

Communications Committee Report

Submitted by Kim Suske, Chair of Communications Committee and Newsletter Editor

April 16, 2019

I looked over board meeting minutes and worship committee notes from the past few years and found that I have been variously referred to as newsletter editor, newsletter coordinator, member of the communication committee and now, recently, chair of the communication committee. I've been promoted!

As newsletter editor, I am responsible for

- emailing out a mid-month reminder of the upcoming newsletter article submission deadline,
- editing service descriptions and articles submitted for publication—I edit for grammar/spelling/content clarity, check for inaccuracies and inconsistencies (people regularly submit wrong dates or times), and edit to fit the intended audience and format of the newsletter,
- communicating with the folks that submit articles,
- reminding the folks that should but don't (submit articles),
- writing occasional articles or rounding out the newsletter with additional information about a specific, timely issue/topic or with information that I think will be of interest to our fellowship,
- keeping up with what is happening in the UUA and the MidAmerica region,
- taking photos (when I think of it, such as at the holiday service) or asking for photo submissions,
- formatting the newsletter,
- distributing the newsletter electronically and emailing the newsletter and current label information to Copy That,
- communicating with Copy That, Dorota, and Marilyn,
- staying in regular contact with Adam and David about upcoming fellowship needs and activities,
- attending occasional worship committee meetings,
- maintaining my sense of humor for at least 9 out of every 10 newsletters, and
- probably a bunch more stuff that I can't think of right now.

Communication about service descriptions is supposed to flow in the following fashion: Service descriptions should be sent first to Adam so that he can keep track of everything. Adam then sends me the service description for editing and I return it to him so that he can disseminate it to the rest of the group (webpage, facebook, publicity). In reality, I would say that communication for worship services tends to vary from month to month and that overall it eludes our attempts to impose structure on it. Adam has been referred to as the hub of communication, however we have all developed working relationships and tend to communicate more casually and directly with one another. Communication also changes as needed when we are getting close to deadlines.

Somehow we manage to make it work and I get the newsletter out in a (usually) timely fashion. Dorota consistently gets the webpage updated well before the next upcoming service or event, and, thanks to Marilyn, information gets put on Facebook with lightening speed. Thank you Dorota and Marilyn!

I feel that over time I have developed a good working relationship with the people both within and outside of our fellowship who regularly submit articles and with our printer, Copy That. There have been a few glitches, but overall Copy That has been a good and responsive business to work with.

I receive occasional questions that fall outside the scope of the newsletter/communication and feel that I have come to know this group well enough to know who is responsible for various tasks and where to go for help and information. I have enjoyed getting to know everyone, appreciate the time people spend as both staff and volunteers, and have enjoyed seeing the newsletter grow as our fellowship has expanded and increased its offerings to both our membership/guests and the greater community. I also appreciate the opportunity to occasionally publish my own articles in the newsletter as I enjoy writing and appreciate having the newsletter as an outlet to share my thoughts on different topics or aspects of my life.

Adam will additionally be submitting a report of the communication duties that he has been fulfilling.

Thank you.