

## **Minutes**

### **Outreach Committee 7/10/11**

Present: Tom Choquette, Bobbie Dreier, Tony Finstad, Thomas Orjala

Follow-up meeting to conference call of 7/7/11 commenced on Sunday, July 10<sup>th</sup> at noon EST.

#### **YaYA**

Tony has sent in his committee's needs. Thomas will format them.

YaYA logo will be in black/white /gray tones in IC11 program booklet.

YaYA bookmark is being created.

Needs one Xbrace for IC11

#### **Committee Liaison**

Andrea's will send in her committee needs

#### **Direct Book Outreach**

Thomas is completing the IC11 Outreach Committee centerfold.

He needs a volunteer to help with Outreach website.

Will use 3 Xbraces for posters at IC11

Request was made to have a committee agenda sent one week before each meeting. Bobbie will remind Tom to send out agenda requests and follow up.

Next Outreach Committee meeting will be face to face in Salt Lake City on Tuesday night, July 26th at 9:00.

Respectfully submitted,

Bobbie Dreier

Secretary

# **Minutes**

## **Outreach Committee 7/7/11**

Present: Tom Choquette, Bobbie Dreier, Tony Finstad, Thomas Orjala and Andrea Barnes and Bill Rocap (listening on Skype)

Meeting held by conference call commenced at 12 noon EST.

### **IC'11**

- Thomas will rework the program centerfold into a vertical banner.
- Andrea will create a slide show featuring RUN and Outreach
- Bill will create a Creative Dissemination banner featuring Spiritual Vitamins
- Will use X Braces stands to display the banners [approx.\$200/stand & banner]

### **Finance/Reimbursement**

- Fellowship office concern with model of earmarking funds
- Need to keep expense ledger, receipts (record of expenses)
- YaYA Invitational \$1500 out of pocket to be reimbursed

### **Chair's remarks**

- Tom thanked Thomas for the IC'11 program insert
- Tom reiterated the purpose of the call
- Each member to supply description of committee needs
  - 1) personnel – a list of 3 to 5 or more
  - 2) resources (including financial)
  - 3) time needed/month
- Example: PR/Media Chair  
Good administrative skills including ability to motivate, coordinate, organize, herd politely  
Provide good quality media

[Bill joined by phone at 9:51 PST]

### **Study Group Update**

- Bobbie is inviting all Fellowship Study Groups to join the Study Group Portal
- Will write a job description for Andrea so a replacement Study Group Directory Coordinator can be found

## **YaYA**

- Tony reported that the committee is young, is a good team, works democratically, learned a lot at Boulder, and will ask for help at IC'11.
- Looking for new members – application form on UrantiaNow website
- Focus has been on young adult activities
- Need to focus on youth and family life as well
- Need to gather previously created curriculum materials
- Need to do regional advertising and bridge-building
- Potential work with Truthseekers
- Planning an Invitational in Boulder each Spring (good reader support and low cost facilities)
- Next Invitational planned for LA
  - 1) Need conference facility
  - 2) Need one night hosting by society
  - 3) Need local support to provide food, lodging, social activities
  - 4) Would like to interest non-readers
- Banner created for IC'11 table
- Concern: How to balance YaYA desire for independence with providing for perceived needs

## **Creative Dissemination**

- Bill reported that Spiritual Vitamins provide an exciting opportunity in launching, marketing and selling
- 12,000 boxes have been produced – 3,000 each of 4 varieties
- Needs include
  - 1) Coordinator for sales and exposure across the country
  - 2) Volunteer to respond to social media
  - 3) Website development
  - 4) Quote gatherers
  - 5) SV rollers
- PRYSM – a unique way to spread truth by distilling quotes through the lives of “spirit-led” readers will be launched.
  - 1) Needs information on mechanics
  - 2) Tom reported that 10 couples and 10 men and 10 women are interested in participating.

## **Committee Liaison**

- Andrea will have a Volunteer Coordinator booth at IC'11

- Needs volunteers to answer letter to prisoners
- Needs volunteer to help three respondents start study groups (Bobbie will call them)
- RUN - working with Thomas and Aurora
- Worked on banner with Thomas
- Giving talk about RUN at IC'11

**Chair's final remarks**

- Getting volunteers is premature
- Needs must come first – “cart is before the horse”
- Each Outreach Committee member needs a sub-committee – should not be working alone
- Committee personnel must be organized *before* volunteers are sought
- Committee needs must be specified
- Work on strengthening committee with sub-committee members (build a team)
- Tom needs SPECIFIC job descriptions!!! Send to him ASAP with copies to all OC members
- Each committee member should have at least 5
- Budget should also be submitted

Next conference call – Sunday, July 10<sup>th</sup> at 9 A.M. PST.

