

# Communications Committee Report to PYM Annual Session 2019

## 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 and approved a new privacy policy for the Yearly Meeting, with an associated data breach policy (**action item**)
- Experimented with a prototype online directory to support the Yearly Meeting and our constituent Quarterly and Monthly meetings
- Provided technical and process support to the 2019 RepCom Registration and the 2019 Annual Session Registration efforts
- Supported efforts to make video conferencing readily accessible to PYM committees

The Secretariat and Website Content Team have submitted a separate report of their activities (see link below).

## Privacy and Data Breach Policies

- **Action Item:** The committee has approved a new Personal Data Privacy Policy (see link below). This has been developed to inform all visitors to and users of our website and the committees and staff of PYM of our policy on the use and management of personally identifiable information (PII) such as phone numbers and email addresses. Communications Committee requests PYM approval of this policy at Annual Session 2019.
- **Action Item:** The committee has approved a new Data Breach Policy (see link below). This policy will extend to all Pacific Yearly Meeting committee and staff members and volunteers with access to PII data, in addition to the website and related technology overseen by the Communications Committee. It has been developed in conjunction with the Personal Data Privacy Policy to inform and guide our actions in the event of a data breach, such as the unauthorized access to and retrieval of the personal data of PYM members and member records. Communications Committee requests PYM acceptance of this policy at Annual Session 2019.
- The committee seeks comments and feedback on the two new policies, links to which are at the end of the report.

## Online directory

- The committee has performed initial testing on a prototype online directory, based on the system in place for North Pacific Yearly Meeting. This has helped us to discern the specific needs for directory management and structure and consider implementation of this or a similar solution.
- The intent in the coming year is to use what we learn from prototyping to begin planning for a real implementation that would serve the YM, Quarterly and Monthly meetings as well, eventually replacing the myriad of solutions in place today. This work is guided by the draft requirements completed and circulated for comment and review in 2018.

**Secretariat** – The online Minutes and Archives for the Yearly Meeting have been brought up to date for 2013-2018. Minutes are now available on the website for the years 1947-1957 and 2001-present.

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## Upcoming Website Projects

- Contact forms and a unified approach to role-based PYM email addresses.

The Committee consists of George Mills, Palo Alto (Website Editor and Secretariat Clerk); Lawrence Alderson, Orange County (Clerk); Mary Klein, Palo Alto; Arthur Kegerreis, Orange Grove (Website Editor)

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

Comments to the Communications Committee may be directed to [pym.website@gmail.com](mailto:pym.website@gmail.com).

The following documents are submitted for review, comment and approval:

**Privacy Policy:**

[https://drive.google.com/open?id=11YNXZ7Uf00FAojOMWVYU\\_jp9tBSsYRxG](https://drive.google.com/open?id=11YNXZ7Uf00FAojOMWVYU_jp9tBSsYRxG)

**Data Breach Policy:** [https://drive.google.com/open?id=1HZWB8oUsv6jozU1-e\\_3CeCJYC-DpadK](https://drive.google.com/open?id=1HZWB8oUsv6jozU1-e_3CeCJYC-DpadK)

Secretariat and Website Report: [http://www.pacificyearlymeeting.org/wordpress/wp-content/uploads/2019/06/Secretariat\\_and\\_Website\\_Content\\_Report\\_to\\_AS\\_2019.pdf](http://www.pacificyearlymeeting.org/wordpress/wp-content/uploads/2019/06/Secretariat_and_Website_Content_Report_to_AS_2019.pdf)