

## **Vice President of Communications Report**

Since the September general meeting, your Vice President of Communication has:

- Worked with my committee on their responsibilities.
- Continued postings on the Council Facebook page, including correspondence from scholarship recipients, upcoming events and photos. **Visit our Facebook page: Council of Lutheran Women-Michigan.**
- Received confirmation of the inclusion of the CLW on the Thrivent Choice Dollars catalog, made possible with our recognition as a 501 (c) (3) by the IRS.
- Secured two Thrivent Action Team Cards, one for the 2018 Activities & Events Brochure and the second towards the printing cost of the 2019 Luncheon Program Booklet.

### **Correspondence Coordinator – Glory Drum**

- Forwarded a listing of the upcoming events of the inter-congregational organizations shared at the Fall Meeting to Judy Shepard for inclusion on the webpage and to Lucie Witte for posting onto Facebook.
- Sent out Call Letters for the Executive Committee Meetings in November and April, the Board of Director Meeting in January, and the Spring General Meeting with supporting documents.
- Sent out the Winter E-Newsletter and the Spring E-Newsletter.

### **Development Coordinator – Linda Conger**

- Prepared revisions of the letters for *Advertiser, Supporters and Friends* and the letter for *Funding through Honorariums and Sponsorships* for use in 2019.
- 2019 totals for the Luncheon by category: 13 Ads - \$1,350; 15 Sponsorships - \$2,850; 9 Honorariums - \$225 for a total of \$4,425.

### **Membership Coordinator – Marlene Gunnell**

- Prepared copies of the sign in sheets from the Fall Meeting and the Presidents Tea for use by the Nominations Committee.
- Updated and emailed the Master Membership excel file to the Board of Directors (BoD) following updates as received.

### **Publicity Coordinator – Martha Kurtz and Nora Baars**

- Produced Winter E-Newsletter and Spring E-Newsletter with Meeting Flyer for distribution to the membership.
- Completed copy and picture updates for the 2018 Activities & Events Brochure.
- Martha secured a Thrivent Action Team Card towards the audio-visual cost for the CLW Luncheon and Nora secured an additional card towards the cost of flowers for the WOY Honorees.

- Produced the Power Point presentation highlighting previous year's activities and shown throughout the 2019 CLW Luncheon.
- Martha and Nora took pictures before, during, and after the 2019 Luncheon.

#### **Scholarship Coordinator – Lucie Witte**

- Prepared display board for the CLW Luncheon with all letters, notes and cards received from scholarship recipients.
- Set up church container next to display board to receive any cash donations for scholarships at the Luncheon (received \$106).

#### **Nominations Coordinator – Barb Collins**

- Slate of officers for election at Spring Meeting will be: VP of Communications – Judy Shepard; VP of Events – Sandy Hardies; and Secretary – Glory Drum and Charlestine Gooden.

#### **Website Coordinator – Judy Shepard**

- The HOME page has included information on all major Council events and projects supported by the Council.
- “ABOUT US” tab describes the purpose of the Council, includes the *Handbook for Member Organizations*, and Council By-laws.
- “ORGANIZATIONS & PROJECTS SUPPORTED” tab describes the Seminary and Deaconess Student Assistance, Operation Layette, Detroit Food Banks, Lutheran Center Association & Bookstore, and Issues & Actions.
- “EVENTS” tab includes the same events on the HOME page with a calendar.
- “COMMUNICATIONS” tab includes Meeting Call Letters, Meeting Flyers, E-Newsletters, and the Luncheon Program booklet for the past year.
- “PHOTO GALLERY” includes pictures from the Fall 2018 Meeting held at Our Shepherd in Birmingham, 2018 Presidents Tea held at Christ Our Savior in Livonia, and the 2019 Council Luncheon.
- “OPPORTUNITIES FOR PARTICIPATION” tab has a listing of the ministries supported by the Council, their needs and contact information.
- “SUPPORT US” tab includes the CLW Membership Application, Sponsorships and Advertisers Information, and Thrivent Choice Dollars information.
- “CONTACT US” tab includes the listing of the Officers and Coordinators serving the Council.

If you would like to make any changes to the website, please contact Judy Shepard at (313) 336-4223 or judyshepard@wowway.com. **Visit the CLW webpage at [www.clwmichigan.com](http://www.clwmichigan.com).**

**Respectfully Submitted,**  
**Lucie Witte, Acting VP of Communications**  
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