

# ITALIAN CATHOLIC FEDERATION

*Promoting Faith, Family and Heritage Since 1924*



**Recording/Corresponding Secretary Training**

# Agenda

- **Responsibilities of Recording and Corresponding Secretary per the ICF By-laws**
  - Keeps record of all branch members
  - Keeps record of the proceedings of each meeting
  - Reads all communications
  - Assists President in preparing branch correspondence
- **Additional points**

*Let's step through each....*

***The Secretary Keeps a  
Record of All  
Branch Members***

## The Recording/Corresponding Secretary Keeps a Copy of the Most Recent Membership List

### Church Name • City • State

Name (Last, First)	Address, City, State, Zip	Phone	E-Mail
Ferrari, Cynthia	123 Street, Halo, CA 77777	999-222-3001	<a href="mailto:cferrari@email.net">cferrari@email.net</a>
Ferrari, Tony	123 Street, Halo, CA 77777	999-222-3001	<a href="mailto:tferrari@email.net">tferrari@email.net</a>
Italia, Lucia	456 B Avenue, Halo, CA 77777	999-222-3344	<a href="mailto:luciaitalia@email.net">luciaitalia@email.net</a>
Smith, Antonio	789 D Circle, Halo, CA 77777	999-222-1234	<a href="mailto:asmith4@email.net">asmith4@email.net</a>
Zamboni, Rita	954 G Lane, Halo, CA 77777	999-222-9555	<a href="mailto:zambr@email.net">zambr@email.net</a>

***The Secretary Keeps a  
Record of the Proceedings  
of Each Meeting***

# Officers' Meetings

**Officers' meetings are typically held once per month for officers to discuss upcoming activities, budget, etc.**

## ***Sample agenda:***

- Opening Prayer
- Minutes
- Financial Secretary Report
- Treasurer Report
- Old Business
- Last General Meeting Feedback
- New Business and Upcoming Events
- Next General Meeting: \_\_\_\_\_
- Other business / new ideas / open floor
- Next Board Meeting: \_\_\_\_\_
- Closing Prayer

Minutes can be sent out after the meeting to save on review time of past minutes at the next monthly meeting

# General Meetings

**General meetings for ICF members are typically held once per month. President and Secretary should confer on agenda before each meeting.**

## ***Sample agenda:***

- Call to Order
- Opening Prayer
- Salute to the Flag and Federation Salute
- Introductions: CC members, Branch Deputy, guests, and new members
- Roll Call of Officers (optional)
- Approval of Minutes (minutes can be condensed when read)
- Communications (can be condensed)
- Financial Report and Bills Payable
- Old Business and New Business (upcoming events, committee reports)
- Deputy Report
- Good of the Order (member announcements or CC member if present)
- Prayer and Adjournment
- Program

A copy of the previous month's minutes can be made available for members who wish to review the entire document

# Recording Secretary Minutes

## **Sample:**

Branch \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

President \_\_\_\_\_ called the meeting to order at \_\_\_\_ PM.

Chaplain \_\_\_\_\_ or Orator \_\_\_\_\_ led the opening prayer.

Pledge of Allegiance and the ICF salute followed.

ROLL CALL OF OFFICERS: Present:      Absent:

READING OF THE MINUTES:

NEW MEMBERS:

COMMUNICATIONS:



# Recording Secretary Minutes

*Sample (cont.):*

## FINANCIAL REPORT:

Treasurer gave the following report:

### General Fund

Start \_\_\_\_\_

Deposits \_\_\_\_\_

Expenses \_\_\_\_\_

TOTAL \_\_\_\_\_

### Social Fund

Start \_\_\_\_\_

Deposits \_\_\_\_\_

Expenses \_\_\_\_\_

TOTAL \_\_\_\_\_

### Bills Payable

# Recording Secretary Minutes

## *Sample (cont.):*

### **COMMITTEE REPORTS:**

(Note - Not all committees will report at every meeting)

**Sunshine** (ill or deceased or other)

**Membership**

**Apostolate/Charity**

**Heritage**

**Publicity**

**Scholarship**

### **UNFINISHED BUSINESS:**

### **NEW BUSINESS:**

### **DEPUTY REPORT:**

### **GOOD OF THE ORDER:**

The Chaplain or Orator led us in a closing prayer and  
President \_\_\_\_\_ adjourned the meeting at \_\_\_\_\_ PM.

Respectfully submitted, Recording Secretary

# ***The Secretary Reads All Communications***

# Summarizing Correspondence

The Secretary can present a summary of correspondence received including Thank You cards, Event Invitations, etc.

Members can review the correspondence after the meeting.



