



The Catholic Women's League of Canada
London Diocesan Council



To: All London Council Recording Secretaries
CC: London Diocesan Council; OPC Recording Secretary
From: Wilhelmina Kole, Diocesan Council Recording Secretary
Date: March 2021

Directive #11

Holy St. Joseph, guardian of Jesus and husband of the Blessed Mother and patron of the Catholic Church, we pray to you for guidance this “Year of Saint Joseph” proclaimed by Pope Francis.

Excerpt from Year of St. Joseph prayer

This past year has been a difficult one for many due to the pandemic. As a CWL, we have not been able to meet in person for our meetings or social gatherings and fundraisers. Some councils have been meeting virtually on ZOOM and Go To Meeting Apps. On our phones, computers and I-pads. This has worked out well for them.

If you decide to try this way of meetings, there are some things that you should know

- If your ZOOM meeting is under 40 minutes, it is free to use, but over that time the council will need to purchase a package (administrator, not everyone in the group)
- All users coming to the ZOOM meeting will need to have the ZOOM app on the device that they are using (it is a free app to download).
- You will need a person to set up the invites to the meeting (that person could be you, but doesn't have to be)
- Once the meeting has begun, the person chairing the meeting should ask everyone to “mute” their device to keep the background noise to a minimum. If a person wishes to speak, they should raise their hand so that the chairperson can acknowledge them. At that time, they would need to unmute so that they can be heard by everyone.
- As the secretary, you may be asked to do a role call. As ladies join the meeting their name will show on the screen. If you have a list of members attending the meeting, you can put a tick beside their name to show they are present.
- Motions can be made in a virtual meeting, identifying the motion, who made it, the seconder name and if the motion was carried. Any motions made during a virtual meeting, must be ratified when in person meetings begin again.
- Keep the business portion of the meeting tight to the agenda, so that there might be time left for socializing.
- Councils can use these Apps for other than meetings such as having a retreat or even just praying together.

Communicating with one another is so important as we all try to heed the “Stay at Home – Stay Safe” policies asked of us by our government to slow down this horrible Covid 19 Pandemic.

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Environment Care

I have been blessed to serve as the Diocesan Recording Secretary this past three years and must thank you all for your support over this time. It has been a wonderful learning experience for me and has shown me that I can do whatever is asked of me with God's help.

May the Holy Spirit and Our Lady of Good Council watch over you and guide you in all that you do.

Stay safe and healthy!

Yours in Christ,
Wilhelmina (Willi)

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