

# Extracts from Pacific Yearly Meeting Reports and Minutes 2013-2021RC Regarding Communications and a Directory/Database

Compiled 2/23/2021 by George Mills. I included the 1967 minute just because I knew about it (thank you, Jan Tappan). Otherwise I have only researched back to 2013.

## 1967

### 1967 Representative Committee (August)

#### From Minutes of Representative Committee 1967 Summer

4. We agreed that each Quarterly Meeting should prepare a directory, using the format of Southern California Quarterly Meeting's directory, and that Yearly Meeting would prepare its directory from these.

*Note: PYM did not follow through at the time on the intention expressed above to create a combined directory.*

## 2013

### 2013 Annual Session (July)

#### Handout for "PYM in the Cloud" Interest Group at Annual Session 2013

*This handout contains a vision developed by the Electronic Communications Subcommittee of Ministry & Oversight for "various web services [including a Directory] to fully support the organizational function of Worship Groups, Monthly Meetings, Quarterly Meetings and Pacific Yearly Meeting inclusively." See [http://www.pacificyearlymeeting.org/wordpress/wp-content/uploads/2013/08/FAQ\\_PYMcloud\\_Interest\\_Group\\_2013.pdf](http://www.pacificyearlymeeting.org/wordpress/wp-content/uploads/2013/08/FAQ_PYMcloud_Interest_Group_2013.pdf)*

## 2014

### 2014 RepCom (March)

#### Electronic Communications Subcommittee of M&O Report to RepCom 2014

*This report contains much the same vision as in the 2013 "PYM in the Cloud" Interest Group handout. Apparently ECSC felt that they were already working towards implementing this vision, though it is not clear from the record how much was actually implemented. See: <http://www.pacificyearlymeeting.org/wordpress/wp-content/uploads/2014/02/MOECReportRepCom2014.pdf>*

### 2014 Annual Session (July)

#### From Ministry and Oversight Committee Report to Annual Session 2014

##### **Ministry and Oversight Subcommittees**

...

Electronic Communications: has been working on the Cloud project, in addition to maintaining the Pacific Yearly Meeting website.

**Extracts from Pacific Yearly Meeting Reports and Minutes 2013-2021RC  
Regarding Communications and a Directory/Database**

**2016**

**2016 RepCom (March)**

**From Ministry and Oversight Committee Report to RepCom 2016**

**Other Ministry and Oversight Concerns this Year**

We are laboring with a concern about communication with the Yearly Meeting and its community. How do we communicate with each other and what should we be communicating about? We would also like to build relationships with and between the Quarterly Meetings.

...

**Subcommittees**

Electronic Communications: The subcommittee is exploring the Yearly Meeting's online presence with particular attention to making our website both accessible and informative. The subcommittee is also looking at our Yearly Meeting's communication systems and privacy policies.

**From Minutes of RepCom 2016**

... Last year's evaluation meeting at the end of the Annual Session noted that our Yearly Meeting would benefit from greater communication and coordination throughout the year. ...

**2016 Annual Session (June)**

**From the Ministry & Oversight Committee Report to Annual Session 2016**

**Monthly Meeting Representatives to Pacific Yearly Meeting**

Ministry & Oversight Committee is examining the role of the Monthly Meeting representative to Pacific Yearly Meeting and how our constituent Meetings are represented in the Yearly Meeting's decision making process. We are also considering how these representatives are selected and building a process of two-way communication between the Monthly Meeting and the Yearly Meeting.

...

**Other Ministry & Oversight Concerns this Year**

Communication within the Yearly Meeting and its community has been a common theme this year. Ministry & Oversight participated in the Coordination Team conference calls in the fall and in the spring, sharing with and supporting others.

...

**Subcommittees**

Electronic Communications: ... The subcommittee is also looking at our Yearly Meeting's communication systems and privacy policies. Ministry & Oversight has asked the subcommittee to develop a proposal for contracting the services of a professional web designer.

**From the Peace and Social Order Committee Report to Annual Session 2016**

... The good news is that individual meetings and individual Friends are active in peace and social concerns (some doing extraordinary work), but we are not collaborating or communicating very well as a community of Friends. ...

# Extracts from Pacific Yearly Meeting Reports and Minutes 2013-2021RC Regarding Communications and a Directory/Database

## From the Unity with Nature Committee Report to Annual Session 2016

... Having a PYM-maintained list of monthly meeting and worship group email addresses available online or by email, would be a big help for committees to communicate with monthly meetings and worship groups.

