



# Memo

**Date:** March 4, 2024  
**To:** Pastors and parish business managers  
**From:** Ian Trutt, paralegal, Office of Finance  
**Re:** Minute Book updates

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In the next week or so, you will receive an email from Smartsheet showing a new update for your parish's corporate minute book. Please note that clicking on the link to the sheet will not grant you access. **Scroll down to the very bottom of the message and save the .pdf document directly.** Please save this in your electronic files.

You may wish to update your parish's physical binder as well with any changes. **The link will expire after 30 days.**

If you have trouble downloading your minute book, email is always the best way to reach me, and all emails should come from your archatl.com address. My email is [itrutt@archatl.com](mailto:itrutt@archatl.com).