

Antigonish Diocesan Council



"Care for Our Common Home"

TO: Parish Council Secretaries
FROM: Diocesan Secretary, Anne McCormick
DATE: November 27, 2020
MEMO: # 2 (2019-2022) – Secretary Reflection
CC: Diocesan Officers, Parish Council Presidents, Life Members,
Provincial Secretary (for distribution to provincial counterpart)

Sisters in the League,

It has been said that Fall is a perfect time for transformation, a time for self reflection, a time to embrace change. In the past, the Fall has been referred to as the “Harvest” because this is the time that farmers harvested their crops. As Diocesan Secretary I have been “planting seeds” by suggesting how we, as secretaries, can carry out our responsibilities and care for “our common home”.

Now is a good time to take stock, in a sense, of the seeds we have sown and the harvest we yield by reflecting on the following:

- Are you caring for “our common home” by reducing your carbon footprint? Do you think before you print? Are you reading documents on your computer instead of printing them to read? Are you sending documents by email instead of paper mail? When printing, do you use as little paper and ink as possible; print double sided; use recycled paper; preview documents before printing? Are you recycling and /or refilling your ink cartridges? These simple steps have environmental benefits!
- Have you started using a motions book to record council motions? Motions recorded in the motions book are easy to retrieve instead of being buried in minutes.
- Are you checking to see if your contact information is correct in the Antigonish Diocesan Parish Councils Directory? Do you let me know about changes to your contact information? In order to communicate effectively and efficiently with you, I need accurate contact information. Watch for a revised directory coming soon.
- Do you use the resources for secretaries available on the national website? The *Handbook for Secretaries* has been updated for 2020. It is available at:
<https://cwl.ca/wp-content/uploads/2020/11/612-Handbook-for-Secretaries-2020.pdf>

- In this time of physical distancing, is your council's recording secretary keeping in contact with members and parishioners especially the elderly, the vulnerable, and those who are alone? A *Staying Connected Survey* conducted last month with parish presidents showed that most councils surveyed are reaching out and connecting with members. I encourage all councils to stay connected with their members. For those keeping in touch by paper mail, consider using Canada Post's 2020 Christmas stamp featuring the Nativity scene. This can be viewed at:
https://prd10.wsl.canadapost.ca/web/en/blogs/collecting/details.page?article=2020/11/10/christmas_nativity&cattype=collecting&cat=stamps
- Are you familiar with the *Guide to Virtual (Online) Meetings During COVID-19*? Since current bylaws do not allow councils to have "official" online meetings, this guide describes how meetings can take place and decisions can be made and recorded. Follow the link to view the document on our diocesan website:
[http://antigonishdiocesancwl.ca/pdf/Guide%20to%20Virtual%20\(Online\)%20Meetings%20During%20COVID-19.pdf](http://antigonishdiocesancwl.ca/pdf/Guide%20to%20Virtual%20(Online)%20Meetings%20During%20COVID-19.pdf)
- Are you submitting annual reports? I encourage councils to submit annual reports as it is through these reports that we celebrate our accomplishments and share our work with others. And yes, we still want you to complete annual reports; councils have completed many acts of ministry and service even though this year has been unlike any other. Online completion date is Jan 15th **OR** paper copies may be printed off the national website, and are due to national office by Dec 15th. Please reach out to your diocesan executive officers if you need help or have questions about annual reports.

So how was your harvest?

Just as the League is in the midst of transformation, we can make changes too in our personal lives and in our roles as secretaries. The reflections above hopefully guided you to look at what you do, how you do it and to make changes to yield a good harvest. Let's work together, support each other and grow together! Thank you for all the great work you do.

May Our Lady of Good Counsel guide us as we share our gifts in service for others.

Anne McCormick
Antigonish Diocesan CWL Secretary