**COMMUNICATIONS COMMITTEE**

**MINUTES**

**Date/Time/Place: July 10, 2018 - Phone Conference, 9:30am**

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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 | E | Sr Rose Therese Mann, OSF |
| E | Mr Saul Garcia (webmaster) | T | Ms. Suzanne Petrouski (LCM) |
| E | Fr. Adam MacDonald, SVD | E | Sr Lovina Pammit, OSF |

\*Beginning new ministry year.

| # | Agenda Item | Findings/Discussion/Analysis | **D**ecision/**R**ecommendation/  **F**uture Actions |
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|  | Welcome | Suzanne welcomed the members at 9:37am CST. |  |
|  | Prayer | Prayer was led by Suzanne. |  |
|  | Agenda | The agenda was reviewed. | **D**-Approved Agenda |
|  | Minutes | The minutes of June 19, 2018 were reviewed. | **D-**Approved Minutes of 06/19/18 with minor changes. |
|  | Finances | In-Kind Report: 20 hours total  No report from OFR. |  |
|  | Board Response/Request | No report as Board has not met since last Communications Committee meeting. Meeting is August 27. (Connie gone August 19-Sept. 3 |  |
|  | 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. Vocation Voices:  * Sr. Gloria Tamayo – July   Will post Jubilee story after proofing and new photo is obtained.   * Fr. David Christ - August * Len Uhal– September  1. Lovina sent out July Update. 2. August Update – cancelled with Lovina in San Antonio. | D-Suzanne will contact Jessi Beck for October Vocation Voices. |
|  | New Business | 1. Summer Newsletter: Includes: 2. Registration underway 3. Welcome to Sr. Jean Rhoads as new board member 4. Women’s Online Discernment 5. Hand On-Hearts-In 6. Radios Show 7. Night Fever 8. Canonization 9. Sr. Kathleen Mc Clelland’s Jubilee 10. Sr. Gloria’s Tamayo’s Jubilee 11. NCSW Update 12. Handbook: Lovina is to meet with printer for larger version. Handbook needs to be updated. Connie will work with Michele and Harold in the meantime. 13. Orientation: Please keep it brief and pertinent, especially with new Events Committee. (Connie on vacation.) 14. Newsletter Scheduling:   Spring:  May 1 submission date; May 15 send out  Summer:  August 1 submission date: Aug. 15 send out  Fall:  Nov. 1 submission date: Nov. 15 send out  Winter:  Feb. 1 submission date; Feb. 15 send out | **D**-Connie to work with Michele and Harold on Handbook. She will work with Suzanne as needed, especially with addendum/sample forms.  **D-** Connie to call Michele to find out what is happening with orientation on August 29.  **R:** Ask CAVA members to share Facebook posts of their events and their community’s events with Fr. Adam for him to repost.  **D-**Connie will ask Adam to speak about importance of posting/reposting on Facebook, both on their own and their community’s page. |
| 9. | Reflections | Ethnic Diversity: We continually ask committees and members for resources and are open to receiving other information to repost. We can possibly look at Filipino and Vietnamese materials.  Meeting Evaluation: Meeting ran very smoothly, effortlessly and quickly. | **D-**Connie will ask Vietnamese Sisters currently living with her community for resources.  **D-**Connie will ask Sr. Marie Brizuela for resources for Filipino discerners. |
| 10. | Calendar | Next Meeting: Aug. 14 – Conference Call  Prayer: Connie  Recorder: Lovina  Agenda items:   * Set meetings dates October through December. * Determine how to best divide work up of this committee. Need member list prior to next meeting. | **D-**Connie will obtain Communications Committee list from Lovina prior to next meeting. |
| 11 | Adjournment | Meeting adjourned at 10:25 am. |  |