

Communications Task Force (CTF) Minutes  
January 11, 2014 11:51 a.m. to 1:18 p.m.  
Unitarian Universalist Church in Eugene (UUCE) Room 7

The minutes follow the agenda, **with significant discussion and decisions printed in red.**

- 1. Welcome and opening words.** (Dick Loescher)
- 2. UUCE Mission Statement and Covenant of Right Relationship.** (Dick Loescher)

**3. Check-in. Name, which groups you are representing.**

Those present: Craig, Sue (Service in Action); Frank, Nikki (Listserv, Web Team); Koenig, Bonnie (Newsletter editor); Loescher, Dick (CTF chair, Coordinating Council meeting facilitator, editor Weekly News e-Bulletin); Osgood, Martha (Web Team, Listserv, editor Weekly News e-Bulletin, membership committee and directory matters); Peterson-DeGross, Maren (Calendar, Fundraising, Web Team); Snyder, Martha (Aesthetics Working Group-AWG-bulletin boards).

**4. Review of agenda and additions.** Dick Loescher.

**5. Review of minutes of CTF meeting 12/14/13.**

No corrections or additions.

**6. Publications Task Force** (Dick Loescher)

Weekly News e-Bulletin/Order of Service editors (Dick Loescher, Martha Osgood, Ken Ross)

Calendar (Maren Peterson-DeGross)

Newsletter (Bonnie Koenig, Nisco Junkins)

Ken Ross will be away Jan. 15 to Jan. 25, 2014. Dick Loescher will be printing the Order of Service/e-Bulletin and the Weekly Meeting and Event Calendar while Ken is away.

**7. Weekly News e-Bulletin/Order of Service.**

What is working well?

What could be improved?

-Currently instructions for submitting articles are sent each week to UUCE Biz. People who submit articles who are not receiving Biz also need these instructions. Link to these instructions has been mentioned occasionally in the Weekly News e-Bulletin.

-Web site archiving of Weekly News e-Bulletins. Still to be done. New editions are now being added as pdf documents as they are published.

Discuss criteria for deciding which events that occur outside of UUCE sponsored by nonUUCE organizations that a UUCE group collaborates with and endorses should be listed in:

Weekly News e-Bulletin/Order of Service calendar;

“office door” Weekly Meeting and Event Calendar;

UUCE web calendar.

Examples now listed on all 3 calendars are: Food for Lane County Volunteer night; CROP walk.

What about various Service in Action related groups: Occupy Interfaith Eugene; Oregon Faith Roundtable Against Hunger (OFRAH); That’s My Farmer; Crop Walk.

Earth Action Committee related outside groups.

Others.

Review decisions made Jan. 16, 2013. (Dick Loescher will read.)

For the **Order of Service/Weekly News e-Bulletin Calendar** continue current criteria, which are to list UUCE events occurring in the UUCE building and outside the UUCE building. Rental events that use the church and have part of the proceeds of the event go to UUCE (serve as a fundraiser for UUCE) can be mentioned in the announcements section and be listed in the calendar. Events that occur outside of UUCE and are sponsored by nonUUCE groups and are supported by a UUCE group can be listed if there is an article about that activity in the announcements section of the Order of Service/Weekly News e-Bulletin, and if there is space to list the event in the calendar.

The **“office door” UUCE Meeting and Event Calendar and the UUCE web calendar** list all of the meetings and events in any of the rooms and spaces in the church building (UUCE events and rentals), and some offsite UUCE group activities. These two calendars generally do not list nonUUCE activities that occur outside of UUCE, even if they are supported in some way by a UUCE group. Current exceptions to this policy include listing of Food for Lane County Volunteer Night, and the CROP walk.

A new decision was made to have the **Service in Action group (Sue Craig, chair) have a list on their web page of events occurring outside of UUCE that are sponsored by nonUUCE groups and are supported by UUCE groups.** There might be a link from the home page of the UUCE web site to the Service in Action page. The details and logistics are to be worked out. Sue Craig sent an e-mail with a description of current Service in Action projects and activities that they support, which is added at the end of these minutes.

