



The Catholic Women's League of Canada

MEMO

DATE: April 2, 2021

FROM: Janet McLean, national secretary-treasurer

TO: Parish secretaries

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

It has been a pleasure to communicate with you in this way for the last several years. I will be finishing my term as national secretary-treasurer this August. Thank you to everyone who completed the online annual report for secretaries, as your information helped me complete my own annual report.

I know there are a few councils who are able to meet in person, and hopefully, more and more parish councils will be able to do so in the coming months. In the meantime, it is essential for secretaries whose parish councils are meeting virtually to maintain a list of the decisions made at virtual meetings and which need to be confirmed by a motion at your first in-person meeting. As mentioned in my fall memo, if you keep a running list of these decisions, they can then be submitted in one motion to be presented and voted on at your first regular meeting.

Various proposed amendments to the *Constitution & Bylaws* and a motion for an increase in per capita fees were sent to your president last December. All members should be given copies of these motions as they need to be voted on by the members at an in-person meeting of your parish council. The deadline for voting on these motions has been extended by one year, so your parish council has until March 2022 to hold the votes. Of course, you do not need to wait until next year to vote, but just until you can meet in person. The motions and the votes' results are to be recorded in the minutes of your parish council's meeting. As secretary, you will be required to sign the documents which need to be sent to national office and your diocesan council (or provincial council where no diocesan council). If your parish council requires any help on this matter, your diocesan (provincial) president should be able to assist you.

Thank you for all the work that you do for the League. Secretaries are often in the background, but you are doing an important job for your parish council. May Our Lady of Good Counsel guide you in all your good work for the League.