

St. Francis Communications Committee Actions & Activities, as of 10/7/2007

Committee members: Co-chairs- Debbie Fish & Bill Bowen; Jeanne Brzycki, Ray Fontaine, Martha Lofland, Anna Donovan, Dave Adams, Therese Laporte. Steve Forrest

<i>Date Started</i>	<i>Date needed</i>	<i>Action/Activity Description:</i>	<i>Status/In work by:</i>
10/04		Communications Committee meeting held at Bill Bowen's home, 7:30pm-9:30pm on Thu, 10/04.	<ul style="list-style-type: none"> • Present: Bill Bowen, Debbie Fish, Dave Adams, Ray Fontaine, Martha Lofland, Anna Donovan, Therese Laporte. • Absent: Jeanne Brzycki, Steve Forrest
10/04	10/13	Reviewed and amended Parish calendar.	<ul style="list-style-type: none"> • Dave
9/06	open	Informational Summary of monthly Pastoral Executive activity for the Weekly Bulletin and web-site has been written/completed by Francesca and reviewed by Comm committee.	<ul style="list-style-type: none"> • Forwarded e-document to Jeanne for website. • Steve to provide rectory for weekly bulletin.
9/06	11/08	"Time & Talent" survey document reviewed with discussion regarding the changes suggested. Copies have been given to PC members at last mtg for PC review/comments to be brought to next PC mtg 11/06.	<ul style="list-style-type: none"> • Awaiting Nov PC input
10/04	11/06	Parish information brochure reviewed, proofed, amended to reflect latest changes to parish.	<ul style="list-style-type: none"> • Anna to make changes to document as amended.
ongoing	11/08	Web page to be updated to reflect changes to PC and Time & Talent survey	<ul style="list-style-type: none"> • Jeanne awaiting PC review and amendments of Time & Talent survey.
9/06	Nov	"New Comer" package will updated with latest information and for changes (Time & Talent, PC mbrs, Hospitality, Vocations listings) after review and approval by the PC.	<ul style="list-style-type: none"> • Anna, Martha. • Awaiting Time & Talent review by PC. • Latest K of C brochure procured. • Bill will update Council 10698 facts sheet-will get to Martha when completed.
10/04	None	Discussion on whether members of Communications have been contacted re: advertising for the Octoberfest.	<ul style="list-style-type: none"> • Bill will email Tom Grady to find out if help is needed.
10/04	None	Discussion on how the Communications committee may add to Pastoral planning mission to increase parishioner attendance and participation.	<ul style="list-style-type: none"> • Put on the "Thinking Hats" to find out what may be done to think outside the box.
10/04	11/08	Next Communications Committee mtg	<ul style="list-style-type: none"> • 7:30pm, Nov 08 at K of C hall.

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CLOSED ACTIVITIES or ACTIONS

<i>Date Started</i>	<i>Closed</i>	<i>Action/Activity Description:</i>	<i>• Status/In work by:</i>
6/07	6/07	A decision made at the June 7th Pastoral Council meeting established the Communications Commission Chair will now be the new point person to decide if a second 'stuffing' into the church bulletin will be allowed.	• Rectory office will work with Bill Bowen for requests.
9/06	9/06	Areas of Responsibilities of Communications Committee members established and outlined for Bill Bowen, new-comer to the PC.	<ul style="list-style-type: none"> • Minutes: Bill Bowen • Parish Calendar: Dave Adams • Posters: Ray Fontaine • Painted Pictures/posters Therese Laporte • Webminister: Jeanne Brzycki • Information List: Ray Fontaine • Publications (Newspapers, Brochure, Welcome Packets, Time & Talent): Anna, Martha. • Parish elections: Deb, Jeanne
9/06	9/06	Anna expressed desire to have another committee mbr handle responsibility for taking meeting minutes.	• Bill accepted the role.
9/06	9/20	October Parish calendar was updated/finalized for printing bulletin	• Dave. Finalized work
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