**COMMUNICATIONS COMMITTEE**

**MINUTES**

**Date/Time/Place: December 3, 2019, Zoom Video Conference**

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

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

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| E | Sr Connie Bach, PHJC | Z | Sr. Lovina Pammit, OSF |
| Z | Br. John Eustice CSV | Z | Ms. Suzanne Petrouski (LCM) |

| # | Agenda Item | Findings/Discussion/Analysis | **D**ecision/**R**ecommendation/**F**uture Actions |
| --- | --- | --- | --- |
|  | Welcome | Suzanne welcomed the members at 9:40am.Sr. Connie is in Kenya (excused) |  |
|  | Prayer | Prayer was led by Br. John Eustice |  |
|  | Agenda | The agenda was reviewed with one addition to new business. | **D**-Approved Agenda. |
|  | Minutes | The minutes of October 30, 2019 were reviewed.Item 9 - Added “Felician” to identify Sr. Desiree and changed “Afro” to “African” | **D-**Approved Minutes of 10/30/2019. |
|  | Finance | In-Kind Report: 23 hours total.In Kind Monetary - $0 | **F-**Sr. Lovina will report on Saul’s 2019 stipend next meeting. |
|  | Board Response/Request | No report from the Board – the next meeting is Dec. 16 |  |
|  | Old Business | 1. Vocation Voices:A suggestion was made to make the form available at our Dec. 5 Christmas gathering.We can use new videos that are up on the website as Vocation Voices feature.Br. John followed up with Fr. John Schork awaiting response.Sr. Lovina sent another form to Sr. Denise Glasik.
2. Work on the Congregational directory is pending. Sr. Lovina will send to Saul to update the webpages.

1. Other:

Suggestions were discussed with regards to ongoing communications especially for events/gathering:* Make sure to always follow the what where when how (details, helpful info) and further communication for questions or concerns/comments, i.e. another planning team member or another Communications team member (add to the online form automatic reply/acknowledgement).
* Repeat the information on the reply.
* Post same info on the member Page on website.
* A separate email announcing the gathering/event helps
* A separate email to participants closer to the gathering date as a reminder and for other important details.
* Lovina can either create a checklist including all of these steps so Suzanne can post on the website OR we can add these points to the existing guidelines that Sr. Connie previously created for CAVA.

 - See CAVA Events Planning Sheet that Connie created and add the above checklist.- Suggestion for email subject line: All caps on FOR YOUR REVIEW or anything that requires urgent or special attention.- Also: repeat subject line on top of email body.Provide a due date for when a response for the review time (example, review of minutes, newsletter or monthly update) | **D.**  Either Br. John or Suzanne will bring Vocation Voices forms to the Dec. 5 gathering.**D.**  Sr. Lovina to send updated information to Saul to post on the Congregational Directory webpages.**D.** Committee to review the CAVA Events Planning Sheet. |
|  | New Business | 1. December Update – may be sent out after review. Remove the Dec. 5 registration (now closed) and thank those who did register or sent regrets.In anticipation of Catholic Schools week, add an encouragement to reach out to a Catholic school nearby as a presence and share that experience.
2. Upcoming Events Catholic Schools Week Jan. 26 to Feb 1, 2020Vicariate II Spirit Day – Feb 1, 2020Consecrated Life Day – CAVA members are invitedVicariate IV – Altar Server Day at St. Ferdinand’sCGS in April 2020 – pending actual dates
3. Winter 2020 Newsletter – January 15 publication- Chicago’s Got Sisters- Online Discernment Groups- Dec 5 Gathering- Vocation Voices recent Features- Upcoming Feb 8 C l Day- Feb 1 Spirit Day- Featured Videos- Upcoming dates- Religious Brothers Day- May 1- Hands-ON+Hearts-IN- Busy Person’s Retreat- St Viator HS fair- Other school or parish events- Add a section asking/inviting others to invite us similar events as above
4. Web Design Meeting – Dec 11 10:00 to noon via Zoom with Saul Garcia and Dan Masterton.- Change the banner (cannot do scrolling but can replace info with something that at one glance identifies what and who is CAVA)- Page by page website review- Replace “Arch events box” with something more useful like a scrolling widget or photo gallery- Member Directory: Create landing page for members directory (one column only)- Archdiocesan website – allocate times when we can discuss this some more.
5. Other – Discuss options for sharing documents in future meetings.
 | **D.**  December update to be published after committee review.**D.** Br. John will send updates on St Viator HS Fair planning.**D.** Lovina to send the Communications Plan notes again and also an editable CAVA Members A to Z to Suzanne and Saul.**F.** Add to next agenda options for sharing documents. |
| 9. | Reflections | On Diversity: We explored diverse options for Vocation Voices features.Meeting Evaluation: Went well – lots of work ahead! |  |
| 10. | Calendar | Next Meeting: January 14, 2020 9:30 am ZoomPrayer? Minutes?  | **D.** Lovina will send Zoom link |
| 11 | Adjournment | Meeting adjourned at 11:24am. |  |