

**The Catholic Women's League of Canada**  
**St. Paul Diocesan Council**

---

Past President's Communiqué # 1  
October 2011

Annette d

---

**“Centred on Faith & Justice”**

I am currently in the process of learning my job as Past President; my last official duty as President was to give Treasurer Jeanette L. the items from the President's box that I felt needed to be moved to the CWL archives in St. Paul. Jeanette has graciously undertaken the task of adding to and sorting the diocesan archives that are held there; she has a great deal of experience with this over the years and we owe her a thank you for her dedication and interest in this job.

Archivists say “if in doubt, keep it!” However, they also have guidelines to help save us from box overload. Keep only the information from the past two years in your active work files/boxes; the rest should be held in the archives. Archive items should be kept in the church, rather than in individual homes, preferably in a locked filing cabinet. Items should be indexed and boxes/folders clearly labelled with the year.

Keep:

- Original Charter
- Minutes (the official signed copies from the secretary's files)
- Financial records, including any special project files with financial statements.
- Annual reports and annual report book; reports on meetings with governments, MP/MLA, etc. Oral reports should have written copies on file.
- Newsletters
- Letters written/received by the President on behalf of the Council; special letters of commendation, giving honour to the council or a member, letters of protest or admonition, etc.
- Membership lists, record of executive names and positions for each year. Records of awards, scrolls, etc that may have been received by your council or individual members.
- Pictures, with the date and names of individuals printed on the back of the picture or attached on a piece of paper. A photo album and scrapbook is the best medium for keeping pictures and news articles, etc.

If possible and to make it a fun activity have a committee to review and update your archives. This should be done at least every couple years.

If you have a member who is a camera buff, ask them to be “official photographer” for events and activities. Keep CDs of photos, but also have print copies - technology changes so quickly that we don't know when media will become obsolete and we will have lost our precious memories forever because we can no longer view/play them.

Each President - write a short (2-3 page) report on the highlights of your term in office to add to the history of your council.

Bring out the scrapbooks and photo albums for members to look at - remembering back on special times captured in photos and stories helps to enhance our sense of faith, fun, and fulfilment.