Communications Circle Meeting minutes

Wednesday, April 12, 2023

Present: Erin Fitzgerald, Linda Moulder, Scott Fitzgerald, Amy Teel

**Consent Items**

The minutes from the last meeting and the agenda for this meeting were consented to

**Reports: To Do list items completed by Scott**

Sara's FaVAS interview article in the newsletter and on the website

Our budget has been delivered to finance

We are moving forward with Breeze; this will impact some of our work (need to discuss)

Linda and Scott met to work on Google Docs permissions and I have started implementing these changes (need to discuss)

Development Fund submission form is on the web (need to discuss its location)

Have made significant progress on Circle minutes on Website

**Discussion Items/Proposals**

Budget (Erin)—how are we going to spend this year’s remaining advertising budget?

We have $1466 left to spend for Publicity & Advertising.

We have been doing ads in the Fig Tree, was $200+; continue this.

Inlander: maybe one a year, in the nonprofit section of the Annual Manual.

**Erin** will find out how much it costs to be in the Annual Manual.

Next year, we could advertise OWL (maybe in Inlander), or anything else that we particularly want to draw the community’s attention to.

Breeze Impacts (Scott)

We are definitely getting Breeze, at least for the finance benefits; will have membership benefits too.

The email function won’t replace MailChimp.

We will also need to learn more about Breeze’s functions at some point.

Some of our projects may be impacted by Breeze: i.e. emailing Circle leaders or other categories.

Breeze team and policy: Linda made a draft policy for Breeze; we decided to add one person from GC to the management team (composed of one member from Communications Circle, one member from Finance Circle, one member from Leadership Development and one member from Membership Circle). Scott suggests adding to item 3: “this is to minimize excessive use, or misuse, of the INUUC mailing list.”

**Linda** will add the changes, we will approve by email, and **Linda** will present the draft policy to Membership and Finance circles.

Circle Leader Mail List (Scott)

Linda already has a list to work with; **Scott** will update it if necessary. Ultimately this will be a mailing list on Breeze.

Scott wants to use this list to remind Circle leaders to submit articles, reports, minutes.

Google Docs Permissions and Organization (Scott)

There are two primary issues related to this subject:

1) We need to organize and structure this drive to allow easy access to information and relatively easy management of permissions.

2) There are several other groups that also have google accounts and we need to consolidate all of these under the main INUUC account.

If any files are owned by anyone other than the INUUC account, we are in danger of losing those files.

Any files or folders can be deleted by their owners regardless of with whom they are shared.

At least three other Google Drive accounts in use: Soul Weaving, GC, and Search.

Scott has talked to Libby about working to get GC drive over to our admin account, and will work with Sara to get the Search drive transferred. Scott will also present this to Soul Weaving and ask for their cooperation.

Finance may also have their own drive, not sure who else might. We need to find out.

**Scott** will email church leaders to ask what they have and he will put an article in the newsletter; **Linda** will discuss this with Leadership Development.

Before we start doing these moves we need to plan and implement our folder and permissions structure.

Proposal: in the root we have one folder for General Information, accessible to any members who want access. Then one additional folder for each unique permissions group, i.e. Governing Circle, Coordination Circle, Finance, Communications, Membership, etc. (not all of these folders have content yet). **Scott** will look into the best way to share the General folder.

One issue we might run into is restricted information that needs to be accessed by multiple groups.

We will need to work closely with other circles to hammer out this structure.

Draft policy for Google Docs (Linda)

Newsletter Updates (Scott)

Feedback mostly aligned with the ideas we’ve already had, plus:

Policy about number of times an item runs? Many feel there is too much repetition, although one person liked the repetition of articles

Social Justice/Community Action corner: tell people each week what they can do in the community; maybe a Google doc where actions/opportunities can be dropped, which **Linda** will monitor and pass on to the newsletter.

Monthly format with weekly updates will help solve the issue of repetition (major articles will only be in monthly newsletter once, with brief weekly reminders when appropriate)

Scott: we need to create (1) a policy about submissions and (2) a submission form that guides submitters through what information to give us (title of article, contact info, do you need a Zoom link in the article, how many times do they want it repeated etc.). We will have a word limit for short blurbs in the newsletter, which can then link to a longer article on the website. **Scott** will write the policy and create the form with guidelines; starting with sending an outline by email for us to work on.

Scott: when we go to monthly format, one week before the deadline we need to email Circle leaders and remind them to submit articles.

Our Circle Membership (Scott and Erin)

Scott will be on the board, so he can’t lead our circle and will step back from other circles (but not from Communications).

We will talk about recruitment at our next meeting.

We will use Dynamic Governance to select a leader for our circle.

Where Should the Development Fund Submission Form Live (Scott)

Fund is used for training, scholarships.

Currently the form resides at a link at the bottom of the Coordinating Circle page. Needs to be on a page that requires members to login.

Linda: how about a page for forms: finance, pledge, etc.

Website Update (Scott)

We need to re-do our menu structure someday.

Need to organize the links on the Member Portal—will do this next meeting.

**Backburner**

Forum

Reassignment of collection of member testimonials

Social Media Manager

Rework main menu structure of website

**To Do List**

Amy

* Put all of this year’s Comms Circle minutes into one Google Doc—Scott will send link
* Put all old minutes into Google Docs, one doc for each year
* Bring to Membership Circle: What categories do we want for member information entered in Breeze? Related to this, talk to Finance (probably Marie) about non-member Friends of INUUC and how to categorize them in Breeze and reconcile data with Membership Circle
* Work with Membership on Membership Circle’s “Domain” to be put on our Circle page

Erin

* Find out how much the Inlander charges for an ad in the Annual Manual
* Put on next meeting’s agenda: re-organizing/categorizing the links on the Member Portal page
* Tell Coordinating Circle what we’re doing with Google Docs, and assess data that we need to corral
* Contact Circle leaders for items they want on the calendar
* Ask Coordinating Circle to come up with a new name for Circle Data Sheets
* Longer term, when we’re ready to do a survey: Talk to Coordinating Circle about scheduling survey so we don’t conflict with any other such surveys

Scott

* Look over Circle Leader mail list and update if needed
* Email church leaders to find what assets they have that need to be in our main INUUC Google Drive account with our ownership
* Write newsletter article asking for any assets people have that need to be in our main INUUC Google Drive account with our ownership
* Continue working to get Google drives from Search, Soul Weaving, Finance?
* Look into the best way to share permission for the General folder in the INUUC Google account so that all members can have access
* Put Development Funds form in a few other places on website. Membership portal page? Maybe make a page specifically for forms, such as finance, pledge, etc., and put it there?
* Write draft policy for newsletter submissions
* Create a submission form for the newsletter that guides submitters through what information to give us (title of article, contact info, do you need a Zoom link in the article, how many times do they want it repeated etc.)
* Other things on the long-term to-do list:
  + Pew card
  + Member information handbook
  + Member feedback form
  + Other forms
  + Build Brand Asset library
  + Website Menu updates
  + Work on questions to put on survey for congregation about website, newsletter

Linda

* Write policy for Breeze, send to all of us for feedback
* Present draft Breeze policy to Membership and Finance Circles for feedback, then give to Dan to take to the GC
* Discuss with Leadership Development: assets anyone might have that need to be in our main INUUC Google Drive account with our ownership
* Look into a Google doc for people to submit social justice/community action items, and pass any submissions on to the newsletter team

Dan

* Present proposed Breeze policy to GC
* Suggest to GC that they or some other circle work on creating a tagline for us to use on “pew cards.” We will use “A Welcoming Community” for the time being, but it would be good to have someone work on this topic.