



# The Catholic Women's League of Canada

Archdiocese of Edmonton

OUR LADY OF GOOD COUNSEL, PRAY FOR US

## SECRETARY'S ANNUAL REPORT 2014

54 councils reported

Sisters in the League

As Diocesan secretary, and on their behalf, I have endeavored to accumulate as follows the secretarial information received this year from 54 secretaries of our 67 councils:

1. **How are minutes distributed to members?** 28% responded by e-mail; and 72% responded distributed at meetings.
2. **Is the Secretary a Signing Officer?** 61% "Yes"; 39% "No".
3. **Who prepares and distributes the Agenda?** President – 74%; Secretary -20%; Jointly – 6%.
4. **Who handles correspondence?** President – 55%; Secretary 28%; and, Jointly – 17%.
5. **Does your Council have a separate Recording and Correspondence Secretary?** 95% "No"; 5% "Yes". (no change from last year)
6. **How are officer's reports handled at your meeting?** Oral – 53%; Combination – 46%; Written – 1%;
7. **Does your Council request Annual Reports from parish council secretaries?** 72% "No"; 28% "Yes".
8. **Who cares for the Council's History and Archives?** 32% Past President; 10% Various executive members, 10% President; 17% Secretary; Organization 8%; Historian 8%; Volunteers 1%; No one – 14% – just filed in cabinet.
9. **How does the secretary use the internet?** E-mail – 51%; Record Minutes – 36%; Other – including research -9%; Information is received through President 4%.
10. **Does the secretary use the national website?** 69%-"No"; 31% - "Yes". (An improvement over last year) – for your information websites are: **National** website is [cwl.ca](http://cwl.ca); Our **Edmonton Diocese** website is [edmontoncwl.org](http://edmontoncwl.org); and Provincial website is [cwl.ab.ca](http://cwl.ab.ca).
11. **Who orders national supplies?** Organization – 32%; Treasurer **Edmonton Diocese** – 32%; President – 8%; President/Secretary – 11%; Secretary – 3%; Past President – 11%; Anyone – 3%.
12. **Who updates the council's information for your website?** No website – 60%; President – 15%; Parish affiliation 11%; Communications 4%; Organization 4%; Secretary 4%; and, membership 2%. *One council secretary advised "In the process of updating Parish website to include CWL".*
13. **How does the secretary use e-mail?** Send out: Minutes – 31%; Agenda – 13%; Bulletins 4%; Newsletter 4%; Respond to e-mail 36%; Notifications to members 2%; Other: where only President received e-mail and distributes, or Minutes are sent to Parish secretary to print 10%.

**14. What are the biggest challenges in your role as secretary?**

- Prepare concise and accurate minutes when oral reports presented.
- Getting written reports from “Standing Committees”.
- Taking minutes at meetings and ensuring that everyone gets a copy of the Minutes and in a timely manner.
- Staying focused at meetings especially when many are carrying on a chat in small groups.
- Members are elderly, communication is a challenge.
- No computer skills, not proficient with typing nor computers, makes processing minutes difficult as everything must be neatly handwritten.
- No computer must rely on President to send e-mails.
- Work hours and personal schedule conflicts which often interferes with meeting times; finding a replacement is difficult.
- Keeping everything up- to-date and sent on out time

**15. What are your greatest accomplishments as the secretary?**

- Attending all meetings
- Assisting the president when necessary
- Learning Robert’s Rules
- Learning to organize myself better
- Taking concise, informative and brief minutes, recording all actions without errors.
- E-mailing minutes to those who have e-mail; have increased the e-mail listing for sending meeting minutes.
- Doing a good job, organized and efficient, bringing energy and enthusiasm as a new CWL member to this position.

**16. Comments and Suggestions:** I have endeavored to send an e-mail to all our councils who did not send a “Secretary” report requesting that each President encourage their secretary (if applicable) to forward a report next year.

May God Bless each of our Edmonton Diocesan Council Secretaries, as they continue to do their good work “For God & Canada”.

Respectfully submitted,  
For God and Canada,

Mary Pat O’Neill

