

PUUF Communication Committee
Minutes February 1, 2009

Present: Michael Mufson, Chris Miller, Elaine DeNeef, Elyn Lester, Karen Holmgren

Visitor: Rev. Beth Johnson

1. Beth requested a few tasks to consider for upcoming action:
 - a. Establish a policy for appropriate use of general emails to the membership. (Tabled to next meeting)
 - b. Create or restore and maintain bulletin boards for internal communication and for visitors and prospective members to learn about our fellowship. We traditionally have had three boards:
 - 1) Fellowship Activities (including board minutes and calendar)
 - 2) Our Community Activities
 - 3) Postings from UUA and PSWS.
(Michael will follow-up)
 - c. Organize a photographic Membership directory for the 50th anniversary. (I don't remember our action item on this???)
2. Podcasting sermons on website.(Chris will follow-up after some instruction on audio editing from Michael)
3. We established 1st Sunday of the month, following second service as our regular meeting time.
4. We discussed posting a Fellowship Directory on the web. While such a directory would be useful and convenient, there is some concern about privacy. We decided to proceed with the project. We would gather permissions before posting anyone's information. The format will probably be in a PDF format initially. (Elyn and Elaine)
5. A major task is to create web pages for active committees and groups to post their minutes and promote upcoming activities and events. We will need each participating committee and group to have a communications liaison who will be trained by Chris to add and delete content to the site. We discussed a desire for all groups to participate but recognize that many groups may not be able to provide liaison. Each committee will at least have their mission statement posted. Committees with liaisons will each have an active page. (Elyn will recruit committee participation at the CCAT meeting. Chris will prepare a template page.)
6. Another big priority is getting feature stories in the local media. Elyn will be in charge of writing press releases and making media contacts. The first step is to identify future events that will be of interest to feature writers. (Elyn and Michael will find a time to meet with Beth.)
7. We need to revise mission statement. We plan to look it over and have some ideas for the next meeting.
8. We hope to establish a Communications mail box and develop a submission process for bulletin boards. (Elaine)
9. We discussed asking Carolyn Funes for advice about managing the library