Respectfully Submitted,  
Bobbie Dreier  
Secretary

## **Minutes**

### **Outreach Committee 6/8/11**

Present: Tom Choquette, Bobbie Dreier, Tony Finstad, Bill Rocap, Thomas Orjala and Andrea Barnes (joined call at 8:25)

Meeting held by conference call commenced at 5 PM PST with a prayer by Tony.

YaYA:

- Tony reported that the first “Invitational” took place in Boulder with nine youth and young adults aged 13-28 in attendance. In addition to committee members (Tony, Andrea, Thomas) who attended, were Ron Craig and Jackie Khoury. Errol Strider, Don Green and Chris Halvorsen participated in the program. Jennifer Siegel, Laura Hay and the Boulder community were very supportive.
- Although the YaYA’s goal is to become independent of adult supervision, they expressed the need for adult help in their early efforts.
- Proposed mission statement includes Study, Socialization, Support, Service and Outreach.
- IC11 plans include a booth, some talks, literature, a banner and hosting the Tuesday night social.
- YaYAs are seeking a community to host their next Invitational.

Direct Book Outreach:

- Thomas reported that the second batch of free book postcards have been printed. He proposed a project involving the YaYAs to distribute 10,000 cards/year. Cost is \$17.33 to send each book, so may not be feasible. Requests \$3-4,000 for books. Because some books are not reaching respondents, an email address for confirmation will be added to the cards.
- Proposed a project (perhaps “Gift A Book”) to “sell” cards as a donation at IC11 – details to be worked out.
- Will have Outreach banner and artwork in IC11 Art Room.
- Thomas, Andrea and Tom will attend the UAI Educational Initiative July 13-17
- He expressed concern about engaging (giving ownership) to youth who attend events.

Creative Dissemination:

- Bill (calling in from Turkey at 3 AM!) is completing the “Wisdom from the Urantia Book” Spiritual Vitamins box. He requested that I blend the Fellowship quote with the “anonymous” quote to create the answer to the “What is the UB” statement for the box.
- Tom reported that the TruthSeekers and the Fellowship Outreach Committee are partnering in the Spiritual Vitamin project.
- Spiritual Vitamin samples will be available at the Outreach booth and boxes for sale at the IC11 store.
- Good News! 442,000 vitamins were delivered instead of 300,000 for the agreed on price!

**Liaison:**

- Andrea is creating a volunteer database. It will have a web interface on The Fellowship’s web site. She requests “needs” from Outreach Committee members.
- She requested help with the IC11 program brochure Outreach centerfold.

**Chair:**

- To facilitate committee functioning Tom requests from each subcommittee chair:
  1. a purpose statement
  2. help needed (people, resources, money)
  3. a system to manage projects (Andrea and Bobbie)
- He reiterated Thomas’s concern about a safety net (integrating, engaging, social networking) - a “community” for the youth. He’s working on securing a location.
- Called a face-to-face meeting for 9 PM Tuesday, July 26<sup>th</sup> at IC11.
- Proposed a weekend retreat in the Fall.

The next conference call is scheduled for Thursday, July 7th at 9 AM Pacific time!

Meeting ended at 6:40 PST with a prayer of thanks to the Mother Spirit by Tom.

Respectfully submitted,  
Bobbie Dreier  
Secretary

**Minutes**

**Outreach Committee 4/19/11**

**Present: Tom Choquette, Bobbie Dreier, Andrea Barnes, Tony Finstad, Bill Rocap and Thomas Orjala**

**Meeting held by conference call commenced at 5 PM PST with a prayer by Bill.**

Direct Book Outreach:

