**Secretary’s Report**

**96th Annual Diocesan Convention April 21, 2018**

**Normandy Room, Fort Saskatchewan**

Madame President,

Since the Midwinter meeting I have continued to create agendas, transcribe minutes, send them to the diocesan officers for review and make necessary changes to ready them for approval.

I have answered e-mails and/or forwarded them to the appropriate officer.

In preparation for the Diocesan Convention, I updated the Parish Council Roster for inclusion in the Convention Packages. Please remember to keep us informed of any changes by using the ‘Parish Council Executive Roster Update’ form which can be found on the Diocesan webpage under Forms.

Diocesan, Zone Chairs, Life and Honorary Life Member rosters are updated as changes occur.

Thanks to the 37 councils who completed and submitted their annual Secretary’s report. They are summarized in the Annual Secretary’s Report in the Annual Convention Booklet.

I have developed a much deeper understanding of how important the Secretary position is to the league at all levels. Clarity is one of the most important aspects of the work done in the Secretary’s position at all levels of the league.

Thank you to all the councils for your continued dedication and service to your parish & community.

That concludes my report. Are there any questions?

Respectfully submitted,

For God and Canada

Pat Keith

Secretary

Edmonton Diocesan Council