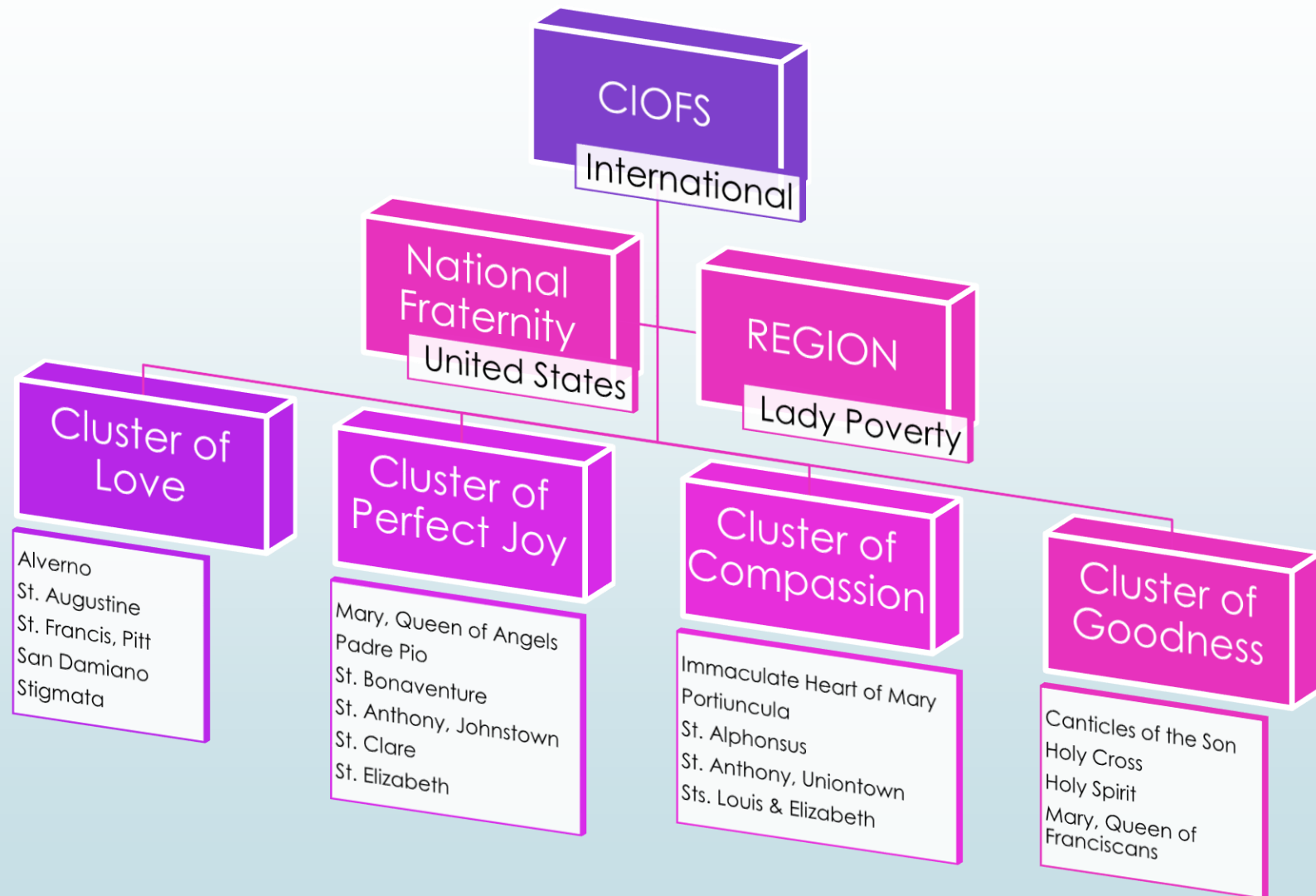




Record Keeping

For Lady Poverty Region of the Order of Franciscan Seculars





Secretary Duties: Art. 52.2

- ▶ To compile the **official acts** of the fraternity and of the council and to assure that they are sent to their respective proper recipients;
 - ▶ Minutes publication to council
- ▶ To see to the updating and preservation of **the records and the registers**, noting admissions professions, deaths, withdrawals, and transfers from the fraternity;
 - ▶ Register and directory
- ▶ To provide for the **communication** of the more important facts to the various levels and, if appropriate, to provide for their dissemination through the mass media.
 - ▶ Report to Lady Poverty Region Secretary in REAL TIME
 - ▶ Bulletin announcements, info local clergy of events,
 - ▶ Cluster Councilor ought to be in the loop



What are Meeting Minutes?

- ▶ Meeting minutes are taken and preserved by the secretary so that an accurate record exists of what transpired during the meeting.
- ▶ Minutes usually include:
 - ▶ Names of participants
 - ▶ Agenda items covered
 - ▶ Decisions and motions voted on are made by participants
 - ▶ Follow-up actions committed to by participants
 - ▶ Due dates for the completion of commitments
 - ▶ Any other events or discussions worth documenting for future review or history

Situational Monitoring

Excused

- ▶ Generally, excused requires the member to call in a reason for missing a gathering or function
 - ▶ Member is sick
 - ▶ Member is in hospital
 - ▶ Member work schedule
 - ▶ Family issues
 - ▶ Other church or social commitment conflicts with the gathering.

