

Communications Circle Minutes  
Wednesday, February 14, 2024 at 3 p.m.

Present: Linda Moulder, Erin Fitzgerald, Scott Fitzgerald, Amy Teel, Melody Holcomb  
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**

We consented to the agenda and to the minutes from last meeting  
Next Meeting: Wednesday, March 13, at 3 p.m.

**Guest: Melody Holcomb**

Ann-Scott and Melody are putting together a training program for Google docs for circle members. Google docs can be helpful in creating a meeting agenda with input from other circle members; however, there is a lot of confusion about how to use them. Common problems include not being able to open, or modify a document that you need to make changes to. Finding the links and accessing the pages is confusing to people as well.

What email addresses should Melody send the invitations to? We decided she should email each circle that has an email address, plus the Spokane alliance email, and for future meetings put an announcement in the newsletter.

Discussion about how we and other circles currently use Google docs. Clarification that we are not requesting circles to use Google docs a certain way; we just want them to know what is possible.

Amy: record the meeting so others can watch it later? Melody will record it and Scott will help her get the meeting downloaded on Vimeo. We can then put a link to the recording in the newsletter.

Melody: question about INUUC asset library, including documents and images: what exactly is it? Scott: all the documents in our Google doc account, plus a page of image assets such as logos, etc. It includes several hundred items. The image library is located in the member portal of the website, under the Circle Resources link; it is currently called INUUC Logos but the name will be changed when more graphics assets are added.

## **Reports**

### Report from Delegate to Coordinating Circle (Erin)

Annual planning session scheduling: CC and GC will work on priorities for coming year, based on input from congregation. Next CC meeting will be used for this planning session.

Joy and Justice Social Action Team (Lannie and Linda): a rapid response team that reports to CC but is part of the church's social justice. Will have a pot of money (controlled by CC) that can be used for sudden needs/tragedies (such as wildfires last year, Jacob Johns shooting). Can send up to \$500 to a 501(c)3 organization that responds to that need. Hoping to be able to have 24-hour turnaround. The RACI process was helpful in determining that they need info from CC on how many CC delegates need to respond before expenditure is approved:

**RESPONSIBLE:** The Joy and Justice Team receives the request and, within the required time frame, vets the proposed organization and forwards the request to the Coordinating Circle.

**ACCOUNTABLE:** The Coordinating Circle. The CC will respond via email within 24 hours to donate to the proposed 501c3 organization. **(How many CC members have to respond to be an approval?)**

**CONSULTED:** Other social justice teams and circles at INUUC. Organization being considered (if more information is needed).

**INFORMED:** Each Circle, including Governing Circle through its delegate to the Coordinating Circle. The congregation by a note in Newsletter.

## **Discussions**

### Scott: Safety/Policy issues

*Starting a safety team*

Melody, Dale (new member), and Scott attended a UUA conference for congregation security but it was not very applicable to us. Scott is more concerned about day-to-day security: documents, online safety, scams on members, etc. Scott would like to start a Safety Team for these issues.

*Completing congregation's safety and security policies*

UUA has a list of 8 of these; we only have completed one, with several others in progress. For example: disruptive member policy. Need to make sure we have all 8 and they are complete. Safety Team might work on these too.

*Organizing all of our congregation's policies*

We need to get them on our member web page so anyone can see them. This will be a lengthy process but is important.

Scott: Website update

Got all the What We Do Matters bios on a page  
 Started a page for congregation policies  
 Got carousel up and running again

Scott: Feedback on Google Docs organization

**Scott** will arrange a time to meet with Ann-Scott for a walk-through on Google docs, and let Linda and Melody know when that's happening so they can attend too.

Scott: Communications Circle budget

**Scott** will pull up last year's budget, adjust as needed for current increased expenses, and send out to everyone for input. We will need to trim our budget where we can to allow for a ¾ time minister next year.

**Scott** will go through his to-do list and update it for the minutes.

Sample RACI Chart

RACI Chart

Task	Responsible	Accountable	Consulted	Informed	Date Completed

## 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 next meeting agenda: how can we as a circle support the goal of growing our congregation
- 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)

- Send out next year's budget to Circle for input
- Start a security team
- Collect, update and post all INUUC policies on the new policies web page
- Add to the online asset library (add more graphics)
- 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
- Figure out email capabilities of Breeze and how we might use them
- Work on a draft of an image use policy
- Build online form for requesting Zoom links
- 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

### Linda

- 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