

## **Media Ministry November 28, 2007 meeting notes**

**Preschool Website** – Paul H said Catherine M is working on a logo design. He and Catherine are scheduled to meet on Friday (Nov. 30) to discuss the website. Paul hopes to have the website up and running by the end of the year.  
Action: Paul will keep team posted of updates and issues.

**Computer Kiosk** – We are still planning on setting up the computer kiosk in the Welcome Center area.  
Action: Mary Beth will do some research about acquiring permission to use this area. Once we get the okay, Paul can set up the computer.

**Wittenberg Wall** – Agreed we should move forward on this, although it shouldn't require the whole team's full participation.  
Action: Mary Beth will work with Kerstin to draft a proposal on how the wall should look.

**Church Organizational Cross** – Do we want to pursue getting a wood structure (similar to the plaque on the right side)?  
Action: Paul P to get a quote from the woodworking company.

**Communication Guidelines** – Discussed establishing guidelines (both content and technical) to assist folks with communicating information. Questions that were tossed around:

What might you think about posting on the web?

Why is it characterized as different from pewsletter?

Technical – submission in text format vs. formatted document?

Perhaps we could set up laptop at next meeting where the team can work through navigating the site together.

**Next meeting** – No date was set, but plan on meeting again in January.