

St. Francis Communications Committee Actions & Activities, as of 12/16/2007

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>
		Areas of Responsibilities of Communications Committee members	<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: Anna, Martha. • Elections: Deb
ongoing		Web page to be updated to reflect latest parish information, PC, brochure and Time & Talent survey	<ul style="list-style-type: none"> • Jeanne-
12/06	12/06	Communications committee meeting held 7:30pm to 9:00pm at Ray Fontaine's home	<ul style="list-style-type: none"> • Present: Bill, Deb, Ray, Dave, , Martha • Absent: Theresa, Steve, Jeanne, Anna
12/06	12/13	Parish calendar for Jan was reviewed and amended for printing. Deadline for change is 12/13.	<ul style="list-style-type: none"> • Dave • PC
9/06	12/06	"Time & Talent" survey final draft discussed regarding the changes. PC decided the 1 st weekend of Lent survey will be distributed to parish members.	<ul style="list-style-type: none"> • Bill to make final changes and 1000 copies (per PC) .
10/04	12/06	Parish information brochure reviewed and revised from input at Dec PC.	<ul style="list-style-type: none"> • Bill- made changes to brochure and will make 400 copies
9/06	ASAP	"New Comer" package has been updated with latest information. New parish brochure and Gifts and Talent provided to include with packages.	<ul style="list-style-type: none"> • Anna, Martha.
12/06	Info	An electronic Excel spreadsheets file of parish households has been provided by the rectory. This information will be held strictly confidential and will be used only for Communications committee for mailings and contacts thru-out the parish.	<ul style="list-style-type: none"> • Bill, Ray
	Info	Note: Due to no January PC and Communications meetings, members of PC are asked to contact Dave directly for items to include for Feb bulletin calendar. Deadline for additions/changes will be Jan 13, 08.	<ul style="list-style-type: none"> •
		Next Communications Committee mtg will be Feb 7 at K of C hall.	<ul style="list-style-type: none"> •

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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.
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.
9/06	11/08	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.	• Jeanne- to check with Fr. Vern about how to incorporate into the website and bulletin.
11/06	12/01	Role of Communications for "Lighten Up", advertising methods discussed. .	•
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