**COMMUNICATIONS COMMITTEE**

**MINUTES**

**Date/Time/Place: April 3, 2018, Phone Conference**

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| **Chair:** 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 | A | Ms. Kathy Brady-Murfin (sscm) |
| A | Fr. Byron Macias | T | Sr Lovina Pammit, OSF | A | Br. Steve Kuehn, OFM |
| E | Mr Saul Garcia (webmaster) | T | Ms Suzanne Petrouski (LCM) |  |  |
| T | Fr Adam MacDonald, SVD | A | Sr. Peggy Quinn, OSF |  |  |

\*Beginning new ministry year.

| # | Agenda Item | Findings/Discussion/Analysis | **D**ecision/**R**ecommendation/**F**uture Actions |
| --- | --- | --- | --- |
|  | Welcome | Suzanne welcomed the members at 9:33am. |  |
|  | Prayer | Prayer was led by Sr. Lovina. |  |
|  | Agenda | The agenda was reviewed. Added Committee Evaluation. | **D**-Approved Agenda with addition. |
|  | Minutes | The minutes of March 13, 2018 were reviewed. | **D-**Approved Minutes of 03/18/18. |
|  | Finance | In-Kind Report: 32 hours total.No report from OFR. |  |
|  | Board Response/Request | 1. CM/YA and VAPS will be combining into one committee. (Fr. Harold currently serving as Liaison.)  | **D:** Combined meeting is May 1, 2018 at Meyer Center. (Sr. Lovina will speak with Harold about details.)**F:** Announcement needs to be made publicly.**F:** Name of the committee and co-chairs will be finalized. **F:** A special invitation needs to be sent out to CAVA members to increase attendance.**D:** Suzanne will adjust the calendar on the website.For next year send membership out in May or June with RSVP by July 1 to match beginning of ministry year.F:  |
|  | Old 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. Video Gallery – corrected. NCSW videos were added.
3. Vocation Voices: Fr. Paul Gallagher’s VV received.
4. April Update: To go out April 11. May update to go out by May 4.
5. Lovina has Connie’s article on *Cultures of Formation* and announcement for 150th PHJC anniversary celebration.
6. Newsletter:
7. Need Chicago’s Got Sisters. (Sr. Connie)
8. CM/YA Updates (Fr. Harold)
9. VAPS Updates (Sr. Bernadine)
10. Young Adults: nothing new; repeat same announcements.
11. Registration: Peter Baumhart (printer ?) (he may be the IT guy) was busy and no appointment was made yet. Lovina will try for appointment next week. We need to merge emails and send out as one with personal information instead of cutting and pasting individually.(60+ individuals)
12. 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 will be available electronically. Sample forms will be available in the back. Handbook will need updates with combination of CM/YA and VAPS and other items that may arise from Visioning Day.
 | **D:** Connie to call Sr. Gloria Tamayo for Vocation Voices. Suzanne will call Br. Thom Smith and Fr. Mark Augustine.**D:** Sr. Connie will write Chicago’s Got Sisters article. (Note: Sr. Connie will ask Sr. Michele Fisher to do so since Connie has two articles in newsletter already.)**D:** Lovina will meet with printer to discuss new 8 ½ layout - ???Meet with IT to finalize online registration**F:** Update Handbook following Visioning Day. |
|  | New Business | Committee Evaluation:Suzanne will continue as Chair. (Affirmations shared!)Accomplishments:* Communications have been more regular this year (Newsletters, Updates, e-blasts).
* Revised Mission and Value Statements added to website.
* *Just Hosting* extended for two years.
* Added calendar to right hand bar of website.
* Highlighted members through Vocation Voices
* Video clips incorporated in About Us section.
* Enhanced Members Only Page for ease of use.
* Created Resource tab for Spanish, Polish, Black Catholics, youth, young adults, etc.
* Online presence through Facebook by Fr. Adam. He follows other pages and shares these as well. Uses Facebook Manager. Also does Vocation Discerners and content is shared. He also schedules posts, Regular monthly updates help him post content as well.
* Online registrations for online events were smoother.
* Website layout updated regularly.
* In kind hours reported more regularly and easily.
* Cava logo added to posted materials.
* Encuentro information added to website.
* Prayer and Discernment pieces added to resources.
* Connie mentored Harold with men’s Online Discernment Group with use of Zoom.
* Zoom was an added feature for meetings of committees and the Board.
* Restructured layout of website.
* Worked with Brian on videos/posted on website.
* Updated Member Directory.

