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Date: February 13, 2016

To: Parish Council Recording Secretaries
From: Shirley McDonald, Diocesan Recording Secretary
CC: Diocesan Executive, Provincial Recording Secretary

I would like to thank all of the councils that have sent in the forms listing their 2016 executive. Even though your executive information might not have changed from last year, it is important to have each year documented. This information is used to update the Elections Register, to confirm accredited delegates for the convention, to assure that email addresses are correct for ongoing communication, and for historical purposes.

As Diocesan Recording Secretary and in the absence of a Corresponding Secretary, I have been busy forwarding emails between you and your Diocesan Council, and vice versa. I hope you are not getting tired of the emails…! Email correspondence has many advantages:

- messages can be distributed very quickly to a large number of people at the same time
- multiple items may be attached to an email, including links to web sites and additional information
- email is cheap
- many emails need never be printed; the information can simply be forwarded on to others without the need for paper copies
- emails may be filed easily in folders within your email program, for future reference
- emails provide a paper trail; it is easy to go back to get the exact wording that was used, to confirm a point, or to cut & paste information into another email or a document

I would encourage all councils to develop an email listing from those members who have email addresses, and use this for much of your correspondence. Certainly, your executive would benefit from email correspondence between meetings.

I always welcome your comments, questions, suggestions and ideas as they pertain to our roles as Recording Secretaries. I continue to pray that Our Lady of Good Counsel will guide us.

Respectfully submitted.