Communications Committee
Report to Representative Committee 2019

Summary
The Communications Committee has been very active in providing oversight and support to the yearly meeting website, compiling minutes and reports for the last 18 years, and supporting the registration process for Representatives Committee and assisting in the Annual Session registration effort, working with the registrars. Additionally, we have several working groups that need volunteers. In particular, we need to ensure that we have Friends in place to support the Secretariat and Daily Miracle publishing at Annual Session. Volunteers are needed to serve on the following working groups: Directories & Email Distribution Lists and Social Media. The committee plans to bring the PYM Website Privacy and Data Breach policies forward for approval by the YM at Annual Session. Additionally, the Secretariat is seeking acceptance of the completed Annual Session and RepCom 'packets' for the years 2013-2018.

Updates by Working Group and Project

1. **Privacy & Data Security:** A *preliminary* policy has been drafted for our website: PYM Website Privacy Policy draft.[1] This is shared for review and comment, to be finalized this Spring based on feedback and then presented for approval at Annual Session. An associated data breach policy has also been drafted, which will be included for approval with the privacy policy, once it is completed.

2. **Directories & Email Distribution Lists:** The draft requirements were completed and shared last year for a comprehensive online directory of the Yearly Meeting and constituent quarterly and monthly meetings and worship groups. For PYM that includes the PYM roles and possibly replaces the QM directories (see Directory Requirements - PYM[2]). The committee needs to form an expanded working group with additional ad hoc members to finalize requirements, planning and implementation, including engaging with the appropriate YM committees, quarterly and monthly meetings (**volunteers requested**).

3. **Role-Based Email Accounts and Online Collaborative Documents:** The committee is moving forward with the Google (G-Suite) platform, following the structure communicated January 2018 (see Role-based email addresses report [3]). This will provide a role-based email solution (i.e., ….@pacificyearlymeeting.org) that can be integrated with future online directory capability, which will improve the ease of communication across the YM and provide continuity and institutional memory for YM positions. Implementation is pending some administrative steps for licensing and a planned rollout this Spring.

4. **Website Maintenance:** The committee is working to migrate the website from the existing web hosting service (Dreamhost) to a lower cost option, pending completion of planning and preparation.

5. **Website Content:** Changes to the website since AS 2018 have been largely incremental. We strive and struggle to keep the site up-to-date and to post additional useful information, such as a description of how to use the PYM Zoom accounts[4] for online meetings. We would be grateful for submissions of content. In trying to prepare an up-to-date Roster of PYM Officeholders to post on the website, we encountered a lack of clarity in PYM's processes for declaring, recording and publicizing "interim appointments". We expect issues like this around "what constitutes official data and how is it supposed to be handled" to come into even sharper focus as the working group(s) under ComCom begin actually developing a PYM directory and database.

6. **Secretariat:** Full Packets of Minutes and Reports back to 2001 are now available on the website at www.pacificyearlymeeting.org/pym-minutes. A stand-alone list of just the **Minutes of Action since 2001** is also available there. For further background on the Minutes, see this Status Report[5]. Secretariat Clerk hopes RepCom will minute its acceptance of the newly assembled

packets for 2013-2018, which are currently marked "DRAFT". Communications Committee is working with Nominating Committee to figure out the best way to ensure adequate, committed staffing for all the Secretariat work that needs to be done during Annual Session. Committed volunteers for the Secretariat are needed. The Secretariat also does work year-round, particularly with reports and minutes for RepCom and Annual Session as well as archiving. For additional background see Secretariat Report to Communications Committee 2/6/2019[6].

7. **Registration / Registrar support for Annual Session:** The planning for 2019 Annual Session registration effort is underway, with support from the committee, and a series of streamlining changes, enhancements and fixes are planned for 2019.

8. **Registration for RepCom:** This is the second year that this committee has taken responsibility for RepCom registration instead of asking host meetings to do it. There are still a few bugs to fix and changes to make for the future, but all feedback has indicated it's a vast improvement and valuable service that has relieved some arrangements burden on host meetings, given the Clerk and Assistant to the Clerk more information for planning the meeting, and better informed attendees as to the purposes and logistics of RepCom.

9. **Social Media**: This working group is dormant, in need of volunteers.

10. **Virtual Meetings Support**: The committee has developed and posted information and guidance for hosting virtual meetings (via the Zoom service). A request has been made to support remote (live streaming) participation in Representatives Committee. The committee is prepared to make arrangements for this, pending further guidance from the Clerk.

The Committee consists of:
- Arthur Kegerreis, Orange Grove, Website working group
- George Mills, Palo Alto, Secretariat Clerk, Website Content Team Clerk
- Mary Klein, Palo Alto
- Lawrence Alderson, Orange County, Clerk
- Ex-officio - Alyssa Nelson, Davis, PYM Youth Programs Coordinator
- Ex-officio - Sharon Gates, Orange Grove, PYM Assistant to the Clerk
- Ex-officio - Roger Price, Davis, IT Admin

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[1] PYM Website Privacy Policy draft:
https://docs.google.com/document/d/1G3gMH2ZlIF694gCL6EmDtVtzu3kg_pi5qqkCcqSr7NM
[2] Directory Requirements:
https://docs.google.com/document/d/1jt2PuXWak5hkmRI9NIG85EfI8RGzXxIHeaFQXzGVB9E
[3] Role-based Email Addresses Report 2018:
https://www.pacificyearlymeeting.org/2018/documents/pym-committee-reports/communications-committee/role-based-email-addresses-for-pym-a-progress-report
[4] PYM Zoom Account: https://www.pacificyearlymeeting.org/2018/documents/pym-committee-reports/communications-committee/zoom-video-conferencing
[5] PYM Minutes Status Report:
https://www.pacificyearlymeeting.org/2018/uncategorized/status-report-on-annual-session-minutes-packets
[6] Secretariat and Website Report to Communications Committee:
https://docs.google.com/document/d/1rHWjgTn7ltyLgvDV5BfQ4Kd5pp9h0bt4OdMvILS_BK0