

Minutes for Oct 12, 2018

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

PRESENT: Maggie Knight (presiding), Mylène DiPenta (recording), Anne Trudell, Robert Kirchner, Kerry MacAdam

REGRETS: none

The meeting opened with worship.

2018.10.12.1. LAND ACKNOWLEDGEMENT

We acknowledge that we meet on the traditional territories of the Haudenosaunee, the Huron-Wendat, and most recently, the Mississaugas of the New Credit First Nation. Toronto remains the home of many Indigenous people from across Turtle Island. May we share the land in peace.

2018.10.12.2. OVERVIEW OF THE WORK OF THE COMMITTEE

We reviewed the description of our committee's responsibilities from Organization and Procedure, and discussed its meaning. We discussed the difference between a focus on communication vs. a focus on the technologies used to communicate. We discussed our role to "aid our understanding and use of emerging technologies" as it relates to technology use by other bodies within CYM.

2018.10.12.3. ACCEPTANCE OF MINUTES

We accept the [minutes of September 16, 2018](#).

2018.10.12.4. CQLS REPORT

We receive the [report from Canadian Quaker Learning Series](#) with thank. We affirm the Board's decision to produce a PDF version of their pamphlets, and ask that it be produced such that it is numbered in sequential order for online reading and exported with searchable, copy-pasteable text and hyperlinked table of contents. We also ask the Board to consider whether there might be a way to produce the document such that it could easily be exported to HTML for inclusion directly on quaker.ca.

We also note that the CYM office has limited copies of pamphlets available to be mailed. Anyone interested is invited to [contact Kerry](#) to find out about availability of individual titles.

We also encourage anyone who has ideas for pamphlet topics to contact the Board.

Editorial subcommittee is asked to review the way the pamphlets are displayed on the website, and ensure that the list of both print and electronic copies is accurate and linked from the relevant pages on Quaker.ca

We ask the CQLS board to ensure that the production files for electronic pamphlets are stored in the [CQLS folder](#) of the P&C online storage drive.

2018.10.12.5. WEB HOST REPORT

We receive the [Web Host report](#) with thanks.

We ask the clerk to bring to Representative Meeting the idea that people carrying out CYM roles are encouraged to use @quaker.ca email accounts directly, rather than conducting business in their personal accounts.

We ask the Communications Reevaluation Subcommittee to begin the work of transitioning to third party server hosting. We accept with thanks Maggie's offer to co-ordinate this effort.

We ask the clerk to follow up with the Web Host (Bruce Dienes of Capflex) about:

- Confirming that we are fully in compliance with the GDPR
- Retrieving the proposed privacy policy
- Confirming what our website backups include, whether they are automated, how often they are currently being done, when the last complete backup was completed, that backup files are stored offsite in a location that committee members have access to, and how long it would take to restore the site from backup.

We also ask the clerk to circulate the proposed privacy policy by email to the committee and, unless there are objections, ensure that it is posted on quaker.ca.

2018.10.12.6. REPORT FROM EDITOR

We receive the [Editor's report](#) with thanks. We ask the editor to co-ordinate with the CYM Office Administrator to confirm dates for The Canadian Friend so that 2019 Issue 2 is delivered before the early registration deadline for CYM in Session, and other production deadlines align with Program Committee's needs. We ask Editorial Subcommittee to bring this schedule to the next meeting.

We ask Editorial Subcommittee to co-ordinate the uploading of outstanding videos and communicate the timelines to the people involved in production.

We ask the Editor to notify the Editorial Subcommittee when new content is posted on the website, for sharing to facebook.

We ask Editorial Subcommittee to co-ordinate a meeting up to one hour so the Editor can ensure that the CYM Secretary is able to upload documents to quaker.ca before Representative Meeting.

2018.10.12.7. BUDGET REPORT

We approve the submitted [2019 Budget](#) with thanks.

We ask the Clerk and the Editorial Liaison to propose a process for approving invoices related to P&C work and bring it to the next meeting.

2018.10.12.8. BIG PICTURE VISIONING

We brainstormed possibilities and visions of P&C and CYM over the next 5 years. We thank the clerk for facilitating the discussion, and ask that she circulate the results to the committee.

2018.10.12.9. COORDINATION WITH OTHER CYM COMMITTEES

We welcomed the Clerk of Contributions Committee to join us by phone for this item.

We ask the Clerk of P&C to include the offer of visual identity guidance in our next Representative Meeting report. We celebrate the progress toward a more cohesive visual identity nurtured by Contributions Committee and the CYM Office Administrator.

We ask the Communications Reevaluation subcommittee to propose boilerplate language for use in our publications that encourage donations, in consultation with CQLS and the CYM Office, for review by Contributions Committee.

We ask Communication Reevaluation subcommittee to research benchmarks for audio and video recording quality and bring a proposal to the next P&C meeting. The proposal should address the possibilities for livestreaming, uploaded recordings, and embedding on quaker.ca, for example of the SPG lecture and the Quaker Study.

We ask the CYM Office Administrator to include “tech support” as a role that CYM-in-Session registrants can volunteer for. We approve the decision that P&C will ensure the co-ordination of those volunteers.

We gratefully accept Robert’s offer to reach out to the Clerk of Education and Outreach to find out what support they would like in publicizing their work, such as assistance in editing of course announcements, posting on the web, and sharing on facebook.

2018.10.12.10. CYM DIRECTORY

We ask the clerk to co-ordinate with the CYM Office Administrator to ensure that role-specific email addresses are up to date on the Friends Serving section of the website as well as committee subsites, and that the email addresses are distributed with Representative Meeting documents. We gratefully accept Robert’s willingness to assist with this work.

We ask the CYM Office Administrator to take note on an informal basis of the tasks people are trying to accomplish that relate to the directory.

2018.10.12.11. COMMITTEE TASK MANAGEMENT

We approve the decision to use Asana for task management. We ask the Recording Clerk to migrate information from Pivotal Tracker as appropriate.

2018.10.12.12. CONTRACTOR RELATIONSHIPS

We ask Robert to follow up with the clerk about intellectual property recommendations relating to our contract with Islandside, and if no significant issues arise, to have the written contract signed.

We gratefully accept Robert’s offer to take up the role of contractor liaison with the Editor. Mylène will notify the editor, and remain on the committee as clerk to support Robert in developing technical capacity with website updates and transition into this role in early 2019.

2018.10.12.13. MEETING SCHEDULE

Our next in-person meeting will be October 18-19, 2019.

Next Meeting:

November 18, 2018, 7:30pm Eastern