**COMMUNICATIONS COMMITTEE**

**MINUTES**

**Date/Time/Place: July 15, 2019, Zoom Call**

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

**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 & Introductions | Suzanne welcomed everyone at 9:35 am |  |
|  | Prayer | Prayer was led by Sr. Connie |  |
|  | Agenda | The June 6, 2019 Agenda was reviewed and accepted |  |
|  | Minutes from  June 6, 2019 | The minutes were accepted with minor corrections. |  |
|  | Finances | Activity Report – 24 hours service hours  In-Kind Reporting - |  |
|  | Board Responses & Requests | We are still waiting on a few people to accept Board membership. Revisions to the CAVA Handbook will need to wait for the next official Advisory Board meeting. | **D.** Connie and Lovina will follow up. |
|  | Old Business | Vocation Voices: July LSP 150th Year  Aug - John Eustice - Pending – We will continue to invite members: Kara Davis, Belinda Monahan | **D.** John will send his profile. Connie will follow up on invites. |
|  | New Business | 1. August Update  - We hope to be able to introduce new members, announce some changes in CAVA structure and announce new Board members if things are finalized the first week of August. - Include Br. John as new member of Communications Committee. Otherwise post an update on recent happenings in CAVA. - Upcoming dates will be listed.  - If Jim says no as coordinator for St Xavier BPR, then post an appeal asking members to volunteer as coordinator. - Reminder for August 29 event  2. Summer Newsletter  - 40th anniversary - end of year gathering - CAVA events  - Membership invitation/getting involved - Thank you/appreciation and recognition to former CAVA Leaders - Announcement of new CAVA Leaders (if we have them by then)  3. Upcoming events (Suzanne will have a document)  4. Other  - Website – The About Us page has been updated  - May 2019 info needs to be removed - Put Aug 29 info instead on Member page  - Office for Radio and TV staff to be invited to Aug 29 gathering: for possible Video interviews with 2 questions: *How has CAVA helped you promote vocations walking with those who are discerning a vocation in consecrated life? In your work with young people?* | **D**. Suzanne will create a document listing the dates.  **D**. An invitation to members asking for someone to coordinate St Xavier will also be included on the August Update.  **D**. Suzanne will create a document listing the dates.  **D.**  Lovina will email Saul about needed revisions.  **D.** Lovina to email the Ofc for Radio and TV |
|  | Reflections | On Diversity: We discussed extending invitation to new members via OFR Newsletter in August.  Meeting Evaluation:  Went well, lots of good ideas, need to determine Participation Survey Questions for Communications Website content development |  |
|  | Calendar  CAVA Calendar Reminders | Next Mtg : August 6, 2019 Zoom 11:30 to 1:30  Prayer \_\_John\_\_\_\_\_\_\_\_\_\_\_\_\_  Recorder \_\_Connie\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | Adjournment |  |  |

**Scheduled Meetings:**

Aug. 6 – ZOOM 11:30 am to 1:30pm

Sept. 3 – ZOOM

Sept. 20 – ZOOM (for Oct.)

Oct. 28 – ZOOM (for Nov.)

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