NYQM Communications Committee
minutes of Meeting 12/18/2019

present: Nadine Baldasare, Ben Frisch, Ann Kjellberg, Bryan Oetttel, Dave Britton

The meeting begins with worship at 6:55 pm

1. Friends discuss the process of providing a positive review of Kim's social media work. There need to be additional people knowledgeable and capable of standing in for Kim as needed. Nadine notes that we may need to allow for multiple people contribution to the sites. We can make a written up format of how to post to various areas that would provide documentation in the event of turnover. eg. an online form for people to fill out that Kim would be able to get approved or reviewed. This can provide standardization for the process, eg. how to make a calendar entry, and possibly provide an introduction to Quaker language. Friends discuss possibilities for how we might arrange this, and eventually to coordinate it with cross-posting on the website. Nadine suggests we can add color-coding to topics and areas.

2. Friends discuss preparations for the presentation at the January QM, which elements and how to elicit people's involvement, showing the new messaging system, and the database layout . Currently Friends have no capacity to network with subgroups and with other groups. One option for the presentation is to have 3 subgroups, but this might give the wrong impression of our overall mission to provide navigation in the Quaker community: start as a large group, describe a framework, then move the group into subgroups based on their interests. Topics include, "What sorts of communications have you tried to do, what do you need, who do you wish you could communicate with better?"; "We want you to be able to practice your faith online"; " Conversations about building Quaker community using today's communications tools." We need the subject line of the email:
   1. Talk with the Communications Committee. We want to hear from you about how we can support communications among Quakers: website, database, messaging, email, social media? What do you need to hear from us about Quaker community communications? How can Communications make it easier for you to be a Friend? Friend-to-Friend, Meeting to Meeting, group-to group. What do we need to share with one another?
   2. Initial presentation to whole group
   3. breakout into 3 subgroups:
      1. website,
      2. database,
      3. messaging with the world eg to politicians, to press, the public
Followup with a survey, asking for feedback

Additional ideas emerged: how to best organize search functionality, tagging content, documents, and groups by categories. Ask people for complaints about website? Use paper slips to put in a comment box rather than open-ended discussion.

One concern is that we will need to be able to keep the database up-to-date. How do we coordinate among Meetings and the QM office? The QM membership records have not been well maintained.

Friends decide to meet next on 1/25/2020. We will coordinate our further preparations by email.

The meeting ends with worship at 8:00pm
Dave Britton, recorder