

**Minutes  
Communications Committee**

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**May 8, 2008**

These are the minutes of the Communications Committee monthly meeting.

Attendees:

Steve Hill

Ed Johnson

Marieann Shovlin

Mabel Hoffman

Lorinda Rodrigues

1. The meeting was opened at 7:08 pm by Ed Johnson, who led the opening prayer.

2. The April 10, 2008 meeting minutes were approved.

3. Chair Report

a. Website

- 1) Ed performed updates and repairs over the past month.
- 2) Tam is making good progress working on new PHP pages. She is approximately 30% completed, and is aiming to finish by the Ministry Faire. There are some browser problems relating to drop-down menus.

b. Host – iPower

- 1) They fixed the email problems, but now each SJC employee with an email account needs to perform a client update.
- 2) The web statistics function still does not work, even though it was ‘fixed,’ *again*.
- 3) The entire web site reverted to the November 2007 version (without warning) in late April. All of our files had to be restored, and the prayer request form is buggy.
- 4) San Jose-based NTT Verio has been selected as the new host. Cut over will happen soon after the end of the school term in June. We are attempting to get two domains, church and school, set up under one account to save on annual maintenance fees.

4. Newsletter

- a. Steve distributed hard copies of the draft June newsletter. Three articles were not included.
- b. Marieann will write a Thanksgiving basket article next week
- c. Ed delivered a bingo article today (after the draft was printed on Wednesday). He will connect with Rabbi Barry next week regarding that article.

5. Public Relations

- a. No report.

6. Movie

- a. Mike M. was unable to connect with Fr. Chad to facilitate discussion for the *Bella* movie. He is seeking another person. The movie date is yet to be determined.

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7. Bulletin Boards

- a. No report. Stella has been traveling and hard to reach.

8. Ministry Faire

- a. The faire is happening on May 17 and 18. Ed and Steve will cover all shifts. Lorinda will cover post-9:30 and 11:00 am Masses (the two busiest ones).
- b. Our handouts will pitch the open public relations and webmaster positions. Steve is charge of the booth backboard, sign up sheet and handout.
- c. Ed is working with Janice to update the floor plan of the tables and ministry locations.
- d. Marieann is developing name tags.

9. Elections

- a. Elections will be conducted at the June 12 meeting.
- b. There was discussion about the various positions. Mike H. intends to run for Chair, Ed for Creative Vice Chair, Lorinda for Content Vice Chair and Steve for Secretary.

10. New business

- a. Marieann offered that we need to re-visit the Committee strategic plan developed during the committee's formation in 2006. Ed agreed, and recommended we do so in September when summer vacations are over, we have new officers and a larger meeting attendance.

10. Action items

- Newsletter assignments, due May 18:
  - **Marieann:** Thanksgiving baskets
  - **Ed:** Article from Rabbi Barry (Baruch) Leff
- **Steve:** Prepare booth materials for Ministry Faire
- **Ed:** Update floor plan for Ministry Faire
- **Mike M.:** Make arrangements for next movie.
- **Tam:** Finish PHP pages for web site.

11. Next general meeting

The next meeting will be held on June 12 at 7:00 pm in the Community Center. Janice will reserve the facility.

12. Adjournment

There being no further business, the meeting adjourned at 8:20 pm.

Steve Hill  
Secretary