

Minutes for March 4, 2018

Publications and Communications Committee, Canadian Yearly Meeting of the Religious Society of Friends

PRESENT: Robert Kirchner and Maggie Knight (co-presiding clerks for this meeting in lieu of Chris Hitchcock), Mylène DiPenta (recording), Anne Trudell, Kerry McAdam, John Samson Fellows, Chris Hitchcock, Catherine Novak, Timothy Kitz, Bruce Dienes

REGRETS: none

The meeting opened with worship.

2018.03.4.1. ACCEPTANCE OF MINUTES

The [minutes of Jan 7, 2018](#), were accepted.

2018.03.4.2. CYM 2018 PLANS WITH EDUCATION AND OUTREACH

Maggie reported that she has consulted with Rachel Urban-Shipley of E&O Committee about a possible Special Interest Group at Canadian Yearly Meeting in Session 2018. The proposed theme is to help Meetings share outreach techniques that they are using, and learn about techniques they are interested in.

We support Maggie and Rachel in creating a plan for this. Members of the committee are available to be called on for assistance as needed. We look forward to an update at our May meeting.

Sherryll Harris on Program Committee will need to know about equipment needs, ideally by June. Information can be sent to Kerry to make sure it gets to the right person.

2018.03.4.3. EMAIL TRANSITION TO GOOGLE FOR NON-PROFITS

Maggie reported on the process of transitioning email to Google for Non-Profits. She is consulting with the users of @quaker.ca email addresses to discern how and whether they should be transitioned.

The remaining steps are:

- confirm the plan for transitioning subdomain addresses
- confirm the plan for transitioning the CYM Office email
- finalize the plans for organizing committee-related emails
- notify users of the cutover date and possible downtime
- ask Bruce to perform the switch
- test the system and resolve any problems that arise

She hopes that the transition could be complete by the end of March.

2018.03.4.4. LAYING DOWN OF QUAKER BOOK SERVICE

The Quaker Book Service has been laid down as of December 2017. There were 6 weeks of transition during which purchasers had some confusion about payments that had been sent and materials whose delivery was delayed. However, Kerry is now managing this and all orders have now been processed correctly.

The CYM Office is now able to process orders of *Faith and Practise* (F&P), *Organization and Procedure* (O&P), and any pamphlets in stock.

We discussed how future CQLS pamphlets should be distributed. Kerry is willing to add these, as they arise, to the order form used for F&P and O&P.

2018.03.4.5. TITLE FOR EDITOR CONTRACT

We lay over the question of the title for the editor contract until the next meeting. Friends are encouraged to consider the suggestions put forward in the [Editorial Subcommittee Report of Jan 7, 2018](#).

2018.03.4.6. PROCEDURE MANUAL

We approve the use of the current version of the P&C Procedure Manual. FOR INTERNAL COMMITTEE PURPOSES ONLY, it can be found in our [shared storage drive](#). We ask the Recording Clerk to post it on our Business subsite and notify Discipline Review Committee of its availability.

2018.03.4.7. THE CANADIAN FRIEND

The issue currently in production is expected to be finished layout this week. The next issue is expected to be published in June. Its call for submissions will close April 9, and will be announced this week.

We approve continuing to use Island Blue printers in Victoria.

2018.03.4.8. FACEBOOK AND EMAIL UPDATES

Communications Reevaluation Subcommittee has decided not to proceed with a facebook page at this time but continues to discuss the idea.

We approve the proposal to create a way for the public to sign up to receive email updates about new content on the website. We ask Editorial Subcommittee to take this on, and to consult with the CYM Office about how to co-ordinate with paper mailouts.

2018.03.4.9. P&C COMMITTEE MEMBERSHIP

We ask Maggie to reach out to CYM Nominating Committee about possible candidates for our committee.

We also ask all members to consider whether they know of people whose gifts might make them well-suited to this committee, and bring those thoughts to the next meeting.

2018.03.4.10. FINANCES

Maggie reported verbally and will provide a first quarter update at the May meeting.

Next Meeting: via Google Hangouts

[Sunday May 6, 2018, 7:30PM Eastern Time](#)