



# The Catholic Women's League of Canada

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## MEMO

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**DATE:** March 26, 2020

**FROM:** Janet McLean, national secretary-treasurer

**TO:** Parish secretaries

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

Spring is officially here, although, in some parts of Canada, winter still seems to have a firm hold. I hope your parish council has had a fruitful, faith-filled and fun winter season.

In my last memo, I reminded you that minutes of council meetings should not contain all discussion that takes place at a meeting. Only decisions taken and motions adopted need be recorded. I mention this again because sometimes secretaries want to write down all the important comments made. However, this can sometimes cause confusion when those not at a meeting read the minutes and interpret these comments as decisions made. Only the final decision should be recorded.

If you are responsible for sending cards to members, whether for birthdays, illness or other occasions, thank you. I recently experienced first-hand the thanks of a member for a card sent to her. In this digital age, it is essential to remember a handwritten note can make a difference in someone's life. Of course, digital cards are also nice to receive, but I hope councils continue to send those handwritten notes as well. Although the price of postage increases every year, stamps are still one of the cheapest items that can be purchased, and the pleasure given to those who receive these cards and letters is priceless.

I extend appreciation to everyone who completed the annual secretary report. These reports help me to prepare my annual report. It was most enlightening reading about the challenges and success stories from 2019. Many of you have held the position of secretary for some time and your dedication is commendable. Some faced challenges and others learned new skills. Keep up the good work and joyfully celebrate the League's 100<sup>th</sup> anniversary. I appreciate all you do for your parish council.