

**St. Catherine of Siena Parish  
Communications Committee  
Summary of 9-30-09 meeting**

Present: Pat Cote, Mike Redlin, Chris Pollock, Keith Davis, Ben Boynton

I. Minutes from the August meeting were not available for approval.

II. Ben Boynton attended the meeting in response to our bulletin announcement for new members. Keith will e-mail him a copy of Pastoral Council's charge to the committee.

III. Progress update of the ongoing project to standardize the web presence of standing and ad hoc committees:

- Pastoral Council and Finance Committees: Mike is compiling updates
- Men's Group: Keith has approved copy from Bob Dyer and will submit to Rich before the next Communications Committee meeting
- Young Adult group, Parents Play Group, Stewardship and Peace and Justice Committees: Chris is gathering information and awaiting approvals
- Adult Faith Enrichment, Marriage Prep Team and Becoming Catholic/Adult Confirmation: Tim is compiling information
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NOTE 1: Organization and display of ad hoc organizations such as the Men's Group on the web will be Rich's prerogative.

NOTE 2: The Communications Committee will need to formulate a policy for archiving web page material.

IV. Press Packet

Chris and Keith will work on a packet that parish organizations can use for publicity purposes. The packet will include a template for a press release and an updated media list. Chris has already compiled this material and will forward it to Keith, who will review it and submit it for the committee's approval at the October meeting.

V. The Welcoming and Social Committee gave Chris a list of upcoming events they would like to have posted to the parish website. Chris will forward the list to Rich.

VI. Keith announced his resignation from the committee, effective Jan. 1, 2010.

VI. Future meetings of the committee for 2009 are scheduled for 5:15 p.m. in the Parish Center on:

Monday, Oct. 19

Monday, Nov. 23

Monday, Dec. 21

Respectfully submitted,  
Keith Davis  
10-5-09

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