## **8. Monthly newsletter, UUCE Connections**

What is working well?

What could be improved?

Status of updates done to the hard copy mailing list?

Status of paper welcome form for visitors (per discussion in minutes 11/9/13)?

Backup resources? We discussed options for production of the newsletter in the absence of the current newsletter team. Bonnie will inquire what software is available in the church office. Other options and software choices were also discussed.

We also discussed **criteria to use for inclusion of articles in the newsletter, particularly regarding rentals of the church building.** Bonnie indicated her understanding was that if the rental served also as a fundraiser for the church that event could be mentioned in the newsletter. Those present indicated support for allowing inclusion of information about other rentals that might be of general interest to the church, and consistent with the mission statement of the church. A suggestion was made to consider a section of the newsletter identified as articles or information about rentals. This matter needs further discussion and clarification, and Martha Osgood and Bonnie Koenig will look into existing policies in more detail.

## **9. Web site.**

**-Status of Joomla.**

What is working well?

What could be improved?

**-Web site stability.**

What is working well?

What could be improved? With the transition from one web server to a different one in recent weeks that has been some disruption, loss of information, breakage of links, confusion, and other challenges. At this time people can access two different UUCE web sites: the transitional one that was used temporarily during the transition and has the URL [ueeugene.www78.a2hosting.com](http://ueeugene.www78.a2hosting.com); and the new current web site which is the one to be used now with the URL [www.ueeugene.org](http://www.ueeugene.org). Some computers still access the transitional web site. There is different information on the two different web sites and on their web calendars.

#### **-Home page appearance and links.**

What is working well?

What could be improved?

#### **-Volunteer web page.**

What is working well?

What could be improved?

Mention what volunteers currently needed.

Current status? Hopes for future? How to publicize it?

Martha Osgood indicated there have been two recent articles added, and she is pleased and hopeful for the value of the page.

#### **-Web calendar.**

What is working well?

What could be improved?

Review current status of links from home page to instructions on how to request a room or table, and instructions for how to submit an article to the Weekly News e-Bulletin and to the newsletter. How satisfactory are these? Any suggestions for improvements?

Dick Loescher reported that the link that says "Reserve a Room on Calendar", found by hovering the cursor over the "Calendar" link on the left side of the home page, linked to the submission guidelines for publications. Later in the day the link was fixed and did go to the page "How to Reserve a Room or Table Space". The link that says "Submit Article to Publication", found by hovering the cursor over the link on the left side of the home page titled "Newsletter & e-bulletin", does go to the page "Publications Submission Guidelines for e-Bulletin, Newsletter". Today at the bottom of the home page there are links to the pages with "Submission Guidelines" for publications, and "Request Rooms" which do link to the correct pages.

It was noted that the Winter Feast event on Sat., Jan. 25, 2014 does show on the web calendar of the transitional website, mentioned above, but not on the new current web site mentioned above.

#### **-Possible revision of web editing manual. Who do? When?**

#### **-Podcast status?**

Sermons.

Other. Nikki Frank reported some new podcasts have been added.

#### **-Other web matters**

#### **10. Facebook page.** (Martha Osgood, Maren Peterson-DeGroff)

What is working well?

What could be improved?

Article in Weekly News-eBulletin occasionally.

Possible newsletter article?

Nikki Frank indicated she was willing and interested to work on the Facebook page with Martha Osgood and Maren Peterson-DeGross, and they agreed to meet and discuss their plans.

#### **11. Church directory matters. (Martha Osgood)**

Status and plans. When get directory? When and how get photo?

Martha Osgood reported that corrections to the directory are still being solicited. The photos have been received and will be made available at the Directory Committee table in the Chapel after the church service.