Absent

- ▶ Generally is for someone who fails to attend a gathering or function and does NOT call in the reason
 - ▶ In charity, the council ought to follow up and ask the member why they were absent
 - ▶ In charity, remind the member that they ought to call beforehand if they want to be excused.

Anyone in a nursing home or in hospital ought to be monitored as an act of fraternal love and charity. The axiom “once a Franciscan, always a Franciscan” implies a responsibility on the member **and** the fraternity to stay in touch, that's what fraternity means. In the database, we track members from entry in the Order to death.

Status of Members in the Order of Franciscan Seculars Definitions



The database has 4 main categories:

Active

Inactive

Inquirers and Candidates

Deceased

All of these categories require dates and other details.

LAPSED does not exist in the Constitution but is in the National Statutes and database and is technically the same as TEMP. WITHDRAW.

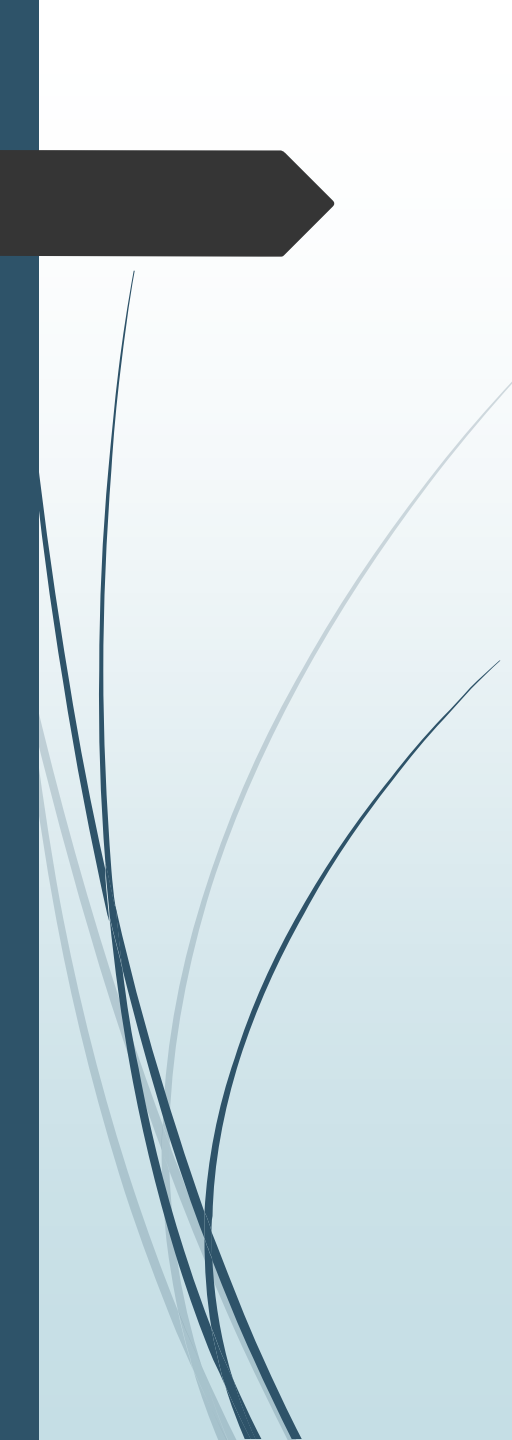
EXCUSED does not exist in the Database.



Elections: Title IV

- ▶ Elections are conducted by an assigned member of the Regional Executive Council every three years.
- ▶ No proxy votes are permitted.
- ▶ **Nominating Committee** compiles the slate of nominees to send to the REC member and is vital, it will reduce the time it takes to process nominations “from the floor”.
- ▶ Members who accept a nomination but cannot attend the election must provide a written statement that they will accept the election to a council seat.
- ▶ Results are **recorded**, if someone cannot fulfill their elected seat, the election results can be used to assign a person to that seat.
- ▶ Stipends to REC presider of the election for travel expenses are expected.

Documents are recorded in the database, on the website, in La Pobrecita, digitally, and hard paper copies are maintained by the LPR Secretary.



Member Status and Elections: Title IV

- ▶ Article 76 explains the election process
- ▶ Article 77 explains who has the right to vote and required numbers for a valid election. **MEMBER STATUS**
- ▶ Article 78 spells out “absolute majority” followed by “relative majority” of the votes of those present.

All of the **MEMBER STATUS** must be reviewed prior to elections to ensure compliance with these statutes. As a rule of thumb, only active and participating professed members may vote in person, no proxy votes are permitted.



Mid-Term Visitations: Title VI

- ▶ Fraternal Visitor is a member of the Regional Executive Council
 - ▶ Monitors a fraternal gathering, including formation.
 - ▶ Checks all records for uniformity and accuracy.
 - ▶ Stipend to cover travel expense is expected
- ▶ Pastoral Visitor is a Regional Spiritual Assistant
 - ▶ Monitors a fraternal gathering, including formation.
 - ▶ Focuses on the Franciscan spirituality of the fraternity.
 - ▶ A stipend to cover travel expense is expected

Documents are recorded in the database, in La Pobrecita, digitally, and hard paper copies are maintained by the LPR Secretary.