- **Thomas reported that the Portland, OR “Meet Up” went well. Complete reports can be found on posts to SocAdmin (4/18 & 4/20/11). A quiet venue is needed so readers can observe and hear Thomas and Andrea’s introductory techniques.**
- **EXPOs - EXPOs currently planned for Skokie, IL and Raleigh, NC and perhaps some smaller ones in CA. Names gathered will be sent to Paula for database inclusion and to Lenny for proactive follow-up.**
- **Media/PR : Eric Cosh (video), Will Sherwood (graphic design) and Byron Belitsos (writing and presentation) have been asked to be on the committee. A chair is being sought. Thomas will get pamphlets and other printed material from Paula to avoid unnecessary duplication of work.**
- **Financial needs - \$5000. is not enough to do EXPOs. Tom advised Thomas to specify financial needs for a proposed budget meeting.**
- **RUN: Object is to stimulate action.**

YaYA

- **Tony reported he wants to do a “Meet Up” for YaYA.**
- **IC11: Potential conflict for the Saturday morning IC11 plenary. Tuevo is committed to the TruthSeekers program and is scheduled for a talk. Tom will talk to Tuevo. YaYAs are scheduled for registration, presentations, individual workshops, and the Tuesday night social.**
- **Boulder Invitational – needs to be advertised more widely. Tony needs communication with other committees, contacts from any databases and from societies. Andrea will contact the societies.**
- **UrantiaNow is functioning thanks to Tuevo’s efforts.**
- **Committee division foreseen – Needs of Youth (7-12+) and Young Adults (20-35 yr. olds) are different. Young adults, headed by Tuevo and Angie can plan and execute programs of interest to themselves. Youth programs should involve *families* and planning curriculum, i.e, exciting age-appropriate secondary works.**

- **Financial needs – Tom advised Tony to specify additional needs for a proposed budget meeting.**

#### Committee Liaison

- **Andrea talked to Interfaith (Susan) who wants Andrea to encourage everyone to join their local interfaith committees.**
- **Talked to Lenny about database update project.**  
**(Andrea left the call at (9:25 DST))**

#### Creative Dissemination

- **Bill reported that 4 categories (UB, Multi, Bible and Love) of Spiritual Vitamins are complete, that boxes are designed, UB box is complete and samples have been sent to Tom for final approval.**

#### Operating Procedures Template

- **In response to the request by Lara Amyx for committee input into the OP template Bobbie took the committee through an item by item checklist. Responsibilities relating to societies and study groups were felt to belong more appropriately to Membership and were deleted. Responsibilities concordant with Outreach's constitutional charges (direct book outreach, creative dissemination, outreach to youth and young adults [YaYA], media and PR, and inter-committee coordination) were added. Bobbie will revise the document and send it to Tom.**

#### Chair's comments

- **Tom would like a combined Outreach, Education, Membership booth at IC11 to be manned during free time to focus on committee needs and services. Would like monitors for website demos. Will contact Lila, Lenny and Susan. Asked Thomas to collect materials and create posters.**
- **Proposes a committee budget meeting to detail needs for additional funding**
- **Believes the Fellowship needs a professional IT/web service**

**Meeting adjourned with a prayer by Bobbie at 10:07 DST.**

**Next meeting (conference call) is on May 24<sup>th</sup> at 5:00 PM PST.**

**Respectfully Submitted,  
Bobbie Dreier  
Secretary**



Minutes

**Outreach Committee 3/21/11**

**Present: Tom Choquette, Bobbie Dreier, Andrea Barnes, Tony Finstad, Bill Rocap and Thomas Orjala**

**Meeting held by conference call commenced at 5 PM PST with a prayer by Bobbie. The group congratulated Andrea on her selection as the Fellowship's new Volunteer Coordinator. The following reports were given:**

**YaYA: Tony announced that**

**1) YaYA's website, UrantiaNow.com, created for social networking for Urantia youth by Teuvo Orjala, is now live.**

**2) The first "Invitational," hosted by the Rocky Mountain Spiritual Society, for the 15-35 year-old age group is planned for June 3-6. Don Green (campus outreach) and Errol Strider (creative spirituality) will be the only "mature" presenters. The group is "serious about the Urantia Book." Plans include a pool party at the Siegels and a planetarium visit hosted by Chris Halvorsen. Plans for an Invitational by the Sunrise Society of Urantians (Nevada) are being explored and all societies are encouraged to host Invitationals.**

**3) YaYA will have a presence at IC11. The youth will be available for service, will plan and participate in Day One (July 27) and participate in the final plenary session.**

**The committee will screen potential new members and is looking for ways to "scholarship" members needing financial help. Tony expects that YaYA will become a Fellowship standing committee before long.**

