

Meeting Agenda Ruakh Productions

Wednesday, October 8, 2025

- **Master Calendar**
 - Need one central calendar (Google option) on website.
 - Multiple people can update so events are visible months in advance.
- **Event Flyers**
 - Must be sent to full group + added to Google Drive.
 - Provide JPEG + PDF copies for Ruakh Team/Exec text groups.
 - Send to Diana directly for website posting (not pulled from Facebook).
- **Website Domain**
 - Decide which domain to use (multiple exist).
 - Delete/redirect others to **ruakhproductions.org**.
- **Marketing Materials**
 - Redesign business cards & brochures to include website as main hub.
- **Email List**
 - Not everyone uses social media → missing attendees/donors.
 - Announce sign-up at 9/21 event.
 - JotForm → auto-updating contact spreadsheet.
- **Church Flyers**
 - Clarify who sends monthly PNP flyers to churches.
 - Cowboy Church requested one for announcements.
- **Quarterly Newsletter**
 - Share updates, testimonies, and community impact.
- **Website/Visibility**
 - Your mom will attend next board meeting with ideas.
 - Goal: move from “I can’t find you” → “I found you online/email.”
- **Support Roles**
 - Abby can help upkeep master calendar.
 - Send monthly emails to patrons + churches.

Wednesday, October 8, 2025

Meeting Agenda – Ruakh Productions

1. **Master Calendar** – Create shared Google calendar on website; multiple editors.
2. **Event Flyers** – Send to group, add to Drive, JPEG/PDF for teams, send to Diana.
3. **Website Domain** – Choose official domain; redirect/delete extras.
4. **Marketing Materials** – Update cards/brochures to feature website.
5. **Email List** – Launch sign-up at 9/21 event via JotForm; monthly email updates.
6. **Church Flyers** – Clarify distribution responsibility; ensure all churches receive.
7. **Quarterly Newsletter** – Share ministry updates + community impact.
8. **Website Visibility** – Mom to present ideas at next board meeting.
9. **Support Roles** – Abby can manage calendar + monthly email distribution.