

## **Minutes of the Communications Committee Meeting September 13 2016**

Attending: Marcia Peterson, Deb Rice, Laurie Marshall, Geraldine Fowler  
Absent: Wendy Smith

### **Agree Guidelines and Roles**

Laurie: Timekeeper during this weeks meeting. Laurie, can do newsletters, edit newsletters and likes to submit photos on occasion.

Geraldine: minutes of meeting during this weeks meeting, Chief communicator.

Marcia: Search Committee obligations preclude Marcia as Chair - but will be available for questions etc...

Wendy: takes photos, bulletin board.

Deb: Chairperson, board liaison

What guidelines can we follow and support: Geraldine's communication roles include preparing the In touch, Order of Service, Quest - online and paper. Geraldine feels supported in this role at the moment.

Google: use folders to share info, or Google hangout for meetings if weather is bad etc. We Set up a Comm Comm google folder. Invited Marcia, Deb, Geraldine, Laurie. Emailed Wendy to see if she has a gmail account. (This has since been completed and Wendy is now also included in the google folder).

New office equipment: Mac computer working fine. Internet is slow. Need to purchase File Maker on office computer and update Filemaker on Ann's computer for the database. A few hundred dollars most likely. New printer received - it works well - Geraldine is still learning all the ins and outs. There is a printer app so people who have smartphones can print from their phone.

Database: Needs broader support to continue as it permeates all leaves of the church. Perhaps the board will decide to wait for the new minister before proceeding with any further research. Thank you Wendy Smith for her research to date. Deb Rice will mention to the board that this decision is not in the Comm Comm purview.

To Do:

Geraldine: To request photos in general to get a good overall picture of events and activities at the church - including wedding photos.

Website: crop photo to remove ceiling - add more photos of outside of the building, meditation/quiet spot outside. Permaculture garden photos. The committee members will look over the website and let Geraldine know if things need to be updated.

Next meeting: November 1