Communications Task Force (CTF) Minutes June 14, 2014, 11:05 a.m. to 12:12 p.m. Unitarian Universalist Church in Eugene (UUCE) Room 7

The minutes follow the agenda, with items that were discussed included, with significant discussion and decisions printed in red.

- 1. Welcome and opening words. Read by Dick Loescher.
- 2. UUCE Mission Statement and Covenant of Right Relationship. Read by Dick Loescher.
- 3. Check-in. Name, which groups you are representing. (11:02 a.m., 2 minutes)

Those present: 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); Ross, Ken (editor Weekly News e-Bulletin, Web team); Snyder, Martha (Aesthetics committee-bulletin boards).

- 4. Review of agenda and additions.
- 5. Review of minutes of CTF meeting 5/10/14. Approved.
- 6. Publications Task Force.

Weekly News e-Bulletin/Order of Service editors (Dick Loescher, Martha Osgood, Ken Ross) Calendaring (Maren Peterson-DeGroff) Newsletter (Bonnie Koenig, Nisco Junkins)

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

-Review of policies and procedures and possible additional options for publicizing to UUCE events of outside organizations that UUCE groups support.

Policy adopted by the Communications Task Force on Jan. 12, 2013

- -For activities and events outside of UUCE that are not sponsored by UUCE, but are consistent with UUCE values, they can be listed, if there is space, if the activity or event is endorsed by a UUCE group (such as Social Justice UUCE/SJUUCE-now called Service in Action- or the Earth Action Committee). -It would help the editors of the weekly e-Bulletin to know if it was appropriate to include articles about activities and events outside of UUCE if those articles were submitted by or screened by the
- about activities and events outside of UUCE if those articles were submitted by or screened by the chair of SJUUCE (currently Jeff Jackson) or the Earth Action Committee (currently Bill Rodgers). Both people agreed to be contacted with questions, and indicated they would inform their committees of this request.

Logistical questions and options.

- 1. There are many more outside activities by the many outside groups that UUCE groups support than there is space to include in the Order of Service (OOS) announcements. How can the editors of the OOS decide priority of what to include, if there is space in the announcements for some of those activities?
- -Have a representative of the sponsoring group just send the items of highest priority or interest?
- -Have the chairs of Service in Action (Currently Sue Craig and Bill Rodgers) screen the articles and decide which deserve the highest priority.
- -Other options.

- 2. If an outside activity is included in an announcement In the OOS do we also add it to the calendar shown in the OOS? (We currently generally do this, but do not list it on the "office door and bulletin board" Weekly Meeting and Event Calendar or the web calendar that lists all activities in the building, including rentals, and a few outside activities, such as Food for Lane County Volunteer Night, CROP Walk, etc.).
- 3. Currently the Service in Action (SIA) web page has links to the web sites of some of the outside groups that SIA groups support.
- -What about the possibility of having an announcement in the OOS referring people to the SIA web site for information about outside activities supported by SIA with detailed information on that web page?

4. Other questions and ideas?

All of the above items were noted, but no new decisions were made. These matters will need to be discussed in the future with representatives from Service in Action. It was noted that similar decisions are needed regarding what items to allow to be posted on church bulletin boards, on listservs, and in the church newsletter about outside events when there is limited space.

8. Monthly newsletter, UUCE Connections

What could be improved? Entries submitted after the deadline still occur.

9. Web site.

-Status of Joomla.

weeks from now.

The web team, which will be meeting today from 1 to 4 p.m., anticipates that there will be an update to Joomla in the next few weeks. Some of the changes expected include the menu structure and the web calendar.

-Communications Task Force (CTF) and the Publications Task Force (PTF) subcommittee minutes are now on the Coordinating Council web page. Description of the CTF and PTF is needed. (Martha Osgood, Dick Loescher) Dick Loescher is to write the descriptions. What about having a separate web page for the CTF? All present agreed that it would be useful for the CTF to have its own web page to make their minutes and decisions more easily accessible. Setting up the separate web page will be done when the web team has the time to do that, possibly a number of

Who will put the minutes on the web site (chair or web team)? The chair of CTF.

-Web calendar. Not discussed, other than noting that a change in the calendar is expected in the near future, as mentioned above.

Criteria for allowing a UUCE friend or member to reserve a room.

Does the individual need to be sponsored by a group?

How do new groups get started if they have not existed before?

Can an ad-hoc group of UUCE people get together for a preliminary meeting without sponsorship or approval of someone else?

Who decides whether or not to allow a room reservation to be made in cases of uncertainty? The CTF? The Board? The Minister or Director of Religious Education? Other?

No decisions were made today. Those present thought that policy regarding who can make reservations likely would need to be made by the Board, and that further discussion by the CTF, the Board, the Minister, the Director of Religious Education, and the person doing calendaring is needed.

-Possible revision of web editing manual. Who do? When? Members of the web team will do this after the update of Joomla in the near future.

-Other web matters

Volunteer web page.

Recent publicity in Weekly News e-Bulletin/Order of Service. Martha Osgood is promoting awareness and use of the Volunteer web page, and those present hope that this tool will become increasingly useful and used.

Podcast status? Podcasts are being posted.

Sermons. Other events.

Other. Martha Osgood is considering offering to people who sign up for the UUCE News list the opportunity to fill out an interest survey as a way to get newcomers and groups in the church connected with each other.

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

What is working well? Martha Osgood reported that the Facebook pages are being used and some positive feedback has been received.

11. Church directory matters. (Martha Osgood)

When and how get photo directory? The church is waiting to receive the final version from the company that took the photos.

12. Other matters

-Signs in church.

Status and use of electronic monitor in Social Hall after Sunday Service? Ken Ross indicated this monitor is set up by the Minister on a trial basis. Ken indicated he would ask Rev. Sydney for more information, and ask if she wants any information publicized about it.

-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? Those present favored continuing to use the same invitation list for now, and be open to changes 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 agree clarification is needed, and realize that this matter will be influenced by Board governance decisions.

-Other?

Moveable doorbell receiving devices. The church currently has two receiving devices that can receive a signal when the doorbell by the kitchen door is pushed. The device allows the opportunity for people inside the church to hear the doorbell to alert them to go to the kitchen door to let someone in when the door is locked. These devices are small, moveable, and are active when plugged into an electric outlet. However, they do not receive the signal in all areas of the church, and do not always

work. One person suggested considering labeling the devices so people will know what they are for. Increased awareness and use of these devices are one method to try to balance security and accessibility.

Blockage of delivery of e-mail from some e-mail addresses to @uueugene.org and other e-mail addresses has occurred recently. This problem has affected a number of people in the church and elsewhere, and is related to spam filtering systems that at times block people who are not sending spam.

- 13. Topics for discussion at future CTF meetings. The usual, and others as needed.
- **14. Future CTF meeting plans.** -Next CTF meeting: Sat., July 12, 2014, 11:00 a.m.-12:00 p.m., room 7.
- 15. Check-out/likes and wishes.

16. Closing words. (Dick Loescher)

We have come from our world, our experience, and our usual life to this time and place, bringing our gifts, our passion, our curiosity, and our wisdom. May we continue to walk and work together, growing into our own sense of ourselves as leaders, listening to and learning from each other as we continue to enhance our communications in order to create a strong ministry in our congregation and in our world. Thank you all for being here.

Respectfully submitted,

Dick Loescher, Chair, Communications Task Force