

The Catholic Women's League of Canada
Manitoba Provincial Council



PAST PRESIDENT

DATE: September 1, 2017

Communique #1

Inspired by the Spirit, Women Respond to God's Call

TO: Diocesan Presidents (for information and forwarding to Parish Councils)
Diocesan Past Presidents
CC: Provincial Executive (for information)
CC: National Past President (for information)
FROM: Faith Anderson, Manitoba Provincial Past President

I am pleased to introduce myself as Past President of Manitoba Provincial Council. I have been a member of the League for 37 years, holding all my membership years at Mary, Mother of the Church Parish Council. I have served as president of Mary, Mother of the Church Parish Council, St. Boniface Diocesan Council and Manitoba Provincial Council as well as many standing committee chairpersons. Each of the various positions held in the League have provided me with valuable skills to accept and perform the requirements needed to further the objectives of the League.

Some of you are new to the position of past president, **WELCOME**, while others continue in this role for an additional year. As past president, your council may “**draw of her (your) experience when trying to make the best decisions for the council**”. (*Executive Handbook – Past President*) You hold an important position on your council as you “**serve the council and president in a consultative capacity**”. (*Executive Handbook – Past President*)

As past president, please encourage members “**to become knowledgeable about the Constitutions and By-Law's which governs the League's policies and respond to questions related to the interpretation of the Constitutions and By-Laws**”. (*Executive Handbook – Past President*) Another important duty of the past president is to “**be responsible for reviewing annually the council's manual of policy and procedure for any needed additions, deletions and corrections**” bringing all changes to the executive for approval. The League is governed by the *National Manual of Policy and Procedure*, however, parish and diocesan councils often have additional policies and procedures that affect their own council. To that end, it is important to have a record of these additional policies and procedures which would be included in each individual council's manual of policy and procedure. If your council does not have a Manual of Policy and Procedure, you are encouraged to have one developed. Assistance in developing a Manual of Policy and Procedure is only an email away: faith.anderson47@gmail.com.

A council's Manual of Policy and Procedure could include:

- important motions that affect your council
- policies that are made to regarding financial matters; and
- most importantly it is a vehicle that will provide ongoing guidance to each new executive in managing the affairs of the council.

For ease and continuity, a council's Manual of Policy and Procedure is a valuable tool in the ongoing administering of the council's activities.

Past presidents are the historians of their council's history. “**The passing on of history and tradition gives members a sense of pride and importance in belonging to the League**”. (*Executive Handbook – Past President*)

A scrapbook or photo album is important to keep a **pictorial history of your council**. This pictorial history records members, years and events current and past. Make your council come alive with an interesting and colourful pictorial history. Ensure the people in the photo are **named** and **events recorded** along with the **date**. Without this information, the pictorial history will be less interesting and useful in the future.

If you are interested in attending a **scrapbook workshop**, please let me know via email (faith.anderson47@gmail.com) and I will be glad to make arrangements. It is never too late to start your pictorial history – it may take some organizing but the result will be very valuable to your council.

As past president updating and maintaining the council's **archives** is important. Some archival tips are:

- prepare an archival index of all materials
- include relevant and important documents, etc.
- arrange for the safe storage of archival material
- preserve the council history through scrapbooks, photograph albums and minutes

Remember to cull through material at least on a yearly basis ensuring your archives are up-to-date. Do not keep papers that do not have historical value and that can be found at another level of the League – this is your council's history and should reflect the projects, events and monetary donations your council has supported. Some items for councils to keep are: signed general and executive meeting minutes, annual financial statement, council history, newsletters, event/project posters, historical correspondence, resolutions, awards/certificates and motions binder.

