

Media Ministry February 28, 2008 meeting notes

Preschool Website – The 2007-2008 calendar is on the website. Preschool director will be confirmed soon. This team and director will continue to work together to maximize website content and usefulness.

Wittenberg Wall – Paul P has ordered track lighting to illuminate the wall. He has also spoken with an electrician about installing the lights.
Action: Mary Beth and Kerstin will meet and draft a proposal on how the wall should look.

Church Organizational Cross – Paul P has spoken with Paul Humphreys at Woodgraphics about designing and building this wooden organizational cross to our specifications (3x4 feet, 1ft individual blocks). Woodgraphics agreed to make a computer mockup and send Paul a quote.
Action: Paul will forward to the team the quote when he receives it.

Pictorial Directory – The team met with Karie Carico of Carico Productions on Feb. 21. Based on their services, we decided to use them to handle our Pictorial Directory. Paul P sent Carico Productions the signed contract, and they have locked in our dates (May 29-June 4). The only potential conflict with church activities is the Coffeehouse scheduled for Friday, May 30. But Carico and we feel this should not pose a problem. When and how to announce this event? We want to encourage 100% participation. We agreed that announcements in the upcoming newsletters and pewsletters would be good. Pewsletter announcements would vary and only run for a few weeks at a time.
Action: Paul P will confirm sign-up dates with Carico. Jeanne will draft an announcement for Pewsletter. Jeanne will inform 25th anniversary team.

Media Guidelines – It has been a while since we introduced the web form for submitting pewsletter and newsletter articles. Since it appears that folks might have forgotten about the forms, we agreed to post a reminder in the pewsletter. Discussion on website guidelines was delayed to another meeting.
Action: Paul P will submit pewsletter submission announcement. Paul H will draft website guidelines and circulate to team via email.

Next meeting – Wednesday, 26 March 2008