

Communication Committee Meeting

April 5 2015

Present: Wendy Smith, Marcia Peterson, Geraldine Fowler, Deb Rice

Absent: Laurie Mitchell

Sunday April 10 Reflection:

Deb will turn off router underneath podium and turn back on after the service. Service will not be recorded and posted online per reflectors request.

Bulletin Board:

We agreed that Deb will buy 6 yards of light green burlap from Joannes Fabric for the bulletin board.

Announcement Easel

Deb has tripod. Deb will cut board. Will use double sided tape or dot adhesive to connect announcement about events. Tripod to go by the door at the entrance to the sanctuary. Who is responsible for posting the events? Deciding what is posted? Creating the announcements? Whoever is responsible to email the office with the announcement. Person hosting event will provide the event information. Only major events.

Electronic Communications

How well is communication reaching people electronically. Let people know things are going to spam - announcement was put the communications.

Discussed a list people who may need assistance to get emails. Geraldine is happy to have people come to the office and try to sort out any email issues.

Quest

Look into changing the design to work around Pages. 11*17page. Redesign now that we have the mac. Comm Comm agreed to try the new look.

Printer

Printer in the office isn't working on the mac. It did work at one point but isn't working right now.

Dropbox

the office purchased Dropbox to keep information from both computers together and as a back up.

Meeting adjourned - 6:32pm