

Publications & Communications Committee Annual Report, May 2022

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, such as friends@chapelhillfriends.org and cyre-committee@chapelhillfriends.org, for committees and for all the Meeting's clerks.

Highlights

- David Curtin worked with an ad hoc group including Monteze Snyder, Lynn Drake, Carolyn Stuart, and Buzz Borchardt to build and distribute the 2022 edition of the Chapel Hill Friends Meeting Directory. This was available both in print and electronically, and was distributed by post to members and attenders. The electronic version was also distributed widely on demand.
- As part of the update to the directory, work was done to update contact and other data about members and attenders in the "Servant Keeper" contact management application. The Committee would like to thank Monteze Snyder for her work, incorporating all information changes received from members and attenders into Servant Keeper, enabling this year's directory to be produced. David Curtin and Buzz Borchardt will work in the future to make sure that Servant Keeper continues to be an accurate reflection of our community, and will work to update and maintain the data within it as part of the future directory production process.
- Website updates could be characterized as mostly ordinary updates, with no major features added. Content to support the work of the Anti-Racism Committee was added over the year at: <https://www.chapelhillfriends.org/arc-anecdotes.html>. Updates to the website continue to be managed by Sean Chen and Buzz Borchardt, who welcome any feedback, input and content changes.
- Email lists continue to be updated and maintained through our service provider's platform. Distribution lists for committees are maintained with both working group email addresses and more limited contact email addresses being provisioned for the work and communications needs of committees. Updated contact lists are available on request from the Publications & Communications committee.
- A weekly eNews mailing is distributed electronically to members and attenders through Google Groups. Buzz Borchardt continues to edit and distribute the eNews, and has

shown great dedication and skill in getting it out on time. The actual eNews has gone through some evolutions with improved formatting being incorporated into its design.

- The monthly newsletter is assembled by Peter Malone, in collaboration with Buzz and Sean, built with content from eNews and individual submissions; the newsletter is distributed electronically. It continues to culminate on the monthly basis the items that have been distributed in the weekly eNews, along with the record of our Meetings for Worship With Attention to Business, and other items of interest for the meeting as a whole. The monthly newsletter continues to be posted electronically in PDF format on the website at: <https://www.chapelhillfriends.org/newsletter>

Looking Ahead

- Printing the monthly newsletter as the Meeting returns to in-person worship attendance at the building is an item that the Committee needs to take up and consider with feedback and input from the meeting as a whole.
- In order to streamline the production of any updated directories the committee will support the development of a customized export template from Servant Keeper which will be in alignment with the format of the Meeting's membership directory.
- There is an ongoing need to address social media properties. Currently we use Twitter to manage temporary content on the home page of <https://www.chapelhillfriends.org/>. Other platforms, such as Facebook, need to be claimed, and our Google Business profile could use a review to reflect our current worship schedule and activities.

Reminders & Contact information

- Newsletter, e-news, and In the Light announcements should be sent to: news@chapelhillfriends.org
- Updates to email lists should be sent to publicationsandcommunications@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: directory@chapelhillfriends.org
- Requests for electronic copies *Directory* go to: directory@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 *Newsletter* is posted online and therefore public.
- The *eNews* goes to 523 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), Buzz Borchardt, David Curtin, Finn James, Jason James, and Peter Malone.