



Minnesota Women of Today
2020-2021 Fall State | CIP
Secretary
'Making your minutes count'

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HELLO CHAPTER AND DISTRICT SECRETARIES

I can't believe we are already at the Fall State Convention! I had a relaxing but fun summer. My husband and I bought a new home out in the country so I have been busy painting, rearranging, and cleaning out totes *whew* exhausting.

I love that some of you are reaching out to me through email. I love hearing from you all. When we finally get to have our conventions in person, please come and introduce yourselves to me. I'd love to meet you all.

Now that you all have the first trimester under your belts how are y'all doing? Do you feel you need more training? Does your chapter use an outline? Are you getting the support from your chapter? Are you feeling more confident now that we are going into the 2nd trimester and you've done a couple months of minutes now? Reach out to me if you're feeling overwhelmed

I want to say a **BIG** thank you to the chapters and district that have sent me their minutes. You ladies are helping me reach my goal! **REMEMBER**: you can send more than once...send every month! Also a **HUGE** shout out to the chapter and districts that donated to the STATE POA to help cover printing cost. You still have time to donate if you'd like. Send a check to the Chapter Service Center and in the memo write: State POA Donation.

Take care of yourself and each other,

Barb Monsrud



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Trimester 2 Challenge #1

Thank you secretaries! You have helped me reach the halfway point for my goal of the year!! I am looking forward to Fall State to see who wins the gift bag In the first trimester, My goal is to have 30 chapters and districts submit their monthly minutes. Thanks to you lovely ladies I am heading there fast so please keep sending in your monthly minutes.

***Send your chapter/district general meeting or board meeting minutes for review to be entered in the Winter State Convention drawing!**



Trimester 2 Challenge #2

I wanted to do a little something different for my 2nd challenge. Since we had to do Summer 2020 differently this year and a lot of events were cancelled, I'd like to know how you made the summer **FUN!** Spam [my email](#) and let me know what are some of the fun summer things you did. You'll be entered into a drawing at Winter State for a most awesome prize!

****BONUS POINTS:** I'll put your name in the drawing TWICE if you send pictures!



Fast Starts were submitted by these local secretaries This is a great way to kick your year into gear by motivating you to set goals, communicate and submit minutes for review. Your District Director will be passing along a little something from me in recognition of completing your Fast Start.

You ALL should give yourselves a pat on the back!

Bonnie Marten - Maple Grove

Arlene Prichett - Burnsville

Cindy Sanders - District 3

Brittany Stork - Hutchinson Area

Shellie Lemmerman - Morris Area

Vicky Petrovich - Duluth

Jan Cera - STMA

Jae Gangl - Roger, Otsego & Dayton

Mary Kay Ficks - New Hope

Judy Weyer - Sauk Rapids

Dianne Hafterson - Monticello

Maggie Holmberg - St. Cloud

Heather Simenstad - Aitkin



A big THANK YOU to the following chapters & district who sent me there monthly meeting minutes. I love reading and seeing what our amazing organization is doing. **REMEMBER** to keep sending me your monthly minutes as I love seeing them all!

- ★ JoAnn Miller - Byron
- ★ Shellie Lemmerman - Morris Area
- ★ Vicky Petrovich - Duluth
- ★ Jan Cera - STMA
- ★ Jane Gangl - Rogers, Otsego Dayton
- ★ Kristy Kjos - Greenbush

To take effective minutes for a board meeting, you should include:

- Date of the meeting
- Time the meeting was called to order
- Names of the meeting participants and absentees
- Corrections and amendments to previous meeting minutes
- Additions to the current agenda
- Actions taken or agreed to be taken
- Next steps
- Items to be held over
- New business
- Open discussion or public participation
- Next meeting date and time
- Time of adjournment



2nd Trimester Success Points

**Sign at least ONE new member during Membership Week (November 29-December 5)
25 points**

AND/OR

**At least 2 chapter members attend Trimester 2 Webinar on 10/28
25 points**

AND/OR

**Hold a Public Membership event during Women of Today week (September 20-26)
Invite the Membership VP to get credit
25 points**

AND/OR

**Submit Program Manager Trimester Report by January 2nd deadline
25 points**

AND/OR

**Submit a nomination for Outstanding Young Adult, Women Who Impact and/or Person with Determination
Award(s) by November 1st deadline
50 points**

Maximum of 100 points