**COMMUNICATIONS COMMITTEE**

**MINUTES**

**Date/Time/Place: September 5, 2017, Phone Conference**

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| **Chair/s:** Mrs. Suzanne Petrouski | **Recorder:** Sr. Lovina Pammit | **Prayer**: Sr. Rose Thérèse Mann |

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

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| --- | --- | --- | --- | --- | --- |
| T | Sr Connie Bach, PHJC | T | Fr. Byron Macias |  |  |
| E | Mr Saul Garcia (webmaster) | T | Sr Rose Therese Mann, OSF |  |  |
| A | Fr Paul Gallagher | T | Sr Lovina Pammit, OSF |  |
| T | Fr. Chris Gibson | T | Ms Suzanne Petrouski (LCM) |  |
| E | Fr Adam MacDonald, SVD |  |  |  |

\*Beginning new ministry year.

| # | Agenda Item | Findings/Discussion/Analysis | **D**ecision/**R**ecommendation/  **F**uture Actions |
| --- | --- | --- | --- |
|  | Welcome | Suzanne welcomed the members at 9:34 am |  |
|  | Prayer | Prayer was led by Sr. Rose Therese. |  |
|  | Agenda | The agenda was reviewed. | **D**-Approved Agenda |
|  | Minutes | The minutes of August 1, 2017 were reviewed. | **D-**Approved Minutes of 8/01/2017 |
|  | Finance | In-Kind Report: \_\_\_\_\_58.5\_\_\_\_ hours total In-Kind Donation - $60 printing – Sr Connie – Gathering Aug 30 Finance: Sr Lovina will renew hosting for two years. | D - $323.76 cost for renewal of hosting (Just Host) for two years Oct 2017 to 2019. |
|  | Board Response/Request | Handbook: Sr. Connie consulted the committee whether an approval is needed from the Board regarding the format change to 8.5x11 and adding the forms to the Handbook.  Video Clips – updates were discussed. Brian Brach has enough materials from which he could create a series of videos that can be featured in sequence on our website instead of having one long video that is available once for a longer duration. There is also more possibilities for other video interviewees to come to Quigley Center if needed/wanted. | **D** – Consensus – no need for approval by the Board. Simply report about the new improvements on the Handbook. |
|  | New Business | 1. September Update Oct 3 Priest Day August 30 feature and photo (Byron’s group photo) Six Weeks Scripture (follow up to ToT) by the Arch Chicago’s Got Sisters Vocation Voices HandsOn+HeartsIN (note that Sept 18-22 has been cancelled) Busy Person’s Retreat Night Fever Update on the summer interviews Update on the Strategic Plan NCSP Other Upcoming Dates Question on WYD – Local event most probably Jan 26/27 2019  2. Fall 2017 Newsletter  Submissions due Oct 1, To go out Oct 15 Include – New Board August 30 event Strategic plan + Membership Campaign CGS H+H Online Discernment – (Chris requests that the info for men and women be combined)  Upcoming dates NCSP Byron’s ordination & photo Vocation Voices  3. Member Page Layout The member Login page layout was reviewed. It needs adjustment and we will talk more on colors and other specifics later. Home page – options for side bar – Option B is the favorite and we will talk more at next meeting about Sr Rose Therese’s comments.  4. Set Calendar Dates  Future Meeting Schedule:  Oct. 10 – conference call 9:30  Nov.7 – conference call 9:30  Dec. 5 – Frankfort lunch and meeting – TBD  2018 Dates Jan. 16 – conference call 9:30 Feb. 13 – conference call 9:30 Mar . 3 – conference call 9:30 Apr 3 – conference call 9:30 May 8 – conference call 9:30 Jun 19 - Frankfort lunch and meeting – TBD  Jul 10 – conference call 9:30 Aug 14 – conference call 9:30 Sep 4 – conference call 9:30  5. Other - none | **D –** Connie and Chris will send Suzanne and copy Lovina of what they want featured on website, including promotional materials. Lovina could help with promo material changes. Other details need to be reported at CMYA meeting. |
|  | Old Business | 1. Vocation Voices  Sr Mary Kay Brooks is featured for September. Suzanne’s feature, including her family, will be the next feature.  2. Web Hosting – renewed for 2 yrs.  3. Youth Ministry Page/Website There is a CAVA subcommittee forming for this Discernment webpage who will work on this project and will advise on what this committee needs to work on. |  |
| 9. | Reflections | Ethnic Diversity: We continue to request for content/information in various languages.  Meeting Evaluation: All went well. |  |
| 10. | Next meeting | Next Mtg: October 10th - 9:30am – 11 am  Conference Call  Prayer: Fr. Byron  Recorder: Sr. Connie |  |
| 11 | Adjournment | Meeting adjourned at 10:53 a.m. |  |