
Unitarian Universalist Church of the Desert

Board of Directors Regular Meeting Minutes

April 15, 2025

Attending:

A meeting of the UUCOD Board of Directors was held on Tuesday, April 15, 2025.

Board Members attending in person: Bob Rancourt, President, Julia Alberg-Burbank, 1st Vice President, Jerry L'Hommedieu, Treasurer, Claudia Simmons, Secretary, John Ressler, Director at Large, Rev. Ian Riddell, Minister

Board Member Attending by Zoom: Frank Riela, 2nd Vice President

Board Members Not Present: Director at Large, Walter Gendell

Others Present: Robert Mendoza, Denise Stevens

Others Present by Zoom: Randy Steel, Rod Belshee, Fran Hoag, Sheryl Eaton

Welcome and Call to Order

Bob Rancourt called the regular Board Meeting to order at 5:00 PDT.

Chalice Lighting.

Rev. Riddell offered inspirational sentiments and lit the chalice.

Check-In

Bob Rancourt welcomed everyone, and he asked the Board, attendees, and online friends to check in.

Process Moderation

Process monitor was assigned to Jerry L'Hommedieu.

Consent Agenda

- There was a discussion regarding the approval of the March 18, 2025, Board Meeting Minutes. There were no additions or corrections made. Jerry L'Hommedieu proposed a motion to approve the minutes, and Julia Alberg-Burbank seconded the motion. Hearing no objections, the minutes were approved by acclamation.

Voices of the Congregation

- Rod Belshee shared that the Church's new online directory, created using the Breeze software, will be rolling out this week. On Sunday, April 20th, following the Church service, congregants will be invited to the Community Room, where Breeze Champions will be available to assist them in opting into the directory and answering any questions they may have.
- Jerry L'Hommedieu noted that the old software system needs to be officially decommissioned. Rev. Riddell said that he, along with Barb Storms and Marty Gronewald—who currently have access to MemInfo—will work together to identify and delete data and then proceed to shut down the MemInfo account. Additionally, Rev. Riddell requested Rod Belshee's assistance with extracting and managing the ICD strip data.
- Jerry wasn't certain if the Board or the Church had sent a condolence to Diana Leslie's family. Rev. Riddell will confirm with the Care Team that this has been done.
- Rod Belshee said that Dave Emmerson is looking into what it would take to create a hard-pack path from the top of the patio to the north side of the Church going down to Via Vail. He asked if this would need Board Approval. It is felt that it is only necessary that the Board know, however, approval is not necessary.

Old Business:

- Review, Consideration, and Discussion of UUCOD'S Participation in the Annual Harvey Milk Breakfast on Thursday, May 8, 2025.
 - Bob Rancourt provided an overview of the annual fundraising event and noted that UUCOD will be purchasing a table for the occasion. The Board briefly discussed potential sponsorship levels.
 - Randy Steele and his associates expressed interest in attending and encouraged the purchase of two tables.
 - Both the Minister and President have expressed interest in attending.
 - Frank Riela suggested that the congregation be polled to gauge interest in attending this year's event. Frank will follow up by emailing Administrator Pam Bibb, with a request to send a message to the congregation, asking those interested in attending to email Rev. Riddell directly. The deadline to respond will be Sunday, April 20th.
 - Rod Belshee added that Constant Contact can be used to digitally manage RSVPs. The goal is to secure either 8 or 16 attendees (enough to fill one or two tables).
- Review, Consideration, and Discussion of the FY 2024-2025 Annual Business Meeting, April 27, 2025.
 - Bob Rancourt indicated that there is a specific agenda for the Annual Business Meeting, and he reviewed said agenda (attached to these Minutes).
 - Bob Rancourt reviewed the election process, which occurs both by Absentee ballot and also electronically at the Annual Business meeting.
 - Bob Rancourt said that going forward he would like to see Procedures created and put in place regarding the planning of the Annual Business Meeting.
- Nomination and Designation of Attitude of Gratitude Note Recipients.
 - Director at Large John Ressler has agreed to write the notes of gratitude this month.
 - Jerry would like a note sent to Jim Brown (a Wisconsin snowbird) thanking him for his help with the grounds during this past fall. He asked that the note be sent by email.
 - It was suggested that a note of thanks be sent to Fran Hoag and Rod Belshee and the whole Breeze committee next month, May, for all the work that went into transitioning the software from MemInfo to Breeze.

