**COMMUNICATIONS COMMITTEE**

**MINUTES**

**Date/Time/Place: September 4, 2018, Phone Conference 9:30-11:00am**

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| **Chair:** Mrs. Suzanne Petrouski | **Recorder:** Sr. Connie Bach | **Prayer**: Mrs. Suzanne Petrouski |

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

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| T | Sr Connie Bach, PHJC |
| T | Sr. Lovina Pammit, OSF |
| T | Mrs. Suzanne Petrouski, Little Company of Mary |
| E | Fr Adam MacDonald, SVD |
| E | Mr. Saul Garcia (Webmaster) |

| # | Agenda Item | Findings/Discussion/Analysis | **D**ecision/**R**ecommendation/  **F**uture Actions |
| --- | --- | --- | --- |
|  | Welcome | Suzanne welcomed the members at 9:30am. |  |
|  | Prayer | Prayer was led by Suzanne. |  |
|  | Agenda | The agenda was reviewed. | **D**-Approved Agenda with additions of updates from August Opening Gathering and Board Meeting. |
|  | Minutes | The minutes of August 14, 2018 were reviewed. | **D-**Approved Minutes August 14 were approved. |
|  | Finance  OFR Report | In-Kind Report: 43 hours  In-Kind Donation - None  (\*\*Saul’s expenses not yet reported to committee.) | **D**: Lovina will have Saul’s year-end expenses after meeting with Br. Jim for Finance Report on August 14. |
|  | Board Response/Request | 1. The Handbook: Now in 8 ½ X 11 format, was available to new members at the opening gathering as well as one per table for continuing members. It included forms that can be taken out and reproduced easily. 2. Events Committee: Goals are set for the coming year and were reviewed by the Board. These will be changed in the Handbook. Lovina reports that there still may be a change regarding ethnic diversity. This is to be discussed by the CORE TEAM and necessary changes will be made. | **F-** Update Handbook as needed. |
|  | Old Business | 1. Vocation Voices:   September – Len Uhal.(Received)  October – Sr. Jessi Beck (Received)   1. Calendars:   Future Dates are listed at the bottom of these minutes.   1. Committee membership: Decided Lovina, Suzanne and Connie will be CORE TEAM of this committee.   Yet unreported from last meeting:  **D-** Lovina will try to do demographics of where people live to help with sub-committee membership.  **D-**Lovina will send letter of invitation to communities for membership.  **D-**Lovina to work on inviting other partners/members  Note: Sr. Sharon Glumb moved back to Illinois and can help with liturgy and guitar. Sr. Peggy Quinn can help with liturgies as well. | **D-**Connie to contact Thom Smith, Kathy Brady-Murfin, Sr. Teresa Marron, Sr. Jean Keeley, and Sr. Mary Terese Giblin.  D: Lovina will contact Sr. Peggy Quinn to see if she wants to help Fr. Adam with social media. |
| 8. | New Business | 1. Handbook: Need to update section on Safe Environment. Need to include the Archdiocesan Code of Conduct to be read and signed by each CAVA members. Lovina needs to find out if this is annually, if there is a fee and if it has to be sent down to Springfield. She will talk with Myra (VIRTUS) and Sr. Kathy McNulty. We will wait until we hear more from Lovina.   NOTE: Kathy Brady-Murfin is a CANTS Trainer, which has to do with continuous contact with youth. But not all CAVA members are around youth that often – more so with adults.   1. September Updates:  * Recap August 29 gathering * Ministry Showcase * NRVC * Catholics on Call * RFC * Giving Voice * VISION/TruQuest * National Fund for Educational Debt * CGS * Praying Chicago – postponed until Spring 2019 * Young Adult Retreat October 21, 2018 * Dare to Love * Hands On-Hearts In * Belong Chicago * Vocation Voices * NCSP * Holy Fire (link) * RFC Webinar (In our Own Words) * Life and Justice Conference * Advent Retreat (Save the Date – December 12, 2018) * BPR Information * Committee Meeting dates * Fall Newsletter – Due Date: November 1 for articles and photos * WYDay (wyddc.org) – Jan. 26, 2019 Catholic Festival in Washington, D.C.  1. Domain name for website expires November 19. Lovina to renew and check if we are going to be under the Archdiocese in the future or if we should renew for one or three years.   NOTES:  Chicagopriests.com is on new platform that can be viewed for style, etc. to see if we like it. We may not be able to do password for members. Archdiocese may set up meeting with us and Saul.  We can also check out the OFR webpage for consecrated life. | **F:** Update Handbook section and add new form on Safe Environment once we hear from Lovina.  **D**: Lovina to check on Domain name or if we will be under Archdiocese. |
| 9. | Reflections | Evaluation of Meeting: Much work to be done but we are progressing.  Diversity:   * Flyer passed out at opening gathering for Hispanic Day of Discernment. * Connie obtaining resource materials from Vietnamese Sisters staying at their Motherhouse. | **D: Suzanne to email Hispanic Discernment Day flyer to committee.**  **D: Connie to send Suzanne Vietnamese resource materials.** |
| 10. | Calendar | Next meeting is Sept. 9, 2018 by telephone. Connie will do prayer. Lovina will take minutes. |  |
| 11 | Adjournment | Meeting adjourned at 11:05am. |  |

**Scheduled Meetings:**

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| **Date** | **Time (CST)** | **Place** | **Prayer** | **Recorder** |
| Sept. 9, 2018 | 9:30-11:00 | Telephone | Connie | Lovina |
| Oct. 9, 2018 | 9:30-11:00 | Telephone | TBA | TBA |
| Nov. 12. 2018 | 9:30-11:00 | Telephone | TBD | TBD |
| Dec. 4, 2018 | 10:00+ | In Person | TBD | TBD |
| Jan. 14, 2019 | 9:30-11:00 | Telephone | TBD | TBD |
| Feb., 12, 2019 | 9:30-11:00 | Telephone | TBD | TBD |
| March 12, 2019 | 9:30-11:00 | Telephone | TBD | TBD |
| April 2, 2019 | 9:30-11:00 | Telephone | TBD | TBD |
| May 12, 2019 | 9:30-11:00 | In Person | TBD | TBD |
| June 4, 2019 | 9:30-11:00 | Telephone | TBD | TBD |
| June 26, 2019 | TBD\* | In Person | TBD | TBD |

**\*Meet with Board, Committee Chairs**