



COMMUNICATIONS COMMITTEE

MINUTES

Date/Time/Place: June 19, 2018, Phone Conference

Chair: Mrs. Suzanne Petrouski	Recorder: Sr. Connie Bach	Prayer: Suzanne Petrouski
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Attendance: P = Present, T = Telephone, E = Excused, A = Absent, Z-Zoom

P	Sr Connie Bach, PHJC	E	Sr Rose Therese Mann, OSF	A	Ms. Kathy Brady-Murfin (sscm)
A	Fr. Byron Macias	P	Sr Lovina Pammit, OSF	A	Br. Steve Kuehn, OFM
E	Mr. Saul Garcia (webmaster)	P	Ms Suzanne Petrouski (LCM)		
E	Fr Adam MacDonald, SVD	A	Sr. Peggy Quinn, OSF		

#	Agenda Item	Findings/Discussion/Analysis	Decision/Recommendation/ Future Actions
1	Welcome	Suzanne welcomed the members at 10:00.	
2	Prayer	Prayer was led by Suzanne.	
3	Agenda	The agenda was reviewed.	D-Approved Agenda with addition of use of technology explained at August opening gathering.
4	Minutes	The minutes of May 8, 2018 were reviewed. Change date in footer to May 8, 2018.	D-Approved Minutes of May 8, 2018 with date change.
5	Finance OFR Report	<u>In-Kind Report</u> : 35 <u>In-Kind Donation</u> - \$50 NOTE: Lovina will not have Saul's year-end expenses until after meeting with Br. Jim for Finance Report on August 14.	
6	Board Response/Request	<u>Communications Protocols</u> – Connie reported on protocols and gave information sheets to all Board members. These were reviewed. No issues. <u>New Board Member Orientation and Protocols</u> - Sr. Connie facilitated orientation with Sr. Jean, new Board members, and included Communications protocols. <u>CAVA Events Committee</u> Name approved at board meeting. Next meeting July 10-11am at Mercy Center. <u>Archives</u> - May 1, 2018 was last CM/YA and VAPS meeting (Combined Meeting)	D- Update Handbook with Communications protocols. D-Update website with name of "CAVA Events Committee." D-CAVA Events Page -archive former CM/YA and VAPS (not more than one year).

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		<u>Handbook</u> : Add that CAVA members have first choice to participate in events (Under Membership Benefits and CAVA Events Committee policy)).	D- Connie will propose to board new policy that CAVA members have preferential participation in CAVA events.
7	Old Business	<ol style="list-style-type: none"> 1. <u>Vocation Voices</u>: June-Sr. Jean Rhoads July-Sr. Gloria Tamayo August: Fr. Dennis Chriszt-follow up September – Ask Len Uhal. 2. <u>Registration</u>-Lovina is following up on payments and registrations. Survey complicated process. Several have stated they are returning, but have not done participation levels. 3. <u>Directory</u> – May not have complete Directory. May have 1 or 2 new people but not from Chicago area. 4. <u>OFR</u>-Sr. Joan approved sending letter to leadership of communities for new members with brochures. (Connie sent corrections on letter and brochure.) 5. <u>New Levels of Participation</u> – Considering expanding CAVA members: donors, resources, retired senior Sisters, etc. Explain more in depth next year. Reminder to members that it is easier to participate on committees by technology. 	<p>D-Suzanne will follow up with Fr. Dennis Chriszt and Sr. Jessi Beck.</p> <p>D-Connie to contact Len Uhal for September.</p> <p>D-Suzanne will print up list of members already featured. to help keep track of who still needs to be invited.</p> <p>D- Lovina will try to do demographics of where people live to help with sub-committee membership.</p> <p>D-Lovina will send letter of invitation to communities for membership.</p> <p>D-Lovina to work on inviting other partners/members</p>
8.	New Business	<p><u>July Update</u>: Lovina sent draft to review.</p> <ol style="list-style-type: none"> 1. Add July 10 Communications Committee meeting 9:30-11:00 and CAVA Events Committee Meeting 11:00am in side bar. <p><u>August Update</u>: Cancelled.</p> <p><u>Summer Newsletter</u>:</p> <ol style="list-style-type: none"> 1. Lovina to write NCSW article 2. Lovina to write Brother's Day story on Jim/tie in with radio show August 1. 3. Connie-150th and Canonization 	<p>D- Skip formal update this year. Include any updates with registration for August 29th.</p> <p>D- <u>Handbook</u> – wait until July to talk about updated Handbook.</p>

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		4. <u>Vocation Voices/Updates May-August</u> 5. <u>NCSW</u> 6. <u>Online Discernment for Women - Connie</u> article 7. <u>Harold-article on online Discernment</u> (Connie to ask) 8. <u>Connie and Suzanne - talk more about</u> Summer Newsletter_– new CAVA events 9. <u>Lovina: Opening Gathering August 29-write</u> article 10. <u>CAVA Events Committee – include</u> upcoming events <u>Planning Meeting:</u> use Zoom and phone conferencing to make it easier for people to participate. Show people how to use Zoom at opening meeting.	D-Lovina to explore technology with Brian Brach.
9.	Reflections	<u>Evaluation of Meeting:</u> Small but mighty. <u>Diversity:</u> Continue to ask for diverse materials and we try to be inclusive on what we feature.	
10	Calendar	Next meeting is July 10	
11	Adjournment	Meeting adjourned at 11:17. (Luncheon at Jameson’s Pub.)	

Scheduled Meetings:

July 10, 2018, 9:30-11:00 – phone conference. Minutes - Connie- Prayer –Suzanne (Official 1st meeting 2018-19)

August 14, 2018, 9:30-11:00 – phone conference. Minutes - Lovina- Prayer -Connie

September 4, 2018, 9:30-11:00 – phone conference. Minutes - Connie- Prayer -Lovina