

Minutes of Communications Committee

Thursday, June 15, 2006, 7 p.m.

Present: Phil Coates, Mike Flynn, Chris Lundin, Marguerite Purcell, Mary Sullivan, Kay Williams. Mary Stratton and invitee Mark Antonio couldn't attend.

1. The issue of the bulletin policy regarding parishioners placing ads was discussed. Recently a parishioner requested an ad in the bulletin for a mother's helper for her daughter with several children. The caller was told that the policy was not to have ads in the bulletin; she was referred by Mary Stratton to Mary Sullivan, who, among other things, suggested the daughter put up an ad at her worship site. The caller phoned back a few weeks later to say that the need was desperate; Mary then submitted an ad to the bulletin editor and the ad was printed.
Committee members agreed that this policy issue needed to be clarified and reviewed. Our recommendation is that accepting ads for needs that fitted within certain parameters (to be determined) would be beneficial to the parish community.
Mary will draft a statement regarding this decision and submit it to Mary Stratton for review.
2. Since we members have agreed to serve as the editorial board, Mary will submit this in writing to Fr. George.
3. The new volunteer position of Calendar Keeper was discussed. The question was raised as to whether or not this supplanted Chuck's work on the calendar entirely. Mary, who had talked with Chuck about the volunteer position, believes that Chuck will still create some type of calendar for the Pastoral Center, independent of the monthly bulletin/Web calendar. She will contact Chuck to clarify this.
The software that the volunteer(s) would use is "Calendar Creator" by Broderbund. Although in the future it would be more efficient to use a more powerful program that would eliminate the need for someone to type in the regularly-scheduled meetings every month, it was agreed that at this time it's important to get the calendar at least printed.
4. Discussion of the Website was held.
Mike Flynn has been teaching the new youth director, Rob Manfrey, how to post items on that portion of the Website.
Mike verified that it would be feasible to post forms (such as registration, baptism, etc.) on the Website that could be downloaded and mailed or brought in to the Pastoral Center.
Also, it may be possible to have Mark Antonio upload the bulletin himself each week. There has been a problem with a delay in posting the PSC minutes, so Phil agreed to contact Tom Jaworowski, the new PSC secretary, to ask him to send the minutes to Mike for posting.
Mike made the point that he is happy to manage the garden portion of the Website. Mike does not feel that it would be a good idea at this time to hook up with CatholicWeb regarding Web service; he feels any savings would be minimal, and the parish wouldn't receive the same good services now supplied by sbcglobal.

Information on Pixiequill.com, a Web hosting package offered at the diocesan communications workshop, was reviewed with no action taken.

5. Discussion of the bulletin ensued. Members are open to trying a new look and increased number of pages. It was agreed that a meeting with the Paluch representative was necessary. Mary and Marguerite will meet with the rep.
6. Members agreed that Mary would edit the parish booklet before submitting it to them for review. Chris offered to help.
7. It was decided to not meet in August.

Action Items:

1. **Mary** will draft a statement to Mary Stratton regarding our thoughts on the benefits of a policy that permitted parishioners to publish ads for specific needs.
2. **Mary** will submit a statement to Fr. George that the Communications Committee members are willing to serve as the parish editorial board.
3. **Mary** will contact Chuck to clarify if he will be creating a calendar separate from the bulletin calendar.
4. **Phil** will contact Tom Jaworowski to request that PSC minutes be sent to **Mike** for posting.
5. **Marguerite and Mary** will meet with the Paluch representative.
6. **Mary** will edit the parish booklet; **Chris** may assist.
7. **Mary** will continue to design a new front page for the bulletin.

- The next meeting will be Thursday, July 6, at 7 p.m.

Submitted by Mary Sullivan, Acting Recorder