CALLING ALL COUNCILS TO PARTICIPATE!!!
CELEBRATION
MANITOBA PROVINCIAL COUNCIL – 70th ANNIVERSARY
 held at Mary, Mother of the Church – June 2 & 3, 2018

Parish and diocesan councils are requested to send **photos (minimum 3 – maximum 10)** of their council activities going back to their chartered date. Send photos highlighting special events/projects. These photos will be assembled into a PowerPoint presentation for the 2018 provincial convention. **PARTICIPATION FOR ALL COUNCILS IN MANITOBA IS REQUESTED – ENSURE YOUR COUNCIL IS REPRESENTED!**

Please ensure:

- **Scan and email** photos (faith.anderson47@gmail.com) or **mail** photos (603 Silverstone Avenue, Winnipeg, MB R3T 2V6.
- Last date to submit photos – **January 31, 2018.**
- Please include **names, events, council name and date/year** for each photo.
- If you wish your mailed photo returned, please indicate accordingly and they will be returned via your diocesan president.

In closing, I look forward to assisting each of you in any way I can in the next two years. May you continue to be the guiding force in your council as an experienced advisor and mentor.

May Our Lady of Good Council guide you as you continue your valuable work for the League and 'God and Canada'.

“Only the foolish would think that wisdom is something to keep locked in a drawer. Only the fearful would feel empowerment is something best kept to oneself, or the few, and not shared with all.”
 — **Rasheed Ogunlaru**

The Catholic Women's League of Canada
Manitoba Provincial Council



PAST PRESIDENT

DATE: November 21, 2017

Communique #2

Inspired by the Spirit, Women Respond to God's Call

TO: Diocesan Presidents (for information and forwarding to Parish Councils)
Diocesan Past Presidents
CC: Provincial Executive (for information)
CC: National Past President (for information)
FROM: Faith Anderson, Manitoba Provincial Past President

We are approaching the end of our League year – December 31 and some councils will be holding elections in January 2018. This will mean a few new past presidents. Please ensure any future past president communiques are provided to these individuals. I look forward to working with all past president in the coming year.

As outgoing past president – **have you?**

- ☺ Coordinated the review of your council's Manual of Policy and Procedure to reflect current decisions made by your council.
 - If your council does not have a Manual of Policy and Procedure, I would be glad to help facilitate the process. The manual can be simple or complex depending on the needs of your council. It is very helpful in identifying policies and procedures made by your members so that going forward this becomes a record of important decisions. Please contact me at: faith.anderson47@gmail.com if you need assistance.
- ☺ Updated your council's history, including pictorial. The history should be updated at least every 10 years. Don't wait for a special anniversary to develop your council's history – start now. Looking back over the history of your council will bring back many memories – of members who have passed on; of council projects that have evolved over the years and is a celebration of all of the good work your council has accomplished – Celebrate your history and keep alive the memories of the past and look to creating future memories. Ensure the people in the photo are **named** and **events recorded** along with the **date**.
- ☺ Left your council's archives up-to-date. Some important things to keep in mind:
 - Prepare an index of all the archived materials. This allows for easy reference when searching for information. (one to remain with the archive material and one to be kept in the past president's binder)
 - Archive only relevant and important documents.
 - Keep adopted minutes – executive and general meetings. Do not keep agendas.
 - Annual financial statements, council financial ledgers (3 years) Do not keep monthly financial reports.
 - Posters or programs that have archival value.
 - Lists – Membership and Executive. Meeting attendance records.
 - Correspondence – only if it has archival value i.e. letter from Archbishop on anniversary, etc. It is not necessary to keep general correspondence.
 - Awards and certificates.
 - Reports – on organizing Rummage Sale, Bazaars, Teas, etc. including yearly final reports.
 - Resolutions adopted by council.
 - Motions binder.
 - Store your archives in safe containers and in a safe space to ensure the integrity of the material.



CALLING ALL DIOCESAN AND PARISH COUNCILS TO PARTICIPATE!!!

PICTORIAL CELEBRATION

MANITOBA PROVINCIAL COUNCIL – 70th ANNIVERSARY

held at Mary, Mother of the Church – June 2 & 3, 2018

With your assistance, provincial council will be able to celebrate your charter in The Catholic Women's League of Canada, Manitoba Provincial Council - celebrating 70 years!

