

The Catholic Women's League of Canada



Antigonish Diocesan Council

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*Ignite Your Passion, Empower His Mission*

TO: Parish Council Secretaries  
FROM: Diocesan Secretary, Debbie White  
DATE: January 22, 2026  
SUBJECT: Ignited by His Passion: A New Year Message to CWL Secretaries  
MEMO: # 4 (2024-2026)  
CC: Parish Council Presidents, Diocesan Officers, Life Members, Provincial Secretary (for distribution to provincial counterpart)

My Sisters in the League,

Greetings to all of you! As your councils begin this New Year and resume activities after the Christmas season, I hope you can “Ignite Your Passion and Empower His Mission”. Some of our councils have held elections in January. I welcome all to your positions, whether you are returning, or have taken on a new role. I wish you all a wonderful experience with your councils.

A vital part of my role is to inform councils of all things CWL, whether it be a memo, national communique, important dates to remember, etc. To do so, I need current information about your councils. I would appreciate it very much if you could fill in the Parish Council Executive Contact Information form and forward it to me either by email or Canada Post. I thank you in advance for taking the time to complete this form. (attached) It is very important also to complete the [Change of Parish Council Executive Form](#) on the national website (form # 524 F; also available is non fillable # 524), send it to the national office by email to [info@cwlc.ca](mailto:info@cwlc.ca) or by Canada Post.

Secretaries, you have the important role of compiling the notes of your meetings, a history so to speak. You do not need to include every word spoken. Another helpful tip is to obtain a copy of any reports for your minutes; it makes your job easier.

To all new secretaries, our national website has a [Handbook for Secretaries](#) in the member log-in section (under Manuals) which has great information for you. You will also find helpful information on our diocesan website at <https://antigonishdiocesanwlc.ca/>

Out-going secretaries, please have all your minutes signed and Motion Books updated. For all motions ensure the motion is recorded, with full name of the person bringing the motion forward, seconder, and motion vote e.g. adopted or lost. It is very helpful to have a separate Motion Book as it is easier to refer to if needed. Refer to our [2025 National Manual of Policy and Procedure](#) Appendix 6: Archives - Guidelines for Parish, Diocesan & Provincial for guidelines on how long a secretary keeps records before archiving them.

Once again, I wish you all the best in 2026. I pray we all remain healthy and are “Ignited by His Passion” as we work within our CWL councils. Bless you all.

Debbie White  
Antigonish Diocesan CWL Secretary