

Communications Task Force (CTF) Minutes
May 10, 2014 11:40 a.m. to 12:40 p.m.
Unitarian Universalist Church in Eugene (UUCE) Room 7

The minutes follow the agenda, and **significant discussion and decisions are printed in red**. Some items on the original agenda that were not dealt with are omitted from these minutes.

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: Junkins, Nisco (monthly Newsletter, Interweave); 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).

4. Review of agenda and additions.

5. Review of minutes of CTF meeting 4/12/14. Not done.

6. Publications Task Force. Reviewed.

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.

-We reviewed upcoming vacation schedules and when we will need to cover for each other for preparation of the Order of Service and printed calendars. Martha Osgood will prepare a written documentation of the processes she uses for her role in preparation of the 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 or the Earth Action Committee). (Note that Social Justice UUCE has been renamed to be Service in Action=SIA. The current co-chairs are Sue Craig and Bill Rodgers.)

-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 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.

-Jeff Jackson sent the following information about current SJUUCE endorsed outside groups in an e-mail to Dick Loescher on 1/14/13.

“Current SJUUCE-sponsored activities and organizations include, but are not limited to, the following:

1. Occupy Interfaith Eugene, which currently has three priority areas:
 - a. Homelessness--including Opportunity Village, St. Vincent de Paul's Car Camping program (including the Conestoga Hut project), and Safe Legally Entitled Emergency Places to Sleep (SLEEPS).
 - b. We the People Eugene (corporate personhood issue)
 - c. Health Care for All Oregon (HCAO)
2. Oregon Faith Roundtable Against Hunger (OFRAH)--including the Sunday Breakfast Program
3. That's My Farmer
4. Crop Walk

In addition, we regularly sponsor one-time-only events and projects such as Friendship with Cambodia and Thembenathi. I can alert you when this happens, if you'd like.”

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? **Currently, individuals from various Service in Action groups submit articles to publications@uueugene.org about outside groups that are supported by UUCE groups, for inclusion in the Weekly News e-Bulletin/OOS announcements and calendar. Martha Osgood reviews these and triages what to include, with review by Ken Ross and Dick Loescher.**

-Have a representative of the sponsoring group just send the items of highest priority or interest? **We agreed this is an option to be discussed further.**

-Have the chairs of Service in Action (Currently Sue Craig and Bill Rodgers) screen the articles and decide which deserve the highest priority. **We agreed that we need further discussion with the chairs of Service in Action (SIA), regarding their ideas about these, and possibly other options.**

-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.). **We agreed on the current priority for what to include in the announcements and the OOS calendar on a space available basis: church sponsored events in the building; church sponsored events outside the building; activities of outside organizations that are supported by UUCE groups.**

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? **We agreed that this possibility needs further discussion with the SIA co-chairs.**

4. Other questions and ideas?

8. Monthly newsletter, UUCE Connections.

Impact of changing submission date for newsletter articles to 20th each month (instead of the 15th)? Bonnie and Nisco indicated that there was not much change in the pattern of when people submitted articles. Most people submit articles by the deadline of the 20th of the month, and some tend to submit the articles later than that.

9. Web site.

-Status of Joomla. The web site has not yet been updated to Joomla 3.0, and it is not known when that will occur.

-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) **Not discussed.**

-Web calendar.

What is working well?

What could be improved?

-Recently some UUCE and some rental entries disappeared from the web calendar, for reasons unknown to those present, and were restored when the disappearance was noticed. We acknowledged the need for increased communication and collaboration among the various people who are involved with calendaring (church volunteers, office staff, rental administrator).

-Dick Loescher agreed to communicate with the CUUPS representative to review the process for calendaring, and submitting information to publications for the monthly newsletter and for the Order of Service.

-Other web matters

Home page appearance and links.

What could be improved? One person expressed a wish for some changes, but we made no specific recommendations today.

10. Facebook page. (Martha Osgood, Maren Peterson-DeGross) **Not discussed.**

11. Church directory matters. (Martha Osgood)

When and how get photo directory? A draft of the photo directory was just received at UUCE, and will be reviewed for any needed corrections. It is still unknown when it will be available for distribution.

12. Other matters.

-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? Judy Sawyer has requested to have her name removed from the mailing list for the CTF, which has been done. For now we will continue to invite the others on the current mailing list. We will consider inviting additional people in the future if it seems appropriate and useful to do so (to be decided by the current members).

13. Topics for discussion at future CTF meetings. The usual ones, and others as needed.

14. Future CTF meeting plans. Those present agreed that it was useful to continue to meet monthly.

-Next CTF meeting: Sat., June 14, 2014, 11:00 a.m.-12:00 p.m., room 7. Subsequent meeting Sat., July 12, 2014, 11:00 a.m.-12:00 p.m., room 7. Date for meeting in August to be decided later.

15. Check-out/likes and wishes.

16. Closing words. (Dick Loescher)

Respectfully submitted,
Dick Loescher