**Midwinter Executive Meeting**

**St. John Bosco, Edmonton**

**February 2, 2019**

**Secretary’s Report**

Madam President,

I was fortunate in that I was able to take part in the Parliamentary Procedure Seminar that was held in Red Deer in the Fall. I learned so much and I encourage everyone to take part in one if you get a chance.

My duties remain relatively unchanged from one month to the next. I continue to make agendas, transcribe minutes and keep the rosters updated, and answer emails or send them on to whomever is appropriate.

I want to stress the importance of each council sending me a new roster when you have your elections. There is a form in your package. We want to know the name of the new president and also who makes up the rest of the executive as well as everyone’s contact information. I need this to keep the information flowing to you. Also, this in the information that is used by the past president to make up the eligibility list for nominations for diocesan officers. We do not want to leave anyone out that is eligible.

This concludes my report, are there any questions?

Pat Keith

Edmonton Diocesan Secretary