## From the Epistle from Pacific Yearly Meeting Annual Session 2016

... And throughout the year, between our annual sessions, we struggled to find ways to stay connected with each other – facing dilemmas over right uses of travel and electronic communications.

## 2017

### 2017 RepCom (March)

#### From Minutes for RepCom 2017

##### **3. Clerk's discussion of annual session**

Clerk Diego spoke of last year's theme, the lifting of the veil, and of this year's theme, awakening to the presence. ... One Friend rose to encourage us to improve our communication to bring greater participation by the whole community in our gatherings. A large number of meetings are not represented in our gathering today. Diego spoke of the work now underway to address this and other structural issues in our community life. ...

...

##### **22. Representatives Support Working Group**

... Bronwyn said the group got the feeling of being a community, and again identified communication as a challenge. She asked that Representatives keep in communication with the Assistant to the Clerk during the time between Annual Sessions.

### 2017 Annual Session (July)

#### From Electronic Communications Subcommittee -- Status Report to Ministry & Oversight June 26, 2017 (attached to report from M&O)

##### 3. ECSC Workgroup Updates:

##### 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.

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## From Unity with Nature Committee Report to Annual Session 2017

2 – Communications Issues – UwN still has difficulty communicating with Monthly Meetings [MMs]. Ministry and Oversight is now requesting that communications with MM clerks go through PYM and be posted on the website. There are concerns that this doesn't really reach Friends in MMs interested in UwN and that people, even clerks, don't click and click to read an unknown something.

UwN's next major focus will be to improve two-way communications with and between MMs on earth care concerns, leadings, and witness. We had a 'Liaison with UwN' list with a number of MMs participating. Our next project is to update this list to better serve communications with MMs.

## From the Youth Programs Coordinating Committee Report to Annual Session 2017

Much of the YPC and YPCC's work is in the background, improving systems and communication and troubleshooting problems; sometimes this invisibility seems to lead to Friends wondering what we do.

## 2018

### 2018 RepCom (March)

#### From PYM Communications Committee Report to RepCom 2018

The Communications Committee has been focused on these projects and activities so far this year:

...

**3. Directory and Email Services Requirements:** An initial draft of the requirements has been completed for a new comprehensive online membership directory and email service capability.

...

#### **Working Group Updates**

##### **7. Directory & Collaboration Tools**

7.1. A draft document has been developed which defines the requirements for a new and comprehensive online directory and related role-based email capabilities and directory file sharing (see link to document in addendum).

7.2. These requirements are pending submission to the whole committee (this month) and then to the RepCom body (March) for further review and feedback before we propose a specific project to meet these requirements.

7.3. We have begun work on synchronous online communication tools (Zoom, Skype, Google Docs, etc.) and asynchronous communication (Discourse and other online discussion forums, email, etc.) towards the goal of developing a specific proposal.

7.4. Progress has been slowed principally due to capacity constraints but also some interdependencies for this work and committee activities.

...

Addendum:

2. Draft of the Pacific Yearly Meeting Directory Requirements:

<https://docs.google.com/document/d/1jt2PuXWak5hkmRI9NIG85Efi8RGzXxiHeaFQXzGVB9E/edit?usp=sharing>

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## 2018 Annual Session (July)

### From 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 for a comprehensive online directory to support the Yearly Meeting and our constituent Quarterly and Monthly meetings

...

#### **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.

...

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

### From Junior Yearly Meeting Adult Committee Report to Annual Session 2018

Much of the YPC's assistance was related to information technology (IT), including some catering to the Clerk's IT backwardness. One major contributor to whatever generation gap now exists is communication technology.

## 2019

## 2019 RepCom (March)

### From Communications Committee Report to Representative Committee 2019

#### Updates by Working Group and Project

...

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<sup>2</sup>). 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**).

2 Directory Requirements:

<https://docs.google.com/document/d/1jt2PuXWak5hkmRI9NIG85Efl8RGzXxlHeaFQXzGVB9E>

# Extracts from Pacific Yearly Meeting Reports and Minutes 2013-2021RC Regarding Communications and a Directory/Database

## From Nominating Committee Report to RepCom 2019

### **Communications**

We have been appreciative of the tremendous amount of work the Communications Committee has been doing to make information more available. We of the Nominating Committee hope that that work continues with the aim of being able to efficiently contact individuals in the yearly meeting directly. We want to reach all those persons who have gifts they would like to share with the yearly meeting and which would enrich their spiritual growth as well as as that of the yearly meeting.

