**Communications Committee Minutes 11-13-2024**

Started with silent Worship

**Ranvir** noted that he will be closing on his house on January 8 and moving to Harrisburg. He will be missed.

**OWL training** - We will have OWL training for the Meeting's clerks at their Clerks' Meeting on December 3.

There had been testing for any meetings about OWL usage last week. Can OWL be used in small venues and larger ones?  For larger gatherings we may need to meet in the Meeting room. Usage areas need further tests.

**Transferring Gmail address**for each Committee Clerk will make it easy to continue a Gmail strand when the clerkship changes. we will recommend this option to clerks at their next meeting. We are also paying extra for specific Gmail addresses for the youth coordinator and our Meeting office.

Rochelle noted that a frequent question that comes into the Meeting from visitors is about**locations of specific graves**. She recommended that there be a quick link into the cemetery. Art will create the link.

There were other quick fixes recommended. Art is working with**Jim Quinn who is considering becoming a web master.** We can send anything that needs to be updated to Art who will work with Jim introducing him to our platform.

**Extension cords** are needed to connect zoom equipment as we use the equipment in various parts of the building. Various members of the committee volunteered to both check the length needed and perhaps contribute extensions cords as needed.

The meeting ended with silent worship.

Barbara Seidel