

## Database Communication

The FUSIT database (currently Breeze) can be used for member communication in a number of ways outlined below. All communication through Breeze must follow the [Digital Communications Guidelines](#) and align with our covenant.

### Breeze Communication Methods

1. **Direct individual communication:** Individuals can be looked up in Breeze to find their email address or phone number in order to communicate directly with them. Contact information should never be shared outside of the FUSIT community.
2. **Through Tags:** Each team, committee and group has a “tag” in Breeze that lists all the group members. This allows for an easy way to contact all the members of a particular group. To access the tags: sign in to your Breeze account (if you do not know how to do this, contact [office@uuithaca.org](mailto:office@uuithaca.org)), click on “tags”, click on the name of the group you are looking for and click on “email people”. This will allow you to email the entire group and should only be used to communicate information that pertains directly to that group.
3. **Through the listserv:** The listserv was created to have a place for FUSIT congregants to communicate about subjects that may be of interest to many, but are outside the scope of the other communications modes (including the internal Facebook page and Breeze tags). This can include information about events that are outside of FUSIT, request for advice, solicitation of contractor suggestions, etc.
  - a. Individuals must sign up for the listserv through the office. An email will be sent to the full congregation every 6 months to remind people about the listserv and to solicit signups. People can sign up through [office@uuithaca.org](mailto:office@uuithaca.org) or the Wednesday Weekly Announce at any time.
  - b. The listserv will be moderated by an appointed person(s). Anyone sending messages that are outside of the FUSIT covenant or Digital Communications Guidelines will be reminded of the guidelines. If the inappropriate posting continues, the person will have their Breeze emailing abilities revoked for a period

of time to be determined by the moderator in consultation with the Operations Administration Team.

c. After signing up, people will be sent information on how to access the listserv.

d. If someone thinks that there is listserv communication that is outside of the FUSIT covenant and/or the Digital Communication Guidelines, they should contact the listserv moderator.

4. **To the full list:** Users of Breeze have entrusted their email addresses to the list with the understanding that their privacy will be respected. The full Breeze list includes all FUSIT members, friends, and visitors. Emails to the entire list should only be sent through the Congregational Administrator. This is to help ensure that list members are not inundated with emails and that all emails are appropriate for the full list. Email [office@uuithaca.org](mailto:office@uuithaca.org) to request to have an email sent to the entire list. The Administrator will consult with the Operations Administration Team when the content of a given email may not be appropriate for this list. Please note, most items for the full list are best to be put into the Wednesday Weekly Announce. The deadline to submit items is Monday at noon.

If someone thinks that any communication through Breeze is not in accord with the Digital Communication Guidelines, they should contact the Operations Administration Team. We aim to provide safe and healthy modes of communication in order to build community and dispense important information.

Communication Policy Committee

8/30/22