

Regina Diocesan Archives Communiqué #1 September, 2019

To: CWL Parish Past Presidents
From: Marilyn Schuck

Welcome to a new fall season of CWL sisterhood! I thoroughly enjoyed my two years as your diocesan president as it was such a privilege to meet so many hard-working and dedicated CWL sisters. I am studying the Past-President's Handbook and trying to get up to speed on my duties for the next two terms.

This communiqué cannot cover all the areas I am expected to deal with so I will give you a quick review of what you should include in your **parish archives**.

- Original charter framed and displayed, if possible; contact national office regarding charters as they can send a copy if you don't have one;
- Minutes of executive/general meetings are the **permanent** record of council activities and should be kept in dated binders;
- The recording secretary should retain minutes from the previous two terms only; all other minutes should be transferred to the archival binders;
- Accounting records (ledgers only) are retained and may be placed in archives after five years (kept permanently). Cheques and receipts are kept for five years and then destroyed. (National P&P - p202, l. 37, 38);
- Separate binder for other important information related to the life of the parish council:
 1. List of parish presidents/spiritual advisors with names/addresses and term of office;
 2. List of recipients of Maple Leaf Service Pins/League pins, with names and dates of presentation;
 3. A record of anniversary dates of all members; excellent reference for awards research (refer to annual per capita lists).

Other items for archives:

- Written histories, such as may have been done for a council anniversary;
- Scrapbooks and/or albums labeled by date and event (make sure to identify people in pictures);
- Annual reports;
- Special project file with financial statements;
- Samples of council newsletters, if applicable;
- Each past president should be encouraged to write a two to three-page story of highlights of her term as president (a valuable resource);

Archives should be kept in a locked filing cabinet on church property. The past-president may appoint another member who has archival interest to help with this job. Every two years, an index of archived items in safekeeping should be updated and submitted to the president and noted in the minutes.

To conclude, I will quote Barbara Dowding, former National Past President:

“The role of past president is a legitimate and important executive position. Do not underestimate it. Remember, if you celebrate too loudly or happily that you are glad your term as president is over, you give the impression to others that being president is awful. Rest on your laurels by all means and breathe relief at having completed the job, but remember we want the new president to be happy about being elected, not shaking in fear.”

As past diocesan president, I am getting used to fewer emails and more time but there are still duties to perform, such as, dealing with diocesan archives in Regina in need of some work.

May Our Lady of Good Counsel guide us and the Holy Spirit inspire us in our service to the League.