Unfinished Business

- Review, Consideration, and Discussion of Selected Board Learning Readings.
 - The Board engaged in an engaging conversation around the readings sent by Rev. Riddell. Readings included: *Messy and Imperfect Beloved Community*, by Laila Ibrahim, *Kindness*, by Naomi Shihab Nye in *Words From Under the Words: Selected Poems*. Also included were a few ‘wise’ snippets found on social media.

New Business

- Consideration, Discussion, and Approval of the Newly Proposed Welcome Center.
 - Denise Stevens returned to discuss the structural and placement aspects of the proposed Welcome Center. For complete details, please refer to her proposal, which is attached to these Minutes. She is collaborating with Steve Thornton to develop a visual rendering of the installation.
 - The Board engaged in a discussion about whether special projects like the Welcome Center should be integrated into an existing committee structure.
 - President Bob Rancourt expressed concern that the current By-Laws do not include provisions for “special projects” to exist independently, outside of an established committee structure.
 - Sacred Grounds indicated that the Welcome Center project could fall under their purview if needed.
 - While there was considerable discussion around how to best categorize and support such initiatives, no formal decision was reached at this time.
 - Jerry L’Hommedieu moved to proceed with Denise’s recommendation. The motion was seconded by Julia Alberg-Burbank.
 - The motion was carried, with one opposed and the remainder voting in favor.
- Consideration and Discussion of Monthly Reports:
 - Bob Rancourt presented the Board members’ reports. (Refer to attached detailed monthly reports for further information).

Process Moderation

- Jerry L’Hommedieu reported that the Board Meeting finished a bit ahead of schedule, and everyone had been heard.

Chalice Extinguishment

- Rev. Riddell extinguished the chalice with words of gratitude, acknowledging the responsibility, kindness, and spirit that everyone brings to their work.

Adjournment

- Bob Rancourt adjourned the regular Board meeting at 7:14 pm.

Respectfully Submitted,



Claudia L. Simmons, Secretary

Date Approved: May 20, 2025.

Attachments

Monthly Reports

President's Report



MEETING DATE:	April 16, 2024
REPORTING PERIOD:	Mar. 19 to Apr. 15, 2024
TYPE:	Monthly Board
AUTHOR:	Bob Rancourt

My assigned Board liaison constituencies are the Diversity, Inclusion, and Belonging Ministry (DIBM), Leadership Development Committee, and Personnel Advisory Committee. Additionally, I prepare agenda for and preside over Board meetings, and, as time permits, I volunteer as a greeter and usher for the Membership Committee. I attended this month's Membership Committee meeting to monitor its work on directory changes.

DIBM

Members are continuing to study neurodivergence and possible accessibility recommendations to enhance diversity and help our beloved community continue to work on being more welcoming to all. We are anticipating making recommendations for accessibility improvements, including possibly an accessibility policy and procedures.

Leadership Development Committee

The Committee fully staffed all open positions up for election with volunteer nominees. The ballot will include Jim Swanson as nominee for the next Member of the Leadership Development Committee.

Personnel Advisory Committee

Rev. Riddell and Walter are finishing up the draft of the ministerial evaluation form and process for the new Settled Minister.

Additional Information

This month's President's Column discussed transformation (Rev. Riddell's monthly service theme) and the new proposed UUA transformation value. The Board's Ad Hoc Communications Team Creation Committee continues to meet and work. On April 7, as part of our ongoing efforts to familiarize congregants with Board Members and the Board's work, I delivered welcome words during regular worship service. Planning and preparation for this year's Annual Business Meeting has been underway and absentee ballots and the official notice have been distributed.

