Communications Circle meeting minutes

Wednesday, June 14, 2023

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

**Consent Items**

We consented to the last meeting’s minutes and the agenda for this meeting.

**Discussion Items/Proposals**

Completed tasks

Linda: Breeze Policy is done.

Scott: Development Funds form is done and is up on Member portal page.

Scott: We bought an Inlander Advertisement in the Pride edition—cheaper than we thought; just over $200.

Erin: We are now listed in the Spokesman Religion page! Erin called them on the phone since web form didn’t work; they were very helpful.

Circle Leader Directory – Linda and Scott

Linda: At the leadership retreat Sept. 9, let’s show leadership the website member portal and all of the documents that are available there; also pass out directory to Circle leaders to get corrections.

Erin: Maybe at the continental breakfast at 9:30.

Scott: Then email everything to leaders who didn’t attend the meeting. We need to get all the materials ready for this meeting, as a high priority.

**Scott** and **Linda** will discuss the website member portal and Circle directory at the retreat.

Lee Dominey/Recruiting New Member(s) for our Circle – Scott

Scott: talked to Lee about coordinating various fact-finding efforts, and about her working with us. Also about joining our circle. Invite her to our August meeting? If she joins our circle, she can come to meetings as she needs/wants to. **Scott** will follow up with Lee.

Newsletter Submission Form – Scott

Scott: The form is finished and **Scott** will make it live on the website this week. We discussed the form and agreed it did not need any changes.

Scott: It would be nice to do a similar form someday for Circle Data Sheets.

Re-Organizing/Categorizing Links on Member Page – Linda and Scott

Linda sent a list of links we have/should have on the member portal page.

Linda: Question about meaning of “Brand Elements”—can we re-word that? Scott: Change it to INUUC Logos and Artwork, and as we put more stuff there we can change the name to reflect them if needed. We all agreed. **Scott** will make the change.

Linda: “Membership and Rites of Passage” Linda found an online resource for records that churches should keep, and that’s on the list. Historical membership, marriages, deaths, baptisms, etc. Where should this page be? These are records, so probably in the restricted google doc, only leadership needs this. Scott: Who will be looking at it and why? Probably not just anyone. We agreed to put it on the restricted page. **Scott** will put it there.

Linda: “Photography” or should it be “Photos”? For people to upload pictures. We agreed on “Photos.” **Scott** will change the name.

Scott: Question about links to circle logs: if we link them as google docs, people can accidentally change them. We need to make the links go to pdfs, even though that is more work (an extra step to convert the file). Maybe have Matt (Soul Weaving assistant) do this? Rachelle had asked for extra projects to use his time.

Erin: **Scott** will think about all the things that Matt could do, then talk to Matt and judge whether he should do it; **the rest of us** will think about what else could be delegated to Matt.

Hospitality – Linda

Linda: Preparing for leadership retreat, checked UUA website about Hospitality. Lots of useful questions to ask ourselves. Questions to ask ourselves about website, social media, community reputation.

Erin: Propose we discuss these questions at future meetings, starting in the fall; maybe

several each month.

Scott: Also we can take this and turn it into a more customized checklist for us. **Linda** will customize the list.

Amy: We need to ask a few congregational members these questions as well. Maybe these can be part of an upcoming survey.

Erin: Maybe Liz Moore could get feedback from other nonprofits about how we are viewed in the community.

Website updates – Scott

Scott: Most updates can’t be done until the new board is in place.

Meeting date for August

Erin: August 9? That works for Amy, Erin, Scott, and Linda. Dan is not sure if he will be our GC liaison next year or not. We agreed on August 9.

Goals for next year

Scott: Everyone come up with goals for next year to talk about at August meeting. Erin: August meeting may need to be a bit longer.

**Backburner**

Forum

Reassignment of collection of member testimonials

Social Media Manager

**To Do List**

All of us

* Think about what tasks Matt could do, and send ideas to Scott
* Think about goals for our circle for next year to discuss at August meeting

Amy

* Follow up with Ann-Scott’s email about Spokesman-Review religion section—we succeeded this time
* 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

Erin

* 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. Use questions from UUA Hospitality page as part of the survey?

Scott

* Website changes: Newsletter submission form live; change “Brand Elements” to “INUUC Logos and Artwork”; change “Photography” to “Photos;” put “Membership and Rites of Passage” in restricted google doc
* Talk to Lee Dominey about being a member of Communications Circle
* Think about what tasks Matt could do (converting docs to pdf?) and discuss with Matt
* Continue organizing Google Docs folders; make links from website member portal to selected folders
* Send Circle Leader Directory and survey questions out to Circles in August
* Discuss website member portal and Circle Leader Directory at Leadership Retreat in September
* 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

* Customize the UUA Hospitality questions for our church
* Help Scott with Google docs as needed
* Discuss website member portal and Circle Leader Directory at Leadership Retreat in September
* 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

* 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.