

Communications Review and Redesign Sub-Committee

3 pm - 4 pm September 28, 2017

Attending: Chris Hitchcock, Mylene DiPenta, Maggie Knight, Anne Trudell (clerk/recorder)

Opening worship

Welcome Maggie Knight to the sub-committee

Discuss possible contract for usability expert (aims, time span, our readiness)

- we will use a contractor for this type of work
- probably a two-phase approach: broader assessment of usability, we review and decide what can be done "in-house" and what should be done with another contract
- Maggie willing to do a scoping document/list - put it in a Google doc which she will share
- Chris started a mind map of what we want. Will put it on our Google drive.
- also material in Pivotal Tracker that Maggie can use; Chris will also be a resource

Discuss results of Chris's consultation with Glen Newbury regarding changes to the theme used for the quaker.ca site

Glen was told early in implementation that dates weren't needed on posts, so he turned them off. He thinks it'd be easy to turn back on. He will probably do it next week. Hopefully the clearer marking of links can also be easily done.

Bruce Dienes has registered us with Tech Soup and is cautious about switching us over. He is prototyping Google apps for non-profits (especially the email forwarding) with some of the smaller groups he works with.

Decide what we will bring forward to the Pub and Comm meeting in October

- possibly distribute Maggie's draft doc before the meeting
- how to approach style guides/templates for documents; possibly highlight these in the communications plan for CYM

Any other business

Closing worship

Revised on Sept 30, 2017 with corrections.