

Communication Circle Meeting Minutes 11/3/2021

Present: Amy Teel, Erin Fitzgerald, and Scott Fitzgerald

Missed: Anna Marie Martin and Heather Sabbak

The Circle checked in.

The minutes were approved by the Circle. We talked some about making sure that the Welcoming aspect of the church is in place before an advertising campaign begins.

Circle leader's report (Scott)

A Welcoming Circle has formed in response to the need to have Greeters on Sundays. A conversation is taking place regarding where on the Org. Chart this Circle best fits in. A decision has not yet been made.

Elizabeth, Jane, and Scott had a preliminary conversation about marketing, advertising, and outreach. The conversation is on-going, and our Circle will play a supporting role.

The new tech employee for Soul Weavers is making posts to our Facebook page regarding Sunday services. This does not negate the need for a Social Media Manager volunteer.

Action Item: Scott will place an ad in the newsletter for a Social Media Manager.

Coordinating Circle Representative's report (Erin)

The Coordinating Circle met for the first time and all Circles were represented with the notable exception of Family Ministry. We do not currently have a representative from that area of church life.

The Coordinating Circle discussed our need for monthly newsletter articles from Circles, updates to Circle webpages, posting in the logbook, and calendaring their events/meetings on the church calendar.

They have requested that all Circles fill out a form with their membership, domain, mission, and aims. They are not requesting vision statements yet.

There were also many requests for a private membership page on the website with access to the church directory.

Action Item: Erin will fill out the form on behalf of the Circle.

Domain, Vision, Mission and Aims

We will discuss our Domain at our next meeting when more of the Circle members are present and one other area each time that we meet.

Action Items: Scott will get Heather connected to Slack. Erin will start the conversation off regarding the issue of Domains.

Website updates

We must make anyone who has access a subscriber to the private member page registered as approved users. Folks will be able to see the documents on the private page but will not be able to make changes to these documents. We will have only a small amount of folks who can make changes to any documents. It will look a lot like Facebook interface. Looking for a way to not have to set up every member as a subscriber. Research is on-going. We want PDF versions of the documents, so that folks can download it but not make changes to it.

Finance has selected a vendor for the donations.

The website is having issues with the menu if you look at it in a narrow window. Scott can see the broken part of the code but that is outside of his wheelhouse. Scott has asked for help from the UUA web dev listserv. Scott is training Kayla on mail chimp this is the vehicle that is used to send out the emails for the Soul Weaving services.

Communication Policy update

Lee Dominey was happy to help us help us. Amy sent her some standard policies that she found during research. Lee winnowed it down to a two-page document and recommended that we keep our polices on the small side. Formal adoption will occur at our next meeting. We will add more policies as needed.

We need to have guidelines regarding what content is appropriate for the variety of communication vehicles we have available to us. We are primarily speaking about the Newsletter, Web Page, and Logbook.

Action Items: Scott will review the policies for completeness and bring any additional suggestions to the Circle for the next meeting.

Wish List for the Website

1. Resolve menu collapse issue (working on this)
2. Resolve registration/Login setup (working on this)
3. Org chart (Working with Libby on updates)
4. Post bylaws (working with Linda to finalize)
5. Secure documents page ((need to resolve registration/Login setup first)
6. Member directory (need to resolve registration/Login setup first)
7. Donation page (working with Marie to set this up)
8. Submission guidelines (Need to write and post, based upon current newsletter blurb)
9. Leadership Directory (Need to reach out to GC/CC for content)
10. Family interest form (For Family
11. Visitor form (for Worship/Welcoming/Membership)
12. Event registration (future project)

13. Member's area (future project)
14. Forum (future project)
15. Review privacy policy (future project)

Sincerely,
Erin Fitzgerald