



SUBJECT:

Communications/Archiving

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The Catholic Women's League of Canada Military Ordinariate Provincial Council



TO: Military Ordinariate Council Presidents, Past Presidents, Military Ordinariate Admin Committee, Military Ordinariate Archivist, Military Ordinariate Life Members

FROM: Military Ordinariate Provincial Past President

DATE: 24, October 2014

MEMO: # 2 (2014-2016))

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Good Morning CWL Sisters;

The word of the day is **"COMMUNICATION"** com - mu - ni - ca - tion (noun)

Google definition is:

- the imparting or exchanging of information or news
- means of connection between people or places

Merriam - Webster definition is:

- The act or process of using words, sounds, signs or behaviors to express or exchange information or to express your ideas, thoughts, feelings, etc. to someone else.

I have noticed even though it is new into the CWL year that there seems to be a lack of communication and I feel we need to bump up the program as it were. All council presidents/chairs need to check their emails on a daily basis for notices, memos and emails so that they can pass any and all vital information on to the council members. It is necessary to stay on top and as our above definitions states, the exchange and connection is a means of communication, this is the **KEY**.

I am requesting that all base councils please send in their membership list to the MO Secretary, MO Organization Chair and the current MO Archivist starting in 2015 when the membership dues is paid. Some of the councils without direction have already started this and I applaud them for using their initiative, keep up the good work.

We are reviving an old practice that was used years ago for the archives. It is a council president's report at the end of each council president's term highlighting what was done in their council during their time of office. The challenge is to **toot your own horn**; it does not have to be a long report, just approximately 1-2 pages before you step down and the new council president takes over.

In 2015, it will be the Military Ordinariate's 50th Anniversary and what better way to share than for the council past presidents to put together a report detailing what their base council is all about, i.e. favorite fundraisers, craft fairs, meet and greets, anniversaries, special guests, special spiritual times and any valued information to explain a little bit of their council over the last 2 years (minimum) and up. I am aware that there may or may not be an immediate past president, however, I am sure there are some more seasoned members that at some point of time have been a past president and I am positive these members know and remember more than most of us. The reports and displays (if desired) can be brought to convention with the voting delegate so they can go on exhibition. **No stress, just fun and insight.** I am very excited about this task, as it will show everyone, especially those special guests coming to convention how spiritual, multitasking and military supportive our women have been and continue to be.

Archiving at the base council level is very important. In a perfect world, we would have a larger storage area for archiving, unfortunately, until a better solution has been found, every council needs to store their own minutes, council reports, etc. Our archiving storage in Ottawa is limited, so therefore, we cannot possibly contain everything from the councils. The council president's report/membership lists as mentioned above will be stored in Ottawa when sent to the MO Archivist.

I have attached the revised MO Admin and the base council president's contact lists for your convenience, however, if any of this info is incorrect, please notify me as soon as possible. Please keep a copy of these contact lists in the CWL binder that stays in the council meeting room, which I am taking for granted is already present in every council meeting place as directed previously. These lists are necessary to be in the council president's binder; however, it is equally important for them to be easily accessible to all council members.

If there is any questions/concerns please do not hesitate to contact me via email/phone, as always, I will be available.

Especially, with the recent misfortunes, please pray for those families that are suffering and for all the wonderful services that we have come to value and appreciate while they protect us and our great country!

Our Lady of Good Counsel, pray for us.

God Bless

Donna Penney

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