

Communication Committee Minutes
November 4, 2010
Parish Office Dining Room

Meeting adjourned at 4:00 p.m. Members present: Michelle Covey, Deanna Asleson, Brian McSperrin, Chuck Olson, Terri Kluesner, Roger Maiers

The meeting was called to order at 4:05 P.M.

There are 99 parishioners of 1400 whose e-mail address we have on record. We need to find a method to get e-mail addresses and identify how we can get them all entered into the Parish Data System program for use, as well as how to keep them updated.

Chuck reported that he has looked at the Scheduling module and that our current problems with cross scheduling could be solved with this module. Chuck will continue to investigate this module and bring a recommendation at the December meeting.

The parish census currently has approximately 300 families who have not contributed to the parish in two years or more years. It can be easily identified as to who has not contributed. Michelle will talk to Jim about who should investigate and perhaps communicate with these folks. (i.e. Stewardship Council, Finance Committee, etc.) Deanna thinks she has a copy of the letter Father Kutsch sent out when he was pastor to investigate whether people want to remain on the St. Anthony census, or have moved to another parish. She will look for this.

Volunteers update the Bulletin Boards every Wednesday morning. People from outside the parish frequently post fliers on our bulletin boards. The only minutes currently posted on the bulletin boards are the Parish Pastoral Council and the Faith Formation Committee minutes. The committee discussed possibly posting a notice to check with the parish office before posting fliers in an attempt to keep the bulletin boards neater. The brochure racks in the vestibule and gathering space also need to be updated more frequently and outdated brochures removed.

Meeting minutes status: This month only the Agenda, Gospel reading, and Articles not available electronically were sent out in hard copy for the Faith Formation Commission. Everything else is sent electronically. They are working on becoming paperless.

Quarterly statements were discussed. The committee questioned whether those who are on EFT could receive statements annually. This may not make sense or save any effort as the newsletters are sent in the same mailings. The committee also questioned whether the bulletin could be e-mailed to parishioners who want to

receive it electronically. Further discussion of this topic is tabled until more parishioners are on e-mail and we can determine how many may want this service.

Terri K. will look at the First Class e-mail program and see if e-mail addresses can be set up so that the senders name appears in the recipient's e-mail list.

Michelle asked if the Website should be monitored on a regular basis to check for broken links, content that is outdated, content that could be expanded and if someone should work with the Committee and Commission chairs to expand the website to make it more dynamic and appealing. This person would work closely with Brian McSperrin, Staff, and the chairpersons of committees and commissions and would act as a liaison. Michelle volunteered to act as this liaison. The committee agreed that if one person were willing, it would be a good idea to have the website monitored and updated on a regular basis.

Michelle will also work with Deanna and Parish Data Systems support to see if we can import CSV, tab or other delimited files to PDS from our website.

At the December meeting, the Committee will begin working on how to implement the solutions we have identified and make recommendations to Father Steve.

Respectfully submitted,

Michelle Covey