

## Reports

### Promotions

Susan Crawford, Chair

The Promotion (membership) Committee has been working this year to gain an understanding of how its inward work supports other committees, identify any outward membership issues. Although an ongoing process, we have initial recommendations (of new best practices, structure improvements, and priorities) with the goal of strengthening UMAC.

UMAC Promotion Committee offers these three initial recommendations:

1. Adopt a tripartite membership structure: national/international (individual), local (individual or group), and retired (individual) levels
2. Adopt/develop 2 information kits:
  - a. recruitment kit - arm members with the resources and tools they need to actively promote UMAC to their local churches, district and conference
  - b. new member kit – detail benefits, how to network with members, and ask what areas of development are wanted so they can be paired with UMAC mentor(s) the first year
3. Adopt a ‘Membership Involves You’ membership renewal structure that encourages members to become more engaged with ensuring UMAC’s success. Connect individual talent/expertise contributions with a committee participation (a description of each committee, its function and possible time allotment per year (there could "fit my [xxx] experience where most needed" option, too). Redesign the renewal to include the option of volunteering as a mentor.

Based on voting results, the Promotion Committee stands ready to develop any/all of these items further.

### Budget Committee

#### Proposed budget

The board is recommending a two-year budget for 2009-2010 and 2010-2011. (Will this need to go to the membership for approval). [The budget is available on-line. \(Link to this\)](#)

#### Loan info:

Shortfalls last year, as described in a letter from the president, left the organization \$15,000 short of meeting the financial commitments made during the meeting held in Providence, R.I. United Methodist Communications agreed to loan UMAC \$14,000 to satisfying those outstanding debts.

Repayment shall be made to United Methodist Communications over four years, beginning in 2009, with **a minimum of \$3,500 per year being sent to UMCom no later than Dec. 1**. Amounts received above the minimum amount will be credit toward the next year’s minimum payment. The loan will be free of interest as long as the minimum payment is made each year.

#### ***Financial accountability***

The Board adopted a Financial Accountability Procedures that had been recommended by the UMAC Budget Committee:

#### *Payment approval procedure*

All requests for payment must first be approved by the executive committee.

Committees that have responsibility for a line item may spend within their budget without previous approval of the executive committee. If they wish to propose an expense that exceeds their budget, they must take it to executive committee for approval.

If a committee plans to incur an expenditure over \$500, it will notify the treasurer in advance. (This communication will assist the treasurer to manage cash flow.)

All reimbursements or payments must be accompanied by a receipt.

Committees must submit a budget request annually by August 1. If the executive committee does not receive a budget request by August 1, the committee budget will be determined by the executive committee.

The approval process may take this form: The treasurer will submit a report once or twice a month of payment requests. The executive committee will vote on whether to allow these payments. To save money, these votes may sometimes be taken by e-mail. In the case of more urgent requests, the treasurer may on occasion submit an immediate request for approval. In the case of regularly occurring expenses, the executive committee may approve a warrant for specific payment amounts to specific recipients.

All expenses and income will be assigned to a budget line so the treasurer knows how to account for the expenditures and receipts.

No line item will be allowed to be overspent without approval of the majority of the board.

#### Reporting

The treasurer will be asked to submit to the board a monthly or quarterly balance sheet, so that the board is aware at all times of its financial status.

#### Unfunded mandates

Without ample reserves, UMAC can no longer afford to fund the Helping Hands scholarships. The budget task force believes this remains a valuable program. It will recommend that UMAC explore reliable and stable ways to support this program.

### **Advocating for UMAC**

Advocacy and education that helps the General, Jurisdictional and Annual Conferences understand and recognize the importance of communications to the mission and ministry of the United Methodist Church is one of UMAC's essential functions.

In the past, UMAC has written and submitted legislation that all annual conferences engage a Director of Communications, and recommends that the Director of Communications be a member of the bishop's extended cabinet. The legislation originally required that the Director of Communications be on the Cabinet, but it was amended to read "recommends" before being adopted by General Conference. It is now part of the Book of Discipline (¶609)

If you are interested in chairing or serving on an advocacy and education committee for UMAC, please send your name and contact information to Sandra Brands, [sbrands@troyac.org](mailto:sbrands@troyac.org).

### **The Helping Hand Scholarship Fund Needs You!**

By Carolyn Dandridge, Chair

Unfortunately this year, the global and young adult internship aspect of UMAC will be missing. There are no funds. We need your support and your financial commitment to continue our outreach and provide networking and new technological update opportunities to those communicators that have benefited from our past UMAC Annual Meetings.

This is the report from last year's Central Conference Helping Hand Scholarship Recipient, Robert Ksubi:

#### ***Report on UMAC 2008 Scholarship trip to the United States of America***

The trip to the United Methodist Association of Communicators' (UMAC) annual meeting at Hilton Hotel, Providence, R.I., was organized courtesy of the Helping Hand 2008 Scholarship of UMAC.

The trip provided me with an opportunity to meet practicing church communicators, network, and make long term friends. Indeed I was able to observe, listen, and learn from the rich experience of many participants at the meeting. The fun and calculated jokes especially at the awards ceremony were relaxing and comforting to a first time participant like me.

