

**GRACE EVANGELICAL LUTHERAN CHURCH
COMMUNICATIONS TEAM MEETING AGENDA**

Mar 4, 2019 – 7:15 PM

Attendees: Bonnie Stangl, Pastor Peterman, Harold Schaefer, Peggy Schmidt

OPENING PRAYER – by Pastor

LAST MEETING MINUTES

- Minutes approved

OLD BUSINESS:

A. Assignment reports

- a. Website training update(Laura) – no report
- b. Provide Display Monitor Instructions Update (Bonnie) – no progress
- c. Equipment updates to record sermons and distribute to shut-ins (Harold)
The Grafton Proposal was approved by council; the recorder was ordered and has arrived; CD duplicator has been ordered; Harold will write up instructions for using the recorder and CD duplicator. The ushers will be requested to record each service after training from Harold. Dennis Grafton asked for a key so that he could work at his convenience and noted that the effort could drag out if he can get in as expected. He also suggested perhaps another contact be provided. The team discussed and determined that he should be given a second contact to get in the building. Peggy is the primary contact since she lives and works nearby.
- d. Create a Bear Creek page (Laura) – completed? No report
- e. Directory Update - keeping email distribution list and servant keeper list in synch (Bonnie/Peggy) No report
- f. Contacts through website will not work with gmail accounts, any solutions? We're still working on it – will change back to patti's email and see if that works.

B. Discussion on the process for recording and distribution of sermon/services

- a. Harold will write up instructions for ushers once all components are in place
- b. Harold will write instructions for how to copy the recordings from the SD card in the recorder, edit them, burn CDs, and distribute to shut-ins. He will perform the process initially, but additional members should be recruited. Harold will write a job description for the May Parish News which is due to Bonnie on April 21st. It was noted that the editing task would take about 1 hour a month and could be done at home. Duplicating the CDs would not take long and could be incorporated into Kathie's job. Pastor would then distribute on her visits to shut-ins. It was discussed if CD players could be purchased for those that don't have one from the remaining memorial fund used for this project. Pastor will inquire about CD player availability on her next shut-in visits.

- C. Discussion on the use of the hearing assist devices:
 - a. It was suggested that cleaning & Battery maintenance of the devices should be done by greeter before each service.
 - b. The council sender should check for hearing assist devices after the service and remind attendees to return if necessary
 - c. They should be on a rack, not sure about size or location as yet, since they have not been installed
- D. Any website update suggestions
 - a. What will replace "Winter Event" page? Peggy stated that there will be a spring event page starting with events in April
 - b. Statistics from website
 - i. Stepping Stones still has the highest number of views per month and is the most static page.
 - ii. Pastor will bring a tripod and camera to the next council meeting so a picture can be taken and used on the website as well as the kiosk and possibly posted on the bulletin board
 - iii. Time to change the password now and will post more info there
 - c. When should Kathie start posting Grace Notes/meeting minutes? Pastor will let us know

NEW BUSINESS:

- A. Other?
 - a. The Grace Notes on the members only page can/should be deleted
 - b. Pastor would like to be an administrator on facebook
 - c. Stitches did bulletin board / other information was added
 - d. We discussed having Kathie begin a notebook with committee and council minutes as well as having them on the website. Pastor will discuss with her.

Next mtg: Targeting for Apr 9th if equipment arrives with the main focus on the new equipment (Pastor will likely be at W&M meeting). Watch your email for updates.