**Website/Social Media Committee Meeting**

April 10, 2015 @ 7pm – Conference Call

Suzanne Petrouski, Saul Garcia

**New Header** – Looks great. Consider changing it somewhat (different photo, or new text) each year to keep it fresh. Start consideration in December for March reveal.

**Calendar** – still needs some work. Colors do not represent anything to members. Duplication is confusing.

**Chicago’s Got Sisters Page** - Since the event is over, we suggest using this space for videos. Saul will work on rotating 3 or more in a library format. When a new Chicago’s Got Sisters event is clarified, we will return to posting the information in the same block on the HOME page.

**Membership/Registration Page** – Leave for now. Soon, this space can be used for listings of “Community Open Invitations”. In the future, also highlight one community a month. We suggest creating a template, requesting certain information, community logo, photos, etc. and incorporate this into a PowerPoint or similar program. (This could be an assigned task for a willing active/auxiliary member. )

**MEMBERS ONLY Tab -**

Add: CAVA Guidelines for Submission to CAVA Website ( with revisions)

Add: Event Submission Form. This should link to the archdiocese page to keep in uniform with other submission forms.

CM/YA Request – Saul will work on setting up a system to incorporate events (similar to Catholics On Call) that CAVA Members are welcome to attend in parishes and Universities. “Connect with Young Adults” will be posted under “Resources”

**Training** – The only workshop that may be feasible is for Word Press - helpful for Website committee members. (Keep in mind that not all communities’ websites are built on this program and many congregations have a marketing/communications department that handles the website themselves.)

It may be challenging to offer other workshops. There are different comfort levels in technology and also many versions of programs on laptops/tablets. Not everyone is on the same page.

Another idea could be to have a “Skills Bureau” – a listing of members experienced on certain programs and willing to assist others in technology issues on a one-to-one basis.

**Conclusion** – After several months of hard work, the website looks great. It has a clean, easy to navigate, engaging look. We are happy to address any further requests from the CAVA Board or Committees for additional information or resources to be posted on the Website.