

Communications Task Force (CTF) Minutes
April 12, 2014 11:40 a.m. to 1:00 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.

2. UUCE Mission Statement and Covenant of Right Relationship

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

Those present and groups they represent:

Koenig, Bonnie (Newsletter editor, Small Group Ministry steering committee);

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-DeGroff, Maren (Calendar, Fundraising, Web Team);

Ross, Ken (editor Weekly News e-Bulletin, Web team).

4. Review of agenda and additions.

5. Review of minutes of CTF meeting 3/8/14. Approved.

6. Publications Task Force

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

Calendar (Maren Peterson-DeGroff)

Newsletter (Bonnie Koenig, Nisco Junkins)

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

What is working well? **Generally going well.**

-Web site archiving of Weekly News e-Bulletins. Status?

-The Order of Service is being added to the web site each week.

-We discussed various options for publicizing registration for the Dreamcatchers 2 meetings that will occur during April through August 2014.

-Clarification is needed regarding who will cross out cancelled events that are listed on the printed Weekly Meeting and Event Calendar (on the copy room door, the glass near the north entrance to the church near the kitchen, and on 3 bulletin boards), and who will make the decision to do so.

8. Monthly newsletter, UUCE Connections

What is working well?

For the most recent month (April) more articles were submitted by the deadline than in previous months.

Backup resources? **No new information.**

Impact of changing submission date for newsletter articles to 20th each month (instead of the 15th)?

The May newsletter will be the first one with the changed submission date, so we will find out.

9. Web site.

-Status of Joomla. The Web Team will be updating the website from Joomla 2.5 to 3.0 in the near future (possibly a number of weeks), with the expectation of improved functioning. The transition is expected to be quite smooth, but the appearance of some pages will change.

The Archives Committee, with Ken Ross as liaison from the Web Team, will discuss the possibility of having a separate web location different from the Joomla web site for archived information for UUCE, with logistics and details still to be determined.

-Where on the web site to post the minutes of the Communications Task Force and the Publications Task Force subcommittee?

Those present were in favor of establishing a Communications Task Force web page and of posting the minutes there. Details are to be worked out. Dick Loescher will send all of the minutes to Martha Osgood.

-Web calendar.

What is working well?

Generally going well.

What could be improved?

Clarification of set up times and understanding and keeping track of the impact of set up time on scheduling.

Development of process for figuring out priorities when there are two or more requests for the same space at the same time (between church events, between church and rental events, and between rental events).

Communication and collaboration among people involved with calendaring (church member and/or office staff doing calendaring, Rental Coordinator) and those (currently the Publications Task Force) involved with preparing the printed calendars for the Order of Service and the copy room door and other locations. Maren indicated she will have the opportunity to meet with the Rental Task Force, and she has been communicating with Rev. Morris about calendaring matters.

Calendaring Job Description and documentation of the calendaring process.

Maren handed out for review a draft of a document describing the calendaring job description and calendaring process. She indicated additional information and revisions are needed.

Status of search for possible other calendar.

The Web Team and the Rental Coordinator are inquiring about the possibility of finding a church web calendar to use that might have improved functioning and ability compared with the Joomla 2.5 web calendar we are using now. It is not yet known how well the Joomla web calendar will work when it is updated to Joomla 3.0.

-Possible revision of web editing manual. Who do? Web Team members. When? After update to Joomla 3.0.

-Other web matters

Web site stability.

Good at present.

Home page appearance and links.

Seems good at present.

Volunteer web page.

Submissions are to be sent to the web team. The appearance of the page may change when upgrade to Joomla 3 occurs.

Other web site matters.

The Web Team will look into the possibility of setting up the ability to do online registration for events. The timing of when this ability might become available is unknown.

10. Facebook page.

UUCE has two Facebook pages, both of which have some activity. Maren Peterson-DeGross and Martha Osgood are the support people.

11. Church directory matters.

Martha Osgood indicated there was an inadvertent delay by the photography company in preparing the photo directory. It is being worked on now, but the time of availability to UUCE is still unknown. Ken Ross thinks the next contract with the photography company should include a penalty clause if the directories are not completed by a certain time.

12. Other matters.

-Status of office assistant position?

The current temporary office assistant is Kay, who started recently.

-Wi-Fi signal status?

Seems to be working well.

-Composition of the Communications Task Force? Is it time to revise the membership list?

Would it be appropriate to ask who still wants to be invited to the meetings?

No decisions were made today, but this will be reviewed in the future.

-Clarify with the Board the scope and purpose and function of the Communications Task Force and the Publications Committee described in Board policies.

Those present today concluded that the Communications Task Force is performing many of the functions described as functions of the Publications Committee in Board policies. It will be appropriate to have discussion of this matter with the Board as the governance of the church evolves. For now we favored having this group continue to be called the Communications Task Force.

13. Topics for discussion at future CTF meetings.

The usual, plus whatever needs to be dealt with at that time.

14. Future CTF meeting plans.

-Next CTF meeting: Sat., May 10, 2014, 11:45 a.m. – 12:45 p.m., room 7.

15. Check-out/likes and wishes.

16. Closing words