

Communications & Electronic Ministries

March 2009

New Printer / Scanner for Finance Office

Steve Thurn has donated a printer / scanner device for use by our Finance Secretary, Debbie Blandford. This replaces an old All-in-One device that was no longer functioning properly.

Kentucky Council of Churches Donates Minolta Copier

The KCC has donated a Minolta copier. This copier is 10 years old but is in relatively good condition. It prints simplex or duplex on 8½ x 11, 8½ x 14 and 11 x 17 paper sizes. Jeanie Hartman trained our office staff on its use. It has one known problem: It streaks copies if the drum overheats (after about 200 to 400 copies). Waiting a few minutes and cleaning the drum is a work-around. A repair part is reportedly no longer produced.

This copier is capable of producing the weekly black and white paper copies we produce in the office each week. This could reduce our outside printing costs considerably. Toner for the copier does cost \$200 per bottle but a maintenance contract of about \$30.00 per month will keep the machine operable and includes unlimited toner. Jeanie proposed that she would pay for the maintenance contract. I suggested Jeanie just increase her pledge and let the church then pay for the maintenance.

Office Printer

The current office printer, donated by a parishioner, is better than what we had, but it mis-feeds approximately 1 sheet in 20. This wastes our Office Manager's time and is very frustrating for her and volunteers. I have spent as much as 15 minutes trying to print a 20 page document to print.

I found a network adapter available online for \$295 that turns the Minolta copier into a network printer, so that any office PC in the building can print directly to the copier. I am looking for other options as well.

Recycled Electronics

An old broken copier, mimeograph machine, and several old burned out fluorescent bulbs were cleaned out of our storage rooms and taken to the Fayette County Electronics Recycling Center. Also, two old printers and an old typewriter have found new homes with parishioners.

The Church Network Infrastructure

We have taken no action yet towards upgrading the church network. I am still researching this issue. Our Antivirus site license will soon expire. I am also interested in a network router device with a built-in Antivirus filtering system Steve Thurn uses in his office. The device eliminates the requirement of maintaining and running anti-virus software on every office PC.

E-Assistant Training begun

An E-Assistant's station is now established in the hallway just outside the Office Mail Room door. The first E-Assistant training session was scheduled for Sunday March 15th at 12:30 – 1:30. Additional sessions will be scheduled. E-Assistants are teens and adults who help other members:

- navigate and use our public web page;
- sign up for our church e-newsletter;
- request a scheduled event from the public web site;
- submit announcements for upcoming events;
- get a username and password for our members only site;
- change personal profile in the church database;

- request information about a class or ongoing activity;
- print a church directory or small group roster;
- use other e-tools to further our ministry at St. Michael's.

E-Assistants will be scheduled either during the church-school hour or after the 11:15 worship service, once or twice each month, with an additional monthly training session for a few months.

Vestry Minutes Published

The Vestry minutes are now published each month on the PUBLICATIONS channel.

Several places in the minutes we have “Written Report Submitted”, but do not have the written report as part of the minutes sent out or as separate attachments. That mars our transparency.

Motions brought forward from the Communications Committee

I submit the following motion for consideration:

- That the vestry shall send Steve Thurn a thank you note acknowledging his gift of the printer / scanner for the Finance Office.
- That The Vestry shall send The Kentucky Council of Churches a thank you note acknowledging this gift of the Minolta copier.
- That The Vestry direct our Office Manager to:
 - secure a service contract for the Minolta copier not to exceed \$40.00 / month; such expense to be applied to the “Printing” line-item, and
 - begin publishing our Sunday “St. Michael’s Matters” and other service bulletins as soon as practical, so as to reduce the expenses being applied to the “Printing” line-item.
- That the Communications Committee and the Office Manager may explore the Network Adapter option for the Minolta copier further,
 - that they may purchase and have installed a network adapter for the Minolta copier with the aim of eliminating the troublesome office printer; that if purchased, the cost shall be no more than \$450 after shipping and installation; and,
 - that these expenses, if any, be applied to the “Printing” line-item.
- That committee reports be supplied electronically to our Office Manager no later than the Monday prior to each Tuesday Vestry meeting; and that the Office Manager and / or Volunteers:
 - print 13 copies of each report assembling these into a Vestry distribution packet; and,
 - forward the agenda and all reports to the Vestry members, Treasurer, and Rector, and any others as requested by the Rector or the Executive Committee.

Respectfully submitted,

Charlie Shanks,
Communications Chair