

Communications Circle Minutes
Wednesday, January 10, 2024 at 3 p.m.

Present: 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:

Next Meeting: Wednesday, February 14, 2024, at 3 p.m.

Zoom Links for Circle Meetings

Linda: Melody would like Zoom links for circle meetings advertised so she can go to various meetings. Scott says, no consistent Zoom links because each circle does its own thing, and also it's a bad idea to have all of the links on our public-facing calendar. Could put it on the Member Portal page, but Scott only knows the board and communications links (Board meeting is already in the newsletter each week.) We could encourage circles to use a recurring link and to let us know what it is—maybe a topic for the internal relations group or team.

Types and Definitions of Groups

Linda: we need to re-think definitions and our names for groups. Scott had brought up the idea of tactical circles (Communications, Coordinating) vs. strategic (internal relations). Linda suggested the following terminology for different types of groups:

Circles do the work of the church, meet regularly, have multiple aims, are and tactical. Mayb be either operational (report to GC) or program (report to CC) circles.

Teams meet only as needed; they either have a single aim or short-lived function. Must be connected to a circle and report to that circle. For example, right now Stewardship is running as a team. Examples include:

- Search team
- Right relations team
- Relocation team

Councils are a combination of circles and individuals with a similar mission, that meet on occasion to communicate and act on common interests and projects. Possible examples include:

- Financial Council: Finance, Stewardship, Endowment circles
- Social Action: Spokane Alliance, Social Justice, Spotlight, individuals—(Joy and Justice?)
- Family Ministry could be set up as a council, including OWL, religious education, etc.

Coordinating Circle meets the definition of a council. Could have a Membership Council someday.

Affinity groups: informal groups that gather for support or activities. Examples might include:

- LBGTQ+ group
- Parent Support group
- Book groups
- Touchstones

We agreed that these definitions are very helpful and should be considered by the church.

Google Docs

Linda has been going through our Google Docs and getting rid of duplicates. Scott will also be going through Google Docs. For circles that have both a public and private folder, minutes should be in the public folder. Also, we should organize minutes by church year, not calendar year. Linda has set up Circle Profile folders, which has the same info as circle web pages. Scott feels the web page is more user friendly, but the Google Doc should be the official document. So the web pages should be updated when the Google Doc is changed.

Scott will work on how best to access and explore Google Docs from the website.

Related to this: the Circles page on web site is public but they have linked to private circle pages, so Scott is undoing that link. The public page will be informational, describing the circles and with contact info, but no links to circle profiles. We will have a separate page in the member area with links to circle profile data, which will be based on the Google Docs profile data.

Website

Scott will get back to website projects that he paused last month due to illness:

Social Action section (a big project)
Get the carousel slider working again (it stopped mysteriously)
Google Docs and their interaction with the website (described above)

Google Drive

Matt put Soul Weaving old video files on Google Drive and it used up all our free storage space. Scott bought another 100 GB (\$15/year) to solve the problem for now. Eventually he will go clean up the files which might free up more space, but this will take a large time commitment. The file names might need cleaning up also.

UUA Transitions Team

Scott is working with the UUA Pacific Western Regional Transition Team—as they transition from districts to regions. Scott will start a newsletter editor support group for the region, to share assets, information, and expertise. There will be a workshop at the regional assembly in March. This will also be a way to distribute information from the UUA to congregations, and from congregations up to the region and the UUA.

To Do List

Amy

- Work with Scott to research tags, fields, etc. in Breeze to figure out our options
- 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)

- Work on how best to access and explore Google Docs from the website.
- Other website projects: get carousel slider working; Social Action section (big project)
- Review draft social media policy sent by Amy; send on to Libby, Ariel Ocker?
- 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
- 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