- **Send photos (minimum 3 - maximum 10) of your council activities including back to your chartered date (photos highlighting special events/projects).**

Please ensure:

- **Scan and email photos (faith.anderson47@gmail.com) or mail photos (603 Silverstone Avenue, Winnipeg, MB R3T 2V6.**
- **Last date to submit photos - February 28, 2018.**
- **Please include names, events, council name and date/year for each photo.**
- **If you wish your mailed photo returned, please indicate and they will be returned via your diocesan president.**

These photos will be assembled into a PowerPoint presentation for the 2018 provincial convention. **PARTICIPATION FOR ALL COUNCILS IN MANITOBA IS REQUESTED - BE PART OF THE CELEBRATION AND SEND YOUR PHOTOS TODAY! WE WILL CELEBRATE OUR PIONEER MEMBERS; SPECIAL PROJECTS; FASHION AND HAIR STYLE CHANGES AND MUCH MORE - TO DO THIS WE NEED YOUR SUPPORT!**

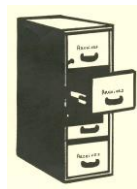
Thank you for continuing to serve your council as past president. You bring continuity and historical input to your council as you continue in service to 'God and Canada'.

May Our Lady of Good Council guide your efforts in maintaining and updating your council's history to preserve the history of your council. May you be a 'beacon' to your council sharing your knowledge and expertise.

"Nothing is long ago in an archive, my dear. In the records we treat the dead as same as the living. ^{SEP}that's the whole point of keeping papers. It doesn't matter if it's a hundred years or only a few weeks. It's all filed away, fresh as the day it went under the covers."

— Sara Sheridan, British Bulldog

The Catholic Women's League of Canada
Manitoba Provincial Council



PAST PRESIDENT

DATE: March 6, 2018

Communique #3

Inspired by the Spirit, Women Respond to God's Call

TO: Diocesan Presidents (for information and forwarding to Parish Councils)
Diocesan Past Presidents
CC: Provincial Executive (for information)
CC: National Past President (for information)
FROM: Faith Anderson, Manitoba Provincial Past President

We are approaching the half way mark of the Lenten season. This is the time we as Catholics remember that Jesus gave his life for us and on Easter Sunday celebrate his resurrection from the dead. On our Lenten journey we recognize this as a season (40 days) of self-examination, fasting and penance in preparation for Easter Sunday. This is a **historical** time in our faith when the Lenten season was first celebrated in the fourth century. May this Lenten season make you be aware of your physical, spiritual and generous abilities as we remember and celebrate the sacrifices and blessings Jesus has bestowed on us.

We are approaching convention season, and this is a time that history is made and celebrated. As **past presidents**, you have an **unique opportunity** to attend and celebrate your contribution to your council(s) as information is shared in annual reports that will be placed in the archives. Much richness of generosity, support, community and fellowship will be recorded indicating the diversity and wide-spread affect the League has extended to our local, national and global communities. Past presidents are our past leaders and current historians. I hope to see many of you at conventions.

*"Trust yourself. You know more than you think you do."
- Benjamin Spock*

Manual of Policy and Procedure

- Does your council have a P&P?
- Has your council reviewed your P&P?

Some items to include in a P&P:

- Title Page
 - Date of council's charter.
 - Date P&P was adopted and further revised dates.
- Statements to include:
 - The P& P has been adopted by the council.
 - Policies included are the result of motions adopted by council and can only be amended by motion.
 - The P&P is to provide an orderly administration of the council.
 - To be reviewed – When?
- Council Year – January 1st to December 31st
- Composition of Council – from C&B
- Elections
 - Held every two years.
 - When to appoint the chairperson for the Nominations and Elections Committee, etc.

