**COMMUNICATIONS COMMITTEE**

**MINUTES**

**Date/Time/Place: February 14, 2020, Zoom Call**

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

**Attendance: P = Present, T = Telephone, E = Excused, A = Absent, Z-Zoom**

|  |  |
| --- | --- |
| E | 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 |
| --- | --- | --- | --- |
|  | Welcome | Suzanne welcomed the members at 10:00 am |  |
|  | Prayer | Prayer was led by Lovina. |  |
|  | Agenda | The agenda was reviewed and approved. | **D-**Reviewed and approved. |
|  | Minutes | The minutes of January 14, 2020 were reviewed.  | **D-**Reviewed and approved as written. |
|  | FinanceOFR Report | In-Kind Report: 19 service hoursIn-Kind Donation: None |  |
|  | Board Response/Request | We discussed about budget requests. Does the Board need an announcement and when? | **R –** Ask the Board what needs to be communicated about budget requests and when and how.**D.** Lovina will send an email to the Board. |
|  | Old Business | 1. Vocation Voices:

March : Arturo Gonzalez April – Sr. Desiré FindleyNeed follow ups to Sr. Alicia Torres, F.E. and Saul Garcia1. An email with important news was sent on February 5 in lieu of a February monthly Update.
 | **D-**Lovina to follow up with Sr. Alicia and Suzanne with Saul.Lovina will try the new members too. |
| 8.  | New Business | 1. Monthly Updates – it was suggested to have an informal poll from the CAVA members on May 27 about the monthly update – or at least include in the Agenda.
2. March UpdateApril 2 Education DayChicago’s Got Sisters promoUpcoming Events – already on the past updates- NCSW- Rel Brothers Day
3. Budget – last year was $2,500 so we propose the same for 2020-2021.
4. Upcoming eventsEducation Day needs to be promotedMarch 31 Vocation Fair at St. ViatorSuggestion to the hosts to ask the young people to write down questions (especially those they are unsure about asking.)
5. OtherThe Communications Plan from September 2019 needs to be revised. 2 sections to address. Add to the March 16 10am AgendaAlso we need to map out an organizational chart to visually capture how CAVA structure functions.John went to the Stanislaus Kostka School - K to 8th (Sr Maria Brizuela was sick) and will write up an article to be featured on the next CAVA newsletterDiscussion about need for more promo videos that feature Religious doing very ordinary and relatable things.Get 2 or 3 Religious within the camera answering questions.Lovina mentioned that Chicago Catholic (Joyce Duriga and Karen Callaway) took photos of Religious at the Feb 8 event who answered questions from grade school childrenSuzanne mentioned about Religious who can talk about talents and ministries other than being a consecrated person – these could be another way to feature religious life. (Reference: An Almost A-Z: 24 People Worth Knowing put together from the Commission on Religious Life and Ministry.)
 | **R.** Include asking for feedback on communications including the monthly update, format and if frequency is fine.D. Lovina needs to send out the registration for Education Day by the time the March update is sent out.**D.** Suzanne will add Communications Plan discussion on the March 16 agenda.**D.** Suzanne to add discussion of mapping CAVA structure to put into a visual chart on the next meeting.**D.**  John will send the article and photos to Connie and Lovina.  |
| 9. | Reflections | Diversity: Discussed ways to expand how we promote religious life.Evaluation of Meeting: We had to keep it short but we accomplished a lot. |  |
| 10 | Calendar | Next meeting: March 16 at 10:00 am Recorder: Sr. ConniePrayer: SuzanneLovina is away from Feb 15 to 25 | **D.**  Lovina will schedule and send out Zoom mtg invite |
| 11 | Adjournment | Meeting adjourned at 11:10am. |  |

 **NOTE:** The domain name (vocationscava.org expires 11/19/20. The web host (justhost) expires 10/21.

**Scheduled Meetings:** April 8, May 5, June 4 (Frankfort)

**Next agenda: March 16, 2020 - Revisit Communication Plan from Jan.28, Organizational Chart Discussion.**

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

|  |  |  |
| --- | --- | --- |
| **NEWSLETTERS** | **SUBMISSION DUE DATES** | **DISTRIBUTION** |
| **SPRING 2020** | April 1 | April 15 |
| **SUMMER 2020** | July 1 | July 15 |
| **FALL 2020** | October 1 | October 15 |
| **WINTER** | January 1 2021 | January 15 2021 |