Communications Team

Swansboro United Methodist Church

March 20, 2018 Meeting Minutes

Attending: Ray Bihary, Helen Cizerle, Sanders Hall, Lynn Rouse, Bonnie Johnson (Leader)
Absent: Emily Egerton, Nat Fahy, Elizabeth Holz

Introduction

Bonnie brought the meeting to order at 5:30 p.m. by lighting the Christ candle, then read a brief devotional and prayer.

Minutes from the last meeting were approved via email.
Handouts: Draft Agenda for Communications Workshop, Logistics for workshop

Church Council Review

Bonnie reviewed items from the February Church Council meeting. Complete minutes from Church Council meetings are available online.

Preparation for Communications Workshop, April 14

- Sanders has secured 4 speakers for this workshop:
  - Derek Leek, Communications Director of the Sound District
  - Corry Frazier, Photographer, member of SUMC
  - Kim Oliver, Marine Corps Marketing
  - Matt Tullis, UNCW, Storytelling
- Assembly Hall and Kitchen are reserved beginning at 8am, April 14.
- Pastor Andrew will have the youth setup the room. (He has assured us the youth will be picked up by 8am and the space will be clean.) Ray will provide the layout we need and be sure room is setup – rectangular tables with chairs facing the stage on half room nearest kitchen, table for registration just inside the room, tables for coffee and snacks. Chairs for Contemporary Worship can be setup on the other side.
- Projector, computer, and sound are all available. Sanders will setup and run the equipment.
- Helen will provide and setup the breakfast snacks and coffee.
- Registration table will have name badges, SUMC pens, folders with handouts, and possibly church mugs & magnets. Lynn & Helen will work at the registration table.
- Handouts will include agenda, copies of presentations, a template for flyers, contact list with Communications Team members, description of how to use our logo, how to use OurStory@SwansboroUMC.org, how to request posting in Scoop, web, Facebook, requesting space on way finding signs, and a post event evaluation form.
- Sanders will get copies of the presentations.

- Sanders will prepare slides to display before and during breaks including the presenter's pictures, workshop purpose, and team contact info (?).
- Sanders will prepare flyer for the workshop – should have ready Friday.
- Bonnie will share the flyer with Church Council and email it to all committee leaders to share with their committees. She will emphasize the importance of attendance by anyone within the church who might need to advertise an event.
- Need to develop a post event evaluation form.
- Pastor Crystal will give opening prayer – and closing prayer?
- All team members will help cleanup.
- As available, team members will offer individual assistance to attendees at the conclusion of the workshop.
- Need someone to send thank you notes to presenters following the workshop.
- Bonnie will create a Pre-registration form online so that some nametags can be prepared ahead of time and we'll have an idea of how many people might attend.
- Announcement in bulletin and Scoop should start next week and Flyer should be at Welcome Center – request they use the tabletop easels to display the flyer.
- Bonnie will prepare 8.5 x 11 sign to put inside the way finding (big map) signs with arrows pointing to bldg. 3 for the day of the workshop.
- Bonnie will finalize the workshop Agenda.
- Sanders will video the Workshop for future use.

Next meeting Tuesday, April 10 beginning at 4:00 p.m. in Rm 217 (Confirmation Classroom), Bldg 3.

Helen closed the meeting with prayer at 7:00 pm.

Submitted by Bonnie Johnson