**COMMUNICATIONS COMMITTEE**

**MINUTES**

**Date/Time/Place: September 3, 2019, Zoom Call**

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| **Chair:** Mrs. Suzanne Petrouski | **Recorder:** Sr. Lovina Pammit | **Prayer**: Mrs. 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 | Br. John Eustice, Viatorian |

\*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 1:02 pm |  |
|  | Prayer | Prayer was led by Suzanne |  |
|  | Agenda | The agenda items were reviewed and approved. |  |
|  | Minutes | The minutes of August 6, 2019 were reviewed and accepted. |  |
|  | Finance | In-Kind Report: 28 hours  In-Kind Donation – PHJC Communications Staff prepared the CAVA 40th Mass Worship aid |  |
|  | Board Response/Request | The Board does not meet until September 6 so there’s no report. |  |
|  | Old Business | 1.Vocation Voices: Sept. –Dan Masterson; October TBD Lovina sent form to Denise Connie sent form to Kara and Belinda  2. Other – none | F: Need to discuss and update on our October meeting the Vocation Voices list of featured members and those yet to be featured including new members. |
| 8. | New Business | 1. September Update  - Any event dates that need to be published  - Chicago’s Got Sisters – date change: Nov 8 to 9 - and CGS flyer  - updated list of event planning teams - Elyse’s Homily – link to Member Page - Possible video of Elyse’s homily - Links to documents submitted for Best Practices - Updates on UIC BPR – Sr. Joan Mary replaced Sr. Bernadine Gutowski as UIC contact for CAVA. - Advertise Holy Fire and Catholics on Call  - Connie to follow up on Hands-ON+Hearts-IN - Advertise NCYC and direct members to check any information from NRVC about a vocation area. - Include information about the CAVA member directory - Welcome to new members  2. Newsletter (fall season publication) - CAVA 40th and Opening - Feature on the Board, welcome new members - Catholics on Call? - Sr. Jess - Vows -Vocation Voices - Connie as Event Coordinator - Communications Team/Social Media  - Upcoming Events  3. Brochure – a revised brochure was designed by Archdiocesan staff. Lovina to send revised version to Suzanne. This version can be distributed to potential members from religious communities. A different version needs to be designed for Pastors and potential partners from parishes/Archdiocesan agencies.  4. Appeal Letter – a recommendation was made to send the Letter of Appeal for CAVA membership to the Board for review and update before distribution to leadership of Religious organizations. A different version also needs to be drafted for Pastors and other potential partners from parishes and Archdiocesan agencies.  5. Handbook – Proposed text revisions to be presented to the Board for review. Some changes:  \*Communications Committee is now the only standing Committee.  \*CAVA Program Events - Events Coordinator - Event Point Person - Event Planning Team  \*CAVA Gatherings  6. Upcoming events –  Chicago’s Got Sisters – date change: Nov 8 to 9 Online discernment for Men committee mtg -Sept 16 Catholics on Call – Sept 19 Holy Fire – Oct 18-19 NCYC – Nov 21-23  Online Discernment Group for Women – September 23 at 8:00 pm (Central)  Advent/Christmas Gathering – December 5  7. Website/Social Media/Web hosting John E. reported the following:  Dan uses roughly 6 hours a week for social media. Dan works for the Viatorians 20 hours a week.  John expressed some concerns regarding limitations regarding Dan’s paid hours and suggested it might be possible for Dan to do some paid work for CAVA if our budget allows.  Suggested that we need to determine what are expectations regarding posting on Instagram and to come up with guidelines/goals for social media and website (discussion for September 30 meeting).  Discuss content on Sept 30 as well.  - The website contract with JustHost expires in October. It needs to be renewed for 2 or 3 years (Lovina and Saul will check)  8. Material from Saul (Analytics) – It was suggested that this topic might be more appropriate for our September 30 meeting.  9. Set dates for website review and social media plan - September 30 at 10:00 am 10. Other – John asked to make sure Lovina’s contact info is on the invitation if there are events or gatherings. | **D.** Connie will contact Sharon Glumb for updated dates.  **D.** Instead of a summer newsletter, a Fall newsletter will be published.  **D.** Lovina to send new version of the brochure to Suzanne for posting on the website. **D.**  Lovina to ask Communications staff from the Archdiocese to help with a different version of the brochure for pastors and potential partners.  **D.** The 2018 Letter of Appeal for CAVA membership and a version for parishes and Archdiocesan agencies will be sent to the new Board to work on.  **D.** Connie will send the latest version of the Events Coordinator section of the CAVA Handbook to Lovina to send to the Board.  **D.**  Upcoming events to be posted on the website by Suzanne and added on the CAVA Update and newsletter by Lovina.  **D.** Lovina to send materials to those meeting on Sept 30.  **D.** Lovina to send the original Communication Plan from 3 or 4 years ago to the planning team. |
| 9. | Reflections | Diversity: Trying to make the website accessible to wider audience  Evaluation of Meeting: Plenty of things to consider, including questions and concerns about social media goals. |  |
| 10. | Calendar | Future meetings: It was suggested that the committee meet via Zoom on December 3 instead of in person.  Next meeting: September 30, 2019 (Communications Planning)  Prayer: Lovina Recorder: Connie | **D.** December 3 meeting will be via Zoom |
| 11 | Adjournment | Meeting adjourned at 3:15 pm |  |

**Scheduled Meetings:**

Sept. 30 – ZOOM (for Oct.) – Dan to attend as well. 10:00 a.m.

Oct. 28 – ZOOM (for Nov.) – 10:00 am

December 3 – Zoom – 10:30 am

**Future agenda:** Lovina to talk to Social Media Dept of the Archdiocese for possible help with vocation posts on social media – Facebook, Instagram, Twitter – using various vocation events, i.e. Vocation Awareness Week, Catholic Sisters Week, World Day of Prayer for Vocations, Consecrated Life Day, Religious Brothers Day.  
- Discuss and schedule dates for Fall 2019 and Winter 2020 Newsletter

Comment: to have a social media presence, this needs to be done on a regular basis, not just special occasions.)

***Updates: Submission (D) due on the 20th of the prior month. Mailing (M) the first week of each month.***

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| **NEWSLETTERS** | **SUBMISSION DUE DATES** | **MAILING** |
| **FALL** | September 6 | September 20? |
| **WINTER** | January 1 | January 15? |