

**CIB News Bulletin #3**  
**What you need to know about the latest developments in the CIB**  
**Meeting of the Administrative Council Jan. 10 – 12, 2008**  
**Sant'Antonio, Aventine, Rome.**

Sr. Judith Ann Heble, M. Zoë Davis, M. Theodora Ntuli, Sr. Clare Condon, M. Teresa Paula Simões Dias Perdigão and M. Benita Vadakkepuradal met again in Rome in January to prepare for the meeting of the Conference, which will be in September 2008. Here are the exact dates:

**Sept.14** - Arrival of Administrative Council and Conference members who have a long journey.

**Sept. 15** - Meeting of the Administrative Council at Sant'Antonio, Via Santa Sabina, Rome. Arrival of the other Delegates.

**Sept.16 – 17** - Meeting of the CIB Conference at Sant'Antonio, Via Santa Sabina, Aventine, Rome.

**Sept. 18 – 27** - Abbots' Congress in Sant'Anselmo, Rome. All 24 Delegates to the CIB Conference will receive a personal invitation from the secretary of Abbot Primate Notker. There is only one invitation for each Region. Do not wait for these invitations before applying for visas and booking tickets as tickets are often cheaper when one books early. Sr. Judith Ann will be sending a letter with more details in February.

**Sept.27** - Midday closing of the Congress. Departure.

**Sept. 28** - Departure of remaining Delegates.

Other important items discussed:

1. Financial Statement: The Administrative Council received the year-end financial statement for 2007. Total Income is € 58,129.82. Total Expenses is € 39,625.12.
2. Statutes: We reviewed a draft revision of the Statutes incorporating your suggestions from the meeting of the Conference in Manila. We plan to have these reviewed by some other advisors and hope to have a draft copy for you before the September meeting.
3. CIB Memorandum: The Memorandum has been updated. Please note the attachment.
4. Substitutes: It is important that, if you cannot attend a meeting of the Conference, that you arrange for your Substitute to attend. This will eliminate difficulties in having enough people present to conduct business (a quorum).
5. Website: You have perhaps seen that the new website can be accessed under the address: [www.benedictines-cib.org](http://www.benedictines-cib.org)
6. CIB Symposium 2010: Considering the proposals and regional needs it was decided to give the Symposium the following title: "Benedictine Women: Witnesses of Hope." Keynote speakers were identified and will be approached as soon as possible so that plans can proceed.
7. Secretariat: It is hoped that we will be able to move the Secretariat from Assisi to Rome after January, 2009.

NB: Please note that all documents that are continually being updated carry a date in the upper right hand corner. This is to help you recognise what is the most current version. The others will no longer be needed. (This is particularly important concerning the Calendar as some dates have changed!!)

Announcements:

There will be a meeting of Young European Benedictine Women October 20 – 24, 2008 in Dinklage, Germany, in order to develop networking in Europe. European Delegates will be receiving more information from M. Zoë Davis soon.

The following attachments come with this Bulletin:

- "Important Information" regarding flights, fees and financial transfers, etc.
- Updated Calendar,
- Updated CIB Memorandum,

## Communio Internationalis Benedictinarum CIB IMPORTANT INFORMATION

### **CIB Solidarity Fund:**

The operating costs of the CIB are covered by the Solidarity Fund. The CIB Solidarity Fund also assists those who may need funds to cover travel or Conference expenses. If you request support from the CIB Solidarity Fund, please contact Sister Diane Cook, OSB, CIB Treasurer, as soon as possible before a scheduled meeting. Her e-mail address is [dianeosb@peoplepc.com](mailto:dianeosb@peoplepc.com)

### **Conference Fees:**

To avoid having to carry extra money to a meeting, all CIB Conference fees may be wired directly to the CIB account in the United States or in Germany BEFORE the meeting. For those who prefer, it will be possible to pay cash during the meeting. This does not normally apply to the refunding of fares. Refunding of fares operates usually through the use of electronic tickets paid directly from the CIB account (usually through the Travel Agency in USA).

