

**Communications Committee
Meeting Minutes
March 23, 2009**

Present: Mike Redlin, Matt Cooney, Keith Davis, Tim Schmidle, Pat Cote, Rich Marisa

February Minutes: Not approved, pending final copy.

Committee Web sites

We talked about having some uniformity to the various committee web sites. The questions were: what basic content should each web site have and how would it be updated?

Updates would be done by submissions to the webmasters (Pat or Rich) rather than by committee members making direct uploads. This method would ensure uniformity of style and a central control.

Content would include, but not be limited to:

- List of members and contact information for the chair
- Brief mission statement
- Minutes of past meetings (Pastoral Council and Finance Committee are required by parish bylaws to make their minutes open to the public; there could be links to these)
- Current projects and how they tie in to the parish's strategic goals and action plans

We decided we could use the Communications Committee website as a model. We already have membership and mission posted. The minutes of past meetings could be posted to Rich or Pat. Our current projects include focusing the mapping document and updating the web site. Keith will work up language and e-mail it to the members for final approval.

What Works and What Doesn't

Rich M. suggested that the committee's next steps also be informed by considering "what works and what doesn't". His example was the small attendance at the Middle School's presentation of the Shadow Stations, at which there were no more than five people not obviously related to the students who staged the production. The total attendance of 20-or-so was not much different from the average attendance at Stations, but the preparation for the production, which involved multiple practices, staging and direction by a volunteer from the Kitchen Theater, made the turnout feel "uncomfortably small". The committee's discussion indicated the attendance also reflects larger issues (such as declining Middle School Group participation). Publicity may be an issue since some committee members were unaware of what the Shadow Stations entailed.

The Mapping Document: Now What?

Now that this document was approved by parish council, with suggested priorities, the committee can now use it to decide our next course of action. Mike will e-mail us the latest version of the document, and we'll peruse it to come up with suggestions for the April meeting.

Membership

We decided to first see what our next major thrusts would be and then try to match them with people who have backgrounds in those areas.

Minutes Submitted by:

Keith Davis

Approved by the Communications Committee, April 20, 2009