- Meetings
 - Executive – when it will be held? (Quorum – **majority** of executive)
 - Regular and AGM – when they will be held (Quorum – **ten percent** of voting members)
 - To begin with League prayer and spiritual exercise.
- Finance
 - General
 - Audit Year – January 1st to December 31st
 - Annual Financial Report
 - When is it presented to the executive and general meeting for adoption?
 - Annual Projected Budget (January 1st to December 31st)
 - When is it presented to the executive and general meeting for adoption?
 - Include other expenditures such as holdbacks, special fund accounts, standing charities (including when and where they are to be sent).
 - Support for attending special dinners; fund projects i.e. Fellowship of the Least Coin.
- Membership/Per Capita Fees
 - To include and indicate per capita amounts for diocesan, provincial and national councils.
- Expenses
 - Statement on how expenses are reimbursed.
- Conventions
 - Policy on covering costs for diocesan, provincial and national conventions.
- Miscellaneous
 - Honourarium policy.
 - Past President pin presentation.
 - Criteria for presenting Maple Leaf, Bellelle Guerin and Certificates of Merit.
 - Years of service pins policy.
 - Mass/Cards/Funeral Policy
 - Acknowledging significant events – use Appendix for complete description. (Check diocesan and national policies.)
 - Reporting
 - Annual Reports are done electronically by specific date.
 - Council highlights provided to diocesan for Annual Report Booklet by specific date.
 - Annual reports for Annual General Meeting (criteria)
 - Resolutions
 - General information to submit adopted resolutions to diocesan in a timely manner.
 - APPENDICES COULD INCLUDE:
 - Mass/Card/Funeral Policy.
 - List of Standing Projects/Events.
 - Annual Bursary Award.
 - List of resolutions adopted by council.
 - Sample Budget.
 - List of Standing Charities.
 - List of Maple Leaf, Bellelle Guerin and Certificate of Merit recipients including year.
 - List of council presidents including year(s) served.
 - List of chartered members and spiritual advisors (include year(s) served).

THESE ARE SOME SUGGESTIONS FOR A POLICY AND PROCEDURE MANUAL. EACH COUNCIL IS UNIQUE SO BE SURE TO INCLUDE IMPORTANT POLICIES THAT RELATE TO YOUR COUNCIL. A Policy and Procedure Manual serves as an easy reference for important decisions (motions) made by your council and serves as a continuity document from one term to the next.

Pictorial Archives

By now many councils have held or will soon hold special events/projects; attended events; presented awards; hosted conventions and attended convention. When photos are taken it is never too late to make or include these in your historical scrapbooks. Ensure the people in the photo are **named** and **events recorded** along with the **date**. These are your living memories and honour the members who have gone before you. They portray your council's history and are a reminder of your member's and council's accomplishments. Each page tells a story.

Council Archives

Certain documents are important to reflect the life of your council from the chartered date to the present. In the future you may celebrate a significant milestone and will want to refer to these documents, so the celebration can truly reflect what your council has accomplished over the years. Just like the pictorial archives, these data documents equally represent the life of your council. Always include an index of all archived materials so the information can be accessed easily. Remember to store your archives in safe containers and in a safe space to ensure the integrity of the material. Please refer to my Communique #2, November 21, 2017 for a list of important items to keep in your archives.

THANK YOU! THANK YOU! THANK YOU! **PICTORIAL CELEBRATION** **MANITOBA PROVINCIAL COUNCIL – 70th ANNIVERSARY**

held at Mary, Mother of the Church – June 2 & 3, 2018

Thank you to those councils who have already sent their photos to be included in the pictorial presentation at the provincial convention. There is still time to send your photos. Dig into your archives and send a selection of some old and more current photos. Photos will be accepted until March 31, 2018. **I am looking for some old photos to reflect life in the League in Manitoba in the past 70 years.**

PLEASE SEND DIOCESAN PHOTOS AS WELL AS PARISH COUNCIL PHOTOS.

