

Publications & Communications Committee Annual Report, June 2020

The P&C Committee establishes and oversees communication modes within the Meeting and beyond. The Meeting's website, <https://www.chapelhillfriends.org>, is the "public face" of the Meeting. It provides extensive information about the faith and practice of our Meeting in particular and the Religious Society of Friends in general. The weekly E-News bulletin, emailed to all who request it, contains news of Meeting activities. The printed monthly newsletter contains announcements and Meeting for Worship with Attention to Business minutes. The committee also publishes an annual Directory of Meeting members and attenders, committee members, and appointees. It also establishes and oversees email addresses for all the Meeting's clerks.

Highlights

- The format for the weekly email (*eNews*) has been substantially improved for usability and access for readers using mobile devices and email software.
- A weekly email *eNews* is assembled by Buzz Borchardt and is distributed to members and attenders through a Google Group email list. Submissions continue to be accepted through news@chapelhillfriends.org.
- With the COVID 19 crisis there has been a surge in timely messages through *In the Light* alerts to the Chapel Hill Friends Meeting - News Google group.
- The Meeting's website was completely redesigned in early 2019 and went live in April 2019. Features for the new website include: secure access through https, version control of the content through GitHub, a new publishing platform using GitHub Pages, and updated an analytics configuration using Google Analytics.
 - From May 2019 to April 2020 there were over 11,970 page visits from 3,247 unique visitors.
 - The most popular pages beyond the home page include the glossary, forums, visit and learn, and the newsletter.
 - A feature using the Twitter platform allows CHFM users to post updates to the website easily.
- A monthly *Newsletter* is published in print under the guidance of Peter Malone. The deadline for the *Newsletter* is the evening of the last First Day of the month. Many thanks to Peter for his diligence and skill in putting the newsletter together. This task requires a great number of communications points including working with the Clerk of Meeting, Recording Clerk, members of the Publications and Communications committee, and all of the members and attenders who submit items to the *Newsletter* and to the *eNews*.
- The directory was not published in 2019, work on an updated directory is being discussed. Please contact news@chapelhillfriends.org for the latest version.

- We continue to post Meeting for Worship with Attention to Business agendas and supporting documents as needed by the Clerk of the Meeting.
- Adding new subscribers to the weekly *eNews*.

Looking Ahead

- We'd like to thank the *Zoom Working Group* for getting the Meeting's life and activities online. As communications needs change the committee looks forward to doing what is necessary in order to make sure the work and community of the Meeting continues.
- Working on the next version of the Meeting Directory.
- Setting up more regular meetings and work sessions.

Reminders & Contact information

- Newsletter, e-news, and In the Light announcements should be sent to: news@chapelhillfriends.org
- The Newsletter deadline is the last Sunday of the month.
- The eNews deadline is midnight on Wednesday.
- In addition any updates to the *Directory* go to: news@chapelhillfriends.org
- Requests for electronic copies *Directory* go to: news@chapelhillfriends.org
- Correspondence to the committee and anything else can go to: publicationsandcommunications@chapelhillfriends.org

Submissions

- Please verify willingness to disclose before submitting personal information about another person.
- Specify "for eNews" and/or "for Newsletter" in the subject line when you submit.
- The *News/letter* is posted online and therefore public.
- The *eNews* goes to 493 recipients, many of whom are not Meeting members.
- The *eNews* is mailed once a week by Friday.

Submitted by Publications and Communications: Sean Chen (Clerk)