

## **GLOUCESTERSHIRE AREA QUAKER MEETING**

### **'NEWS OF FRIENDS' EMAIL SERVICE**

This is a separate system from the email correspondence between Area and Local Meeting clerks for Area Meeting minutes and business. It is an e-mail service allowing us to circulate between local meetings news of

1. births, marriages and deaths;
2. Friends ill, travelling or having some special adventure; and
3. open or area events, such as fundraising, or meetings for learning.

#### **Email Coordinator**

The central point of contact is Eliot Walker, of Nailsworth Meeting, who is also AM website coordinator and who, acting as our 'post office', would receive this information and circulate it on to those Friends appointed as 'email correspondents' for their Local Meeting.

Eliot's email address is [admin@eliotwalker.net](mailto:admin@eliotwalker.net). In the event that Eliot is not able to process the data, then Alison Crane [alison.crane@ntlworld.com](mailto:alison.crane@ntlworld.com) will undertake the role.

#### **Data consent**

Only items of public information (ie those in category 3 above) would also be posted on the website, and only with the consent given by any Friends whose names or contact details are included in this.

#### **Email correspondents**

The role of Local Meeting **email correspondent** would be to:

- pick up any information which their own Local Meeting wish to share with Friends in the Area Meeting;
- send this to Eliot for circulation;
- receive from Eliot any such information from others; and
- pass this on to their own Local meetings.

How email correspondents distribute information among their own local meeting is for their LM to decide. It could be by way of notices given out in meeting in the normal way and/or it could be by email to members of their LM who have agreed to receive information in this way. The LM should specifically agree the procedure, and the emailing list and mailing should be designed so as to avoid duplication and data protection issues, and also avoid those without email from missing out on the information.

#### **Local Meeting Newsletters**

Local meetings that produce newsletters may, if they so wish, pass an electronic copy of their newsletter to Eliot and he will then circulate it to the email correspondents. The email correspondents are then able to print off a paper copy for distribution in their meeting, and can include any relevant items in notices. *(Revised draft - following AM consideration of this item on 15.11.2010, item 10/130, this draft emw 10/12/10)*