

Olympia Unitarian Universalist Congregation

Program Council

December 4, 2010

Summary

Present: Myra Barker (*Worship Cluster*); Evelyn Greenberg (*Community Building Cluster*); Douglas Mackey (*Social Justice Cluster*); Pat McLachlan (*Space Resources Cluster*); Michelle Hendrickson (*Communications Cluster*); Bonnie Guyer Graham (*Religious Education Cluster*); Linda Crabtree (*Congregation & Membership Cluster*); Arthur Vaeni (*Minister*); Tim Ransom (*Mentor*); Christine Parke (*Chair*)

Not represented: *Human Resources Cluster; Stewardship Cluster*

The first meeting of the OUUC Program Council was opened and facilitated by Tim Ransom. After introductions, Christine Parke agreed to chair the Council with Tim as mentor for six months. Below are decisions and major learnings from the meeting:

Meeting Schedule: Program Council will meet every two months on third Tuesday from 7:00-9:00 pm. The Chair can call for a special meeting in the off months if requested by clusters or by Executive Team. Next meeting is January 18, 2011, at 7:00 pm.

Council Procedures: Tim and Chris will take notes to summarize and memorialize each meeting. In addition, a manual will be developed to help in orienting new Council members. Agenda will be distributed prior to meeting for additional input from Clusters. A Google group will be established for communication. When possible, decisions will be made by informal consensus; if necessary, a vote will be taken, with each cluster receiving one vote. Unresolved issues can be referred to the Executive Team for further discussion.

Council will address only issues that affect more than one cluster; any topic that only involves one cluster should be resolved by the cluster if possible.

Membership: The assignment of committees and activities to clusters is experimental. These clusters are asked to function as originally constituted for awhile, to test the experiment, before possibly proposing cluster reorganization. In addition, as new activities and groups pop up, they may be incorporated into existing clusters. For example, the Memorial Garden Committee is an *ad hoc* committee that could be integrated into the Space Cluster.

As much possible, the same person should represent a Cluster on the Council for an extended period of time, such as a year. This will aid in continuity. Cluster representatives are welcome to bring other

Cluster members to meetings as resources. Program Council meetings are open to all OUUC members, who are encouraged to attend.

Ex-officio members: Staff (Minister, RE Director, Administrator) will attend meetings and sit at the table as ex-officio (non-voting) members.

Discussion of top three issues identified by Clusters:

Volunteers/Integrating New Members: Many OUUC activities need volunteers, and committee chairs need to be told if there are volunteers. Next meeting each representative will bring a list of needed volunteers – number and jobs. Linda Crabtree has email lists of new people. She could email opportunities to new people OR get people in touch with chairs individually. It was noted that if people sign up with their interests and skills, they must then be used. At some point soon, hopefully, a Program Coordinator will be hired as new staff who will both assist the Program Chair and act as a volunteer coordinator.

Commons TV could be used to list volunteer opportunities. A Job Fair – between services or at a Saturday monthly breakfast – could educate members about volunteer opportunities. If held on a Saturday, time could also be used for committee activities. Janet Pearson, Linda Crabtree, Bonnie Guyer Graham, Doug Mackay, and Pat McLachlan will work together on volunteer enhancement and integrating new members. They will email a proposal to Council members, or present at January 2011 meeting.

Doug Mackey noted that Social Justice has several spheres of interest. Doug will write up a clarification of the Cluster and send to Chair for distribution to Council.

Space Expansion: Board needs to determine if a capital campaign for Phase 1A is feasible now.

Communication with OUUC community is vital, and will be available through the website, *Unitariana*, weekly emails. The Board's Governance Work Group (Harmon Eaton *et. al.*) will write a summary of the new governance structure for dissemination to community.

Submitted by

Christine Parke
Chair