**Liaison: Andrea will talk with Tom before networking with other committee chairs. She was frustrated, but hopeful, that no amendments were passed at her first General Council meeting. As the Volunteer Coordinator she will be in a position to help coordinate efforts of various initiatives. She loves connecting the readership and hopes to delegate in order to engage inactive readers.**

**Creative Dissemination: Bill (calling in from Turkey at 5 AM) reported**

- 1) Spiritual Vitamins will have a booth at IC11. (UB, Multi, Bible, and Love)**
- 2) A website ([www.spiritualvitamins.us](http://www.spiritualvitamins.us)) is in process.**
- 3) More quotes are needed. (400/box)**

- 4) Tom asked Bill to create and send him a descriptive materials package to help committee members engage others in contributing quotes.
- 5) Committee members are encouraged to help gather quotes.
- 6) Committee members were asked to send feedback about the box.
- 7) Estimated profit will be \$3-4/box plus s/h. If 15,000 boxes sold, profit would be \$75,000. (See email report from Bill on 3/21/11)

Study Groups: **Bobbie offered to proofread committee members' written material and help in other ways as needed. No new study group information.**

Direct Book Outreach: **Thomas would like to coordinate efforts of YaYA campus outreach, Cosmic Cafes, RUN, and teacher training.**

**He reported that**

- 1) **Five EXPOs are planned: Portland, Raleigh, Chicago, Pasadena and Tampa –[ Tom suggested finding EXPOS that are geared to young people, and trying to find youth to help out at booths.]**
- 2) **Chicago EXPO was a great success with cooperative efforts of Foundation and UAI – enthusiasm was sparked – 44 books were sold**
- 3) **He is proposing a Media/PR/Marketing Committee to unify and improve the quality of publications, coordinate media efforts, and create a PR team. The Outreach Committee voted unanimously to make “Media” a subcommittee of Outreach. The hope is it will become a Fellowship Standing Committee with Finance Committee funding. [Suggestion was made that existing materials be surveyed before “reinventing the wheel.”] (See draft of full report from Thomas on 3/22/11)**

Other business: **Tom shared Education Committee proposed amendment that eliminates “training of teachers and leaders” from its description. He asked for committee reaction. Most agreed that Outreach should take on the responsibility if the Education Committee amendment passes.**

**Meeting was adjourned at 7:15 PM PST with a prayer by Andrea.**

**Respectfully submitted,  
Bobbie Dreier  
Secretary**

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## Minutes

Outreach Committee 2/3/11

Present: Tom Choquette (Chair), Thomas Orjala, Tony Finstad, Andrea Barnes, Bobbie Dreier, (members), Teuvo Orjala and Cristina Seaborn (guests)

Absent: Bill Rocap

The Outreach Committee met during lunch at the General Council meeting in Dallas. Andrea Barnes was welcomed to the committee. The following reports were given at the afternoon session of the General Council.

**Creative Dissemination:** Tom reported for Bill on the progress of the Spiritual Vitamins outreach project. He showed the group a sample box, distributed vitamins, and reported that the Golden Gate Society has volunteered to receive and ship.

**Direct Book Outreach:** Thomas reported growth in EXPO participation and plans for a Cosmic Road Show prior to IC11. He asked for societies and study groups to be proactive and invite the group to stop along the way. His grant proposal "Reach Urantia Now" (RUN) won the \$10,000 Fellowship in the Field competition and the funds will greatly enhance his outreach efforts.

**Youth and Young Adult (YaYA):** Tony expressed gratitude for the GC's support and announced plans for the Boulder Invitational (June 3-5) and Day One workshop participation at IC11. The constitutional amendment to make YaYA a standing committee did not pass but will be brought up again at the GC meeting in July. Teuvo presented a preview of his UrantiaNow website that will provide social networking for Urantia youth.

**Study Groups:** Bobbie reported that there are 313 study groups listed on the Fellowship's online Study Group Directory, but only 173 are "active" (day and time of an ongoing meeting listed). She is a member of the Portal Committee to create a single study group directory for all organizations, and the Study Group Development Project.

**Committee Liaison:** Andrea will interface with the other standing committees to help integrate the work and maximize committee efforts.

All members were asked to help Lenny Cowles in the Membership Committee's database audit project.

Respectfully Submitted,  
Bobbie Dreier

Secretary

PS: Subsequent to the meeting I volunteered to be the committee's secretary and to help members with written communications and proofreading.