- **Send photos (minimum 3 - maximum 10) of your council activities including back to your chartered date (photos highlighting special events/projects).**

Please ensure:

- **Scan and email photos (faith.anderson47@gmail.com) or mail photos (603 Silverstone Avenue, Winnipeg, MB R3T 2V6.**
- **Please include names, events, council name and date/year for each photo.**
- **If you wish your mailed photo returned, please indicate and they will be returned via your diocesan president.**

Thank you for continuing to service to the League and your council as past president. You preserve what the League is all about as it celebrates 100 years of service to "God and Canada" in 2020!

May Our Lady of Good Council continue to guide you as you serve in a consultative capacity; maintain the archives and preserve your council's history. May you continue to be the 'shining light' to your council and the League.

"I just love the days when you come out of the archives with half a dozen excellent descriptions or poignant accounts of personal experiences."

- Antony Beevor

"Our archives are treasure troves - a testament to many lives lived and the complexity of the way we move forward. They contain clues to the real concerns of day-to-day life that bring the past alive."

- Sara Sheridan

The Catholic Women's League of Canada
Manitoba Provincial Council

PAST PRESIDENT



DATE: September 7, 2018

Communique #4

Inspired by the Spirit, Women Respond to God's Call

TO: Diocesan Presidents (for information and forwarding to Parish Councils)
Diocesan Past Presidents
CC: Provincial Executive (for information)
CC: National Past President (for information)
FROM: Faith Anderson, Manitoba Provincial Past President

The summer is almost over and fall is upon us. With fall most councils will have meetings to start the working year. Some councils will be holding elections in January 2019 and past presidents may be involved in the election process. Past Presidents are encouraged to share their knowledge and experience of their CWL journey to urge others to take office. For those who will be completing their term, we hope you will continue to be mentors to the new executive and your council. The adverb definition of past is: “so as to pass from one side of something to the other” To paraphrase: Past Presidents will pass from the executive table to sit among the members to offer their support – yet another important journey

When I was a young girl, fall meant Fall Cleaning – cleaning windows, washing walls, freshening the curtains and bedding to make ready for winter. This was a time of ridding the home of any dust and residues left from having the windows open all summer. This was not my favourite thing to do, however, it was necessary.



As Past Presidents it is a time this Fall to do some housecleaning:

- ☉ Refresh your **Manual of Policy and Procedure** to include adopted motions since the last revision.
 - ☉ Ask for suggestions from the executive and council members.
 - ☉ The P&P serves as an easy reference for important decision (motions) and a continuity document.
- ☉ Refresh your **Archives** bringing it up to date, either for the current year or to pass to the next person.
 - ☉ Encourage members of the executive to review their binders and provide pertinent information for the council's archives.
 - ☉ Ensure council archives are stored in proper containers and are indexed accordingly.
- ☉ Refresh your **photo archives**.
 - ☉ Ensure names, dates and events are recorded.
 - ☉ Photo archives celebrate memories that will live on.
- ☉ Refresh your **council history** or in some cases do the housecleaning and assemble a council history. It only takes one step to lead to another and soon you will be on your way.
 - ☉ Invite other members to help assemble the council history.
 - ☉ Why not have a document that brags about your accomplishments?



Fall is also a good time to review with the executive the Constitution & Bylaws and National Manual of Policy and Procedure. These are the laws and policies/procedures of our national organization that guides our councils.

Barbara Dowding, Past President (2016-2018) stated in her oral report *“For years now, travelling the country, I have seen, and personally experienced what most of you already know. And that is the passion, love and pride of our League sisters (and others!) for this jewel we affectionately call the League.*

I met women in the tiniest councils, few in number, some even great in age, but big in heart who embrace initiatives like the 12 Hours of Prayer for Palliative Care, raise money for League projects and would die rather than see their council fold.”