## From Minutes of RepCom 2019

### **18. Communications Committee**

... While the committee is desirous of moving forward in implementing on-line directory and e-mail capabilities, it still lacks capacity to do this and needs members with specific technical skills.

## **2019 Annual Session (July)**

## From 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:

...

- Experimented with a prototype online directory to support the Yearly Meeting and our constituent Quarterly and Monthly meetings

...

### **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.

## From Youth Programs Coordinating Committee Report to Annual Session 2019

Our YPC [Youth Programs Coordinator] was unable to accomplish the youth focused work without strengthening the communication infrastructure of the entire yearly meeting. This meant that she worked extensively with the Communications Committee to make our website easier to navigate and to keep it up to date. She also helped to create listservs for various committees and groups to streamline communication and increase the availability of information for youth in a format they would access, and with various other administrative tasks. These tasks were seen as an essential prerequisite to the youth based work.

## From the PYM Personal Data Privacy Policy, as approved at Annual Session 2019

### **Membership data and online directory**

# Extracts from Pacific Yearly Meeting Reports and Minutes 2013-2021RC Regarding Communications and a Directory/Database

The Yearly Meeting has plans to implement an online directory, which would house all of the relevant information found in monthly and quarterly meeting directories, plus information on yearly meeting committee members, officers, representatives and liaisons. ...

## 2020

### 2020 RepCom (March)

#### Announcement and Video Recording of Online Demo and Q&A of Proposed Contact Management System, March 1, 2020, prior to RepCom

<https://www.pacificyearlymeeting.org/2020/2020-events/demonstration-of-proposed-contact-management-system-sunday-3-1-2020-430-600-pm/>

#### From Communications Committee Report to Representative Committee 2020

##### Summary

Communications Committee is requesting a budget augmentation of \$13,811 for FY2019-20 to support the hiring of an IT administrator and the implementation of a directory/database. We are also recommending a new position of Daily Miracle Editor be created and that we amend our data privacy policy to cover our proposed directory/database.

Dear beloved Friends:

Communications Committee (ComCom) began our committee ministry with an in-person retreat, where we worshiped on the spiritual basis for our work, reviewed and updated our task list, and discerned where we felt most called to put our energies. We became clear that the ministry of ComCom was to nurture and grow the “beloved community” primarily by facilitating communication within PYM, during and outside our gatherings at Annual Session and Representative Committee. We also affirmed our belief that the spiritual work of the Yearly Meeting has been negatively impacted by the lack of infrastructure to support communication. We prioritized the following tasks: ... implement our privacy and data breach policies; ... adopt software that would allow us to create a PYM directory/database that could facilitate communications within the Yearly Meeting; ... . Below we provide a brief update on these and other tasks.

...

4. We continued to refine a “directory requirements” document for a directory/database, decided that our requirements could be best met with a contact management software system, and used this document to evaluate different options, including CiviCRM, a home-grown system created by NPYM, and Salesforce. We considered the importance of going with open source vs. proprietary software, ease of implementation and use, potential overlap with our registration system, and cost. We hired Espenshade Consulting, a Quaker owned and run consulting company to assist us. After much discernment, ComCom is in unity that we should proceed with implementing the non-profit version of Salesforce for our directory/database needs, and that we hire Espenshade Consulting to assist us with the transition and first year of support.
5. ...
6. We are recommending a minor amendment to our data privacy policy to be applicable to our directory/database efforts; ... We recognize that we may need to further amend our data privacy policy as work on the directory/database proceeds. ...

...

## Extracts from Pacific Yearly Meeting Reports and Minutes 2013-2021RC Regarding Communications and a Directory/Database

ComCom is requesting the following augmentation to the committee's budget for fiscal year (FY) 2019-20: ... \$10,901 for database implementation, .... We include as attachments to this report for informational purposes the following documents:

- A. Proposal and budget from Espenshade consulting for Salesforce implementation
- B. FAQ on why we chose Salesforce and what it involves for monthly meetings
- C. Suggested minor amendment to the data privacy policy
- D. "Dear Monthly Meetings" letter

*The complete Communications Report to RepCom 2020 with all these attachments is at:*

<http://www.pacificyearlymeeting.org/wordpress/wp-content/uploads/2020/02/Communications-Report-to-RepCom-2020-with-Attachments.pdf> ]

### From the Minutes of RepCom 2020

#### **7. Communications Committee**

...