ICF'S ANNUAL DINNER DANCE

# Valentine Gala

## BBQ Steak Dinner

St. Martin of Tours Church  
200 O'Connor Dr., San Jose  
Saturday, February 13, 2016

Music by Compact Disc Jockey  
Ken Cardona

6:00 PM.....	NO HOST COCKTAILS
7:00 PM.....	DINNER
8:00 PM - 11:00 PM.....	DANCING

PRICE: \$40 PER PERSON



***The Secretary Assists  
President in Preparing  
Branch Correspondence***

# Submit Parish Bulletin and Pulpit Announcements

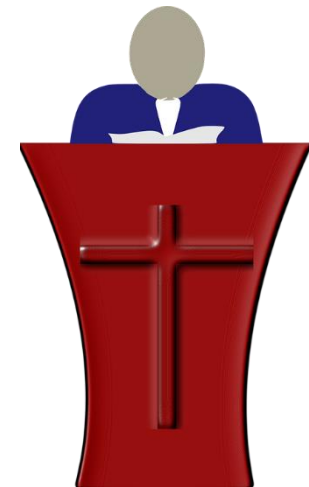
## Bulletin Announcements

- Submitted for General Meetings and Special Events
- Submission deadlines are typically 10 days prior to weekend of publication (check with church)
- Announcements can be placed in additional local parishes
- Important to keep a reference of submission deadlines and contact information for each parish
- Keep in contact with 1<sup>st</sup> Vice President for all the information to include in announcement



## Pulpit Announcements

- Verbal announcements given at the weekend Masses
- Submission deadlines are typically the week prior to the weekend that announcement takes place
- These only take place at the Branch parish, not others



*(Sample announcement located in Additional Points)*

# Publicize Monthly Meetings and Special Events in Local Media

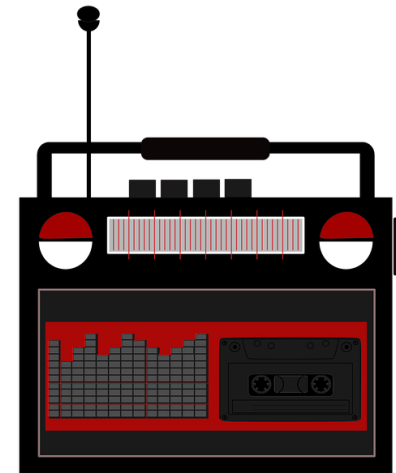
## Monthly General Meetings

- A short announcement about the monthly General Meeting can be placed in a local community publication
- Contact information should be noted for future reference



## Special Events

- For events that cater to larger audiences (i.e. dinner dance fundraiser or Italian festival, etc.), local media can be contacted to cover the event
- A flyer can be distributed to community bulletin boards
- A press release can also be submitted to a newspaper or radio station



# Submit Articles to ICF Bollettino Newspaper

## Submission Guidelines

- Deadline: 10th of every month
- 250 words maximum
- Submit article to: [icfeditor@gmail.com](mailto:icfeditor@gmail.com)
- A Branch can summarize past events, highlight upcoming event dates, etc.
- A picture can also be submitted with a caption
- Review articles from other Branches to get ideas for what to submit

March 2016 Italian Catholic Federation Anno 92 No. 03  
Buona Pasqua! **BOLLETTINO** Happy Easter!

### ICF Members Reinvest in the Federation at the 2016 Officers Installations



2016 Santa Rosa District Officers: Grand 1st Vice President Andy Pagnoni is pictured with the 2016 Santa Rosa District Officers: President Spencer Burton, 1st VP Bill Spirito, 2nd VP Eleanor Berth, Ric. Sec.: Maria Canale, Fin. Sec./Treasurer: Linda Sherman, Orator: Louise Victor, Trustees: Darle Caraffi and Glenn Sherman. Seated: Matt Marshall and District Deputy: Kathy Acquafreddo. Not pictured: Rosemarie Intery, Trustee.



Members of Branch 14 at the Corria Costa District installation.



Members of the Los Vegas area at their recent installation with Grand President Leonard Zasoski, Jr. and his wife BGL, and Grand Trustee Denise Antonowicz and her mom Maria.



Members of Branch 432 at the Corria Costa District installation.



Installation of the officers for Branch 111 at the Los Angeles Archdiocese installation.

#### Grand President's Monthly Message

by Leonard Zasoski, Jr.

As we move into the Lenten season, we are reminded of the sacrifices our Lord went through for our eternal salvation. With Easter, Jesus arose from the dead and gave us the chance for everlasting life in the Kingdom of God. We must be willing to listen for His voice calling us to follow Him and do our best to remain on the right path, by bringing others along with us, just as the Apostles did so many years ago.

