**COMMUNICATIONS COMMITTEE**

**MINUTES**

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

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| **Chair:** Mrs. Suzanne Petrouski | **Recorder:** Sr. Connie Bach | **Prayer**: 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 9:42am. |  |
|  | Prayer | Prayer was led by Suzanne. |  |
|  | Agenda | The agenda was reviewed and approved. | **D-Reviewed and approved.** |
|  | Minutes | The minutes of December 3, 2019 were reviewed. | **D-Reviewed and approved as written.** |
|  | Finance  OFR Report | In-Kind Report: 26.5  In-Kind Donation: None.  OFR Report:   * Website – Saul $1311 (Jan. – Nov.– 2019). 2019 report done for tax purposes. Final report will be given at next meeting. Most of Saul’s work was done in July. Stayed within budget. |  |
|  | Board Response/Request | No meeting held recently. |  |
|  | Old Business | Vocation Voices:  Jan.: Sr. Kara Davis  Feb.: Jorge Rivera, Maryknoll  March : Arturo Gonzalez  Requests sent to Sr. Desire Findley, Felician  Sr. Alicia Torres, Sisters of the Eucharist of Chicago, Saul Garcia  Online Discernment Groups: Two separate landing pages created for men and women events.  Checklist: Add time, place and contact person with contact information.  Participation List: Updated. | **D-**Lovina to follow up with participants.  **D-**Connie to be sure to add this pertinent information to Event Checklist.  **D-**Participation List will be added to website by Suzanne. |
| 8. | New Business | January Update: Sent out already.  February Update –None. Email important information to members only as necessary.  Winter Newsletter:   1. BPR: Sr. Joan Mary UIC sent article and photos. 2. CGS: Sr. Kara Davis sent article and photos. 3. Altar Server Masses-Jan. 18 and Feb. 29. 4. Vocation Voices 5. Feb. 8: Consecrated Life Day 6. Feb. 1: Spirit Day 7. Featured Videos 8. Upcoming dates 9. May 1: Religious Brothers Day 10. Hands On- Hearts In – being terminated; monies being shared with other groups. 11. Add section asking/inviting others to invite us to similar events   Events Committee News:   1. High School visits confirmed but details to be determined: 2. St. Viator’s – March 31 – Sr. Kathleen Skrocki 3. Josephinum Academy 4. Notre Dame College Prep 5. Marist High School 6. St. Francis de Sales High School 7. Online Groups: 8. Men: new ad placed on Detroit Office of Religious Newsletter 9. Women: January 27, 2020 – 8pm Zoom 10. Altar Server Mass-January 18 – 5pm Mass, St. Emily’s, Mt. Prospect, Vicariate I. Vocation Office coordinated this. Shawn Lukas – Special Events Coordinator, allowed CAVA Information Table. 11. Altar Server’s Mass-Feb. 29, Vicariate IV – St. Ferdinand’s (River Forest)  * Other:  1. Domain Name (vocationscava.org) expires 11/19/20. The web host (justhost) expires 10/21 2. Sharing Documents - OSF-LCM Hospitals merging on Feb 1. Suzanne’s is waiting to see how documents can be shared beyond the computer system firewalls. E-mail will change after February 1. 3. Budgets - March is time for budget proposals. Prepare for this in February. 4. Communication Plan – 5. Met with Saul and made changes to Communications Plan. This will be separate from CAVA Visioning day. Need to ask help with website with content if we change to Archdiocesan website. 6. Communications Plan: Review – Jan. 28 – 9:30. What do we want to take to the Visioning Day? What is the mission of CAVA? How are we serving this? | **D**-Lovina to send out information to CAVA members.  **D-**Br. John to share classroom visit resource.  **D-**Suzanne to post under resources on website.  **D-**Lovina to post on Archlink  **D-**Lovina to send Communications Plan to committee prior to Jan. 28. |
| 9. | Reflections | Diversity: We continue to look for ways to serve. Invited different communities and people of different backgrounds to share in Vocation Voices. We continue to work with different vicariates and diocesan offices. We are looking at a wide variety of schools being visited.  Evaluation of Meeting: Went well. |  |
| 10 | Calendar | Next meeting: Jan. 28, 9:30 (Communications Plan Only – Zoom)  Regular Meeting - February 4, 2019, 9:30am CT (Determine on January 28 if Feb 4th meeting is needed since we have Jan. 28 and then Board Meeting on Jan. 31).  Prayer: Connie ; Recorder: Lovina (Br. John – practice)  Sr. Lovina in Brazil 1/21-2/5/20  Connie in India 2/4 -16/2020  Board Visioning Day – January 31, 9-4 at the Passionists in Chicago. |  |
| 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: Jan. 28 (Communications Plan only)** Feb. 4 (?), March 16, April 8, May 5, June 4 (Frankfurt)

**Next agenda: Feb. 4, 2020 -** Sharing Documents across platforms, July 2020-June 2021 Budgeting

***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** |
| **SPRING** | MAY 1 | MAY 15 |
| **SUMMER skipped** | AUGUST 1 | AUGUST 15 |
| **FALL mailed early** | NOVEMBER 1 | NOVEMBER 15 |
| **WINTER** | January | January |