

Communications Meeting July 7 2015

Present: Deb Rice, Wendy Ann Smith, Geraldine Fowler, Susan Inui

Absent: Marcia Peterson, Dave Sullivan

*Action needed items

1. Recording of services continues on most Sundays via iPad since we still do not know when John Gagne of Concord will deliver a new recorder. (Norwood Long is working on this.) Deb reported that she continues to work on putting past reflections on CDs, realizing that there is great interest in some of the recent services, but relying on outside technical help.

2. North Chapel Office during Geraldine's upcoming absences:

Since she will be at RE Week on Star Island for a week in July and in South Africa for three weeks in August, Geraldine has planned ahead to create service bulletins for each Sunday, In Touch notices to be emailed, and the summer Quest mailing, all done before she leaves.

* Deb will work with her to learn how to check emails remotely. Geraldine has been the unofficial Pizza Wednesday coordinator. At this week's event, a sign up sheet will be passed for future Wednesday cooks, preppers, and fire builders.

*Geraldine will update outgoing phone message. Susan Inui and Denise Lyons will take emergency calls. (Susan I to confirm with Denise).

Church Web site: Susan stated that the North Chapel website will naturally be this committee's responsibility, maintained by Geraldine.

*Geraldine will coordinate with Deb Rice and Marcia Peterson so we all know how to access the web site And the Facebook page. *Geraldine will update the Minister's page with the bio we have for Wendy Pantoja.

*Wendy Ann (note new version of her name to distinguish her from the interim minister) offered to research how churches use social media through information Susan brought back from General Assembly. Susan also hopes Wendy Ann and Linda G. Will continue to provide photos for all our communications.

*Deb will find the new version of the North Chapel mission statement for Geraldine to use on all our documents and sites, such as the service bulletins.

*A possible future retreat will be scheduled for the Communications Committee to create its own vision statement and clarify our mission. TBA in September.

Note to all: gratitude to Wendy Ann for offering to join this committee and to Susan Inui for lending her presence for this meeting.