This is what we do in the Italian Catholic Federation; we bring members into our branches to keep that connection to their faith, along with helping others. We all have a vested interest of marketing our branch to others if we are to keep the Federation strong for the next generation.

During the next several months, we are asking all branches throughout the Federation to hold a membership drive. New members in your branch will bring a new sense of well-being for all members, if you open your arms and welcome them into all that you do within your branch.

You need to be open to new ideas when recruiting members. Applicants should be available at all your events, along with a poster board with pictures from your events. Everyone likes to see pictures, and a visual connection is great. Promote what you have done at your parish and community. Your greatest strength as a branch is the local connection; give them a reason to want to be a part of what you do and be open to the new ideas that will come from those new members. The Membership and Task Force Committees are there to help if needed. Please contact the ICF office if you need assistance with your Membership Drive.

Yes, our Federation is changing from some of the ways of the past in the more diverse ethnic backgrounds that we have today within our branches, but the core of the Italian sense of family will always remain strong. I can't think of a better Easter gift than the thought of a member joining our organization and bringing them closer to the church and Jesus.

Blessings, Andrew, Joey and I wish all members of the Italian Catholic Federation a Blessed Easter.



Leonard Zasoski, Jr.  
Grand President

THIS MESSAGE IS PLEASED TO BE PROMPTLY

(Sample article located in Additional Points)



# When Branch President Sends Correspondence, the Secretary Can Assist as Needed



**Italian Catholic Federation**  
**Name of Church, Branch ###**  
**Name of Church Catholic Church**  
**Street Address • City, State Zip**  
**(###) ###-####**

## ***Officers***

Name

*Chaplain*

Name

*Presidents*

Name

*1st Vice Presidents*

Name

*2nd Vice President*

Name

*Financial Secretary*

Today's Date

To Whom It May Concern ,

Sincerely,

President

Italian Catholic Federation, Branch ###

Church Name

City, State

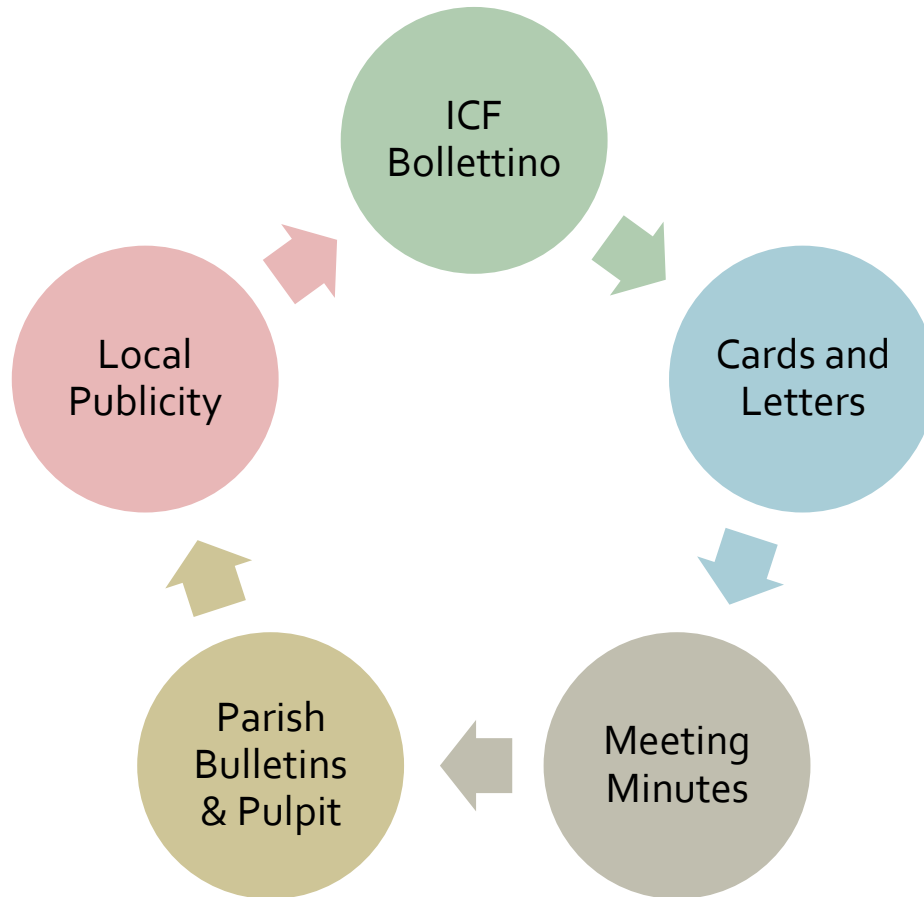
# ***Additional Points***

# ***The Secretary Needs to be Organized***



# Be Organized

**Keep track of contacts and deadlines on a master list and place copies of monthly meeting minutes in a binder**



# Bulletin and Pulpit Announcement Samples

## Bulletin Announcement

Italian Catholic Federation Monthly Meeting!

