Google Group Guidelines for Minneapolis Friends Meeting

1. Participation in Minneapolis Friends Meeting Google Group is voluntary. The Google Group enables us to easily communicate with the whole meeting about meeting-related interest or business, as well as joys, sorrows and requests for support meeting would wish to know. It is not used for contacting an individual, or a committee.

2. Google Group is used to send us the weekly bulletin, meeting for business agendas, and the first and final drafts of meeting minutes. It can also be used to send out new business for prior feedback, before being listed as an item for the meeting for business, to lessen discussion at the business meeting. Committees can send us a summary of their committee meeting or a copy of a report they have prepared for the meeting for business if they so wish. Please realize that a reply to a Google Group message will go to everyone in the Google Group, not just to the individual who sent the message. If an individual reply is requested, it must be sent to the individual, not the group.

3. To post a message, send it by email to:
mpls-friends-meeting@googlegroups.com
The subject line must state the nature of the email (e.g., Adult Program Hour). If the subject is not meeting-related, the subject must be stated as Non-Meeting Related, and then the nature of the email (e.g., Non-Meeting Related: Cat needs a home). Please keep in mind that non-meeting items should be used sparingly.

4. Google Group messages are sent to all subscribers as soon as they are posted. You can choose to receive daily summaries (one email each day containing all of that day's messages.) To manage your delivery preferences, log into the group with your web browser at
https://groups.google.com/forum/#!forum/mpls-friends-meeting, then click the "My Membership Settings" button. The button resembles a small figure of a person next to a gear icon. Here you can manage your membership in the group and message delivery preferences.

5. New attenders to meeting may send a request to join the Google Group to the Google Group administrators.

6. The list of subscribers and their email addresses will not be shared with other groups, including Yearly Meeting or national groups. If a meeting individual wishes to share a message from such groups with meeting, the individual will send it to meeting.

7. The following statement automatically appears at the bottom of all Google Group messages sent to meeting: "This Google Group is an important form of communication used by Minneapolis Friends Meeting to announce activities, events and topics of interest pertaining to our community."

8. Dave Bostrom and Roland Barrett are the Google Group administrators. To enroll in the Google Group, send an email to Roland Barrett, rolandbarrett@msn.com, the membership administrator. Dave Bostrom is the technical administrator.