**COMMUNICATIONS COMMITTEE**

**MINUTES**

**Date/Time/Place: October 30, 2019, Phone Conference**

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

A**ttendance: P = Present, T = Telephone, E = Excused, A = Absent**

|  |  |  |  |
| --- | --- | --- | --- |
| T | Sr Connie Bach, PHJC | Z | Sr. Lovina Pammit, OSF |
| E | Mr Saul Garcia (webmaster) | Z | Ms. Suzanne Petrouski (LCM) |

| # | Agenda Item | Findings/Discussion/Analysis | **D**ecision/**R**ecommendation/  **F**uture Actions |
| --- | --- | --- | --- |
|  | Welcome | Suzanne welcomed the members at 9:38am. |  |
|  | Prayer | Prayer was led by Sr. Lovina. |  |
|  | Agenda | The agenda was reviewed. Added Committee Evaluation. | **D**-Approved Agenda. |
|  | Minutes | The minutes of Sept. 3, 2019 were reviewed. | **D-**Approved Minutes of 09/19/2019. |
|  | Finance | In-Kind Report: 30.5 hours total.  In Kind Monetary - $0 |  |
|  | Board Response/Request | Proposal for the structure Communications and Events was approved for the Handbook. | Sr. Connie will update Handbook and send to board for review. D: |
|  | Old Business | 1. Vocation Voices: Michelle Horton is next (November).   Ask Sr. Mary Beth Bromer to contact Sr. Desiree about doing Vocation Voices and using video on dance.   1. Website: Renewed through 2021. 2. Notes from 9/30/19 meeting:   Website meeting – Strategic Planning received.  Hold for next meeting.   1. Other:   Dare to Love:  Phil Loftus form NRVC on show in November-National Fund for Catholic Religious Vocations  Sr. Desiree-possibly for December | **D:** Will fill in with Sisters’ Stories videos.  **D:** Sr. Denise Glasik has been sent forms. Connie will follow up with her.  **D:** Suzanne will contact Sr. Mary Beth to get Sr. Desiree to do Vocation Voices and ask permission to put her dance/vocation video on our website.  **D:** Br. John will follow up with  Fr. John Schork. He will also have forms available at the December gathering.  **D:** Pictures will be taken on site to have them readily available.  **D:** Lovina will create directory for communities that is publicly accessible.  **D:** Web design team needs to schedule meeting with Saul. (May need to be in evening.) Suzanne will coordinate a date. Possibly 12/6/19 or wait until January. Or look at plan individually and communicate by email.  **D:** Ask Saul if header is static or scrolling. |
|  | New Business | 1. November Updates:   Lovina is adding online sign up form link right into update for different events.  \*Chicago’s Got Sisters  \*Women’s Online Discernment Group  \*Hands On-Hearts In  \*April Education Day  \*Save the Date for Altar Server Days   1. Upcoming Events:   Visioning Day: January 31, 2019, Meyer Center  May 27-CAVA End of Year Gathering   1. Calendar dates for 2020   Tuesday, Dec. 3 at 9:30 (Connie absent)  Tuesday, Jan. 14, 9:30  Tuesday, Feb. 4, 9:30  Monday, March 16, 10:00  Tuesday, April 7, 9:30  Tuesday, May 5, 9:30   1. Other:   Winter Newsletter in January instead of February | **D:** Connie to remind Sr. Kara about article and photo for CGS.  **D:** Connie to ask Sr. Jean to let Suzanne and Lovina know about date for Online Group in November. |
| 9. | Reflections | On Diversity: Feature Sr. Desiree, a Felician Sister (African-American, dancer); Clip on vocations to be added to website.  Meeting Evaluation: Accomplished much. |  |
| 10. | Calendar | Next Meeting: Tuesday, December 3, 9:30 (Connie absent) Prayer: Br. John  Minutes: Sr. Lovina |  |
| 11 | Adjournment | Meeting adjourned at 10:59am. |  |