

Pacific Yearly Meeting Communications Committee Report to Representative Committee 2022

Summary: We continue to work hard in service of strengthening our ability to communicate with each other. We bring to you prototype monthly meeting directories and ask that you review and update the information with your monthly meeting's information, and give us feedback on formatting and what might be missing or need to be changed. We also bring two proposed minutes: (1) a policy around the use of email lists; and (2) The production of the Daily Miracle and other on-site Secretariat functions at the annual session will be the responsibility of the Arrangements Committee and not of Communications Committee.

Dearly Beloved Friends,

At our virtual committee retreat this past fall, we worshiped on naming the spiritual gifts each of us was called to bring forward in committee service, the tasks our committee was called to do, and how each of us was led to contribute our spiritual gifts to the work that needed to be done. We welcomed our new members, Andrea Harmon and David Tucker, and spent time reflecting on the contributions of Sharon Gates and how we miss her steady presence. We developed a short (!) list of those tasks we wanted to prioritize, and organized ourselves into loose "workgroups" which would meet to further the work of each task. The tasks included (1) Producing a PacYM directory composed of individual Monthly Meeting directories; (2) Producing email lists, which would allow friends united by interest or role to easily communicate with each other; (3) Website functioning; (4) Supporting the work of our PacYM Presiding Clerk and our committees; and (5) Supporting the functioning of our own committee, which included documenting our processes and putting together a role description for the database manager. However, more important than the work we have completed has been our fellowship together during this time of distance and separation. The bonds between us have continued to strengthen and grow, and we are truly "Friends" together.

We have continued to work on building out our communications and membership database which we will use to create a PacYM directory and to produce email lists. We have:

- Recorded full/or near full membership for 33 meetings and 5 worship groups
- Recorded 1212 members and >2100 records
- Trained three friends on direct database usage
- We continue to do outreach as needed with monthly meetings; this has included attending the Business Meeting of several meetings to explain the communications database project.

At this Representative Committee Meeting we will share with you a prototype PacYM directory and ask for your feedback. We are also going to ask each meeting to review their entries in the directory for accuracy. We will also share a yearly timeline for how updates and corrections will be made to the database.

We are developing a PacYM directory handbook that will document and provide an institutional memory of our policies and procedures related to the communications and membership database.

We continue to work on the website: A revamped youth section shows the upcoming events with sign ups. We plan to introduce an improved calendaring system on the website and task the PacYM Administrative Assistant and YPC jointly with keeping that information as up-to-date as possible. We are systematically reviewing all the pages of the website to update or overhaul stale information, and of course there is a lot of work associated with each Annual Session and RepCom meeting. The Website

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Team has been joined in our meetings by Tom Vosburg who is IMYM Technical Lead, resulting in fruitful exchange of ideas between the websites of the two yearly meetings.

We are bringing two items for review and approval by Representative Committee:

- The following **Minute**: “The production of the Daily Miracle and other on-site Secretariat functions at the annual session will be the responsibility of the Arrangements Committee and not of the Communications Committee.”
- A policy governing the use of email lists (see below)

We have developed a position description for the DM editor which we will share with Arrangements.

We are grateful for the opportunity to serve.

Members of our committee include: Andrea Harman, Allison Kirkegaard, George Mills, David Tucker and Kate Watkins (Clerk). Bronwen Hillman (Administrative Assistant), Jan Tappan (Historian/Archivist), DJ Bloom (Statistical Clerk) and Keenan Lorenzato (Youth Programs Coordinator) serve ex officio on the committee. Christina Forst has been participating in our work; we are grateful for her service.

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Policy on Email Lists

Definitions

An email list is a technology that allows a person to send an email message to many email addresses at once by sending it to a single group address. For example, if we had personal email addresses for Margaret Fell, the Public Universal Friend, and Bayard Rustin (e.g., margaretfell@gmail.com, puf@aol.com, bayardr@earthlink.net), we could add these personal email addresses to an email list with the address examplelist@pacificyearlymeeting.org so that someone could send a message to all three of these Friends simply by sending an email to examplelist@pacificyearlymeeting.org.

There are two types of email lists: **announcement lists**, which allow one-way communication of information, and **discussion lists**, which allow back-and-forth conversation.

Email lists in Pacific Yearly Meeting

The Pacific Yearly Meeting (PacYM) Communications Committee will create and maintain email lists using information from the PacYM communications and membership database. These lists are intended to strengthen our community by enabling Friends with similar ministries to communicate with each other and by helping PacYM officers and committees to share important information with the yearly meeting body.

Only appropriate PacYM officers, committee clerks, and PacYM employees can send emails to **announcement lists**, using their official PacYM role-based emails. PacYM Friends will be included in these lists on an **opt-out** basis; everyone who has an email address listed in the communications and membership database and has consented to receive emails pertaining to the yearly meeting will be automatically put on relevant announcement lists, with the option to unsubscribe given at the bottom of each message. Examples of announcement lists include:

- A list of clerks, co-clerks, and clerking teams of monthly meetings
- A list of monthly meeting representatives to Pacific Yearly Meeting
- A list of parents with children under 18 and other Friends who sometimes accompany children under 18 to PacYM events

Discussion lists allow anyone who is on the list to send emails to the list. Friends will be included in these lists on an **opt-in** basis; an appropriate PacYM officer, committee clerk, or employee will send an invitation to Friends identified in the communications and membership database (or otherwise self-identified) as potentially having an interest in participating. Those that do choose to join will then be

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added to the list, with the option to unsubscribe given at the bottom of each email if they change their mind. Examples of discussion lists include:

- A list of Friends leading children's education or first day school at their monthly meetings
- A list of Friends leading peace and social order ministries at their monthly meetings

Friends are asked to "clerk themselves" when composing emails to discussion lists, caring for the community by considering whether the content is kind, necessary, true, AND RELEVANT TO THE PARTICULAR LIST. Guidelines for use of DISCUSSION lists may evolve as we gain experience with them.

Communications Committee will receive requests from PacYM officers, committee clerks and employees and discern with the person making the request whether an email list is appropriate. Communications Committee will create new lists as needs arise, being mindful of whether proposed lists are relevant to the yearly meeting, expected to remain relevant long enough to justify their creation, and within the committee's energy to create and maintain.