

## SECRETARY

**Annual Report: 2025**

**# of councils reporting 20/27**

This report is summarized from the 2025 annual reports submitted by the parish council secretaries in our diocese. There were 7 questions for the secretaries that dealt with how the councils communicate with their members regarding all of the resources, memos, and communiques from national.

### **How are your members informed about resources available on the national website?**

15 (75%) councils use email, 13 (65%) use memos & communiques, 3 (15%) use newsletters, 18 (90%) use their monthly meetings, 6 (30%) use telephone calls, 12 (60%) use word of mouth, 1 (5%) use texts.

### **National officers send quarterly communiques/memos (March, May, Sept, November) Please check all applicable statements.**

15 (75%) councils received all national quarterly communiques/memos, 12 (60%) shared with executive, 10 (50%) when available went to links provided, 8 (40%) shared with council members, 3 (15%) only received some of the communiques/memos from national, 2 (20%) went to cwl.ca to view the national communiques/memo packages.

### **The national website has many resources for members. Select the statement that most reflects your practices.**

10 (50%) councils consulted the national website periodically, 4 (20%) did not visit the national website, 2 (10%) consulted the website twice a year, or every quarter, 1 (5%) used the site once a week, or twice a month.

### **National resources are available for members and councils to use.**

17 (85%) councils shared national resources with members, while 3 (15%) did not use the national site.

### **All members can have access to the national website with their member number and a password. Check all applicable statements.**

10 (53%) councils have been informed how to access resources on cwl.ca. 12 (63%) have been given no training, 1 (5%) have been given a live presentation on how to navigate the national website.

### **Communications fall under council secretaries' duties. Please check the option that best suits your role.**

11 (55%) of councils have another member or subcommittee to help, while 9 (45%) have no help

**Minutes are a vital resource to track council activities and keep council history. Please check all statements that apply.**

19 (95%) councils always take minutes, 18 (90%) say minutes are reviewed and approved, 17 (85%) archive minutes, 17 (85%) state a minute book is kept.

**Diocesan Chair Activities:**

- Participated in Zoom and in-person meetings with officers and diocesan executive
- Prepared memos for councils and articles for the spring and fall newsletters
- Attended the Antigonish Diocesan Convention/AMM in Antigonish in April 2025 and Fall Conference in Stellarton in October 2025
- Attended the NS provincial convention in Sydney River in June 2025
- Attended to incoming and outgoing correspondence
- Prepared the 2026 Diocesan Election Registry
- With diocesan service chair, prepared and delivered breakout workshop at Fall Conference entitled *Here I am Lord, to Lead or Follow*
- Peer reviewed *Leadership in the League*, Module 835C, D2L Brightspace
- Regularly viewed the diocesan and national website
- Participated in Mass for Shut-Ins
- Member of the Antigonish Diocesan Website Committee
- Being available to assist councils with questions about meetings, events, instructed votes, etc.
- Regularly updated the Parish Councils Directory
- Maintained the Motions Book

Thank you for taking the time to submit the annual report.

Debbie White

Antigonish Diocesan Secretary