To: UUCOD Board

From: 1st Vice President, Julia Alberg-Burbank

RE: April 2024 Board Report

- I was able to attend the budget review. Thank you, Jerry, for a great presentation.
- I attended a meeting with Bob and Rev. Ian, supporting the creation of the agenda for this meeting.
- I have had brief conversations with two people regarding the patio sale. Neither conversation was particularly fruitful, but I will follow up.

Denominational Affairs:

Jane Zaun will continue to promote the ease and importance of attendance at this year's UUA General Assembly. The on-line only GA will be voting on changes to Article II, in addition to offering a variety of workshops and services.

Currently, we have four congregants attending GA and all three delegate spots are filled.

Unitarian Universalist Church of the Desert
2nd VP report to the Board
April 16, 2024

As the Board Liaison to the Membership Committee, I worked individually with members and Marty to facilitate communications between members. During those numerous conversations I was able to present an implementation plan which could alleviate the time consuming pressure members have felt and would honor the limitations that major health issues present. *I have received limited acceptance until it is discussed in the Membership Committee meeting on April 18.* The following report is my first attempt to put our discussions into writing.

The prior work of Marty and the Membership committee in printing the Membership Directory should be acknowledged and celebrated. For 10 years, Marty has spent countless hours in directory layout, proofing for inconsistencies and completeness, and actual printing. He is retiring from that volunteer positions and sees the Online Directory as an outgrowth of the work he and Membership have done together. For those years, members of the Membership committee have spent months each year collecting and correcting congregational contact information prior to submitting that information to Marty for printing. This process is no small task.

I presented the idea of forming a **Directory Pilot Team** to introduce the Online Directory to the congregation in a person to person way. The introduction of the directory through a series of newsletter and constant contact mailings was ineffective because it had no feedback mechanism. The membership committee had no method of knowing how and if the Directory was accepted by the congregation. It also put the burden of implementation solely on the Membership Committee.

The Pilot Directory Team builds upon the good work in printing the Membership Directory. It will work under these guidelines:

- ~The team of 6-8 people would be composed predominantly of persons not on the Membership Committee and who are comfortable working with new data systems. This would relieve committee members of the burden of implementation.
- ~The team is Ambassadors of the Directory. They will work in a positive and encouraging way to facilitate use of the Directory by people not comfortable with computers.
- ~They will help congregational members download the mobile app on their phones.
- ~They will help people log on to the system if it is the first time and will alleviate any issues that arise.
- ~They will gather contact information and photos from congregants.
- ~They will work with Marty to develop a style guide for entering data into the application.
- ~They will have ADMIN rights for the duration of their work so that they can correct data inconsistencies.

~They will scrub the contact information gathered, comparing it to the list of members and friends in constant contact or to a list generated from MemInfo.

~At completion, all of their work will be certified and accepted by the Membership Committee who takes ownership of Directory Administration from that point on.

The first phase of the Pilot Directory Team will be working with Marty to understand the application and the fields where data is entered. At this point they will develop a style guide.

The main phase of the plan will be a *congregational social hour/ ice cream social after a church service*. This should occur in May before so that the trial period can occur during the summer months of June through August or September. In this upbeat atmosphere, Marty will give a brief demo of the Online Directory application. Several laptop computer stations will be set up for use by attendees. Team members will have their cell phones to take pictures of members and upload them into the Directory. They will also assist attendees in downloading the app on their phones.

After the social hour, the Pilot Directory Team will meet to scrub the data for completeness and inconsistencies and ask the Membership Committee for their certification.

Trial Period. Implementation of the Online Directory would now enter the Trial Period. Membership can be confident that Congregational members have been shown how to use the Directory. A check list of common issues that people might have can be prepared. Short communications that require a response can be sent out in the newsletter. The purpose of these is to determine how and if the Online Directory is accepted and used.

It must be emphasized that the Directory Pilot Team is only a proposal until it is discussed at the Membership Committee Meeting on April 18.

