



The Catholic Women's League of Canada  
London Diocesan Council



Environment Care

To: All Parish Presidents, Recording Secretaries  
CC: London Diocesan Council, OPC Recording Secretary  
From: Wilhelmina Kole – Recording Secretary  
Date January 2019

**Directive # 4**

***“Don’t put off until tomorrow what can be done today”***

***(Benjamin Franklin)***

First of all, I would like to sincerely thank all the councils that sent their Parish Council Executive information in a timely fashion. Your promptness facilitated compiling and preparing this material for the diocesan executive and convention committee.

Following are some pertinent suggestions.

As Recording Secretary, it is wise to ask the committee chairs to submit their reports to you before the upcoming meeting to facilitate the minute taking, as these reports become part of the minutes.

The minutes of the previous meeting are approved at the following meeting. This is where any errors or omissions can be identified and corrected. If the minutes are correct as written or are corrected at the meeting, a motion is made to accept them.

Minutes should be kept in a binder and brought to each meeting and should be signed by the President and the secretary. It is wise to keep the previous year or years in the binder.

File management of the minutes is very important as they contain the history of your council and must be kept as a permanent record. They can be kept in a filing cabinet, but should be kept in an area that is safe from damage from flooding, etc.

May you all have a blessed and joyous New Year!

Yours in Christ,  
Willi Kole