

*Communications Committee  
Meeting Minutes – April 16, 2015*

Members Present: Steve Marcus, Susan Atwater, Jan Lamparski, John Kimpel, Lynn Haugner (PC liaison)

Members Absent: Brandon Grady, Bill Bosenbecker, Mike Brevard

Next Meeting: September 10, 2015

- Susan opened meeting with prayer.
- Website Update:
  - Susan and Jan have updated new website with information from school fusion website. Further updating of web pages still in process; Jan will be working on Ministry pages
  - Tammy has had some training on the new site so that she can maintain the Parish School page.
  - Pam will be trained to update committee/PC/FC meeting minutes. Lynn will inform PC Committee Liaisons that minutes should be emailed to parish office.
  - New website doesn't have email capabilities. Committee has reviewed and decided that "Flocknote", a simple email and text messaging software program for churches, ministries, teams and organizations will be purchased by the Parish. Monthly rates depend upon number of email addresses. It was determined that we need the capability to maintain 500-600 emails.
  - Steve will email Leann the info needed to purchase Flocknote.
  - Jan has created email groups for Lay Ministers and would like to upload these in groups. Remaining parishioner emails will then be uploaded.
  - Jan will assume role of website administrator due to Brandon's relocation to Denver.
- Technology sub-committee:
  - Steve suggested we ask Mike Brevard to become the Tech sub-committee chair to replace Brandon.
  - Brandon has a meeting scheduled with a consultant to discuss our current technology setup.
  - Sub-committee will be inventorying our current equipment and software.
- Social Media
  - Steve handed out the Arch Safeguarding practices and guidelines for using social networking. Committee agreed that St. Bruno's should adhere to this policy.

Respectfully submitted by:

Jan Lamparski 4/21/2015