During March I also worked with the Communications Team, whose work is reported by others in their Board Reports.

I also attended the Budget Review presented by Jerry. I add my words of appreciation to him for so clearly and calmly presenting a difficult topic.

Submitted by Fran Hoag

UUCOD Treasurer's Report

March 2024

As of March 31, UUCOD held cash deposits of \$292,487.51 which includes \$220,586.72 invested with UUA and a CD with Pacific Premier Bank. Of the total amount, \$252,030.75 is held in either dedicated or restricted funds. This leaves \$40,456.76.19 in available unrestricted funds.

Disregarding increases in investment fund values, UUCOD posted \$11,107 in revenues and \$24,028 in expenses; an operating loss of \$12,921 for the month. The only exceptional expense in March was \$2,938 for property taxes. The March Share the Plate program netted \$788 for Coachella Valley Volunteers in Medicine.

The MacLean Endowment Fund increased \$3,501 in value in March and the UUCOD Investment Fund increased \$3,877 in value.

UUCOD continued to receive pledge commitments through March for the coming fiscal year and ended the month with a total of \$195,064 in pledge commitments. The pledge goal was \$195,000. The total included several pledge commitments from incoming members with several new members not yet having submitted their pledge sheets.

Both the Finance Committee and the Board of Directors approved a proposed budget to be voted upon by members at the annual business meeting on April 28. The budget reflected revenue of \$290,824 and expenses of \$309,720; a deficit of \$18,896. The Board has identified several fundraisers for the coming fiscal year to narrow that gap. I will lead a discussion regarding the budget for congregants following services on April 7.

S2S2S announced it will cease activity after its June production. I will work with Margaret Manson, S2S2S' business manager, to close its business operations and secure assets and documentation that should be retained. All remaining S2S2S funds will be transferred to UUCOD's checking account and be reflected in our financial reports.

As discussed at the March board meeting, I have provided the team working on the Instant Church Directory with a set of questions regarding the implementation of the application. I will work with them during the testing period to resolve any issues prior to any formal acceptance of the directory.

Jerry L'Hommedieu
April 3, 2024

Monthly Report – April 16, 2024
UUCOD Secretary Claudia Simmons

1. I was present and took the minutes of the March 19, 2024, Board Minutes. The draft has been prepared, reviewed by Board members, and is awaiting approval at the April 2024 Board Meeting.

Board Member at Large Report April 2024

Hospitality

- There were no issues or concerns.

Human Resources

- Work continues on the Minister's Evaluation Form. Rev. Ian reviewed and made some modifications to the form and shared with the Committee on Ministry for comment.
- The Committee also reviewed an employee appraisal form to determine if the rating guidelines used would be appropriate for the Minister's Evaluation. The rating guidelines would be used for the quantitative evaluation portion. There would also be a comment section to allow for qualitative feedback by the evaluators.
- Next step will be recommending who should be on the evaluation team for this year's review.

Attitude of Gratitude

- Thank you cards were sent to seven individuals for the work they did on the pizza party.

**Submitted by:
Walter Gendell
Board Member at Large
April 11, 2024**

Minister's Report to the UUCOD Board

April 16, 2024

The Rev. Ian W. Riddell

Summary Outline of the work I've been involved with for the past month. This is not an exhaustive list but is meant to give you a general idea of what I've been up to as your minister.

A. Counseling and Pastoral Care

- The Care Team continues to check in and share our contacts with congregants and offer each other guidance and support in our support of congregants' needs. This month, we are developing a list and a plan for reaching out to and connecting with "shut ins" – those who are not physically coming to the congregation and who may not find it easy to participate online. We have created our preliminary list and will begin reaching out in the next weeks.
- Our Circles of Caring Energy are continuing to bring comfort and a strong sense of connection to congregants dealing with surgery and illness.
- I continue to meet with congregants in need of connection and conversation by phone and Zoom and in person.
- I am heartened, as always, by the ways I see you all take care of each other when people are in need.