Challenges:* Photos and content frequently needs to be tracked down.
* Need to determine final means of sharing photos and materials (Google Drive, Drop Box, etc.).
* Interactive page for youth and young adults or links still needs to be developed (need content from other committees). Fr. Adam and Elyse willing to help but no materials submitted.
* (Curriculum no longer being developed by VAPS.)
* Volunteer Alumni page needs to be developed by CM/YA to be posted on website. (list under Challenges and Future?
* Changes sometimes made without committee knowledge - lack of communication.
* Figure out our identity and uniqueness and not compete with “big guys” for content. Links are fine.
* Mentoring for future leadership is needed.
* Br. Steve Kuehn could be mentored for technical side.
* Fr. Adam provides a wealth of information and time as well.
* Put out invitation to join and offer specific tasks rather than overwhelm new members.

Future:* Prepare Handbook and forms for 8 ½ format (to be posted online).
* Update Partner Links page
* Update new structure for CM/YA and VAPS on website once materials are received.
* Continue posting and announcing events in Archdiocese and with CAVA committee and members.
* Post Volunteer Alumni page with materials provided by CM/YA
* Intentionally collaborate with, follow and link to diverse groups and happenings. (Fr. Adam)
* Ask for and provide links to diversified resources (generational, racial, etc.).

Ethnic Diversity: -Added Polish and Spanish and V Encuentro materials to website. -Continually ask committees for photos and articles that show diversity. -A number of committee members attended Education Day that focused on V Encuentro. -Lovina is taking intensive Spanish class in July.Ideas for New Membership: -Offer specific tasks for new people instead of overwhelming them with total committee responsibilities.-Be aware of time on meetings and try not to run over.Newsletter Scheduling: Spring: May 1 submission date; May 15 send outYear’s Report CM/YA and VAPSFOCUSOnline Discernment Group(s)Summer: August 1 submission date: Aug. 15 send outTheology on TapBeginning of the Year Gathering/Orientation DayFall:Nov. 1 submission date: Nov. 15 send outChicago’s Got SistersYoung Adult Retreat (October)Winter: Feb. 1 submission date; Feb. 15 send outInclude Pray Chicago when this occurs (Sr. Mary Beth Bromer). | **R:** Ask CAVA members to share Facebook posts of their events and their community’s events with Fr. Adam for him to repost.**F:** Review committee goals after prayer at each meeting before addressing content of the agenda.**F:** Be clear on what the Communications Committee and Website Committee roles are.**D:** Add web design report as regular agenda item.**D:** Web committee is a sub-committee of the Communications Committee. (Sr. Rose Therese will help with this sub-committee.)**D:** End-of-Year, Beginning-of-Year and Registration: Offer information and sign ups on the two separate committees. (Depending on if Archdiocese will be taking over the website.)**D:** Sr. Lovina will speak with Br. Steve about need for help with technical side of Communications Committee.**D:** Sr. Lovina will ask Fr. Adam about linking with diverse groups on Facebook.**D:** Connie ask Sr. Jean to do article on FOCUS.**D:** Lovina to ask Harold for CM/YA year events (she has VAP’s).**D:** Connie will write Online Discernment article for the women’s group.**D:** Lovina will ask Harold to write Online Discernment article for the men’s group. |
| 9. | Reflections | Diversity: Added Polish and Spanish and V Encuentro materials to website. -Continually ask committees for photos and articles that show diversity. -A number of committee members attended Education Day that focused on V Encuentro. -Lovina is taking intensive Spanish class in July.Meeting: Good Meeting with Eval discussion.  |  |
| 10. | Calendar | Next Meeting:May 8 - Conference call 9:30 (work toward Zoom)Prayer: Sr. ConnieMinutes: Sr. LovinaFuture Meeting Schedule: June 19 Frankfort, July 10, Aug. 14, Sept. 4 |  |
| 11 | Adjournment | Meeting adjourned at 11:38am. |  |