After a period of worship, Kate then brought us a proposal for implementing a directory/database system to provide for communications needs not being adequately met in our community at present. The committee feels this is a crucial step in the creation of the beloved community and the strengthening of bonds among us. Kate offered a number of specific examples of how this step would serve us. A careful and thorough process, including consultation with other yearly meetings, has led to the committee's selection of a specific system for this work. The committee has distributed a body of information to educate us and answer questions arising. Kate then reviewed the costs of taking on this system. Finally, she spoke to the benefits to monthly meetings of this system. Questions followed. Some accented the need for this and its timeliness; others proposed that waiting until annual session to make the decision would give us more time to explore additional questions. We decided to carry this matter over until the afternoon session.

[Attachment 2: Communications, with Attachments]

...

#### **12. Communications Committee** *(continued in the afternoon session)*

...

There was discussion of who is "approved" for accessing the directory information according to the data privacy policy. This part of the language was in the privacy policy as approved last summer. We were reminded that policies generally don't go into that level of detail regarding process.

Many were in favor of the contact management system, but because of the size of the expenditure, there was some reluctance to approve it in Representative Committee rather than holding it over to Annual Session. We considered the general question of what matters are to be decided at Representative Committee, what at Annual Session. Many have expressed a desire to spend more time at Annual Session in fellowship and worship, and less on business. There was passionate and worshipful discussion of the proposal, some speaking to the harm to the work of our meetings caused by barriers to communication, and of the deep need for reliable communication resources; others expressing concerns about the magnitude of the budgetary change. Because of the need to replenish reserves and ongoing costs, adopting this proposal would increase the amount we ask from monthly meetings. The clerk asked us to consider the question: Can we make the decision here?

One Friend originally felt like the request was not in good order and not respectful of Finance Committee, but now is in support. Some observed we have great difficulty making decisions in plenary meetings at Annual Session, and we seem to respond differently to each other here at Representative



## **Extracts from Pacific Yearly Meeting Reports and Minutes 2013-2021RC Regarding Communications and a Directory/Database**

Committee. Which of the two gatherings is better able to make the decision well for the sake of the Yearly Meeting?

In considering the proposal itself, some noted that our expectations should be realistic: the system needs to start small, as just a directory and distribution lists. It will take time to build it into the system we envision. This system's effective function will depend on our doing the work, going to the monthly meetings and gathering the information. Further discussion explored the process and details of such coordination and effort.

The clerk tested whether we have unity in approving the proposal. Faith and Practice describes the function of Rep Com as conduct of, among other matters, any business that cannot be delayed. Approving this proposal here would seem to depart from the way we have conducted Rep Com business in recent years. At the same time, the complexity of this proposal would require an enormous amount of work to prepare Friends who come to Annual Session to be sufficiently informed and capable of making a good decision. We learned that M&O committee, aware of these issues, is considering a proposal to change the language in Faith and Practice about the role of Representative Committee.

After some further discernment, mindful of the role and responsibilities of Representative Committee as well as of its current function described in Faith and Practice, we united in the sense that Spirit was leading us to take this step.

### **Minute RC 2020-11: Data base and Communication System Implementation**

Having heard and considered the recommendation of our Communications Committee, we approve their implementation of the non-profit version of Salesforce for our directory/database needs, and their engaging of Espenshade Consulting to assist with the transition and first year of support.

We took then this following step:

### **Minute RC 2020-12: Budget Augmentation for Database**

We approve an augmentation of \$10,901 to the Communications Committee budget, so the committee can implement the contact management database, as proposed in their report.

After our decision, Friends spoke further to this matter. One Friend spoke of a concern that decisions made without the input of the wider body might cause more fear and undermine trust, taking a step backwards in our efficiency. Another observed that not every decision needs a spirit-based process; some decisions are housekeeping, even when the decision is to further the needs of the spirit. We asked M&O and the Presiding Clerk to consider further the question of the role of Representative Committee in decision making for our yearly meeting.

## **2020 Annual Session (July)**

### **From Communications Committee Report to Annual Session 2020**

#### **SUMMARY**

PacYM Communications Committee has many tasks that call our attention. This year we have been led to nurture and grow the beloved community by developing a communications database, ... .

