This status report to Ministry & Oversight covers current and recent activities of the ECSC this year.

1. The ECSC had two primary areas of focus this year:

    1.1. 2017 Annual Session Registration project

    1.2. High priority website maintenance and updates

2. Activity on the two other workgroups (Directory & Collaboration Tools and Resources & Funding) slowed this year, principally due to capacity constraints. However, 2 draft proposals have been developed that we will look to share and discuss at Annual Session.

3. ECSC Workgroup Updates:

    3.1. Website Redesign:

    3.1.1.   The Website Redesign working group focused over the past year on simplifying and reorganizing PYM's main website, www.pacificyearlymeeting.org, and keeping content up-to-date.

    3.1.2.   Additional changes being considered to make the website more useful include:

    3.1.2.1.   Simplifying and reorganizing the existing website to make it easier to "find stuff".

    3.1.2.2.   Clarifying website procedures and responsibilities (which PYM officers/committees are responsible for which aspects of the site).

    3.1.3.   The workgroup supports creating a "Communications Committee" as proposed in the draft "restructuring or right-sizing of PYM" proposal from Ministry & Oversight. It would subsume the Secretariat Committee as well as this working group along with the ECSC.

    3.1.4.   There is a need for a "Website Coordinator" or "IT Administrator" to manage technical issues (also mentioned in M&O draft; ECSC has a draft job description). Separating the technical work from site content management will make the task more manageable for 1 or more volunteers spending a limited amount of hours per month on support of the site.

    3.1.5.   The workgroup is evaluating what target audiences we can reasonably support with the website and which audiences are best directed elsewhere.

    3.1.6.   A change to Google for our site search engine is being considered, to replace the much more limited and inaccurate search function currently in place.

    3.1.7.   We are considering the best approach to reinstitute role-based email addresses (e.g., clerk@pacificyearlymeeting.org rather than diego.navarro@xyz.com) for all PYM officers and committee clerks, to facilitate communication and generate a shared archive of committee communication (institutional memory). A proposal is in development in hopes that this could be implemented soon. This item is interdependent with the online directory capability under consideration.

    3.1.8.   The workgroup is considering opening a Google G-Suite for Nonprofits account for PYM to make use of collaborative tools. This would give us role-based email addresses and security features that would ease the administration of the site. To obtain a free account, an IRS letter is needed that confirms PYM's 501(c)(3) status. We will follow-up with the Ministry & Oversight and Finance Committees on this matter.

    3.1.9.   We have briefly considered alternative platforms for our website. Based on our discernment of the platform and site needs, we expect to continue with WordPress,

despite its limitations, less limiting than we previously thought, and there are key benefits, including ease of maintenance and a user-friendly tool for our volunteer site and web content managers who come and go.

3.1.10. There is much work to be done to bring and keep the site up to date and consistent -- the current content varies widely in depth, format and organization. We need to discern what value there is in improving past content and how best to organize responsibilities going forward to promote greater consistency and timeliness.

3.1.11. Additional thoughts on the proposal for a Communications committee and other details on the progress of this workgroup can be found at (*link redacted*).

3.2. Directory & Collaboration Tools:

3.2.1. A proposal was drafted early this year for a new electronic directory and synchronous and asynchronous online communication tools for PYM. This incorporates the following:

3.2.1.1. Online directory capability to support PYM and its constituent meetings and committees

3.2.1.2. System of role-based emails, integrated with the online directory

3.2.1.3. Synchronous collaboration tools; e.g., GoogleDocs

3.2.1.4. Asynchronous collaboration tools, including email, online discussion forums and document storage

3.2.2. The proposal is largely complete, pending review with the ECSC.

3.2.3. We will look to discuss this and along with other ECSC items at the Western Friend and Electronic Communications Subcommittee interest group at Annual Session on "Friendly Websites and Other Online Resources", scheduled for Saturday evening at 6:45 PM.

3.3. Technical Resources and Funding:

3.3.1.1. The initial draft proposal was created for funding the development and then maintenance of a new PYM website.

3.3.1.2. Recent experience gained working on the website and 2017 Registration project is helping us move forward with much less dependency on funding.

3.3.1.3. A funding proposal had been developed but needs to be reworked in view of the learnings over the past 6 months.

3.3.1.4. This is pending further activity, once we have greater clarity on the website needs and direction (see Website Redesign Workgroup report).

4. 2017 Annual Session Registration Project:

4.1. This effort is largely complete. While a focus of the project team this year was on simplifying the requirements and the design for the new registration application, it nevertheless was exceedingly complex. This, among numerous other lessons learned, are being captured for future registration project teams.

4.2. Overall, the new registration site was well received and worked well. There were a handful issues that have been captured for future resolution or a different approach. One serious defect did occur, and this impacted nearly 2 dozen registrants who were overcharged, and this issue is being addressed by the registrars.

5. Committee Resources:

    5.1. A new Web Coordinator is needed to support the website. The committee is working to redefine the web coordinator position to separate out the technical aspects from the routine content updates and will be seeking a technical site administrator as we move forward.

    5.2. In addition, the committee needs at least one additional member who has sufficient project management aptitude, experience and capacity to support the work of the committee. This person would assist in the planning activities and deliverables required to help keep the different efforts on track and assist the workgroup leads in coordinating and managing project work.

6. The ECSC currently is comprised of:

    6.1. Alyssa Nelson, Davis – Website Redesign workgroup, assisting with website updates

    6.2. George Mills, Palo Alto – Website Redesign workgroup lead/convener, assisting with website updates

    6.3. John McCarthy, Strawberry Creek – Website Redesign workgroup, Directory & Collaboration Tools

    6.4. Kerwin Flowers, La Jolla – Directory & Collaboration Tools

    6.5. Lawrence Alderson, Orange County – Resources and Funding lead, ECSC convener

    6.6. Mary Klein, Palo Alto – Directory & Collaboration Tools lead, Resources and Funding workgroup

    6.7. Arthur Kegerreis, Orange Grove - Website Redesign

    6.8. Eric Moon, Berkeley

Submitted June 26, 2017 by Lawrence Alderson

[Attachments (reference links) removed from this version]