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**Program Council MINUTES**

 5-21-25 1:30-3:30 RE2 Linda’s office

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** – Proposed vision statement:

A courageously inclusive, multigenerational, spiritual community in a joyfully interconnected world.

Proposed mission statement:
We join hearts and minds
To learn, to serve, to nurture justice,
Holding love at the center of all we are and all we do.

**Personal Check in-**Debra, Karmen, David, Diane, Kathy. Mary Riggen joined later.

**Council Updates** – Brief highlights please!

**Community Council** –Volunteer Appreciation Event was successful. About 60 people. 35 new members by the end of the church year. Successful Men’s Retreat ,18 people. Dena Bugel-Shunra is new chair of Hospitality and Kitchen Team.

**Growth and Learning** – Karmen is new Lead. Hasn’t been a meeting all year. We will announce Karmen’s role to chairs, but get started in the fall. RE representation important. Diane will send Karmen G & L Charter. (See later in minutes, discussion of councils.)

**SEJC –** 8th month ofShelter meals. June is last one. Congregational meeting about Sanctuary on June 5th. Quimper Animal Advocates Team has ended. Dena Bugel-Shunra is co-chair of AAT.

**Spirit –** Mary Riggen has agreed to be Lead. We will take time soon to orient her.

**Operations**- Fire Drill May 11, went well, evacuated under 2 minutes. RE couldn’t hear the triangle, need the bell. FOST made a 5 year list: roof, ADA sign for restroom. Maybe automatic door for accessibility restroom. Possible automatic door opener for carved door.

**Organizational/Procedural**

* Leadership Assembly – For September: How does mission/vision relate to each of our teams. What are we doing that supports the mission. Charters, Guidebook, orient new team chairs.
* Community Clean Air and Cooling Center- Diane attended a meeting with Public Health. Jenell will keep a list of volunteers willing to come if needed. Health Dept will supply snacks and water. June 25 health dept will come and share more info. Most of us weren’t available that day, maybe Diane.
* Establishing new groups: Dances of Universal Peace Team status pending.
* Recruiting Volunteers- Highlighting Teams in Foyer April & May. Went well. Ushers are dwindling. Need a plan for volunteer engagement in the fall. Get new member info to Leads. See who isn’t involved. Do we want a form for the fall? Need a plan and fuller discussion of options.
* Policy Review: We approve the policy.

[https://www.quuf.org/pdfs/Governance/DraftPendingPolicyGrants.pdf](https://quuf.us20.list-manage.com/track/click?u=cb8c184c3239f46c077168c3f&id=fbc8ff2cbd&e=7c068c1e62)

* Governance Structure Review- We reviewed comments pertinent to PC.

Comments from our discussion:

Suggested re-sending this survey for more input. New idea from Kathy: Send our own survey to teams: Do they feel supported? We could list some of the things and ways we communicate and see if they work. Also, we should be capturing what Jenell asks us to send along to team chairs. To keep an ongoing list of her requests and systems.

Look forward to when there are congregational goals to align with.

RE has two parts, the part Beau does (programming, curriculum) and what RE Team does, community building. How can we best fit them in the Council Structure.

Just like Jenell does her work and doesn’t feel the need for an Admin Team. Beau does his work, but how can families engage.

All teams seem valuable to us. Maybe Library can be dropped and Admin/IT.

Discussed dropping Growth and Learning and shifting those teams.

Are there ways we can better organize the info we send to Teams.

Leadership Development – is it PC or Nominating Committee’s role?

Suggestion of announcements being in the Order of Service/Sunday Bulletin

One staff member assigned to each Council.

* Long Range/Strategic Planning- Who is interested in participating? Didn’t discuss.

**Financials**

* **Program Council**--$1200 budgeted, spent $447 as of 4/30/25 ($753)
* **General Committee Support** (for unexpected expenses needed by teams) of $3,000 budgeted, spent $1,251 as of 4/30/25 ($1749)

Agreed to use funds to reimburse May and June Shelter cooks.

**Upcoming Events:**

Leadership –

June 25 – Clean Air and Cooling Center information Program

Need to schedule:

Summer Pot Luck July 18th. Kathy will find last year’s announcement.

Parents night/day out- Didn’t schedule a summer one.

**Ongoing:**

* If a team/chair needs a check written for payment or reimbursement—please use the form in the office and fill out with all the info: who to make the check to, amount, backup paperwork (receipt, invoice), address to mail to (required for writing checks). Ideally the chair should sign off on the payment either on the form or with an email attachment.
* On-going meetings are scheduled Sept-June only.  If any teams/committees plan to meet during the **summer July-Aug** or have any events planned they should submit a room reservation form.  **Sept/2025 to June 2026** meetings can be scheduled during the summer.
* Volunteer Recruitment- Encourage your teams to reach out and engage folks to in Teams and Committees.
* Job description documents and Charter reviews/updates, check web pages
* Put the dates of major events on the QUUF Calendar
* Send updated procedures to Jenell ONLY. She is keeping a file and will update periodically. Check to see what you or your teams have. Send her the documents.
* RAMP- Reports, Actions, Measurements and Plans- Purpose: to give the board information and metrics that will tell us how we are doing. It is data collection for future analysis. We need to track Data for events: attendance and volunteer hours. If you are doing an event please send me and Jenell the number of volunteer hours and # in attendance.

**Next meeting:** June 11, 2025, 3:30-5:30 New day and times needed for the future.

**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:** Love is the power that holds us together and is at the center of our shared values. We are accountable to one another for doing the work of living our shared values through the spiritual discipline of Love.

**Parking lot**