**Unapproved Minutes for May 31 Communications Steering Team Meeting at 8:30 AM**

**In attendance: Jake Miller, Shawn Fink, Steve Snell, Jon Paulos, Erika Juran**

**Not present: Dianne Creagh and Deb Gogniat**

Consent Agenda- Approve January Minutes, **Approve Policies in Proposed Communications Manual- both approved- Policies will now go to Joan F. and then to Program Council/Board**

Current Projects (Erika):

a. Short Term Initiatives- Recap of Beacon and website accomplishments, mention of Google Analytics- need time for good reporting

b. New Tools Coming-

1). Promotional Calendar to be created with Shawn Fink, exp. July 2015?

2.) Planned sharing of new brochure and week’s UUCY Bulletin with all event and meeting leaders every week.

3.) Erika shared new PC Master **Calendar (attached- please note this is not yet verified by PC)**

Old Business

Recognition of Identified Next Initiatives:

1. Lobby Communications Report. Shawn and Dianne on focus team with Erika’s support. Short Term Action Plan, Needed Resources, and Timelines Affirmed and Approved. **Task Force Report and Layout Attached.**

a. Shawn will work with Membership Committee on Hello Project. Resource of a Member FAQ might be needed to answer frequent “how do I” questions.

b. Erika will create eblast to go to CST first for affirmation, then leader group, then Beacon about “next steps/what’s coming.”

2. SoulFire Communication Space: Tabled until CoM and Interim Minister make plans on this program.

3. Writing a Charge Workshop by Jon Paulos- Erika will send Doodle poll out for a garden meetup. Points discussed: Charge must include DCA, inform policy input authorities, define resources required, and should be considered a fixed document. (which can be updated) – **Erika sent a request for location on June 3**

New Business:

1. Visitor Brochure Concept- affirmed for short term until Interim Minister is on board. Jon P. made edits, new version of brochure attached.
2. Board Communications- recommended that a Task Force with board members and DCA proactively share information and watch tone.
3. Explanatory Labyrinth and Loom signage suggested as Long Term Project
4. Call for new members for CST from Erika.
5. Review of “what’s good” and “what feels”

Online Calendar Classification, Management, and Administration- not discussed

Closing/Extinguishing of Chalice

*Next Meeting Recommended in July/August- We can discuss next meeting date at our Charge event.*