I am grateful to the UMAC team and other partners that facilitated my travel, accommodation, and meals for the entire trip. I appreciate the support and sacrifices made especially by Mr. David Malloy and Ms. Carolyn Dandridge. Apart from making the arrangements for the trip, they were ever available to ensure that I was comfortable, and at the Airport to receive me and see me off. The key note address, by Leonard Sweet, was especially enriching regarding communications to the different segments of congregations. The realization that the perspectives of the older conservative church members have always prevailed upon the interests of the youths was especially useful to me. I was thrilled to learn that the current practice by most church leaders, including communicators, adversely affects active participation of youths in church programs. The need to listen to, and provide for, the specific interests of the youths and young adults, in church communications was a learning experience.

The interaction with colleagues during the week was a great networking opportunity. The inclusion of the Jurisdictional Dinner Cruise on the program was a great social event. I was able to chat with colleagues, among them the incoming UMAC President.

Overall, the scholarship reminded me that we are part of one big family, despite the differences in location and opportunities.

After the meeting, I had a successful visit in New York, Washington, D.C., Nashville, Tn., and St. Simons Island, Ga.

While in New York, I was blessed to spend the weekend with Rev. Kelvin Sauls, in Harlem. Rev. Kelvin kindly guided me through the Sub-way and Times Square, NY. We were able to visit the GBGM, on Monday morning, where I met staff in UMCOR, women division, and communications. I received useful publications and information regarding agency work.

In Washington DC, I was hosted by GCORR, where Mr. John Coleman took care of and introduced me to church leaders and agency staff. I had the opportunity to meet Ms. Jeneane Jones, Associate General Secretary, and Ms. Michelle Brooks, Digital Communications Director at GBCS, who shared their work experiences regarding work at the commission and the church as a whole.

I am especially grateful to Mr. Coleman for the support, care and sacrifices; despite a busy work schedule, he was able to arrange for me a tour of the United States Capitol in Washington DC, and accompany me on the train ride to Baltimore BWI Airport.

In Nashville, I was hosted by UMCOR, where Mr. Tim Tanton and Rev. Tafadzwa Mudambanuki took care and guided me around. I spent the day with Rev. Tafadzwa, who graciously introduced me to most of the staff at the agency. I had the opportunity of participating in a recording for the Radio Ministry program on Hunger with the manager, Rev. Mike Hickcox, and a video recording on the church in East Africa with Tim and Harry Leake. In Nashville, I was able to meet Rev. Tafadzwa's family and share dinner with them.

I was expected to return home on Saturday Oct. 25, 2008, however my visit was extended to enable me meet our partners in South Georgia Conference, at Epworth by the Sea, St. Simons Island. I took a flight to Jacksonville, Fl., where I was met by Rev. Denise Walton, Connectional Ministries, and driven to St. Simons Island for the meeting.

By the time I left the United States for Uganda on Thursday Oct. 30, 2008, I was eager to meet my family which I was missing after three weeks.

The Global UMAC has been organized and is functioning well. As a religious organization and a mission focused ministry we (UMAC US) must continue to do our part to support our communications colleagues

around the world. After you have made your personal contribution, please go to your local churches, conferences, general agencies and jurisdictions to solicit funds for this very important ministry work. All funds should go to:

UMAC Helping Hand Scholarship Fund,  
c/o Mark Rehn, Treasurer  
Western Pennsylvania Conference Office  
1204 Freedom Road  
Cranberry Township, PA 16066

Support the Helping Hand Scholarship ([link to Pay Pal](#))

### **Treasurer's Report**

Mark Rehn, Treasurer

#### Audit

Arrangements are being made with GCFA to audit the UMAC books, which have not been audited in years. The audit will be posted as soon as it is available.

### **By laws & Incorporation**

Andy James, Chair

The recommendation represents the consensus of members of the Bylaws Committee. Given the confusion we experienced in Providence last year, it would be premature to bring forward any revised language for the bylaws before members of the association express their will on the question of how to move forward – within UCom or distinctly incorporated.

Members of the Bylaws Committee affirm the importance of the UCom-UMAC relationship, but they express a desire to realize greater clarity in the nature of this relationship. The language adopted in Providence contains a lot of ambiguity that needs to be clarified.

### **Web Site**

Erin Horner, while employed with the Missouri Conference, chaired the Web team and made updates as needed. After discussion with the board and with Brick River, UMAC is now being hosted by Brick River of Exeter, N.H. Erin, who left her job with the Missouri Conference was hired by the Board to be the web site administrator at a stipend of \$150 a month.

The Board was happy with the service E-Zekiel provided, but needed to expand its service to include a database of communicators that could be easily updated, and an e-mail blast function.

### **Certification**

Due to low registration numbers, there was no Christian Communication Ministry Institute in 2009. The committee is investigating alternative ways to help United Methodist communicators complete the requirements needed for certification as a Christian Communicator and expects to make an announcement at the October meeting of the United Methodist Association of Communicators. At that time it will also present any new certifications or renewals. The deadline for applications is September 15.

The committee is served by representatives from all five jurisdictions, as well as representatives from United Methodist Communications. South Central Jurisdiction representative, Jane Dennis, is stepping down. Therefore UMAC members from that jurisdiction are asked to select a representative to the committee. During the year the following persons also joined the committee:

North Central Jurisdiction: William Oates  
Northeastern Jurisdiction: Christie House  
Western Jurisdiction: Stephen Hustedt

Andrew J. Schleicher represents the Southeastern Jurisdiction and chairs the committee. Kathy Noble and Mary Lynn Holly represent UCom.