**COMMUNICATIONS COMMITTEE**

**MINUTES**

**Date/Time/Place:** *November 7, 2017 - Conference Call at 9:30 am*

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

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

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

| # | Agenda Item | Findings/Discussion/Analysis | **D**ecision/**R**ecommendation/**F**uture Actions |
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|  | Welcome | Lovina welcomed the members at 9:30 a.m. |  |
|  | Prayer | Led by Sr. Connie Bach |  |
|  | Agenda | The agenda was reviewed.  | **D**-Approved Agenda  |
|  | Minutes | The minutes of October 10, 2017 were reviewed. | **D-**Minutes were approved. |
|  | Finance | In-Kind Report/Service hours: \_31\_ hours total |  |
|  | Board Response/Request | Discussion on need follow up on Discerner page with VAPS Committee. | **D. Sr. Connie to report to Board.** |
|  | Old Business | 1.Vocation Voices – November – SuzanneDecember – Sr. Rose ThereseJanuary – Sr. Mary Beth Bromer?Next – Sr. Bernadine Gutowski, Sr. Kathleen McClelland and Sr. Kathleen Skrocki2. Interactive Webpage/Youth + YA(See item #6)3. Sharing on Google Drop Box, etc Having one shared drive has become more complicated due to some systems having stricter firewalls. It seems sharing photos by attaching to email and keeping them in our own folders.Other options might be online sharing applications like Flickr or Picasa or Google Photos.Discuss again next meeting.4. Special landing page for Jubilees, etc.Discussion on either tacking on featured articles to the Vocation Voices landing page or having its own.A suggestion to ask communities and organizations and parishes to link to the Vocation Voices or special feature featuring their community member.5. Video Project – Brian Brach apologizes but he hasn’t finished the video he was working on. | **D.** Sr. Connie will work on gettingarticles from Sr. Mary Beth and Bernadine. Suzanne will send emails to Kathleen Mc and Kathleen Skrocki.**D.** We can start using an online program like Flickr or Google photos for photo sharing including the photo gallery for members. **D**. Invite Saul Garcia and work on the photo gallery and other needs. Lovina will set up projected screen. Lunch to follow.**D.**  Fr. Chris to explore layout for Vocation Voices that will include the special feature articles.**D.**  Lovina to add invite on the CAVA Update and when sending announcement about CAVA through Batch mail or Vocation Office mailing. |
|  | New Business  | 1.December Update -Update on the Discerner Page – maybe refer to Fr. Chris’ article?-Upcoming Dates including Dec 13 Advent/Christmas-VAPS or CMYA reports-Invite for sending articles for Winter newsletter-NCYC feature-CAVA Education Day March 21BPR – October – Harold was Coordinator-Cultures of Vocation – NotreDame <http://icl.nd.edu/synod/> March 5-7, 2018-Mention that the Visioning Day for the Board is February 12-Men’s Online Discernment Group2. Winter Newsletter-Articles on Fall activities (VAPS, CMYA, CAVA in general)-NCYC feature article – Connie will write up-Archdiocesan events (YYA)-NVAW-World Day for Consecrated life3. Member DirectoryLovina needs to send Suzanne and Saul the latest directory so that the website can be updated.4. Other – Lovina got a positive response from Radio Claret about them being open to helping CAVA promote events. | **D**: Connie will remind people at Board meeting to send reports/articles on CAVA events and Committee events.**D.** Fr. Chris will send Lovina email to invite men’s communities to get involved. |
| 9. | Reflections | On Diversity: We continue to look for topics/links/features that would reflect diversity of our church.Meeting Evaluation: Meeting went well today with plenty of good input and discussion. |  |
| 10. | Calendar | Next MeetingDec 5, 2017, 10:00 am (CST) – Meeting and lunch in FrankfortPrayer: Suzanne Recorder: Fr. Chris and Sr. Connie |  |
| 11 | Adjournment | Meeting adjourned at 11:23 a.m. |  |

**Future Meetings – CONFERENCE CALLS: Jan 16, 2018, Feb. 13, Mar 13, April 3, May 8**

 **UPDATES: Submissions (SD) due on the 20th of the prior month. Mailing (M) the first week of each month.**

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| **NEWSLETTERS –**  | **SUBMISSION DUE DATES** | **Mailing** |
| **Spring, 2017** | **May 1** | **May 15** |
| **Summer, 2017** |  **July 1st** | **July 15** |
| **Fall, 2017** | **October 1st**  |  **October 15th** |
| **Winter, 2018** | **January 1, 2018** |  **January 15, 2018** |