B. Administration, Governance, and Staff

- I meet weekly with Pam Bibb and Jim Tong to check in on work expectations and how things are going.
- Recently, Pam has been out of the office more because of her mother's illness and death. She has continued to check in with me to approve this time away and has gone above and beyond in working to ensure that she is able to get her work done herself or by recruiting volunteers.
- The Committee on Ministry met this month and continued to work some plans for several projects we'll be exploring coming months, including the CoM's involvement in ministerial evaluations.
- We are continuing to work on finding two new members for the CoM: one chosen by the minister and one by the Board. A few names have been suggested and we are reaching out.
- As usual, I met with President Bob Rancourt and First Vice President July Alberg-Burbank to plan the Board agenda.
- I participated in the Budget review meeting led by Jerry L'Hommedieu and was appreciative of his ability to share what are real concerns while assuring congregants that we were not in crisis. In a congregational system where people talk to each other about

these things outside of formal meeting, it is important that the information they are given about our situation is clear and not sensationalize. Jerry does an excellent job of this.

C. Membership and Committees

- I meet monthly with the DIB Ministry team. As a consequence of our learning around inclusion and access, and the feedback we have received from various constituencies in the congregation (the over-80 group, BIOPOC folks, the Worship Committee, for example) we are developing a plan to assess how we gather on Sundays, both physically and ritually to ground our practice in being accessible to all.
- I met with our Communications Task Force as we continue to discuss how to live into the congregation's Communications Policy and better use multiple media to get our message out to our congregants and our neighbors in the Valley. I will be meeting with Diane to work out how we might take advantage of creating an Instagram account for the congregation. We are working with Pam to enrich our posts to our public Facebook page and also raising awareness of our private, community page and the covenants that govern how we interact in that space.
- I have been scheduling one-on-one conversations with all of the people who participated in our newcomer orientation classes in March – to get to know them better and get a better sense of how they feel connected to our community.

D. Lifespan Faith-Development

- I met with Chalice Circle leaders to assess how the year had gone and begin planning for next year's work, including a Sunday service in September that will highlight our CCs and encourage new members. The CC leaders shared their thoughts about the ways that congregants are participating in the CCs differently post-pandemic. Many people travel at various times in the year, and we think that having fewer larger groups will allow groups to be meaningful even if a few people are away.

E. Worship

- Except for one Sunday in July, we have service leaders planned through the end of August. I have created a draft of my preaching schedule for the fall, and we are working to find people to lead worship on the Sundays I am not present.
- I continue to lead the weekly Production meetings, though others take the lead when I am out of town or away. In our production meetings, we continue the practice of reflecting on the service the day before and noting any issues we need to address.
- I led or participated in worship several times:
 - March 31 — Doing and Being with Stephen Toporoff as Worship Associate. This was a wonderful celebration of appreciation for our scores of volunteers here at UUCOD who keep us going – as well as a powerful welcoming of 8 new members to our congregation.

- April 7 — Never Complete and Never Perfect: Spiritual Poverty and the Possibility of Transformation with Ginger Hemingway as Worship Associate [This was the “choose a sermon topic” won at the service auction by Suzanne and Jerry Hogsett]
- We welcomed Lauren Nile into the pulpit on March 24 to talk about Equity and former member Peter Mathews on April 7 to share that Reality is Gorgeous. I was honored to provide a sung solo for Peter's service.
- Our Choir Director, Jim Tong, and I are planning an all-choir Sunday morning on May 12 which will feature our choir and congregation celebrating the power of music in our lives.

F. Denominational Activities

- I regularly consult with local and regional colleagues on issues affecting our congregations.
- I have been meeting monthly as a mentor to a person in the ministerial formation process for feedback, support, and context setting as they move through the credentialing process. My mentee has recently been chosen to be the candidate for a congregation in the south east. He and I will end our formal mentoring relationship in the coming months. I'll be participating in his ordination from a distance on June 8.
- I also mentor another new minister as he works through his Preliminary Fellowship.
- I have been participating in an online training for mentors offered by the UUA and the UU Ministers Association.
- I have ended my service on the nomination committee of my UU Ministers Association chapter and will now take on the role of coordinating worship for our upcoming retreats.
- I will be participating in the UU Ministers Association annual meeting online on June 4 and 6.

