**Virginia Beach Friends Meeting**
**11/08/2015**
**Communications Committee Report To Meeting For Business**

2016 Budget Request

- Budget changes are:
  - We are going to rename the "**Newsletter Postage and printing**" budget item to "**Postage and Printing**" and **budget $100**.
  - We are going to budget **$125** for "**Website Domain and Hosting**".

Meetinghouse Scheduler Position

- There have been questions raised on the committee as to whether the Meetinghouse Scheduler Position fits best under Communications committee?
- The Meetinghouse Scheduler and Communications committee are leading an effort and will be working with other Meeting committees, Friends School and renters/users of the Meetinghouse to develop '**Guidelines on the Use of the Meetinghouse**'.

Proposed Process for Posting/Archival of Meeting for Business Artifacts

- Similar to the monthly Meeting for Business Package webpage that was set up earlier this year, our committee has set up a Meeting for Business Archives webpage.
- A separate website 'folder' will be created to archive 'artifacts' from each Meeting for Business.
- Artifacts to include:
  - A 'table of contents' webpage, with links to all archived artifacts for that Meeting for Business
  - Agenda
  - All reports and any other documents that were submitted to that month's Meeting for Business Package webpage
  - Newsletter
  - Minutes (a separate document, in addition to the Minutes recorded in the Newsletter)

- Artifacts containing sensitive data will be archived, but no links will be enabled. These will be marked "(available on request)". An example of a document containing sensitive data is the Nominating committee's Committees and Positions report which contains email and phone numbers for individuals.

- The Meeting for Business Archives webpage has been populated with all artifacts included on our Meeting for Business Package webpage since March 2015.

Website / Handbook

- A modification of the VBFM Committees and Positions webpage - http://vbfriends.org/CmtePages/__CmtePages_Working.html - has been made to better reflect the Committee Process document and now includes a brief introduction to the committee list.
- All 2015 Meeting for Business approved new and updated webpage are now posted on our website.
- Plans for a 2016 website revamp and better change control tracking for our Meeting documents are underway.

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