delegates are expected to be knowledgeable of all issues that she/he will be expected to deal with at GA including CSAIs [Congregational Study Action Issues], AIWs [Actions of Immediate Witness] and agenda items that will need to be acted on at GA. Information re these items can be found on the UUA website www.UUA.org/GA and in the printed materials sent to the delegates or distributed at UUCSR's GA Orientation meetings. Additional opportunities to gain information will be scheduled for delegates. In preparation for GA all attendees are expected to attend at least one pre-GA orientation meeting in order to receive said information regarding the issues to be presented at GA, the process of the General [Plenary] Sessions and receive information as to how to "navigate" the morning-to-night events and programs scheduled. Delegates are strongly urged to keep a daily log of all events attended. In addition, all delegates are expected to help plan and participate in a worship service or program in which we celebrate our participation at GA. All delegates are also expected to write a report through which their GA experiences and reactions are shared with our congregation. Reports must be submitted by September 1, 2022.

Delegates are expected to attend all five days of GA - beginning with the Opening Ceremony, all plenary sessions, mini-assemblies (as necessary) and other related sessions *including the final general session and the closing ceremony*. Once the GA has begun a delegate who learns that she/he is not able to attend the entire GA must notify the DAC Chair (head of our GA Delegation) as soon as abbreviated attendance becomes known. Funding is based upon full-time attendance. In certain situations, if a delegate is not able to attend the full five days of GA, her/his expense reimbursement may be prorated. Once GA has begun, no alternate delegate will be selected.

UUCSR GA 2022 Funding Policy

Every effort is being made by DAC, our Finance Office and our COA to make our GA experience a smooth and enjoyable event. Great care has been invested in keeping the process as simple as possible for our GA attendees. The recommended changes in the DAC GA Guidelines were reviewed by DAC and will be sent to the BOT for the Board's affirmation. DAC GA Guidelines are distributed to the Congregation in late December; delegate application deadline for GA 2022 is February 1, 2022. These guidelines cover the GA Delegate's 2022 dates (for a hotel stay of five nights) Wednesday, June 22 thru Sunday, June 26, 2022, with a hotel check-out on Monday morning 6/27/22.

1. Once approved by the BOT, all delegates will be registered for GA 2022 via the Shelter Rock Finance Office. **Delegates will not need to register for GA in person.** Delegates will supply the DAC Chair with necessary information regarding her/his GA Registration (name, address, phone, cell phone, name for GA badge, etc.). There is no provision for payment of GA registration for non-delegates. Any UUCSR member(s) wishing to attend GA as non-delegate(s) are requested to complete the attached application by February 1st AND register for GA 2022 on-line with the UUA starting March 1, 2022.

2. UUCSR is currently making arrangements for a block of rooms for our delegates, Veatch BOG attendees, Ministers and UUCSR Staff. Specific details are yet to be finalized. Delegates will be kept informed as to what they need to do to secure their hotel space. At this time, there is no information as to whether on-your-own attendees (other than spouses/significant others) will have access to these hotel rooms. Note: The headquarters hotels [to be announced] are both connected to the Portland Convention Center via a sky-bridge. At this time, we have no information as to which hotel will be used for the Shelter Rock Suite.

As our congregation is paying for each delegate's hotel (@ 50% of the double-occupancy rate, each delegate **may use his/her UUCSR debit card to pay for daily meals, but must use his/her own credit card** to charge for non-authorized expenses such as room service, bar, mini-bar, etc. (See #8). Under this arrangement a delegate sharing a room with **another delegate** will have their entire hotel room cost covered. No reimbursement will be paid for any charges without receipt.

3. Delegates shall furnish the name of the non-delegate guest staying in a delegate's hotel room to the Chair of DAC. If the delegate is not sharing the room with another delegate, the delegate or roommate is responsible for that person's half of the room charges.
4. Travel arrangements to GA for delegates will be made via ALTOUR. **NO** travel reimbursements will be made to delegates. A delegate, traveling with a non-delegate guest, may book the guest's flight with ALTOUR, but the Congregation will not cover the guest's cost. The delegate and/or guest must provide a separate credit card number to ALTOUR to cover the cost of the guest's ticket. Delegates will be provided with instructions as to how to take advantage of this service at orientation. [TO BE RE-CONFIRMED]
5. UUCSR will cover the cost for one piece of checked luggage per delegate. This luggage fee is included in the delegate's plane ticket package as arranged by ALTOUR. No additional fees [i.e., over-weight, etc.] for luggage shall be reimbursed. (Please see #8 below)
6. Any delegate wishing to combine her/his GA Delegate responsibilities with additional vacation travel before or after GA will be required to purchase her/his own airline ticket to GA. The airfare to be credited to the delegate [reimbursed] shall be the ALTOUR rate typically paid for delegates using this service.
7. UUCSR has arranged transportation to and from the airport with DELUX Taxi; delegates will not be required to submit vouchers for reimbursement. A gratuity has been included – the delegate will not need to tip the driver. Delegates will be provided with instructions as to how to take advantage of this service at orientation. Delegates cannot request reimbursement for local New York airport transportation. [TO BE RECONFIRMED]
8. Delegates will be issued a pre-paid debit card valued at \$350.00 which will be used to cover the following expenses: (a) \$50.00 for transportation from the GA airport to the GA hotel and \$50.00 from the GA hotel back to the airport at the end of GA (b) \$40.00 p/day meal allowance [total \$200]; (c) \$25.00 x2 the cost for one additional piece of checked luggage per delegate. The Finance Office will review all UUCSR debit card transactions.

9. Delegate registration forms and pre-paid debit cards will be issued to delegates at required GA Orientation. All unspent monies remaining on the UUCSR credit card become the property of the Congregation. Cards must be returned to the Finance Office at the end of GA, or they may be returned to the DAC Chair at the end of GA for submission to the Finance Office. Receipts for all pre-paid card transactions must be returned to the DAC Liaison.
- 10. In the event that the UUCSR pre-paid credit card is lost, it is the responsibility of the delegate to notify the UUCSR finance office and the DAC chair immediately.**
11. Delegates who wish to drive to GA will be reimbursed for travel at .50¢ per/mile but no more than the total calculated to be the **reasonable** airfare to the GA that year as approved by DAC.
12. First time UUCSR member(s) GA attendees (non-delegates) will be reimbursed for 100% of her/his GA registration fee and it is their responsibility to attend a pre-GA orientation meeting in May or June. **All other UUCSR 2022 GA non-delegate attendees will not be eligible for registration reimbursement.**

As noted above, all members of UUCSR who wish to attend GA are requested to complete the GA application form (attached). Please place completed applications in the DAC GA Applications Collection Box on the Welcome Desk in the main lobby, snail mail it to UUCSR, attention Elaine Corrao, or scan and email it to ecorrao@uucsr.org.

Members are advised that financial assistance is available; please contact any of our ministers for more information.

All Delegates will be notified that they are registered for the 2022 GA and that their hotel accommodations have been secured.

More information can be obtained on the UUA GA website:

<http://uua.org/events/generalassembly>

Approved by the UUCSR Board of Trustees – December 16, 2021