#### **12. Other matters. (12:26 p.m. 11 minutes)**

**-Information and fundraising tables.**

**-Signs in church.**

Proposal by Dick Loescher to consider a larger print version of the Weekly Meeting and Event Calendar on a sign (fixed or moveable) at the Southwest corner of the hallway by room 1 and the kitchen. Feedback? There was general support for this idea. Dick Loescher talked with Martha Snyder, who will bring this up with the Aesthetics Working Group (AWG).

**Martha Snyder suggested that the “office door” Weekly Meeting and Event Calendar be printed with the largest font possible that would allow the calendar to fit on 2 or 3 pages, to increase the ease of reading. This calendar is posted on several bulletin boards and on the door of the copier room. She also said she would like 4 copies of the large (11x17 inch) large-print Order of Service documents to post on bulletin boards.**

We discussed who, which group or person, was responsible and had the authority to obtain and place signs in the church. The CTF thought it was the AWG, and the AWG thought it was the CTF. Those present agreed to encourage the AWG to pursue clear signage in the church, perhaps collaborating with the CTF.

**-Publicity about UUCE to outside community.**

**-What about an open invitation to all of UUCE to attend the next meeting of the CTF if someone is interested? We decided to put discussion of this proposal on hold because of more pressing issues at present.**

**-Status of office assistant position?**

**-Communication about building security and safety issues. (Guidelines to people who reserve a room? Additional security instruction classes? Other) We decided we did not yet have clear enough information to convey about building safety and security to send to people who reserve a room.**

**-UUCE Building repairs. Strategies for rescheduling and publicizing room use availability.**

**-Rental administrator status and procedures?**

It is our understanding that Krysta Albert is the Rental Administrator as of January 1, 2014.

-Other?

**13. Topics for discussion at future CTF meetings.**

Review the effectiveness of the publicity about the Congregational Information sessions. Address any of the items on this agenda that seem pertinent to address.

**14. Future CTF meeting plans.**

-Next CTF meeting: Sat., Feb. 8, 2014, 11:45 a.m. – 12:45 p.m., room 7.

**15. Check-out/likes and wishes.**

**16. Closing words. (12:44 p.m., 1 minute) (Dick Loescher)**

Information from Sue Craig

## SERVICE IN ACTION

ADVOCACY

EDUCATION

ACTION

### ENVIRONMENT

**Earth Action** meets to work on environment activities Bill Rodgers

**That's my farmer** ---introduces all to our local farmers and their food Rouanna Gerden

**Fair Trade Coffee** ---Brings fair Trade weekly to UUCE Melody Carr

RE Partner Activities

### HUMAN RIGHTS

**Interweave** Activities to educate and support GLBT Nisco Junkins

**Accessibility** Promotes accessibility at UUCE & in community Jeanne-marie Moore

**Basic Rights Oregon** Promotes equality in Marriage and society as a whole

Jean and Laura Alpert

RE Partner Activities

### HUNGER AND FOOD SECURITY

**Food for Lane County** Collect and help package food for 20 different programs in LC

Diane Wooldwridge

**CROP** Organizes and runs a yearly Walk to alleviate Hunger World Wide

...Berry Broadbent

RE Partner Activities

### HEALTH

**Occupy Medical** encourage work and donations for this organization Ruth Duemler

**Heath Care for All Oregon (HCAO)** Organize and work toward single payer health care

Pat Bittner

**NAMI - National Alliance for Mental Illness Provides support, education and advocacy for persons concerned with Mental Health Leslie Rex  
RE Partner Activities**

**HOUSING /HOMELESSNESS**

**Opportunity Village Work to advocate and assist with gaining locations for the homeless to stay Barb Prentice**

**Conestoga Huts Arrange for clients to use our Huts, and maintain our relationships with these clients Barb Prentice**

**Egan Warming centers Encourage and educate our Congregation to be involved Lorna Baldwin**

**UUCE Hand in Hand develop program with in UUCE to reach out to those who come to our doors by providing information and support d. maria  
RE Partner Activities**