G. Prophetic Outreach, Interfaith Activities, and Local Collaboration

- I plan to reach out to the Coachella Valley Collaborative to learn how our congregation might get involved in this organization focused on providing care, aid, and services to those in need in the Coachella Valley

H. Personal and Professional Growth

- I continue meeting monthly with a coach for ongoing support, learning, and accountability as I minister to the congregation in our diversity transition work. My coach is Rev. Julica Hermann de la Fuente
- I meet monthly with a small group of colleagues in our region in reflection, sharing, and collegial support and learning.

in peace and deep love



My weekly schedule is as follows:

Currently, my day off is Friday. Thursday continues to be my writing/reading day, which I try to keep free of meetings.

Upcoming Travel Schedule:

- I will be taking my final week of vacation in this church year from June 10 to 16
- I still have one week of Study Leave to take, and I'm going to spread this out by taking a few Saturdays off over the coming months as things get quieter in the congregation. I will keep Bob and Pam and the congregation informed of when I'll be available.
- Mark and I will be staying in Idyllwild for the month of July. I will be taking two weeks of Study Leave in July. The weeks that are not Study Leave, I will travel down to the church office three days a week (usually Sunday, Monday, and Tuesday) and work the remaining days from "home" as I have done the past few years. I will be fully available for planned face-to-face appointments and emergencies during this time—and I'll remain fully available by phone, text, e-mail, and Zoom as well.

UNITARIAN UNIVERSALIST CHURCH OF THE DESERT
ANNUAL BUSINESS MEETING
April 28, 2024, 11:30 a.m.

ABSENTEE BALLOT

1. For whom do you vote to elect as 2nd Vice President?

_____ Frank Riela

2. For whom do you vote to elect as Secretary?

_____ Claudia Simmons

3. For whom do you vote to elect as Director-at-Large?

_____ John Ressler

4. For whom do you vote to elect as Member of the Leadership Development Committee?

_____ Jim Swanson

5. Do you approve the Annual Budget?

_____ Yes

_____ No

_____ Abstain

Instant Church Directory (ICD)

Registration

- In what/whose name is the account currently held?
I (Marty) set up this account last summer, ICD Account Number 74085144.
No one at church wanted to commit to anything to the project.
I paid for it until the fall. I believe Joni is paying for it currently
- What is the address, email address, and phone number used for setting up the directory?
My name and cell phone number (760-238-0082) are listed on the account.
The email and Login is directory@wcbsPS.com, which is a temporary forwarding email that I control that forwards to Joni, Barb, Margaret, and me.
- If the directory is not established as UUCOD, can the account and all the data be transferred to UUCOD?
No 'transfer' will be necessary. Just change the contact and billing info.
- What is the annual usage fee for the directory and how is it paid? Credit Card? ACH? Check?
Cost: \$9.99/mo., or \$99.80/yr., currently paid by CC on a monthly basis, covered by Joni. Payment can be easily managed online.
- What is the contact information for Instant Church Directory? Website address? Phone number? Account number?
URL: InstantChurchDirectory.com. Most general information about Instant Church Directory can be found on this home page plus links to Features, [Security](#), Demos, Blog, Terms of Service, Privacy Policy, etc.
Click on links below for more information.
[About Us](#) [Online Help](#) [Admin Help](#) [Membership Help](#)
They have a searchable knowledge base and good email support.
- Who or which group in the church "owns" responsibility for the maintenance of the ICD on an ongoing basis?
It would be Membership. Currently, Marty.

Administrative Users Info

- Which individuals currently have administrative access to ICD? For instance, individuals who can make changes to or accept changes to data.
Currently: Joni, Barb, Marty
- Are there different roles with varying administrative rights or do all individuals with administrative rights have rights to all areas of ICD? If there are differing roles, please identify the roles and responsibilities of each role.

