**Vice President of Communication Report**

**Council of Lutheran Women’s Spring Meeting**

**Shadow of the Cross**

**20805 Middlebelt Road, Farmington Hills, MI**

**April 25, 2022**

The committee serving CLW is:

Vice President of Communication: Judy Shepard, Emmanuel, Dearborn (313) 336-4223

Correspondence Coordinator: Wilma Wagner, St. Peter Eastpointe (586) 771-3269

Development Coordinator: TBD

Membership Coordinator: Marlene Gunnell, Hope, Warren (586) 778-4852

Publicity Coordinator: Laura Thomas, St. Paul, Hamburg (248) 421-5092

Nora Baars, Hope, Warren (586) 731-7839

Scholarship Coordinator: Lucie Witte, Mt. Calvary, Detroit (586) 775-4636

Nominations Coordinator: Laura Thomas, St. Paul, Hamburg (248) 421-5092

Website Coordinator: Judy Shepard, Emmanuel, Dearborn (313) 336-4223

The Vice President of Communication prepared and presented the VP of Communication Report for the April EC meeting. Helped with the sale of boxed cards during the Annual Luncheon and submitted the info for the Spring Meeting to MI-Minute.

**Correspondence Coordinator – Wilma Wagner**

* Sent Call letter for EC and BOD meetings.
* Sent out Woman of the Year Letter in November and again in January for Gina Davidson.
* Sent out 2022 Annual Luncheon Letter in January for Candie Sionkowski.
* Sent out 2022 Annual Luncheon Scholarship Donation Letter in January for Candie Sionkowski.
* Sent out Nominations Letter in January for Laura Thomas.
* Sent out Winter E-Newsletter in February for Laura Thomas.
* Sent out Luncheon Information for 2022 WOYs in February for Candie Sionkowski.
* Updated contact information on Constant Contact.
* Sent Call Letter for EC meeting on April 4.
* Sent Call Letter for Spring meeting on April 25 which included Spring E-Newsletter and meeting flyer.

**Development Coordinator – Judy Shepard (Temporary)**

* Met with Linda Conger to go over what she did.
* Created list of Advertisers.
* Created and Sent Out Advertiser Letter and reminder.
* Created and Sent Out Sponsorship Letter and reminder.
* Recorded all Advertisers, Honorariums, Sponsorships and Memorials.
* Sent out Thank You emails and letters of contributions for Sponsorships.
* Followed up with advertisers when checks were not received.
* Gave all checks to Candie Sionkowski to be deposited.
* Sent the excel spreadsheet with all advertisers, honorariums, sponsorships and memorials to treasurer, Glory Drum.

**Membership Coordinator – Marlene Gunnell**

* Registered the members to the Fall Mission Focus Event and Fall Meeting.
* Maintained/updated the membership list.
* Added one new member, St. Martin Lutheran Deaf School, Ephphatha Lutheran Mission society /LCMS RSO.

**Publicity Coordinator – Laura Thomas and Assistant Nora Baars**

* Took pictures of the Mission Focus Event and Fall meeting and posted them on Facebook.
* Created Annual Luncheon PowerPoint and Activities Brochure.
* Created the Winter CLW Newsletter.
* Was Mistress of Ceremonies for the Annual Luncheon.
* Created Spring Newsletter and Meeting Flyer.

**Scholarship Coordinator – Lucie Witte**

* Prepared the scholarship award letter/envelopes to be sent to the 13 seminary recipients and 2 memorial scholarship recipients.
* Received letters/notes from Brandon Boos, John Baseley, Josh Britton, Brandon Bettcher, Nora Gorman, Jake Childers and all were posted on Facebook and forwarded for inclusion on the webpage.
* Christmas cards were sent to each of the scholarship recipients encouraging them to respond with card, letters, and/or pictures that could be shared with the attendees at the upcoming annual Council Luncheon in March of 2022. As a result, additional cards were received from Sarah Jackemeyer, Dane Breitung, Chris Sturges, Dylan Smith and Alexander Ogden. These cards were posted on Facebook.
* All letters and cards received were added to the display board for the Council Luncheon and the Spring General Meeting.
* The week following the Luncheon an additional Thank You note and letter was received from first year (St. Louis) seminarian Sean Sheppard from Trinity, Utica. It was posted onto Facebook 3-22-2022 and forwarded to Judy for the webpage. The letter will be added to the Display Board for the Spring Meeting.
* Easter cards were sent to the seminarians that are due to graduate in June to ask them to have someone (family or friend) route us some pictures from their graduation, ordination and/or installation over the summer.
* Vicarage Placement Service at the St. Louis Seminary will take place on Tuesday, April 26 at 3 pm (CDT) and can be viewed online at: csl.edu/callday. Second year students Brandon Boos (Faith, Troy) and Chris Sturges (Faith, Troy) may be eligible for Vicarage Placement.
* Candidate Call Service at the Ft. Wayne Seminary will take place on Wednesday, April 27 at 7 pm (EDT) and can be viewed online at: callday.ctsfw.edu. Fourth year students John Baseley (Emmanuel, Dearborn), Dane Breitung (Emmanuel, Dearborn), and Nate Konkel (Christ the King, Southgate) should be eligible for placements. Dylan Smith (Christ the King, Southgate) has opted to delay placement and will be entering the Sacred Theology Masters program.

**Nominations Coordinator - Laura Thomas**

* The committee met on January 8th and 29th, February 26th and March 26th to work on candidates for President, Treasurer, and VP of Human Care.
* We will be dividing responsibilities, setting timeline, determining goals and deadlines, and establishing regular communication so that we can meet the goal of presenting a slate at the April meeting.
* Made personal calls to President candidates.
* Created membership and attendance lists and sent emails (Wilma Wagner) to consider candidacy for Treasurer and VP of Human Care. Followed up with phone calls.
* Added position descriptions of Development Coordinator, Issues and Action Coordinator, and Women of the Year Coordinator to our follow up phone calls to ask for interest in these positions.
* Secured candidates for President, VP of Human Care, and Treasurer.
* Secured volunteer for Women of the Year Coordinator.
* Letters sent to candidates to confirm intentions.
* Slate sent to Lucie Witte and Judy Shepard for EC review and approval.
* The following candidates were approved by the Executive Board – President, Sandie Hardies; VP Human Care, Barbara Hoffmeier; and Treasurer, Karen McClelland.

**Website Coordinator – Judy Shepard**

* Home Page – Removed info on Mission Focus Event, Fall meeting, and Operation Layette. Added links Mission Focus Presentations. Added info 2022 luncheon, letter for WOY nominations, Sponsorship’s letter/form, and Winter E-Newsletter. Added Operation Layette assembly date and time. Updated the WOY picture.
* About Us Page – Added 2021 Revised By-laws and removed 2017 By-laws.
* Organizations and Projects Supported – Removed election notes and Student Statesmanship Summer Camp.
* Events Pages – Added EC meeting, Camp Restore – An evening in the garden, Emmanuel Apologetics Conference, and several LWML Fall Rallies. Added 2022 EC, BOD and Fall Meetings.
* Communications Page – Added note/letter from Brandon Boos, John Baseley, Josh Britton, Brandon Bettcher, Nora Gorman, Jake Childers, Sarah Jackemeyer, Dane Breitung, Chris Sturges, two letters from Dylan Smith and Alexander Ogden and moved info on Mission Focus Event and Fall Meeting from Home Page.
* Photo Gallery Page – Added pictures from Mission Focus Event, Fall Meeting, and the 2022 Luncheon.
* Support Us Page – Added 2022 letter to advertisers and changed dates.

Respectfully Submitted,

Judy Shepard, VP of Communication