**Communications Committee Minutes 6-12-2024**

Attending: Carol Ritting, Barbara Seidel, Ranvir Bakshi, Faith Paulsen, Art D'Adamo

The meeting started with Silent Worship.

Google Drive vs our website: A request from Chris Myer regarding how to add and store documents to our website brought an explanation from art D'Adamo. He explained that going through Google drive was a simple and effective way to store documents.

Child Safety policy: We had a difficult time finding this policy on our website since we could not find it using the search function. It should be under "Documents and Forms". Art will check how to get Search to look into documents using Hubb support.

Summer families and television: As a courtesy to the committee in charge of our summer visitors, our committee will check to see if we can get a wireless device to use in the upstairs classroom to watch television. It seems the one used previously is missing. Art will check the television to see what technology is available and needed. (Art checked and found that the current television is out of date. He communicated this with the committee and left it up to them to see if they want to get a newer television.)

Request from Carol Shearon: To develop a "Welcome to new members" handout, Carol S. has requested a short note to add about the mission of our committee. Carol Ritting will send her a note regarding our committee.

FAQ section of the Gwynedd website: Carol Ritting will review this section of the website.

Creating communications committee folder to share in link:  We request that Rochelle take our committee minutes sent out via email, and convert each to a Word Document to add to the website.

Need for Gwynedd Meeting cell phone: Property Committee is checking if there is still an analog line needed for the fire control system. If not, the Meeting may be able to get a digital phone for all uses in the building.

Next committee meeting: We decided that we do not need another summer meeting unless some emergency comes up. Therefore the next scheduled meeting of our committee is September 11 at 9am. Have a great summer!

Our Meeting ended with silent worship...

Submitted by Barbara Seidel