**COMMUNICATIONS COMMITTEE**

**MINUTES**

**Date/Time/Place: August 1, 2017, Phone Conference**

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| **Chair/s:** Mrs. Suzanne Petrouski | **Recorder:** Sr. Connie Bach | **Prayer**: Sr. Lovina Pammit |

**Attendance: P = Present, T = Telephone, E = Excused, A = Absent**

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| T | Sr Connie Bach, PHJC | T | Sr Rose Therese Mann, OSF |
| \* | Ms Jenny Drelich (Labouré) | \* | Sr Aprilia Untarto, SSpS |
| E | Mr Saul Garcia (webmaster) | T | Sr Lovina Pammit, OSF |
| \* | Sr Bernadine Gutowski, OSF | T | Ms Suzanne Petrouski (LCM) |
| E | Fr Adam MacDonald, SVD | \* | Sr Rebecca Tayag, SSND |

\*Beginning new ministry year.

| # | Agenda Item | Findings/Discussion/Analysis | **D**ecision/**R**ecommendation/  **F**uture Actions |
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|  | Welcome | Suzanne welcomed the members at 9:27am. |  |
|  | Prayer | Prayer was led by Sr. Lovina. |  |
|  | Agenda | The agenda was reviewed. | **D**-Approved Agenda |
|  | Minutes | The minutes of June 12, 2017 were reviewed. | **D-**Approved Minutes of 070/6/17 |
|  | Finance | In-Kind Report: 37.5 hours total  No finance report from OFR. |  |
|  | Board Response/Request | 1. Handbook: The Handbook has been reviewed and revised. A draft was reviewed. Personnel listing was updated. 2. Meeting Dates: Asked Chairs to ask committees to set the meeting dates for the year. This was brought up again at the July 12 Liaisons/Chairs meeting. Board set meetings for year at recent meeting. 3. Brochure: Sr. Michele is updating brochure for membership drive and making copies only needed at this time. It will be updated after this registration period with new pictures.   - Lovina needs to know about persons who attend committee meetings that are not on the roster. A question arose whether to require them to officially become CAVA members. | **D** - Suzanne will place the revised Handbook on the website.  **D** – Lovina will work with Co-Chairs on meeting dates for year.  **D** – VAPS and CM/YA will not be meeting on same date anymore.  **D** - Communications protocols need to be written up and available for each committee, especially in September.  **D** - Lovina will bring the issue of “unofficial” committee members at the next Board meeting. For next year send membership out in May or June with RSVP by July 1 to match beginning of ministry year. |
|  | New Business | 1. \*(Attendance above…) Beginning new ministry year. Sr. Lovina to call members to see if they will continue. RSVP for registration and committee membership by Aug. 21, 2017. For next year send membership out in May or June with RSVP by July 1 to match beginning of ministry year. 2. August Update:  * Registration due date Aug. 21. * Catholics on Call * Chicago’s Got Sisters * Holy Fire * NCYC * Night Fever * Theology on Tap * Hands On-Hearts IN * National Catholic Sisters Week * New page for new members in CAVA to follow (add Safe Environment Page) * Sr. Jess – Vocation Voices (Sr. Rose Therese will be next)  1. New Board Members: Need Mary Kay’s photo and send to Suzanne to post on “About Us” page of the website. 2. Photo Gallery: To be added to website. Connie sent 58 photos from herself and Maria Brizuela. 3. Board Photo Page: Suzanne talking with Saul. Lovina put it together as a collage. Need to start from scratch and put individual photos on site. 4. Quick Reference Guide: Triple fold with information at hour finger tips (originally done before handbook). Could be last page of manual to tear out. 5. Manual: Shift to 8 ½ x 11 pages with forms that can be reproduced easily including list of personnel and dates that can be edited and replaced as necessary. It could also be available electronically. 6. August 30 Presentation: Basic information for new members needed on PowerPoint (3 or 4 slides – goals, purpose of committee, etc.). Also prepare 15 minute slot for “speed dating” in afternoon (presented three times): Include brief/general intro to website/Member Page. New orientation is at 9:00-10:25. Suzanne and Connie will work on presentation for Communications including: protocols (when things are submitted), events and who to contact, making sure they have designated person for article and photos, postings for website (link), submissions for updates and Newsletters (on PowerPoint) all in five minutes. | **D** – Organizational Calendar will be given to members but not posted on website.  **D –** Calendaring sharing (Board members, Chairs, will receive at August 30th meeting. It will be sent by email. It will not be updated once given since new dates will be posted on the Member only webpage and monthly CAVA Updates.  **D** – Lovina will send Mary, Bernie, Mary Beth, Mary Kay and new members a Vocation Voices form.  **D** - Lovina will ask Mary Kay’s photo and will send to Suzanne (new Board member)  **D** – Suzanne will ask Saul if there can be a folder on the website for photos.  **D** – Lovina will send Saul individual photos of Board Members.  **D** – Lovina will refurbish the QRG for August 30.  **F** – Put together Manual with all forms with input from Co-Chairs over the course of this ministry year to have ready for 2018.  **D** - Suzanne and Connie will work on Communications presentations. |
|  | Old Business | 1. Summer Survey Interviews – Phone interviews continue at this time. 2. Youth webpage: Sr Elyse and Fr Adam are happy to assist with the Youth webpage.  Fr. Mike Scherschel sent Lovina a sample formatted webpage mockups for Youth/Young Adult and Youth Minister Resources that she forwarded to Elyse and Adam to review and generate ideas/supply content. 3. Member Registration Information: This has been sent out. People were asked to send photos and community logos. Saul has tested what it looks like on the Directory page. 4. Website member page layout update. Lovina wants stationary box with listings underneath it. (Box with index underneath it.) 5. Just Host Renewal – discussion followed. 6. Vocation Voices-Sr. Jess, Sr. Mary Kay or Sr. Rose Therese for September, etc. | **D** – Lovina will send mock-up to Suzanne and Rose Therese.  F – Lovina is collecting photos and logos in a folder and another for photos of ministry in action for photo gallery for the website.  **D** – Move forward with layout update with Saul. Make it mobile friendly.  **D** – Lovina is finding out pricing on Just Host Renewal for one year and talk with Saul. Will also talk about domain name for discernment page and the renewal of the domain name for CAVA package. |
| 9. | Reflections | Ethnic Diversity: Still looking for information in different languages to be more inclusive.  Meeting Evaluation: Meeting went well today. |  |
| 10. | Calendar | Next Meeting: Sept. 5, 2017-conference call 9:30  Prayer: Sr. Rose Therese  Minutes: Sr. Lovina  Future Meeting Schedule:  Oct. 10 – conference call 9:30  Nov.7 – conference call 9:30  Dec. 5 – Frankfort lunch and meeting – TBD  Jan. 16 – conference call 9:30 |  |
| 11 | Adjournment | Meeting adjourned at 10:58. |  |