

Communications Team Annual Report 2017/18

The Communications Team addresses the strategic as well as the tactical communication needs of the congregation. This is achieved through direct support to church staff, teams, and ministries to develop, implement, and maintain a dynamic communications system that supports the overall church mission and the strategic plan.

This year the team focused in on creating and updating Communications Policies and Procedures for UUCN as per our 5 Year Strategic Plan. This is a very big task and the team is still working on it. We've made progress in this area by first identifying the two methods of communication in the church and what falls under each and then focused in on writing the policies and procedures for each. We expect to finish the Communications Policies and Procedures by the end of next church year.

External

- Website
- Publicity
- Social media
- Crisis management
- Outdoor signage

Internal

- Newsletter
- G-Suite
- Email
- Bulletin Boards
- Order of Service/Slides
- Sunday Announcements
- Database

Accomplishments this year

A ceiling mounted projector was installed in the Chapel. Thank you to Jed Holland and Paul Lemaire for getting this done. This projector has been used by several groups already with great success.

Ruth Cannava has been working with Sherri Woolsey to convert the uu@uunashua.org and uu-cares@uunashua.org email lists over to G-Suite. There was a hiccup when the two lists were taken off of a private server to a cloud based one but we believe that has

been cleared up. The conversion is anticipated to be finished by the end of this church year. This will bring those two email lists under the UUCN umbrella of G-Suite so that staff can maintain and manage them. We also added two new moderators to the uu@ email list, Ellen McCormick and Victoria Agnew. This has decreased the lag time between the sender sending the email and everyone on the list receiving it.

At the request of the Music Team, koober.org (the location of all past services online) was brought into and under the UUCN umbrella and all music contained in it, along with all live streamed music is now protected under the Christian Copyright Solutions. This brings us into music licensing compliance. Thank you Dan Murphy and Mike Wilt for working on this and the Music Team for the request to make this happen.

Sunday live streaming is ongoing. We had a few Sundays last fall where the live stream wasn't happening and Dan Murphy took a look into this and fixed it. Sunday Sound, Projection & Video recording continue to be well received and handled by many volunteers. We are always welcoming new volunteers for this. If you are interested, please speak with Sherri Woolsey. Thank you to the following people for assisting with these tasks during Sunday Service:

Frank Grossman - Sound	Tiffany Holmes - Projection
Kathy Grossman - Sound	Laurie Barry - Projection
Burns Fisher - Sound/Projection	Kate Messner - Projection
Billy Parker - Sound/Projection	Matt Rogers - Projection
Gary Lerude - Sound/Projection	Grace Morton - Projection
Dan Murphy - Sound/Video	Maggie Woolsey - Projection
Harry Purkhiser - Video	Nate Straussberg - Projection

It was brought to the Team's attention that one of the two hanging microphones in the Sanctuary isn't working. Both Dan Murphy and Billy Parker crawled into the overhead space to determine what the problem was. A professional is needed to come and fix the microphone. Thank you Dan and Billy for looking into this.

Sherri Woolsey and Allison Palm led a small group of volunteers to research a new database for the church. The team looked at four possible databases, Realm, ICON/CMO, Breeze and Better Impact. The team gathered information from UUCN users of what they like/don't like about our current database (Church Info) and then investigated those four Church Management Softwares (ChMS) for UUCN noting the strengths/weaknesses of each. The team narrowed it down to Breeze and Realm then spent 40 days with 15 beta testers from UUCN comparing both systems noting what

they liked/didn't like about each and asking the testers for their recommendation. The overwhelming consensus was Breeze ChMS. We will be changing over to Breeze from Church Info in late June of this year. Thank you to Matt Girouard, Wayne Fletcher and Chris Parker for volunteering your time to assist with this project and be on our search team. Thank you to the Beta Testers for your time, notes and comments: Geri Davidson, Elizabeth Lewis, Kate O'Shea, Jess Woods, Sadie Kahn-Greene, Ericka Lavalley, Lori Bonnette, Lois Taylor, Kathy Grossman, Burns Fisher, Dave Hudson, Allison Annand, Dan Murphy, Karen Thomas and Laurie Goodman.

Respectfully Submitted,
Victoria Agnew
Burns Fisher
Ellen McCormick
Dan Murphy
Sherri Woolsey - Staff liaison