### **Regional Contributions:**

The contribution needed from each Region is calculated by dividing the total projected operating costs by nineteen (the number of Regions). The annual Regional contribution for the next four years is estimated to be Euro 2,250. There are Regions that are able to contribute this sum plus additional monies to build up the Solidarity Fund. There are other Regions that are able to contribute some portion of the sum, and still other Regions that are able to make only a minimal contribution.

The annual financial contributions from the Regions can be paid into either of the two CIB accounts, in USA (US dollars) or in Germany (Euros). If you do not belong to the Euro group or live outside the USA, it would be good to inquire in your country about the cheapest way to transfer money. Please communicate this with the CIB Treasurer. Regional contributions should be made before July 1<sup>st</sup>.

### **Flight Arrangements:**

If you are making arrangements for a flight for a CIB event that needs to be paid for from the CIB Solidarity Fund, such international bookings may be done with the **Carlson Wagonlit Travel, Erie, PA**. Simply e-mail "Beth" (our CIB agent) on a Monday, Tuesday or Wednesday at [bethc@carlsonerie.com](mailto:bethc@carlsonerie.com). She will issue you an electronic ticket. If you need a printed ticket, she will do that for you. If you do not have e-mail access, you can call Beth at Carlson Wagonlit Travel, Erie, PA at **1-800-786-8728** on a Monday, Tuesday or Wednesday for travel arrangements (toll free number). Please notify Sister Diane Cook that you are using this service. [dianeosb@peoplepc.com](mailto:dianeosb@peoplepc.com)

### **BANK INFORMATION:**

**USA:** The account number is **#6005008906** and the routing number is **#043300738**. Should your bank need further information, the bank to which you are transferring money is the **PNC Bank, N.A., Erie, PA**. The account is under the **Benedictine Sisters of Erie Inc. for CIB**. After you transfer the money, please e-mail Sister Diane Cook and notify her to expect the transfer. [dianeosb@peoplepc.com](mailto:dianeosb@peoplepc.com)

**GERMANY:** The IBAN is **DE 64 4006 0265 000 37671 01** and the BIC is **GENODEM1 DKM**. Should your bank need further information, the bank to which you are transferring money is DKM (Darlehnskasse Münster), BLZ 400 602 65. The account is under the **Abtei Burg Dinklage CIB, # 3767 101**. After you transfer the money, please e-mail Sister Diane Cook and Sister Ulrike Soegtrop [sr.ulrike@abteiburgdinklage.de](mailto:sr.ulrike@abteiburgdinklage.de) and notify both of them of the transfer.

## **CIB CALENDAR**

### **2008**

<b>September 14 or 15 September 15</b>	<b>Arrival of CIB Delegates Meeting of the Administrative Council</b>
<b>September 16-17</b>	<b>Meeting of the Conference of the CIB Sant' Antonio, Rome</b>
<b>September 18-27</b>	<b>Abbots' Congress Sant' Anselmo, Rome</b>
<b>September 27 September 28</b>	<b>Departure after 12:00 noon Departure of remaining Delegates</b>

### **2009**

<b>January 12-13-14</b>	<b>Meeting of the Administrative Council Portugal</b>
<b>September 1-2</b>	<b>Meeting of the Administrative Council, Croatia</b>
<b>September 2 September 2-14</b>	<b>Arrival of Delegates, Croatia Conference of the CIB Zadar, Croatia</b>

### **2010**

<b>January 11-12-13</b>	<b>Meeting of the Administrative Council Sant' Antonio, Rome</b>
<b>** September 6, 16</b>	<b>Administrative Council of the CIB Sant' Anselmo, Rome</b>
<b>** September 7, 16</b>	<b>Conference of the CIB Sant' Anselmo, Rome</b>
<b>** September 8-15</b>	<b>Symposium, 2010 Sant' Anselmo, Rome</b>

**\*\* Tentative dates**

## C.I.B. MEMORANDUM

### 1) **The task of a Conference Delegate is:**

- to attend the Conference meetings,
- to be in contact with the monasteries in her Region at least by letter,
- to pass on information and/or reports about the work of the Conference and the International Symposia to the monasteries in her Region,
- to facilitate communication within the Region and on the international level.
- to attend the Congress of Abbots at the invitation of the Abbot Primate's Secretary.

