



Meeting Notes from 1-16-20

1. Intro; Kevin Dillon, Sharon Moeykens, Joel Barbel, Brandi Sulak
2. Items under Brandi; Communications Coordinator Brandi went over the duties covered with CC position and growing.
GENERAL ASK put feelers in the community asking if they follow, feedback (update posted on the TVs with all media handle asking for feedback to editor email, posted handles on all media), willing beta testers
Social media; facebook, Instagram, twitter, youtube – All have been created and online.
Updates often
Bulletin – currently revamping the bulletin. Shared the back page and the format we are looking at.
Website- minor updates at this point. Learning the system.
Email blast; constant contact – will be taking this over in the next 30 days. Discussion on opt in or load all emails for opt out.
Procedural documentation - documenting process that occur in the parish, such as special masses, special events, etc.
3. Audio recording upgrade in the church – was upgraded last year. Additional features keep getting added. Fr Scott is looking to record mass, live stream, and have other options moving forward.
 - a. Networking to the PMC in the works Emailed Steve from Integrity Systems for pricing, automating, VPN, and working w Kevin for static IPs. Making sure everything is talking nice to each other. The system is a DN700R. Brandi will be researching more for programing Masses but not to complicate funeral/celebration masses for those ministries. Need to research and collaborate
 - b. Remote access to come update. Steve will install the software on the Ipad for the system and connect them remotely in the meantime. Need to follow up on this. Invited Steve to attend the next C/T meeting to get everyone on the same page and work with Kevin.
4. Camera install for recording and posting –Randy Braverman? Has done work for use before for security cameras. We are looking into Steve from Integrity Systems that did the sound system. They do work for Catholic Churches.
5. TV install for the gym; donated on in the school – Looking to install over the concessions. Have used for concessions, tourney events, and parish events. Update: a TV bracket was donated. Looking to get installed when maintenance has downtime. May not have the system running right away. Budget.
 - a. Hardware/software purchase to get running- approx. \$100
 - b. School wanting the same setup – updated Kevin on this news
 - c. Future; add tvs to Lincoln street entrances- update. Discussed in staff meeting and this idea is on hold. Use paper bulletin boards to post news for now. Brian gave Brandi key



ST. RAYMOND DE PENAFORT CATHOLIC CHURCH

Communication & Technology Commission

Thur, January 16, 2020

for the box on Lincoln ramp door. The chapel door has one used for the chapel. Also going to use the boards in the hall by community room. Brandi will be posting all council changes for now, with upcoming meeting dates. We'll revisit how we want to use this moving forward at council meetings.

6. Bulletin redesign
 - a. Back page is underway; review Shared the latest version, at the time. Positive feedback.
 - b. Layout plan The current plan for communication is FAITH, and within that is PRAY LEARN SHARE SUPPORT AND HEAL. We are incorporating those into the bulletin as a way to find news in the bulletin. Brandi hopes to publish this by Feb.
7. Web redesign This is currently done in word press. Brandi is learning the basics now. She hasn't done web design in a very long time. Basic updates online right now. Once the format for the bulletin is official, we'll have similar for the website. Get a calendar loaded into the website, from where. Research PDS.
8. Extra Notes/Discussion
 - a. Tech rooms avail for parish. The community room is the only "tech" room right now. Need numbers on getting Formation, Leadership, and Coggins set up. Apple projector? Chromecast? Projecting on what? WiFi.
 - b. General note to parishioner. Use media and TVs... when's the last time you updated your info with the PMC? Move recently? Offer a QR code to get to the website and update with a form?
 - c. Parish vs School data. How is this kept updated? Is their cross over? Need to bring this up in the school meeting in January.
 - d. Suggested Eric Ziegenhorn may be interested in this committee
 - e. Joel is not sure he'll be continuing with the C/T as work commitments have changed.
 - f. What data is in PDS. Did we input occupation? Can a report be generated from PDS?

NEXT MEETING

2/13/20 7pm PMC Dining room

Invite;

Kevin Dillon	kevin@kevindillon.com	
Steve Ginensky	steve@integav.com	
Sharon Moeykens	s.moeykens@st-raymond.org	
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