



Memo

Date: August 7, 2020
To: All pastors, parish Administrators and business managers
From: Brad Wilson, Chief Financial Officer, Office of Finance
Re: Minute books for parish corporations

As you may recall, our parishes incorporated in December of 2018. The Corporate Secretary keeps orderly records of votes, actions, minutes of meetings, resolutions and other records in a Minute Book for each separate parish corporation and secures these records in the Office of Archives of the archdiocese. Ian Trutt, paralegal, assists the Corporate Secretary by maintaining an electronic version of each Minute Book and sends updates to each parish. You will receive an update to your electronic Minute Book in the coming days with this email heading:

From: Ian Trutt via Smartsheet <automation@smartsheet.com>

This is a legitimate email. Please download the attachment and add any new documents to the physical binder stored at your parish. Please do not try to access the Smartsheet where it says "Parish Minutes Books," as you will not have access. Click on the attachment further down, which looks like this:

MINUTE BOOK – [your parish name].pdf added by itrutt@archatl.com on Row X

Please save the latest version whenever you receive these updates (usually every quarter). If there are any questions about this process, please contact Ian Trutt at itrutt@archatl.com.