### 2) **The task of a Substitute is:**

- to assist the Conference Delegate and replace her if necessary. A Substitute has voting rights only when she is taking the place of the Delegate.
- to replace the Conference Delegate in the interim before a new election/appointment, if the Delegate goes out of office as a Delegate before her term is completed,
- to serve on the Administrative Council if elected. The Region has one vote.
- to attend meetings of the Conference in her own right if she wishes and if the circumstances allow. The ensuing costs will not be covered by the Solidarity Fund.

### 3) **The task of the Administrative Council is to assist the Moderator:**

- in preparing the agenda for the meetings of the Conference,
- in planning for the CIB Symposia every four years,
- in initiating and providing oversight of all the projects of the CIB Conference.

### 4) **The task of the Moderator is:**

- to co-ordinate the work of the C.I.B. Conference,
- to summon the meetings of the Conference and the Council,
- to moderate the meetings of the Administrative Council and Conference,
- to be the liaison with the C.I.B. Conference, the Abbot Primate and the *Confederatio Benedictina*,
- to plan for the C.I.B. Symposium every four years,
- to encourage the flow of communication within the C.I.B.

### 5) **The task of the C.I.B. Secretariat is:**

- to work closely with the Moderator,
- to coordinate the flow of information among persons working on various C.I.B. projects,
- to keep an updated list of Conference Delegates to distribute at the annual meeting,
- to write the minutes of the meetings of the Conference and the Council, and to send these (if necessary, in French) to the participants of the meetings and the Abbot Primate,
- to coordinate the logistics of the Conference meetings together with the host Region,
- to coordinate the logistics of the Administrative Council meetings,
- to keep the C.I.B. Handbook updated,
- to maintain a listing of available translators,
- to maintain the C.I.B. archives documenting:
  - the C.I.B. Symposia
  - Administrative Council meetings
  - Conference meetings
  - information about the Regions
  - any other matters that are relevant to the C.I.B., (e.g. listing courses of ongoing formation, listing OSB literature, articles, magazines, etc. in different language areas.)
- to do any other secretarial tasks under the direction of the Moderator.

### 6) **The task of the C.I.B. Treasurer is:**

- to administer the financial affairs of the C.I.B. and to collaborate with the Finance Committee regarding
  - the development of an annual budget for the approval of the Administrative Council,
  - the development of an annual financial report to the Administrative Council and Conference,
  - the monitoring of investments,
  - the distributions from the Solidarity Fund,
  - the correspondence with the Delegates of each Region about contributions to the Solidarity Fund,
  - the recommendation of a bookkeeper, if needed, to the Administrative Council.

### 7) **The task of the Finance Committee is:**

- to approve the annual budget and present it to the Administrative Council for approval,
- to present the annual financial reports to the Administrative Council and Conference,
- to monitor the investment of funds,
- to determine the distributions from the Solidarity Fund according to the policy of the Administrative Council,

- to provide direction for fundraising.

**8) Language:** The official languages of the Conference are currently English and French. All official documents of the Conference will be provided in these two languages.

**9) The C.I.B. Solidarity Fund.** The operating costs of the C.I.B. are covered by the Solidarity Fund. Delegates will be notified of their Regional annual contribution every four years at the time of a Symposium. The contribution needed from each Region is calculated by dividing the total projected operating costs by nineteen (the number of Regions). There are Regions that are able to contribute this sum plus additional monies to build up the Solidarity Fund. There are other Regions that are able to contribute some portion of the sum, and still other Regions that are able to make only a minimal contribution. Regional contributions are to be made to the Treasurer each year, preferably before the month of July.