**A logo of the sun

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**Minutes: Program Council**

5-21-24 1:30-3:30 RE2 In person

We acknowledge that these waters, mountains, valleys and shorelines that we inhabit are the traditional territory of the S’Klallam and Chemakum peoples. We honor these indigenous people in history and those with us today, and strive to counter the harm done due to colonization.

**Chalice Lighting-** May we be reminded here of our highest aspirations and inspired to bring our gifts of love and service to the altar of humanity. May we know once again that we are not isolated beings but connected, in mystery and miracle, to the universe, to this community and to each other.

**Present:** Debra, Diane, Kathy, David A, Frank

**Council Updates- red is action item for someone.**

**Community Council** – Newcomer Outreach Team considering shifting back to being called Membership Team. Possibly Volunteer Engagement Team is folded in. Still in discussion. Healthy Community Team has moved to Community Council. HCT needs a contact person. Debra will contact all of them. Hilary Rosen, Joanna Sanders, Annemarie Mende & Reina Garcia.

**Growth and Learning** – ALSO is launched. Advancing Learning and Spiritual Opportunities. There is a flyer calling for proposals, due Aug 1st. Widening the Circle is now part of G & L. Kathy will ask Jesse to update the Governance Board.

**SEJC-** Quimper Animal Advocates had to discontinue the Pollinator Garden due to lack of help. Lots of inter-team collaboration which is great.

**Spirit –**  No report at this time.

**Operations** - FOST (Facilities Oversight and Safety Team) worked with Accessibility Team to revise seating chart for sanctuary, foyer and Fellowship Hall. Issues addressed are room for wheelchairs to turn around, spots for walkers and wheelchairs. David chased down Team Annual Reports. Discussed UU’re Home as a fundraiser but it is complicated with city regulations. Finance Coordinating Committee will become a Team on Operations.

**Finance Summit Report:** Addressing the deficit, andclosing the gap.

**Ministerial Coordinating Team**: To be developed. Minister, Program Chair, staff, and 2 lay congregants.

**Executive Committee:** Diane has been meeting with them. This group includes board president and vice president, and full-time staff.

Someone was asking for PC minutes. Diane will send this year’s to Pat for the website.

**Events:**

PC meeting June 19, July 17, Aug 21 1:30-3:30 We need the 2 hours. 3rd Weds.

Volunteer Appreciation- May 31st 5-6 **Please** send the invitation to all your Team chairs- so they can, in turn send to their team members. Kathy will send the invitation to Leads to send to their Team Chairs.

Leadership Training/-- planning in process…

Set a meeting for Nuts and Bolts for Chairs. Orientation?

Picnic in Sept again? Discussed if this is PC or Community Council domain. No decision made.

**Organizational/Procedural**

* Committees moving to the Ministry side- need official approval
  + Widening the Circle will move to Growth and Learning-
  + Fundraising Coordinating Team to Operations Council -
  + Healthy Community Team to Community council
* Review of PC procedures: We went through it together. Diane will send an updated version.
* On own, Review Addressing Conflict Between ministry teams. We worked on this together a couple months ago.
* Review of PC Leads job descriptions: we went over together. Diane will send an updated version.
* Governance Committee is going over the template for Charters.
* Planning for next year- Are you planning to continue? David, Kathy, Frank, Diane, Kathy confirmed they will continue as Leads. Susan?

**To Do List for Leads:**

1. Resend invitation to Celebration to chairs.
2. Check with your team chairs to see if they will continue next year. Begin with a thank you for this year……… Email Diane and Kathy when you get confirmation.
3. Ask chairs if they have any dates set for the church year 2024-25. If so, send them to Diane.
4. With chairs who are continuing, set times for monthly or quarterly dates. Be sure to consider anyone who had regular working hours. Think inclusive when finding mutual dates.

* We discussed an Orientation for Chairs of Teams, a first step in leadership development, maybe for September or October. We can set dates at our June meeting.

**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.

* Decisions about what goes on website and how to utilize google drive.

**Next meeting:** Wednesday, June 19th 1:30-3:30 RE 2

**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

We didn’t go over these check out questions, but it was a great meeting. Everyone gave input, we got down to specifics, and everyone is better understanding how PC works.

**Parking lot**

* 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?

* Leadership training- plans for next year.

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

* Program Council Charter and Council Charters- Ultimately all charters and job descriptions will live in the Procedures 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 Procedures
* Guidelines for Event approval