#### **REPORT**

## Extracts from Pacific Yearly Meeting Reports and Minutes 2013-2021RC Regarding Communications and a Directory/Database

Dear beloved Friends:

Communications Committee (ComCom) began our committee ministry with an in-person retreat last October, where we worshiped on the spiritual basis for our work and discerned where we felt most called to put our energies. We became clear that the ministry of ComCom was to nurture and grow the “beloved community” primarily by facilitating communication within PacYM, during and outside our gatherings at Annual Session and Representative Committee. We also affirmed our belief that the spiritual work of the Yearly Meeting has been negatively impacted by the lack of infrastructure to support communication.

...

*Communications directory-database:* At the Representative Committee Meeting (RepCom), Friends approved a budget augmentation for ComCom to begin implementing a communications directory-database and to hire an outside Quaker consultant, Espenshade Consulting, to help us with this process. We have opened an account with the non-profit version of Salesforce and have identified several different ways to import data into the system. We have identified 5 “early adopter meetings”, including Orange Grove, Humboldt, Palo Alto, Apple Seed, and Claremont. We have discussed how ongoing maintenance will be handled, and are developing a procedures document. We will host an interest group at Annual Session to introduce Friends to our work, and to solicit input. We believe PacYM will need to establish the position of the “communications database manager,” and have discussed how this might overlap with the position of Statistical Clerk. For now, we are recommending that Nominating identify a member of ComCom to serve in this position so that we can better understand the scope and needs of the role. We also updated our privacy and data breach policies to cover the communications database; this change was approved at RepCom. Over the next year, we plan to continue to work with Monthly Meetings to help them engage with the directory-database. We look forward to hearing from Pacific Yearly Meeting Friends at the Monthly, Quarterly, and Yearly Meeting levels about how the database can support their ministry.

...

Our budget includes funding for implementing our communication directory-database, website maintenance/upgrades, an information technology consultant, an in-person committee retreat and Secretariat supplies.

### **From the Junior Yearly Meeting Adult Committee Report to Annual Session 2020**

... Following the 2019 annual session, the [JYM Adult] Committee Clerk changed, and new adult members were added. Unfortunately, contact information, maintained on a Google group by the former YPC, was not updated by the new YPC, who appeared unaware of that group. Other contact information for new members and for teens was also not available to the Clerk.

## 2021

### **February 2021 RepCom**

#### **From Communications Committee Report to Representative Committee 2021**

**SUMMARY** Communications Committee is requesting a budget augmentation of \$3,000 for FY 2020-2021 to support our ongoing work implementing the PacYM communications database. We are also asking for input on a set of draft policies which would guide the use of the PacYM communications database and derivative files. We expect to bring these policies (possibly revised) to Annual Session 2021 for final approval.

## Extracts from Pacific Yearly Meeting Reports and Minutes 2013-2021RC Regarding Communications and a Directory/Database

Dearly Beloved Friends,

In worship at our virtual committee retreat this past fall, we became clear that our main leading this year was to further the immense work of implementing the communications database.

Conscious from the outset that our work is large and could burn us out, we tried to divide ourselves into three workgroups with one monthly Zoom call each, in addition to our monthly full committee meeting:

- “Data In,” responsible for reaching out to monthly meetings and getting data (Friends’ contact, membership, and role information) into the communications database
- “Data Out,” responsible for developing and documenting the policies and procedures for how the data would be used
- “Miscellaneous,” responsible for posting documents to the website, hiring the IT administrator, implementing G Suite and role based emails, and scanning past Annual Session documents. This group has also met separately as a website group and a G-suite working group.

The workgroups undertook the following tasks:

### *Data In*

1. Finished collecting data from Appleseed, Claremont, Humboldt, La Jolla, Orange Grove, and Redding Meetings.
2. Began collecting data from Central Coast, Grass Valley, Mendocino, Orange County, San Diego, and Santa Monica Meetings.
3. Began preparing to collect data from Berkeley, Chico, Live Oak, Mexico City, Redwood Forest, Sacramento, and Santa Cruz Meetings.

### *Data Out*

1. Drafted a “Directory Handbook” that describes how to manage the directory database and includes policies guiding its usage
2. Developed prototypes of monthly meeting directories that can be created from the database.
3. Researched options for creating email distribution lists from the database.

...

We also are developing a PacYM directory handbook that will document and provide an institutional memory of our policies and procedures related to the communications database. We are asking for input on a set of draft policies which would guide the use of the PacYM communications database and derivative files. See the attached policy document.

*The complete Communications Report to RepCom 2021 with Attachments is here:*

<https://www.pacificyearlymeeting.org/wordpress/wp-content/uploads/2021/02/Communications-Report-to-RepCom-2021.pdf>