**COMMUNICATIONS COMMITTEE**

**MINUTES**

**Date/Time/Place: January 14, 2019 - 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, Z=ZOOM**

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| z | Sr Connie Bach, PHJC |
| Z | Sr. Lovina Pammit, OSF |
| Z | Ms. Suzanne Petrouski, (LCM) |

\*Beginning new ministry year.

| # | Agenda Item | Findings/Discussion/Analysis | **D**ecision/**R**ecommendation/  **F**uture Actions |
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|  | Welcome |  |  |
|  | Prayer | Prayer was led by Suzanne in Sr. Lovina’s place. |  |
|  | Agenda | The agenda was reviewed. | **D**- The agenda was reviewed and approved. |
|  | Minutes | The minutes of Dec. 4, 2018 were reviewed. | **D-**The minutes of Dec. 4 were reviewed and approved as written. |
|  | Finances | In-Kind Report: hours total 20 + today.  OFR: Lovina has not done figures of 2018, but for Saul (Nov. and Dec.) was $100. Check sent. |  |
|  | Board Response/Request | Sr. Connie will present at the Board meeting this afternoon the three requests as follows:   1. Receive minutes from sub-committees in timely fashion for posting/archives 2. Co-Chairs or Liaison secure minutes and send these to Sr. Lovina/Suzanne for proper disbursement and posting 3. Assistance in obtaining information from CAVA members for Vocation Voices 4. Protocols regarding articles and photographs for newsletters and updates and the posting of vocation events on the website | **D-**Connie will share requests with Board. |
|  | Old Business | 1. Vocation Voices: Br. Mike Segvich highlighted in January.Vocation Voices | **D-**Connie will follow up on Catherine Petalcurin, Thom Smith, Mary Terese Giblin, Jean Keeley, Fr. Francis Rayappan and Kara Davis for Vocation Voices. |
|  | New Business | 1. January Update: Was very nice. 2. No Feb. Update: Email important info to members as necessary since Lovina will be gone. 3. Winter Newsletter (mail 2/15/19): Lovina has started working on this. 4. Report summaries from Events Committee or sub-committees. (This helps advertise as well.) 5. Dec. 15 Catholics on Call 6. Being Connected by Fr. Adam 7. Advent Gathering: article and collage 8. Pizza with Jesuit and Amate Volunteers 9. Consecrated Life-Feb. 2 10. Board Visioning Day –Feb. 28 11. BPRs with UIC. 12. Education Day – March 21 13. Praying Chicago (postponed) 14. Parish Fairs 15. School Fairs   -St. Viator-March 19   1. Dare to Love-Feb. 7 and March 7(guests needed; can be taped ahead ) 2. Young Adult Retreat – March 31 (Harold – St. Xavier) 3. YA Discernment Weekend – April 26-28 (Fr. Byron) (NOTE: Chicago’s Got Sisters is being merged with this. 4. Renewals: Domain Name (vocationscava.org) is renewed until 11/19/20. The web host (justhost) is renewed until 10/19. 5. Other: WEBSITE: Connie is available to be interviewed regarding the new format for the CAVA website by Maggie Pendergrass. She is waiting for more participants before beginning. Work behind the scenes continues. |  |
| 9. | Reflections | Diversity: Connie is trying to obtain discernment materials for Filipinos from a new acquaintance.  Meeting Evaluation: Productive meeting. |  |
| 10. | Calendar | Next Meeting: Feb. 12, 2019-ZOOM  Prayer: Connie  Recorder: Lovina  Agenda items: Winter Newsletter  (Sr. Lovina in Brazil 1/21-2/5/19)  Feb. 28-Board Visioning Day |  |
| 11 | Adjournment | Meeting adjourned at 10:20 |  |

**Future Meetings:**

February 12, 2019-ZOOM

March 12, 2019

April 2,, 2019

May 7, 2019 (Sr. Connie in Germany)

June 4, 2019

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

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| **NEWSLETTERS** | **SUBMISSION DUE DATES** | **MAILING** |
| WINTER 2019 | FEBRUARY 1, 2019 | FEBRUARY 15, 2019 |
| SPRING | MAY 1 | MAY 15 |
| SUMMER | AUGUST 1 | AUGUST 15 |
| FALL | NOVEMBER 1 | NOVEMBER 15 |
| WINTER 2020 | FEBRUARY 2020 | FEBRUARY 15, 2020 |