



The Catholic Women's League of Canada

MEMO

DATE: October 5, 2018

FROM: Janet McLean, national secretary-treasurer

TO: Parish secretaries and treasurers

CC: Parish presidents, diocesan presidents, provincial presidents and life members (on request)

As I write this memo, Québec is still in the midst of warm summer temperatures, but I have heard that there is a chance of snow in Alberta. It reminds me that League councils are like the weather in Canada - different from one province to another and from one parish to another.

The annual online survey forms will be available shortly for completion. It is an opportunity for me to learn how parish councils handle the duties of secretary or treasurer, providing a better understanding of what secretaries and treasurers are doing across Canada. Both forms have a question at the end of the survey for comments, so feel free to share personal thoughts about the position(s). If I can be of any assistance, please feel free to contact me.

For treasurers, the form asks questions about council donations to the national voluntary funds. The funds are listed on the form and, this year, the national bursary fund is also included. The amounts to be entered in this section are the monies the council sent in directly to national office in 2018. If the council made donations directly to any of the national voluntary fund organizations, that amount should be included in the next question on the form under the appropriate standing committee.

I encourage recording secretaries to ask for copies of reports given at council meetings. This makes it much easier when taking the minutes. There is no need to record everything that was said at the meeting. Only important decisions or motions made need to be reported in the minutes. The written copy of the report given can be attached to the minutes.

The positions of secretary and treasurer are extremely important, and I congratulate councils for the great work being done in keeping council records and finances in order. Whether you are familiar with the latest computer software or keep records manually, I am sure you are a credit to you council.

May Our Lady of Good Counsel be with you always as you fulfill the duties to the best of your ability.

A handwritten signature in cursive script that reads "Janet McLean". The ink is black and the signature is fluid and legible.

Janet McLean
National Secretary-Treasurer