**A logo of the sun

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**Program Council Minutes**

2-21-24 1:30-3 RE2 In person

We acknowledge that these waters, mountains, valleys, and shorelines are the traditional territory of the S’Klallam and Chemakum peoples. We will work to restore and sustain their homelands and all living beings.

**Chalice Lighting-** Power without love is reckless and abusive,

And love without power is sentimental and anemic.

Power at its best is love implementing the demands of justice,

and justice at its best is power correcting everything that stands in the way against love. MLK

**Personal Check in:** Linda, Jenell, Debra, Susan, Frank, Kathy, Diane, David A.

Jenell

**Handling money w/o a one pot**: One pot is discontinued as a system. Instead, there will be a line item in the budget for unbudgeted/unexpected expenses. 3,000 for 2024-25. Either Finance Committee or PC will approve the expense. Probably PC, since it is more related to program. Teams and Committees are encouraged to request funds in annual budget request. Please think ahead. PC will develop procedures which include considering: is it necessary, is there another way to fund, can it be postponed, is it in alignment with their mission and goals? Include Board Committees. When PC are ready to take it on, work with Finance.

**Donation Jars:** FCC (Finance Coordinating Committee) needs to discuss this. They are not wanting to nickel and dime people, where always are being asked to give. But especially when outside QUUF folks are involved, it is good to collect donations. Donations will now go into rentals and facilities. Issue of when we sponsor someone else’s fundraising: For FCC to take up. Examples: Dying Matters Guild Grief and Loss service. Instead of renting, we co-sponsored- Waived rental fee. Alzheimer’s support group will begin to pay rental fee. Previously the rental was waived.

**Approving Events.** Everyone fills out form. Submits to office then referred to PC. Ideally PC approves via email within 24 hours. If discussion is needed, it will take more time. FCC does the same thing for fundraisers. Questions: Is it good timing, what about marketing, volunteer support, general capacity, impact on staff, budget. Bryan, Christina’s time needs to be considered. Childcare availability considered. Make sure event leader has thought through all things. Think ahead on events. PC Leads need to communicate to teams. More time the better. When approved, PC Chair emails approval to leader of event, ccing Jenell.

Leads can email something like this to team chairs. Diane will email to Board Committees.

Dear Team Chairs, Please be aware that if you are planning an event, beyond your regular monthly meetings, there is an event form that must be competed. <https://www.quuf.org/event-application-form/>

The form is submitted to the administrator, then referred to Program Council for approval. You are encouraged to give plenty of notice, preferably 4 weeks minimum. The form guides you with what has to be considered including, timing, volunteer support/capacity, specialty needs like tech and set up, etc. Contact Program Council Chair, Diane Haas, if you have questions about the form. dianehaas@gmail.com

When approved, PC Chair will email approval to leader of event, ccing administrator.

**Procedures handbook**: Our Current Operations Manual has been updated and reorganized. Thanks to a subcommittee of GTF. 80 hours or more. There are now 3 separate documents.

By-laws – congregational approval required.

Policy Manual – Board developed and approved. Will contain Council charters.

Procedures Handbook – Committees and Program Council and Teams develop. Recommend procedures be as simple as possible. Like a recipe. Bullet points. All teams and committees need charters. Council Charters are approved by Board. Team charters approved by their Council- go into the procedures handbook.

PC can decide whether to approve each team’s procedures. Policy is why we do something, and procedure is how. If a team has something that should be a policy, can send it to the board via Program Council.

Teams and committees should not use the term policy. Will blow Jenell’s brains. Can use Best Practices, rules, guidelines, procedures. Brief is good.

Send what we have by June 1st . Including charters. She will put in a file and upload when she gets to it.

**Council Updates-** Brief highlights please!

**Community Council** – Columbarium has moved to Endowments. Hiatus from Friendship Suppers.

**Growth and Learning** –Date for initial meeting March 14 of Adult Programming Team. Ready for fall. Hope to get more on team. They will decide on a name. AHA going well.

**SEJC-** New banner on 24th st. pollination garden coming soon, SJ Sunday is Jacob Johns, Climate Activist, Concert with Emma’s Revolution, sharing info on Palestine situation, UU the Vote coming soon, Meeting with TSG.

**Spirit –**  New volunteer in sound booth. Teams meet quarterly. Charter work to update. (SS not responsible for securing summer services anymore.)

**Operations**- Welcome David Alvarez! By-laws have passes, fire escape in loft, pavement to sidewalk patio. Looking at insurance policy. Reviewing sexual abuse policy. FOST will look at in March. Other coverage is good.

April 24th policy renews so need to be ready.

**Events:** Game time- Wednesday March 13 1-4. Early release from public schools on Wednesdays.

New member Gathering- 2/24 3:30-5

**Organizational/Procedural**

* Affinity Groups Procedure- add: ‘when there is leadership change’ This is Community Council’s domain.
* Leadership Development-

~Widening The Circle wants to contribute DEI to Leadership Training- Intent vs. Impact. Sarah W, Linda and Diane to talk about Leadership Training. Appreciative Inquiry a model of how to approach problem solving. Start with what is working well. Diane will set that up.

* PC Procedure for addressing Conflict between Ministry Teams/Groups: Looked at 2-13-24 draft. See updated draft and send comments to Diane.

**Ongoing:**

* Volunteer Recruitment- Encourage your teams to reach out and engage folks to in Teams and Committees.
* GOALS\*- Board goals, Developmental Ministry Goals, Council/Team goals-

People with goals succeed because they know where they are going.

* Job description documents and Charter reviews/updates- we need to have these on the Google drive..

**Documents**

* Charter updates – need Community Council, Operations Council
* Annual Community Calendar- now a google doc. Diane can ‘share with you’.

**Next meeting:** Wednesday, March 20th. 1:30-3

**Check out questions:** These questions are suggested as we intend to shift from a culture that is primarily task oriented to a culture that prioritizes relationships.

How did we do relationally?

Do we need repairs?

Acknowledgements

**Closing-**

**Future topics**

* Policy Review: PC looks at pending policies and also gives policy recommendations to Governance Task Force (GTF).
* Retention of members- who/how to address this concern?
* Congregational Assessment Tool
* How to determine compliance with the policies- criteria?

How to discern the difference between disagreement and undermining?

* Invite HCT to Community Council- discussion of reasons/ purpose

**Tracking our Documents:** on the google drive:

* Program Council Charter and Council Charters- Ultimately all charters and job descriptions will live in the Operations Manual- which is under construction.
* Update website and team placement in Councils—keep an eye on the Website.
* Guidebook for Team/Committee leadership- on Google Drive
* PC policies and procedures
* Guidelines for Event approval

**QUUF Event Guidelines and Procedures**finalized 10-26-23

QUUF strives to be a brave space, where everyone can explore their spirit, heart and mind within a nurturing community.

1.      Events and programs will follow all policies, accounting procedures, mission, and covenants.

2.      The organizers will complete an Event Application Form.

3.      The administrator will forward the application to the Program Council.

4.      Upon approval by the Program Council, the event will be scheduled in cooperation with other events and programs.

5.      Events and programs will be primarily organized though a team, committee, or council. Exceptions can be made for individual events.

Added:

6. PC Chair to communicate with event sponsor and cc Jenell/Administrator.

Considerations: Is it good timing, what about marketing, volunteer support, general capacity, impact on staff, budget. Bryan, Christina’s time needs to be considered. Childcare availability considered. Make sure event leader has thought through all things. Think ahead on events. PC Leads need to communicate to teams.