**COMMUNICATIONS COMMITTEE**

**MINUTES**

**Date/Time/Place: June 6, 2019, Zoom Call**

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

**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 |
| Z | Fr. John Eustice, Viatorian |

\*Beginning new ministry year.

| # | Agenda Item | Findings/Discussion/Analysis | **D**ecision/**R**ecommendation/  **F**uture Actions |
| --- | --- | --- | --- |
|  | Welcome | Suzanne welcomed the members at 9:40am. |  |
|  | Prayer  New member welcomed | Prayer was led by Suzanne.  Suzanne welcomed new member, Fr. John Eustice, Viatorian. He is willing to assist the committee with the website and other communication needs. He is also willing to offer Best Practices at August 29 Beginning of the Year (Peer Supervision).  Viatorians also have a Zoom account that can be used as needed. | **D-**Lovina to add Fr. John as administrator to CAVA Facebook.  **D-**Lovina to add questions to survey regarding available Zoom rooms. (The person whose account is being used should host and be a part of the conversation.) |
|  | Agenda | The agenda was reviewed. | **D**-Approved Agenda with additions of ongoing welcome opportunities and stipend for Saul. |
|  | Minutes | The minutes of May 10, 2019 were reviewed. | **D-**Approved Minutes of May 10, 2019. |
|  | Finance  OFR Report | In-Kind Report: 20 + today.  In-Kind Donation – $0  Lovina: Changes in Archdiocesan staffing. Bishop Hicks supported and affirmed CAVA. Collecting service hours and In-kind donations were discussed. | **D-**Continue to record In-Kind hours and donations and keep on hand for future reference and to put in Updates or Newsletters so people know what CAVA is doing.  **F-**Lovina to gather hours and put in newsletter or monthly update at end of year. |
|  | Board Response/Request | 1. Committees/events need to be more intentional about reporting hours, including planning, work and actual event. Pictures with captions and articles should also be included. We are responsible for internal and external communications. 2. 40th Anniversary will need promotion. 3. Communications Committee affirmed for work this past year. 4. Handbook will need to be updated with changes with Events Committee. |  |
|  | Old Business | 1. Vocation Voices:   June – Sr. Peggy Quinn sent hers in.  July –Fr. John will do Vocation Voices for July.  Aug.-Connie to check with Belinda Monohan again. (Suzanne tried a couple of times).   1. There is a need to do calendaring ahead of time and to get dates communicated early on website and in updates and newsletters for members save dates. 2. Input from May 29 gathering was good and will be posted on website. | **R**-Begin to set dates at next board meeting for events and Connie will call facilities to ensure dates.  **D-**Suzanne will develop a yearly calendar to start saving dates for the coming year.  **D-** Suzanne will add a link to the website with the input from the May 29 End-of-Year Gathering. |
| 8. | New Business | 1. Set dates at next board meeting for events and Connie will call facilities to ensure dates. 2. Michele Horton will help Lovina brainstorm events for the 40th Anniversary for the rest of the year. 3. June Updates: Lovina has begun this document. 4. Upcoming Events: Aug. 29 Beginning of the Year gathering and 40th anniversary celebration. 5. Vocation Voices: Stretching Vocation Voices to partners since we are running out of members to interview. We are also exploring partners to participate video clips. We may even go beyond CAVA members for vocation stories of consecrated men and women throughout the Archdiocese. These will be linked to OFR site as well. 6. Ongoing Welcoming Opportunities: Add photos to community’s ongoing events. 7. Stipend for Saul: $2/hour increase discussed. 8. Website Design: Anything about 40th anniversary – What is being planned/communicated? | D- Lovina to add to board agenda.  **D-**Lovina will send each community a copy of the posting and ask them to submit a photo to go with the posting to make it more inviting.  **D-$**2 hr. increase for Saul agreed upon.  **F**-Look at communication needs regarding 40th anniversary. |
| 9. | Reflections | Evaluation of Meeting: Went well. Good to have John for another perspective.  Diversity: Two Afro-American Sisters to receive revised Vocation Voices or to be invited to Quigley to be interviewed. | **D-**Send Vocation Voices form or invite Afro-American Sisters to Quigley for interview. |
| 10. | Calendar | Next meeting: July 15, 2019 at 9:30 CST.  Lovina – minutes.  Connie – prayer. |  |
| 11 | Adjournment | Meeting adjourned at 11:05. |  |

**Scheduled Meetings:**

July 15, 2019 – ZOOM

Aug. 6 – ZOOM

Sept. 3 – ZOOM

Sept. 20 – ZOOM (for Oct.)

Oct. 28 – ZOOM (for Nov.)

Dec. 3 – Face-to-face with Christmas celebration (Frankfurt)?

**Next agenda:**

Communications needs for:

Membership Campaign

40th Anniversary of CAVA for remainder of year

Handbook changes (especially regarding Events Committee)