



The Catholic Women's League of Canada
London Diocesan Council



To: All London Council Recording Secretaries
CC: London Diocesan Council; OPC Recording Secretary, Joanne Hough
From: Wilhelmina Kole, Diocesan Council Recording Secretary
Date: November 2019

*“Let us be ‘protectors’ of creation...
protectors of one another and of the environment.”
Pope Francis*

In your position as Recording Secretary, you are given the opportunity and responsibility to document the good works done by your council. How do you do this? By documenting them in the minutes and keeping these minutes in a binder to later archive, gives the history of what has been accomplished by your council. Remember to document what was done, not all that was said.

Send minutes electronically, only printing those for ladies who do not have computers. When motions are made, document them in the minutes, but also keep a copy of the motions in a Motions Book for easy access to them.

Are you recycling your printer cartridges? Are you recycling your used paper? Have you stopped using single use plastics? The above and many other ways are a start in being a protector of our creation.

In conclusion, I want to thank you for the great work you do. Many of the councils have already sent in their Parish Council information into me. That is much appreciated!

Yours in Christ,

Willi

Committee: Recording Secretary
Directive # 7
November 2019

