Communications Circle Minutes

Wednesday, November 8 at 3 p.m. 2023

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

Minutes recorded by Amy Teel

**Circle Mission and Domain:**

The Communications Circle is responsible for communications both within the church and between the church and the wider community. It maintains the website, weekly newsletter, and Facebook group. It also maintains Zoom accounts for INUUC use and has created a Zoom covenant for the church.

Domain:

* Communication within INUUC and to the wider community

Circle Mission:

* To provide guidance and resources to facilitate communication within INUUC and to the wider community

Aims:

* Create and distribute the weekly newsletter and service announcements
* Keep the church email lists up to date
* Provide ongoing maintenance and create content for our newsletter, website, special mailings, and social media
* Manage a centralized calendar for INUUC and community events
* Create policy around communication and communicate that to the congregation
* Manage INUUC asset library, including documents and images

**Admin:**

Agenda (Additions, Clarifications, etc. or Consent)

We consented to the meeting agenda

Duration (Does anyone have to leave early?)

Until 4:30

Minutes (Change or Consent?)

We consented to the minutes

Information (Announcements)

Erin reminded us about the GA Town Hall tonight

Next Meeting: Wednesday, December 13, at 3 p.m.

**Content:**

Reports

Report from Delegate to Coordinating Circle—Linda and Scott went to the meeting in Erin’s place.

Scott: GC report. GC moved their late December meeting into January. GC talked about policies and circles that are in development: personnel policy; personnel circle; circle on ministry; safety policy. In 2024, we have two ad hoc circles forming: one to research a more permanent church home, and another to look into how our circles/entities interact with each other and relationship building (a strategic view rather than hands-on like Coordinating Circle). Rev. Crystal will be heavily involved in the latter. We’ll want one of our members on this latter circle. Also talked about Matt’s contract with Soul Weaving; the job has transitioned over the past few years and we probably now need to treat him as an employee rather than a contractor.

Linda: There’s been confusion around Sunday morning offering when we’re in person and have a guest from a spotlighted nonprofit, people want to donate to the nonprofit during the service. Rev. Crystal wants to discuss “sharing the plate”; the Nonprofit Spotlighting circle will be discussing this. We changed the name “Circle Data Sheet” to “Circle Profile”. Linda would like Communications to take on the task of naming things in our organization (circle vs. team vs. ad hoc team…). **Erin** will add this topic to the agenda for upcoming meetings.

Discussions

Contact UU Church of the Palouse re: Secret Shopper and calling Spokesman re: Interview with Rev. Crystal

Erin contacted both of these twice, no repsonse

**Erin** will wait until Jan to try these again

Make some decisions about how to store items on google drive—Linda

Linda met with Scott and Marie, they have a plan

After Jan 1 they will take Erin and Amy through the organization plan and get input. **Erin** will put this on the agenda for a future meeting. **Scott** will CC Erin and Amy on future emails on this topic to keep them in the loop.

What should be in circle folders?

Circle folder is the circle archive and contains minutes, policies, circle profile

Scott: we should have a list of what should be in those folders to share with circles (of above items)—these are the minimum requirements; adding other items is ok. Circles will be able to upload their minutes to google docs, which will be linked to their circle folder.

Linda: she has written a job description for secretaries, and it should be a part of a secretary’s role to make sure required documents are present in circle folders and on google docs.

Erin: it would be good for us to have Zoom trainings for all of the positions in circles (secretary, delegate, etc.). Linda: we may try to do this next year. Scott: we could make up some tutorial documents to help with this in the meantime. Erin: we can also record Zoom trainings when we have them, as a resource for people to watch.

Does circle folder = logbook?

Yes, but we are now renaming it circle archive for more clarity.

Are checklist for publicity and style guides policies? Where should they be stored? Are they for everyone, or just Communications? If they are for everyone, how do we institute it?

Scott: Yes they exist and should be for everyone, and be directly downloadable from the member section of the website. **Linda** will include this information in her job descriptions.

Webpage corrections/feedback. What should Linda do with it?

