

Communications Committee Report to Annual Session 2022 Pacific Yearly Meeting

Summary: We continue to work hard in service of strengthening our communication with each other. We bring to you our first yearly meeting directory!

Dearly Beloved Friends,

Above all, we are excited to share with you our first Pacific Yearly Meeting directory. This has been a labor of love for the past several years and, as our archivist Jan Tappan reminds us, a vision of Friends in this yearly meeting for six decades.

To produce this directory as well as email lists, we have continued to work on building out our communications and membership database. Specifically, we have:

- Recorded 2179 individuals, of which 2005 are adults and 174 are children.
- ~40% of PacYM meetings have provided at least some contact information on 75% or more of the individuals from their meeting who are in the database; ~20% have provided none or minimal information.
- Trained three friends on direct database usage.
- Continued to do outreach to monthly meetings, including attending business meetings to explain the communications and membership database.
- Begun to solicit feedback from monthly meetings on the correctness and completeness of our information about their members and attenders.
- Drafted and begun to share a timeline for how updates and corrections will be made each year to the database and directory.
- Developed a handbook that documents and provides an institutional memory of our policies and procedures related to the communications and membership database.

As we continue to work, we are eager to hear how we could make the directory even better. The formatting and front matter were decided upon by the committee and demonstrated at the 2022 Representative Committee session, but additional feedback from the larger PacYM community will be welcome after presentation at Annual Session.

Besides the directory, we are using the communications and membership database to create email lists. After researching available software options, the committee decided to use Google Groups under the existing PacYM Workspace infrastructure. So far, email lists have been created for monthly meeting clerks, monthly meeting representatives, and parents and Friends involved in supporting events for children under 18. A policy governing the use of these lists was approved at Representative Committee meeting 2022.

We strive to keep the PacYM website, www.pacificyearlymeeting.org, current and useful.

- We are systematically reviewing the website to update (and occasionally overhaul) stale information. We've reorganized pages related to Annual Session 2022.
- We continue to perform the Secretariat function of formatting and publishing complete minutes packets following the RepCom and Annual Session meetings.
- We continue to add and support role-based email accounts for the Yearly Meeting.

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- An improved calendaring tool called TeamUp has been installed on the website. The calendar will be administered jointly by the PacYM Administrative Assistant and the YPC.
- We provide oversight of the IT Administrator, Pedro Rodelas, whose services we contract for to provide needed infrastructure support.
- We are documenting our processes, in anticipation of turnover in website editors in the new committee year. George Mills will be stepping down after 6 years as an editor (and we thank him for his service).

It is sometimes said that there are six phases of working with the gifts Spirit gives us: naming, claiming, consecrating, developing, exercising, and receiving. At our first retreat this year, we engaged with the first three phases, naming the gifts we saw in ourselves and felt called to use in our committee work, claiming them by sharing them aloud with each other, and consecrating them through worship together. Throughout the year, we developed and exercised our gifts through our work as a committee. We celebrated when Friends in our wider Pacific Yearly Meeting family eagerly received the fruits of our gifts and labor, and we struggled when these fruits were not so easily received, at times feeling discouraged by Friends questioning our vision of a yearly meeting directory or disappointed by hearing that a new section of the website is not as clear as we thought. During our final committee retreat, we reflected on the relationship between exercising and receiving—between doing the work and having that work accepted or rejected— as we asked, “How do we recognize ‘enough’ in our committee work?”.

We are grateful to serve and hope that we have been faithful in doing “enough”.

The Members of Communications Committee are: Andrea Harman, Allison Kirkegaard, George Mills, David Tucker and Kate Watkins (Clerk). Bronwen Hillman (Administrative Assistant and Database Manager), Jan Tappan (Historian/Archivist), DJ Bloom (Statistical Clerk) and Keenan Lorenzato (Youth Programs Coordinator) serve *ex officio* on the committee.