

Publications Task Force (PTF) Minutes  
Oct. 12, 2013, 11:55 a.m. to 1:02 p.m. p.m.  
Unitarian Universalist Church in Eugene (UUCE) Room 7

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

**1. Welcome and opening words.**

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

**People present:** Koenig, Bonnie (monthly newsletter editor); Loescher, Dick (Weekly News e-Bulletin editor, Publications Task Force chair); Osgood, Martha (Weekly News e-Bulletin editor, web team); Peterson-DeGroff, Maren (Calendar, web team); Ross, Ken (Weekly News e-Bulletin editor, web team).

**3. Review of agenda and additions.**

**4. Review of minutes from 9/14/13. Approved.**

**5. Weekly News e-Bulletin.**

-Currently 3 volunteers (Martha Osgood, Ken Ross, Dick Loescher) are doing this job, which previously was done by the Office Assistant, with these 3 people serving as editors. Dick prepares the weekly calendar, which the others review. Martha prepares the announcements, which the others review. Ken receives the Order of Service from the Worship Associate or the Minister and adds the OOS to the Weekly Church Calendar and announcements, which Martha has assembled. Ken prints the paper copy of the Order of Service, and Martha sends the Weekly News e-Bulletin electronically. For now the office staff is not involved at all.

-What is going well? **Landscape 2-column format for editing. Font and size for the calendar and Order of Service.**

-What could be improved? **Font size is smaller than many can read easily in recent Announcements section (8 point). Goal is to have font size 10 if possible. May need to edit out more words and/or omit some articles.**

**Amount of time it takes to prepare the calendar and the announcements is challenging. Having both phone number and e-mail contact information for all room and table listings and events, when possible, helps when trying to contact people to ask questions.**

-Succession planning. Who is responsible to find successors and how will that be done? Do we need additional people?

-Other?

**6. Preparation of the UUCE Weekly Meeting and Event Calendar, which includes all events (church and rental) on the web calendar, and which is printed and posted on the church office door and by the entrances to the church.**

-Currently Dick Loescher prepares this calendar, has it edited by the other 2 editors, and sends it to Ken Ross for printing and posting.

-What is going well? **OK as is for now.**

-What could be improved?

-A request has been made to have a large print easy to read events of the day (for that particular day-like is done at the Methodist Church on 13<sup>th</sup> Avenue in Eugene) page posted near the kitchen entrance and perhaps the East and South entrances to make it easier for people to know what is happening and

where to go. What are the possibilities of doing this and the logistical details (who print, who post, who change each day, where post, what about when no one is in the office, other considerations)?

The value of this request was acknowledged, but it does not seem feasible to do this at present with current staffing. This possibly might be doable in the future.

-Other?

## 7. Calendaring.

-Currently one volunteer, Maren Peterson-DeGroff, does calendaring.

-What is working well for room requests? Revised room request instructions are helpful.

-What could be improved? The ability for people to talk to someone on the telephone if the requester does not have Internet access or has questions.

-Review the latest draft of the request form for rooms (attached). This revision, dated 10/7/13, by Dick Loescher, was approved, with Maren to make an addition to mention that it is possible to request the position of the piano and the presence or absence of chairs on the risers in the Sanctuary, and the position of the piano in the Chapel, if needed.

-What is working well for table requests?

-What could be improved?

-When resume listing information and sales tables (Nov. 10, 2013 is last date shown on web calendar)?

For now the plan is to continue to list the information and sales tables on the web calendar until a different decision is made; so Maren will enter requests as usual, including after Nov. 10, 2013.

-What is status of table request form? Maren will prepare a list of the items of information she needs in a format that enhances ease of entering the information on the web calendar to have as instructions on the web site for calendaring tables.

-Succession planning. Who is responsible to find successors and how will that be done?

-Contingency planning. How do we cope with unavailability of one or more members of the team?

-How many people trained to do calendaring would be advisable?

-Updating web site instructions and the information sent each week about articles for the Weekly News e-Bulletin and calendaring. Maren and Martha will do this.

-Other?

## 8. Monthly newsletter, UUCE Connections.

Currently two volunteers, Bonnie Koenig and Nisco Junkins, produce the newsletter.

-What is working well? Bonnie is now receiving information sent to [publications@uueugene.org](mailto:publications@uueugene.org).

-What could be improved? Submission of articles after the deadline still occurs commonly.

Bonnie reported that Board President Susan Verner asked what are the criteria for accepting articles to be published in the monthly newsletter. Bonnie did not know and asked the Publications Task Force for ideas. The plan is for Bonnie to send an e-mail request to this task force to ask for ideas on this matter, including consideration of what the guidelines are for accepting articles for the Weekly News e-Bulletin, which may be somewhat different from what the monthly newsletter guidelines may be. Bonnie asked about possible additional proofreaders for the monthly newsletter, and a name was mentioned, in addition to the Publications Task Force.

-Succession planning. Who is responsible to find successors and how will that be done?

-Contingency planning. How do we cope with unavailability of one or more members of the team?

## 9. Rentals and calendaring of rentals.

-Current status of rentals? Details not known.

**10. Web site.**

-Stability. Current status? Expectations for future?

-How to revise web pages? **Currently the previously written guidelines for how to do web page revisions still mostly work.**

**11. Other matters.**

-Other communications needs?

(Inform church people when church member or friend is ill or needs help. **UUCE Share. Care committee.**

What if anything to do with concerns written in the book at the back of the Sanctuary? **Loescher considers those comments a form of prayer or venting or sharing that does not need to be responded to. If someone wants help they can ask for it in other ways. Loescher does not view writing in the book as a request for help with an expectation of a response. Others present agreed. Also, all agreed that anyone can read what is in the book and interact with the writer if reader so chooses.**

-Other matters? **Martha Osgood mentioned the possibility of using a very tall sign holder with a clip at the top to hold the sign to be placed on information and sales tables, and possibly elsewhere.**

**12. Topics for discussion at future PTF meetings.**

**Other ways communications occur at UUCE.**

**13. Future PTF meeting plans.**

**The consensus of those present was that the PTF did not need to meet next month, and that it would be desirable to have meeting of the broader group, the Communications Task Force (CTF) then. If there are specific issues for the PTF to deal with, that could be done immediately following the CTF meeting.**

**Communications Task Force, Sat., Nov. 9, 2013, 11:45 a.m. to 12:45 p.m., just after the Coordinating Council meeting. Other ideas?**

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

**15. Closing words.**

**A community can use all of the skills of its people. Thanks to all for using our skills to enhance communications and connections in our church community. Chime.**

**Respectfully submitted,**

**Dick Loescher, chair Publications Task Force**