There is ownership (full rights) and three 'duties':

- Editing of directory info
- Ability to send group news emails
- Ability to send group text messages

Joni and Barb have editing rights.

- Who or what role provides access rights to the system?

Ownership (full rights) – Marty

- Are there generic usernames and passwords, or does each individual have a unique username and password.

Each individual has their own login and password.

- Who does email sent to the directory@uucod.org email address go to? Is it forwarded to someone's personal email address? Multiple email addresses?

directory@uucod.org is currently forwarded to Barb, Joni, Margaret and myself. As an organizational email forwards would presumably be under the direction of Membership.

Reporting

- What types of reports does ICD provide or have the ability to generate?

No "reports", just directory PDFs.

- Can administrators download data into a spreadsheet program such as Excel? If so, which data can be downloaded into a file?

No, for security reasons. Just directory PDFs.

- Does ICD provide any information on usage? Can we track when people have accessed the directory to search for member information? Make changes to their profile? And, if so, who receives or can access that information?

No usage tracking. Editors (recipients of directory@uucod.org) would receive a notice when a member has made a change to their profile as that requires "approval" by an editor.

Providing Hard Copies to Congregants

- How does one go about requesting a hard copy of the directory and how will it be provided to the requestor? Mailed or provided at services? Emailed? Downloaded? What will get sent? A link? A PDF? Will it be color or black and white? The link I received provided a directory that was 70 pages long. That seems a lot for someone to print out.

Depends on the individual and what they want. There are many sections. Most will want an abbreviated form.

- What if they have problems printing the directory? How can we provide them with a printed copy and what will it include?

TBD. A few copies could be preprinted and members charged a nominal fee.

Directory Help

- How does one go about requesting help? One communication says to contact Joni at her personal email or phone number. Another communication provides contact information for Barb Storms, Joni Padduck, and Tracy Flynn. There is also a directory@uucod.org email.
Should be just the organization email, directory@uucod.org. It's 'permanent', easy to remember, and forwards have been set up.
- Other than emails which can be deleted and go unread, is there someplace users can go to find out how to contact the directory support team? How will this access point be promoted so it is readily available if needed?
Contact email, directory@uucod.org, should be in promo emails, handout sheets in the front lobby, and Pam should have a copy.
- Who should users contact regarding questions.
directory@uucod.org.
- Are there plans for informational training sessions to help new users understand how to navigate the ICD?
It's not that complicated. Instructions in last promo email, *and* on the inside of the back cover of the last print directory.
- Has a handout about using the directory been completed?
Don't believe so. Should have one in the lobby. Shouldn't be hard to do.
- Is there a "search" function in the ICD so you can go to a specific individual in the directory? Some individuals may be scrolling down one name at a time, and it will take a long time to scroll through 70 pages.
There is a search bar above the list. Type in "Marty" and you will get Bryna Blum (and Marty) and Me.

User Access

- Has everyone listed in the current paper directory received the introductory email about the launch of ICD?
Think so. Don't know. Who worked on sending out the email?
- What criteria has been established to determine who can be listed in the directory and who can have access to the directory? Is this documented somewhere? The original proposal indicated "members-only."
Up to the Board or Membership to decide. My assumption is the same as the print directory. Members and Friends.
- How will instructions to log on to ICD be made available to individuals who are newly eligible to be in the directory?
Once their Names and email(s) have been entered by an ICD editor, they would be "invited" by email to join.

- How will new users find the members.InstantChurchDirectory.com web address?
Go to members.instantchurchdirectory.com and create login.
- How does someone who is new to UUCOD gain access to the ICD?
They can't unless their name and email address has already been entered.