You, your family, and friends are invited to attend the next Italian Catholic Federation General Meeting on Weekday, Month Day at Time, at Location. We will have a potluck dinner. Cost is \$3.00 for adults to cover drinks and supplies and children 12 and under are free. To RSVP and get details on what to bring, call Name at Phone by Date.

We look forward to seeing you on Month Day!

## Pulpit Announcement

The Italian Catholic Federation will have its next General Meeting on Day of Week, Month Day at Time. Join us for fun, food and fellowship. Please see the parish bulletin for more details.

# Bollettino Article Sample

## Santa Rosa, Br. 18

“Be there, or be square!” This is our 2016 calendar of events; March 19th, Anniversary Dinner Dance, chicken & risotto by Randy Apel, May 7th Mothers Day ham & roast potato dinner, November 19th Festa D’Autunno polenta & stew dinner. All dinner dances listed to be accompanied by “Showcase Band”. All the listed events @ \$20.00 and will be held at Scottish Rite Center. We are most fortunate to have two hard-working members such as Doreen O’Rourke and Butch Bondi helping to make our fundraisers successful. A big welcome to Bill Occhipinit, our newest member. Keep bringing in those new members, we love them!

Happy Presidents and St. Valentines Days!

Marie Canale

# More Information...

## Bollettino

- Newspaper published 11x / yr
- Information on ICF areas of interest and reports from branches throughout the U.S.

## Web Site

- [www.icf.org](http://www.icf.org)
- Details about the organization and up-to-date information
- Officers' Portal

## National Office

- 8393 Capwell Drive #110  
Oakland, CA 94621  
1-888-ICF-1924

February 2016 Italian Catholic Federation Anno 92 No. 02

**BOLLETTINO**

**Congratulations to Branch 198 Celebrating its 50th Anniversary**



Branch 198 Charter Members celebrating 50 years are Mary Desideri, Rose Anderson, and Kathy and Robert Acquastapace.

Santa Rosa on January 9, 2016. In attendance were Grand President Leonard Zasoski, Jr., Grand 2nd Vice President Vince Piro, Grand Secretary Lauren Kikullen, Grand Trustee Anne Intraface, Past Grand President Carmen Kikullen, Past Grand President and President of Branch 198 Robert Acquastapace, Central Council Parliamentarian and Past Grand President David Botta served as the Master of Ceremonies.

**Grand President's Monthly Message**  
by Leonard Zasoski, Jr.  
*It is traditional to read the Grand President's Installation speech in the February issue of the Bollettino. Enjoy.*

Dear ICF Members,

I would like to thank the newly elected officers from throughout the Federation. Your commitment to be leaders in your branches and districts is greatly appreciated.

Over the past several years the Central Council has seen a need to strengthen and rejuvenate the Federation. The process for doing this has come about through our Strategic Plan. We are currently entering the 2<sup>nd</sup> year of a 3-year plan. The first year and the first quarter of this year have been about working with the districts and branches in achieving our core strategies that came about through the Strategic Plan. Each of these core strategies Membership Growth & Retention, Leadership, Finances, Community Connections (Establishing connections with our Parish and Community) is vital to the well-being of all branches.

Membership growth and retention will be a major focus throughout the Federation during 2016, for bringing in new members and retaining our existing members. Our goal with the Strategic Plan this year is to have each branch conduct a membership drive. The Membership and Task Force Committees, headed by Nina Malone and Vince Piro, are there to help, if needed, with your membership drive, please contact them for assistance. The leaders within your branch must play a proactive role in this endeavor, and as you

**Make Your Reservations for "Late Night Catechism"**

Tickets at 1-800-838-3000 ext. 1, or ordering online at <http://ICF.NC.bowpaperickets.com>

Catechism classes are never as much fun - or as hilarious - as when they are led by Sister in the hit comedy "Late Night Catechism," by Vicki Quade and Marqut Doonan.

"Late Night Catechism" is an uproarious piece of theater that takes audience members back - sometimes nostalgically, sometimes fearfully - to the children they once were. The irrepressible Sister teaches an adult catechism class to a roomful of "students" (the



**ITALIAN CATHOLIC FEDERATION**  
Celebrating Faith, Family and Heritage Since 1924

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**Serving the Needs of Our Community**

Through families and fellowship, the Italian Catholic Federation promotes and supports the Catholic faith and its values, encourages apostolic and charitable works, and celebrates our Italian American heritage and all the heritages of our communities.