Scott: send it to him.

**Erin** will work on figuring out who should be consulted when we start to review sections of the website.

**Scott** will add a statement on the member landing page requesting people to notify us of changes they want in the website, and will also add links to the style sheets on this page.

Questions from Melody—Scott

Asked why links to circle meetings were not on the website under membership (Zoom links). **Scott** will reply to her: we don’t have much control over what Zoom accounts and links various circles use, and often don’t have those links until the last minute. Erin: we need to have one person collect what information is available, so we can put it in the member portal. Scott: we will have to add a caveat to the page that we don’t have all circles’ meeting links. Erin: and we can add a request for this information.

Asked why INUUC doesn’t have a YouTube account. When she was searching for other churches’ services, she found one that has Zoom and YouTube. Scott: our concern with YouTube is copyright issues with the music we include in our services. Our service archive is private so the copyright issues don’t apply to that. The overall issues are too large for us to take on at this time. **Scott** will reply to Melody about this.

Decisions:

Name change and function of logbooks: Linda, Scott, and Marie Bjork agreed to change “logbooks” to “circle archive

**To Do List**

Amy

* Work with Scott to research tags, fields, etc. in Breeze to figure out our options
* Edit the UUA social media policy for our use, send to Scott for feedback, then forward to Ariel Ocker, Sara Bauer, and Libby Fitzgerald for feedback
* Bring to Membership Circle: We need to tell Scott when people leave membership so he can remove them from the Member email list
* Bring to Membership Circle: What categories do we want for member information entered in Breeze?

Erin

* Put on upcoming meeting agendas:
  + how can we as a circle support the goal of growing our congregation
  + our circle taking on the naming of things in our organization
  + Linda and Scott go over google drive organization plan with Erin and Amy
* In January, try again with UU Church of Palouse about Secret Shopper, and Spokesman Review about interview with Rev. Crystal
* Figure out who should be consulted when we start to review sections of the website
* With Scott, submit updated ad to Fig Tree
* Bring to Coordinating Circle:
  + Ask for input on using Breeze
  + Newsletter submission form on website can now be used for submitting files, such as meeting minutes, etc.
* Contact Circle leaders for items they want on the calendar (Monthly Task)—ongoing, every month
* Ask Coordinating Circle to come up with a new name for Circle Data Sheets

Scott **(will send me his version of to-do list for minutes)**

* CC Erin and Amy on future emails about google docs organization
* Add a statement on the member landing page requesting people to notify us of changes they want in the website (do this while adding links to the style sheets on this page)
* Reply to Melody about two topics: circle meeting Zoom links on website and legal copyright issues preventing us from putting our services on YouTube.
* Add what circle meeting Zoom links we have available to the member area of the website, with caveats that we don’t have all circles’ meeting links, and a request that circles send us their meeting links if desired
* Review draft social media policy
* Create a workflow for simultaneously posting on FaceBook and Instagram
* Work with Amy to research tags, fields, etc. in Breeze to figure out our options
* Change the links to Circle Data sheets (on the general Circles page) so one needs to log in to see the actual Circle Data Figure out email capabilities of Breeze and how we might use them
* Work on a draft of an image use policy
* Update Fig Tree ad, email to circle for review; with Erin, submit to Fig Tree
* Build online form for requesting Zoom links
* Create web page to archive our Social Justice profile blurbs (currently they are just under Special Notices)
* Redo the menu structure for “Social Action” as discussed at our retreat—in progress
* Create a menu section for “About UUism” using the same underlying approach as we decided to use for social justice
* Update the Org Chart –in process
* Investigate adding a “CC” function to the newsletter submission form—in process
* Start the process of creating a policy regarding members submitting articles that may be overly self-promotional
* Update the info on the website about Rev. Crystal—will check with Rev. Crystal to see if it’s current enough

Linda

* Include in job descriptions: policies (including style guides and checklist for publicity) will be available for download from the member area of the website
* Look into a Google doc for people to submit social justice/community action items, and pass any submissions on to the newsletter team—put on agenda for next meeting