Member Status and Fair Share

- ▶ What is Fair Share?
 - ▶ Financial support of higher level fraternities i.e. Regional, National and International
 - ▶ Fair Share is NOT DUES
- ▶ Who pays Fair Share?
 - ▶ All **ACTIVE/EXCUSED PROFESSED MEMBERS**
 - ▶ All Candidates

Report Overview

All reports are to be compiled and preserved by the secretary in the minutes as “THE” official record of the fraternity activities.

Council Office	Report Name	Constitution Articles	Application	Election Turn Overs (1 year of records)
Minister	Conformity/Annual Report	Article 51	Visitations	One Annual Report for reference
Vice Minister	Fill in for Minister and track Apostolates	Article 52:1	Visitations	All Apostolate information including financials and documentation
Treasurer	Month & Annual Financials/Budget	Article 52:4	Visitations	Check book, ledgers and bank access
Formation Director	Attendance & Formation Topics	Article 52:3	Visitations	All permanent member records
Secretary	Minutes & Membership Status including contact information	Article 52:2	Visitations	Archive old minutes and turn over one year.



How are these records generated

- ▶ Each council member has specific jobs
- ▶ Treasurer records monies and balances the checkbook, then provides a comprehensive written report to the council, the secretary is the official record keeper.
- ▶ Formation Director tracks all attendance of initial and ongoing formation classes and provides a written report to the council, the secretary is the official record keeper.
- ▶ Minister and Vice Minister, as overseers, ensure all regulations are followed and provide valuable input and guidance to the council. Any specific items worthy of note are submitted to the council, the secretary is the official record keeper.
- ▶ Secretary collects all reports and compiles the minutes of each council meetings. The secretary is responsible for keeping the files accurately and must have them ready for visitations and turnover at elections.
- ▶ THE MINUTES are the final record kept on file of fraternity activities, past and future.
- ▶ Election time-the secretary turns over one year of reports and archive the rest.



Annual Report

- ▶ This is **THE** report that each fraternity uses to report to the Regional Executive Council. Each member status must be updated, as they change in real time, to the Regional Secretary for the National Database. The Regional Minister inputs the data from this report to the database once a year.
- ▶ The following information is required:
 - ▶ Any Youth & Young Activities planned or completed
 - ▶ Any Justice, Peace and Integrity of Creation initiatives in the fraternity
- ▶ Names and all contact information for the local fraternity members
- ▶ Number of ACTIVE, EXCUSED, CANDIDATES AND OTHER members
 - ▶ The number of Active, Excused, and Candidates will be the number of members that the fraternity will pay Fair Share for. Other members do not pay Fair Share.
 - ▶ The Treasurer writes the check for the total number of members x \$45.00 each, and submits it to the minister.

Database Spreadsheets are sent to all fraternity secretaries for updating in the last quarter of the year. This helps expedite the process in January.



Jump Ahead

- Side One: Here we are in the 21st century and record keeping is still a necessary part of our history.
- Side Two: Here we are in the 21st century and computers are invaluable to record keeping, accept technology as part of your fraternal growth.
- What records are important and what is not? Member status, formation, treasury, compliance with the Rule.
- Who reads the records? Visitors
- How much detail is necessary? Clear, concise, and basic information
- What happens to the records over time? Archive and History
- Why keep records at all? The Rule and Constitutions require them
- Technology can be a help or hinderance, depending on our personal strengths and weaknesses. Regardless of whether you are tech savvy or not, records must be kept for historical reference and future use.



Where does it all begin?

- ▶ As soon as a person enters formation the record keeping begins
 - ▶ New members must provide their sacramentals for verification and validation of their desire to enter the Order.
 - ▶ New members must attend all of the Initial Formation Classes and interviews, attendance must be recorded.
 - ▶ Professed members must attend monthly gatherings to be enriched in the Franciscan Charism, attendance must be recorded
 - ▶ Finances must always be accounted for and recorded to validate costs and expenses
 - ▶ Attendance ties directly to our Profession and Fair Share contributions, all of which keep fraternities alive and viable
 - ▶ Special events and ceremonies that are provided to enrich the fraternity ought to be recorded for future references and to repeat the event as needed.

IT'S TOO HARD!



Not at all.

If each council member is prepared to turnover their reports to the secretary at the council meeting, it is easier than you think. This will streamline the amount of open discussion and will cause a more focused and directed meeting.



Secretaries should not spend more than one hour preparing the minutes after a council meeting. Use attachments from the other council members, don't rewrite what they say. The minutes can be used as the business meeting agenda portion of the following gathering.

If it takes more than one hour to prepare the minutes, consider bulletizing the information and minimizing personal comments.

The minutes must be approved by the council as part of the opening of the following council meeting. Adopt an attitude of simplicity and accuracy the first time, to prevent rewriting the minutes.