

**Minutes
Communications Committee**

September 18, 2008

These are the minutes of the Communications Committee monthly meeting.

Attendees:

Mike Hoffman	Mabel Hoffman	Désirée Widjojo
Ed Johnson	Marieann Shovlin	Roger Hewitt
Janice LaMotte	Mike Maloney	

1. The meeting was opened at 7:05 pm by Mike Hoffman. An opening prayer was said.
2. The August 14, 2007 meeting minutes were approved with one correction to section 8 b), Events, St Joseph of Cupertino Feast Day.

3. Website:

- a. Ed Johnson reported on website progress. New set of pages is being worked on by Tam Tran and Ed Johnson. Anticipate launch in November.
- b. Web host change is still coming. Need to coordinate with Technology Committee. Anticipate making the change by October meeting.
- c. Website
 - Statistics: Growth in traffic continues -- 32% visit growth from 2007.

Category	Aug. 2008	Aug. 2007	Pct Change
Visits	1,405	1,066	32%
Pages	4,893	3,519	39%
Hits	24,664	20,928	18%
Bandwidth	928 MB	667 MB	39%

4. Newsletter:

- a. September newsletter was distributed with the bulletin.
- b. December newsletter article plan was presented and discussed.
- c. Assignments were made:

1L	1R	2L	2R	3L	3R	4T	4B
Devotions	Holiday Traditions	Parish Council	St Paul pt II	Finance and Budget	T: Intro to Primo Martinez B: Video Lib	Puzzle TG Photos if room	Calendar
Désirée W & Mabel H	Mabel H	Mabel H	Mike M	Mike H	Mike M	Lorinda R	Janice & Mabel H

- d. Newsletter articles due by 31 October. Advent mailing is 24 November.

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5. Activities & Events:

- a. Janice presented a draft Activity and Event brochure for the next year.
- b. The brochure graphics and layout were prepared by Désirée.
- c. Plan to discuss “My Dream” card at next meeting.

6. Planning:

- a. Marieann Shovlin facilitated a planning session for the committee.
- b. Results of the planning session will be separately summarized and presented (MS).
- c. Action Items will be listed with the assigned person and agreed schedule (MS).
- d. Mike Hoffman requested each assigned person develop a task action plan with schedule.

7. New Business

None

8. Next Meeting

The next general meeting will be held on Thursday, October 9 at 7:00pm.

9. Adjournment

There being no further business, the meeting adjourned at 9:15 pm.

Edward Johnson
Vice Chair and
Secretary of the Meeting