

**St. Francis Communications Committee Actions & Activities, as of 12/1/2007**

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

<i><b>Date Started</b></i>	<i><b>Date needed</b></i>	<i><b>Action/Activity Description:</b></i>	<i><b>Status/In work by:</b></i>
9/06		Areas of Responsibilities of Communications Committee members	<ul style="list-style-type: none"> <li>• Minutes: Bill Bowen</li> <li>• Parish Calendar: Dave Adams</li> <li>• Posters: Ray Fontaine</li> <li>• Painted Pictures/posters Therese Laporte</li> <li>• Webminister: Jeanne Brzycki</li> <li>• Information List: Ray Fontaine</li> <li>• Publications: Anna, Martha.</li> <li>• Elections: Deb Fish</li> </ul>
11/08	11/08	Communications committee meeting held 7:30pm to 9:15pm at K of C	<ul style="list-style-type: none"> <li>• Present: Bill, Deb, Ray, Dave, Jeanne, Martha, Anna</li> <li>• Absent: Theresa, Steve</li> </ul>
10/04	11/15	Parish calendar for Dec was reviewed and amended for printing.	<ul style="list-style-type: none"> <li>• Dave</li> </ul>
ongoing		Web page to be updated to reflect latest parish information, PC, brochure and Time & Talent survey	<ul style="list-style-type: none"> <li>• Jeanne- in work or awaiting PC final review of T&amp;T</li> </ul>
9/06	ASAP	Informational Summary of monthly Pastoral Executive activity for the Weekly Bulletin and web-site has been completed by Francesca and was reviewed by committee. Written very well, nothing was changed.	<ul style="list-style-type: none"> <li>• Jeanne- to check with Fr. Vern about how to incorporate into the website and bulletin.</li> </ul>
9/06	12/06	“Time & Talent” survey document revised and discussed regarding the changes. In final draft stage.	<ul style="list-style-type: none"> <li>• Bill-Awaiting Fr. Vern’s editorial advice and final review by PC in Dec.</li> </ul>
9/06	ASAP	“New Comer” package has been updated with latest information. Awaiting finalized Time & Talent (T&T)	<ul style="list-style-type: none"> <li>• Anna, Martha.</li> <li>• Awaiting Time &amp; Talent final draft approval by PC.</li> <li>• Parish brochure in final revision and printing</li> </ul>
11/06	ASAP	Role of Communications for “Lighten Up”, advertising methods discussed. .	<ul style="list-style-type: none"> <li>• Deb- liaison between Comm and G of F as to needs for getting the word out.</li> <li>• Bill- made presentation for use by TV ch 5. Will put up small posters at various business locations around town.</li> <li>• Deb- will handle article for Sentinel</li> <li>• Deb, Ray- will handle large posters for parish bulletin boards</li> <li>• Jeanne- will incorporate on website</li> <li>• Anna- will blow up balloons</li> </ul>
10/04	12/06	Parish information brochure reviewed and revised from input at Nov PC.	<ul style="list-style-type: none"> <li>• Anna, Bill- to make changes to document as amended before procuring enough for distribution to parishioners.</li> </ul>
	12/06	Next Communications Committee mtg	<ul style="list-style-type: none"> <li>• 7:30pm, Dec 8 at K of C hall.</li> </ul>

**St. Francis Communications Committee Actions & Activities**, as of 12/1/2007

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

**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.
10/04	9/06	Communications Committee meeting was held at Bill Bowen's home, 7:30pm-9:30pm on Thu, 10/04.	• Present: Bill Bowen, Debbie Fish, Dave Adams, Ray Fontaine, Martha Lofland, Anna Donovan, Therese Laporte. • Absent: Jeanne Brzycki, Steve Forrest
9/06	9/06	Anna expressed desire to have another committee mbr handle responsibility for taking meeting minutes.	• Bill accepted the role.
9/06	9/15	October Parish calendar was updated/finalized for printing bulletin	• Dave. Finalized work
10/04	10/25	Discussion on whether any member of Communications committee has been contacted to assist in advertising of the parish "Octoberfest". As of this date no one has been contacted.	• Bill- advertised on TV ch 5. No other support sought by Oktoberfest team.
10/04	11/06	Discussion on how the Communications committee may add to Pastoral planning mission to increase parishioner attendance and participation.	• We must put on the "Thinking Hats" to learn what may be done. We must remember to "think outside the box" and use all the tools available at hand to reach the members of the parish. Some things may be changed or improved if they haven't been successful in the past.
			•