**Secretary’s Report**

**CWL Diocesan Fall Meeting**

**September 29, 2018**

Madam President,

Keeping minutes accurate is an important responsibility. We all try our best but sometimes ideas and statement just fly by too quickly. We must clarify statements, decisions and motions.

We should transcribe our minutes in a timely manner, while fresh in our memory.

Computers are a bane to some and a blessing to others, but email is a definite blessing. It keeps those who cannot come to meetings involved and feeling that they belong. So I would encourage all of you to set up email if you haven’t already to include all your members and keep everyone in “the Loop”.

I continue to transcribe minutes, create agendas and respond to emails.

I keep the rosters up to date. Please remember to provide changes in your parish council executive as soon as possible. The update form is on our web. Especially with Diocesan elections coming up in April, it is most important that we have an accurate eligibility list.

This concludes my report. Are there any questions?

Pat Keith

Edmonton Diocesan Secretary