Data Integrity

- Has the initial content loaded into the directory been validated to ensure it is correct? For instance, my date of membership had been mis-keyed.
That's up to individuals to maintain their own info. If need help, contact directory@uucod.org
- How do we ensure the integrity of the data unless a member or friend signs in to verify the data?
It is primarily up to individual members, or a dedicated editor. Information now there was taken from the last printed directory which went through multiple reviews. And, there are still mistakes.
- How do we ensure the integrity of the data that the user inputs?
Up to the user.
- What is the process for verifying the data in the directory is the same as the data in MemInfo? How are the changes made?
Updates by members require 'approval' by an editor prior to publishing. It would be the editor's responsibility to check against MemInfo. Strongly suggest that the person maintaining MemInfo also be an ICD editor.
- Who is assigned to help technically challenged members and friends review and update their directory information?
TBD
- Will there be a periodic review of the ICD to: 1) identify individuals who have moved or no longer should be listed in the directory; and 2) verify info matches the individual's data in MemInfo?
Should be. Presume that would be one of the tasks for the editors. No different than required for print directories.

General

- Does the Membership Committee endorse implementation of the ICD and are its members prepared to maintain the system at an optimum level of performance?
???
- Sometime between when the introductory March 13 email was sent and the following Monday, I logged onto the ICD and I counted only 50 – 60 names in the directory. I logged on March 19, the day of the board meeting, and the directory seemed fully populated with information. Am I incorrect or was something

happening with the missing data? How long has the directory been fully populated?

It's been a work in progress, *and* the team working on it has had health challenges.

- Should we add Jim Tong to the "Staff" section of the directory?

Be happy to add him. Have him send me a photo.

- Under "Group Members" in the "Board" section, it lists both Tom Burbank and Julia.

Easy edit. Fixed.

- Nancy Butkus is the only "Group Member" under the "Friend" category.

Someone needs to go through each member and categorize as "Member" or "Friend"... or decide we're not going to do that. Yes it should be consistent.

- The "Group Members" list under the "Member" tab seems to list individuals more than once and the configuration is not consistent.

Groups need and will get some work.

- There is a lack of consistency in the format of names.

It was set up to be listed by first names first. This requires a little 'hack' that may require cleanup for those who follow the form instructions.

- Pam is not listed in the "Staff" tab of "Groups."

"Groups" can be used or not. Groups such as "Members", "Friends", and "Staff" make sense. But, if we want to go that route, then everyone needs to be properly "grouped." That will take a little extra effort initially

- The "Additional Pages" section for "Committees" is largely unpopulated. In the printed directory, "Committees" take up 13 pages which are largely unpopulated.

Yes, "Committees" needs some work

- Need to update "Normal Business Hours" on the front page.

Easy edit. Change to M-F 9:00-1:30 as per last email Newsletter.

- Only 38 photos posted. There is a section of the printed directory after Committees section that has all the photos listed in 5 pages. Do we need to have that printed if we have the same photos in the individual listings? What is the purpose of this section?

There are multiple "sections" that can be included or excluded from a PDF or printed directory. Sections include: Cover Page, Pastor Letter, Staff, Activities, Photo Directory, Anniversaries, Birthdays., Rosters (no photos.)

What to include depends on what an individual wants and what we have set up. So, that excludes anniversaries and birthdays.

I like Fran's suggest of not supporting activities.

- The printed directory lists a limited number of “Anniversaries” and “Birthdays,” but they don’t seem to be shown online? We only have a handful of entries. Is this something we think we should sustain?

Only if someone wants to do that.

- There are 6 pages of listings in a “Roster” page which seems to provide all the information that is in the section with individuals’ information and photos? It seems to be duplicative. Why both?

I would exclude the Roster section. Or, someone may want just the Roster section.

- There is a lack of consistency in the formatting of many listings. It seems like there should be a style guide to ensure that the formatting is consistent. For instance, if you look at Bill Masco’s information his and Joni’s email address is listed twice.

Joni & Bill’s emails have been fixed. Editors have had health challenges. Consistency will improve with experience.

- I believe “normal business hours” have changed. Please confirm with Pam.
Easy edit. Changed to M-F 9:00-1:30 as per last email Newsletter.