The Five-year Strategic Plan was launched at the 2018 national convention and Barbara also stated *“Guided by the Spirit, as we become the League of the future, we will need to be patient and trust the process. As I have said many times before, turning a huge ocean liner takes time and careful precision. The League is that ship, change cannot be rushed!”*

Past President have an important role in the future of the League. Thank you for your continued service to your council and the League. May Our Lady of Good Counsel continue to guide you as you journey with your sisters in the League at home and those across our great country.

“When one door closes, another window opens.”

Julie Andrews

“In my life, I don't have roadblocks and obstacles. I might have something you would call a 'challenge.' I throw that out the window, and I call that a wonderful opportunity.”

Frances Hesselbein

The Catholic Women's League of Canada
Manitoba Provincial Council



PAST PRESIDENT

DATE: October 30, 2018

Communique #5

Inspired by the Spirit, Women Respond to God's Call

TO: Diocesan Presidents (for information and forwarding to Parish Councils)
Diocesan Past Presidents
CC: Provincial Executive (for information)
CC: National Past President (for information)

FROM: Faith Anderson, Manitoba Provincial Past President

Att: Archives Guidelines for League History

For some of the past presidents, this will be the last time to communicate with you as elections will be held in some councils in January 2019. Thank you for your service for the past two years. Please continue to:

- "...grow in faith, and to witness to the love of God through ministry and service". (*Mission Statement*)
- Unite Catholic women to grow in faith, and to promote social justice through service to the church, Canada and the world. (*Core Purpose*)
- Promote the League's *Core Values*: FAITH – following Catholic teaching; SERVICE – local, national and international and SOCIAL JUSTICE – actively involved in society.

In the 2018-2022 Strategic Plan of The Catholic Women's League of Canada an "Envisioned Future" is introduced: *The Catholic Women's League of Canada is an inclusive and engaged community of Catholic women inspired by faith. It is: A vital participant in the church; A valued partner for social justice; A respected advocate at all government levels and Connected to the world.*

This is a historic time in the League and a time for councils to ensure the past is not lost and the future is celebrated. There is still time to organize, develop and/or update your council's archives, photo albums and council history. These are the permanent history of your council.

Updating and Indexing Archives

Updated and reviewed every two years.

Inventory of archival materials should be maintained and reviewed.

Three copies of the inventory should be kept with:

- the archival files
- past president's archival file
- the president and noted in the minutes.

History Books

Councils are encouraged to send a copy to CWL national office marked "Archives". A letter, signed by the current president, authorizing the League to place this history along with others at the Archives of

Manitoba. If your council does not have a history book, it is never too late to start to work on your history and invite other members to join you in this important task.

Archival Files or Binder Contents

- Flash drives, computer disks can be utilized for preservation of written information, but it is important to commit this information to paper (acid free paper, where possible) so there is always a visual history.
- **N.B.** Councils are encouraged to set up a binder with a page, in alphabetical order, for each member. This page will include information about the member, including year she joined, offices held (updated to reflect advancements to other levels of the League, other League work (projects, convention convenor, organizing dinners/event, presenting workshops/presentations), ministries in the church, awards and pins received, a photo of the member and other pertinent information. This information should be sent to the new council when a member moves. When a member dies, this page should be transferred to a separate file/binder for deceased members, noting the date of death (including death notices and funeral cards where available).
- Each past president is encouraged to write two or three pages outlining the highlights of her term as president. They become valued historical notes for future council histories. Included should be a photograph of the past president and the executive.
- Another valuable asset is a MOTIONS BOOK. (for complete information see *Archives Guidelines for League History - attached*)

Please review the attached *Archives Guidelines for League History* for complete information on developing and maintaining your council's archives. The document contains extensive guidelines, however, starting one or two of the recommendations is a great beginning. REMEMBER to involve other members or non-members ... what a great way to introduce them to the League. As you develop your archives, take time to share with members some of the highlights to reinforce all the good works the council has done.

Believe you can and you're halfway there.

Theodore Teddy" Roosevelt

**The project you are most scared to
do is the one that holds your
greatest growth.**

Robin S. Sharma