

Communications Committee Report to PYM Annual Session 2018

SUMMARY

The Communications Committee has worked throughout the year since last Annual Session to complete the following goals and projects in support of Pacific Yearly Meeting:

- Developed a proposal to support an accessible, easy to use and widely available video conference capability (**action item**)
- Revised the website policy to incorporate important considerations and address issues not envisioned with the existing policy, which is 11 years old (**action item**)
- Began work on new privacy policy (**action item**)
- Developed a proposal for a comprehensive online directory to support the Yearly Meeting and our constituent Quarterly and Monthly meetings
- Website enhancements, enriched content, improved support processes and technical updates and improvements
- Drafted a new comprehensive job description for the committee as well as the IT Administrator and Web Content Team roles, shared with Nominating
- Provided technical and process support to the 2018 RepCom Registration and the 2018 Annual Session Registration efforts
- Developed a draft policy on technology selection criteria to guide our work in selecting solutions in support of the Yearly Meeting
- Established a Social Media Working Group to guide, coordinate, enrich and support our Facebook and other social media presence

Video conferencing proposal

- **Action Item:** The committee has developed a video conference proposal, which will make this capability widely and readily available to PYM committees, clerks and staff. This proposal requires a budget increase of \$1350, which will be at least partially offset by reduced travel costs. We plan to seek approval of this proposal by PYM at Annual Session.
- The draft proposal will be available for review and comment in advance of Annual Session.

Website Policy Revision

- **Action Item:** The committee has approved a new draft website policy, which is being submitted to Annual Session 2018 for plenary consideration for approval.
- The draft policy will be available for comment in advance of Annual Session.

Privacy Policy

- The committee is undertaking the development of a new and expanded Privacy Policy. There are numerous concerns and issues that need to be addressed, including the handling of event photographs, public availability of sensitive reports (e.g., Nominating Report), public availability of member contact information in archived minutes, etc.
- We need a policy that guides compliance with all applicable privacy and data security regulations, such as the European Union General Data Protection Regulation (GDPR). We seek to reasonably protect the privacy of members of the PYM community while retaining the ability to share enough information to conduct and communicate the work of PYM.
- **Action Item:** The committee needs assistance in this effort, especially with the legal expertise on privacy laws and regulations. The committee will be seeking additional working group members from the PYM body to assist in this effort.

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Online directory and email proposal

- The committee has developed a proposed set of requirements to guide the development of a comprehensive online directory with supporting role-based email capabilities. Fully realized, this capability would serve in addition to the YM, the Quarterly and Monthly meetings as well, replacing the myriad of solutions in place today.
- The draft requirements will be circulated in advance for review and comments and be available in advance of Annual Session.

Innovations and Contributions to PYM Website

- More coordination is occurring with officers, committees, and representatives (especially with the Assistant to the Clerk) for disseminating information and keeping the site content up to date.
- Updates and design improvements are continuing to be made to the site on an ongoing basis.
- Technical concerns are being addressed to make the site more resilient and modern.
- User studies have been conducted to take into consideration that diverse people 'see' and use the site in different ways, including concerns for accessibility and technical skill levels.

Faith and Practice Revision Committee – The committee has established a liaison to support and work with the Faith and Practice Revision Committee.

Secretariat – The Minutes and Archives for the Yearly Meeting are being brought up to date on the website for files going back to 2013.

Registrars

- The 2018 Annual Session Registration was developed based on the 2017 application, with a number of enhancements.
- The Annual Session Attendance Assistance form was integrated into the registration application.

Job Descriptions – The committee developed a comprehensive job description, incorporating past materials and integrating additional roles and ex-officio positions, including Secretariat, IT Administrator and Web Content Team. This was shared with Nominating for development of the official summarized version.

Policy on Technology Recommendation and Selection – A draft policy developed to document, express, share, and obtain feedback on the guidelines which will guide the selection of technology solutions and recommendations for the YM. Note that once the pending IRS determination letter for non-profit incorporation is received, several low-to-no cost options that are being considered by the committee for different technology needs will become available.

Upcoming Website Projects

- Contact forms and a unified approach to role-based PYM email addresses.
- Investigate improved calendar tools and calendar management processes for the website.

Additional details and links to the reference documents can be found at: [Addendum to Communications Committee Report to PYM Annual Session 2018](#)

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Committee Membership

The Committee consists of Eric Moon, Berkeley; George Mills, Palo Alto; John McCarthy, Strawberry Creek; Lawrence Alderson (Clerk), Orange County; Mary Klein, Palo Alto, Western Friend

Our ex-officio members are: Alyssa Nelson (Youth Programs Coordinator), Davis; Roger Price (IT Administrator), Davis; Sharon Gates (Assistant to the Clerk), Orange Grove

Additional working group members include: Arthur Kegerreis, Orange Grove; Kerwin Flowers, La Jolla; Brylie Oxley, Tampere W.G. / Grass Valley Meeting; Rachel Kempf, Santa Monica; Bitsy Carr, Sacramento