

Communications Committee Meeting Minutes April 30, 2015

Present: Dave Sullivan, Deb Rice, Geraldine Fowler, Marcia Peterson

The topic for discussion was the layout of the weekly In Touch newsletter from the North Chapel. We talked about making the appearance compatible with phone viewing as well as computer screens, eliminating empty space, and reducing the number of items presented to the reader by providing a just headline or caption with links to the rest of an article on the website. Geraldine had already looked at other available templates and we agreed on the type that would be used. Dave suggested using thumbnail photos with extra, larger photos available through the links. Deb suggested keeping the length the same each week and Marcia suggested simplifying announcements about repeating events. Dave suggested having a section for the upcoming service, and just a couple other key announcements. Dave offered to provide technical assistance by phone from the library. Update: Geraldine sent out the very next In Touch with a fresh new layout!

Follow up on the reflection recording project, of conversations separate from the above meeting: Deb Rice has been using an iPad to record services, but needs assistance to transfer these. There is an existing recorder which could be put back into service. Norwood Long is in contact with a vendor who can supply a new recorder that could facilitate putting a digital recording of reflections on our website. One of the obstacles is the lack of an existing conduit for wires between the sanctuary and the office, because there are actually two buildings without such passageways in existence yet. Further delay was created by this person not having time to bring (from Concord NH) a device that would send a signal to the office from the sanctuary. Meanwhile, Norwood is familiarizing himself with the existing recorder which has a thumbdrive that could be used to transfer data to the office. We need a routine for seeing that someone is available to turn the machine on and off.

Neil Stannard is no longer in the area or active on the committee, but will continue to work on providing a version of previously recorded reflections that could be posted on the website.