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## SECRETARY FALL STATE CIP 2016-2017

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Hello all of you fantastic Minnesota Women of Today Local & District Secretaries!

Is everyone wondering the same thing I am? Where did this summer and first trimester go? It certainly flew by, but that's because we had so many great and fun things going on in Minnesota Women of Today! We had some great District Meetings, MNJOTS, US Women of Today Annual Convention, Founder's Day, Kid's Week, Day at the Diamond and some completed extensions just to name a few. I hope you and your chapter members were able to participate in one or two.

The Chapter Mailings are mailed out nine times each year and contain information from staff and SPMs, plus the meeting minutes from the executive council and business meetings. Each chapter and the chapter president receive a copy. They are also available online by going to the staff pages, and then to the Secretary page. The July and August/September issues are online now, so please take some time to read them. The next one will be mailed out by October 1st.

The State Plan of Action was created, printed and mailed out to each chapter! This is a very valuable resource. In it you will find information on our current state staff, our state program managers and our district directors. It also includes new member and officer installation ceremonies, a new member orientation that you can customize for your own chapter, extension information, committee information, the state calendar, a convention schedule, listing of the key women to date, the MNWT and USWT histories, our bylaws and policies and much more! Most information that your chapter needs throughout the year is in this Plan of Action. There will be extras for sale at the state store if you would like a copy for yourself.

Donations from chapters, districts, individuals and other areas of Women of Today help to pay for the postage and printing of the State POA. Your help is needed! We have only received about a third of what is needed to cover this. Any chapter, district or individual who makes a donation of at least \$25 to the State POA before November 4th (mid-year exec) will have their name put in a drawing for a gift basket to be given at winter state convention. A special thank-you to the following who donated to the State POA 1st Trimester.

Aitkin WT	Anoka WT	Brainerd Lakes Area WT
Greenbush WT	Monticello WT	Morris Area WT
Rice WT	Bonnie Olmanson-MNWT Web Assistant	
Katie Castro-MNWT Executive Director		
Shelli Struzyk-MNWT Secretary		

I've received many meeting minutes and will be working on providing feedback on them soon. Anyone can submit them to me at any time. Here's wishing you all a productive, happy and healthy 2nd Trimester!

~ Shelli Struzyk  
Secretary, 2016-2017



**State POA Donations  
Still Needed !!!**

**Drawing for a Basket  
at Winter State (See  
page 2)**



### What do you do if there was a mistake in the meeting minutes?

The changes are usually brought up at the following meeting and should be noted in that meeting's minutes that the previous minutes were approved as corrected. The actual corrections are made in the margin next to the incorrect information. Draw a line through each incorrect word, phrase or sentence. Write the correction in ink either above the line or in the margin. Include the date the correction was noted and the name of the person making it. Large corrections (an entire paragraph or section) should be typed on a separate page and stapled to the official minutes. The secretary and president should sign this page, and a notation made in the margin of the minutes that a correction appears at the end of said minutes. Remind chapter members that they can assist you in preparing accurate minutes by submitting a written copy of their reports!

### 2nd Trimester Challenges

### 2nd Trimester SUCCESS

**Chapter and District Secretaries:** You can still submit your monthly minutes for Feedback if you haven't already done so.

Each secretary that sends me their meeting minutes to be reviewed will be entered for a wine basket at Winter Convention

**Individuals, Chapters and Districts:** For every \$25.00 that is donated to the State POA you will be entered in to a drawing for a basket at Winter Convention.

Ex: if you donate \$50 you will be entered twice.

### Presidential Bonus Points (100 Points Maximum)

Submit a nomination for the Outstanding Young Adult, Outstanding Person with Developmental Challenges, or Lois M. Christensen Women Who Impact Award (50 pts.)

And/or

Sell two boxes of the World's Finest Chocolate OR sell 2 books of MNWT Raffle Tickets (\$100) for the MNWT State Ways & Means Fundraisers (50 pts)

And/or

Have at least one chapter member attend the MNWT Foundation Retreat (50 pts)

And/or

Sign at least two (2) members the week of October 24-31 for the October IMPACT Monday (October 31) (50 points)

### 2nd Trimester MEMBERSHIP REBATES!

Sign **3** New members and receive a **\$25** Membership Rebate

Sign **4** New members and **80%** retention receive a **\$50** Rebate

All rebates are from the MNWT Foundation ~ **Thank you for the support!**

REBATE  
AVAILABLE





**A big THANK YOU and a HIGH FIVE to the Secretaries who completed their Fast Start!**

- ☺ Tammi Winters ~ Fridley
- ☺ Daina Mirsch-Wenner ~ Duluth
- ☺ Jane Holmberg ~ St. Cloud
- ☺ Shannon Johnson ~ New Hope
- ☺ Betsy Rosol ~ Coon Rapids
- ☺ Maggie Gross ~ Maple Grove
- ☺ Shellie Mathes ~ District 7
- ☺ Darcy Iserman ~ Brooklyn Park
- ☺ Christine Konz ~ STMA

**Did you know . . . ?**

- ⇒ That a withdrawn motion should not be recorded in the minutes?
- ⇒ That you can subscribe to the USWT newsletter, the Today’s Leader?
- ⇒ That a “reading committee” can be appointed to read and approve the minutes on behalf of the membership?
- ⇒ That the secretary’s report must include all parliamentary action occurring at the meeting?
- ⇒ That a secretary does not have the right to interpret reports or add adjectives in praise or condemnation of actions stated or taken?
- ⇒ That a chapter member who missed the last meeting may first turn to that meeting’s minutes to find out what happened?

**Important Dates**



Our Webmaster~Daina Mirsch-Wenner and Web Assistant~Bonnie Olmanson are continuously updating and making our MNWT Website an awesome resource for every member!

Please take some time to visit the website and learn about all the fabulous things that are going on in our organization.

Each staff member, state program managers, committees, district directors and the MNWT Foundation has an individual page with additional resources for that area.

The Book of Forms is also available as well as links to sign up for Webinars.

Please go to: [www.mnwt.org](http://www.mnwt.org)

<b>October</b>	
990 Filing due to IRS	1
Mid-Year National Convention; Kansas City, MO	6-9
MNWT Webinar Series	12
Foundation Fundraiser Retreat, Eagle Lake, Brainerd	15-16
Make a Difference Day	22
IMPACT Membership Monday	31
<b>November</b>	
Outstanding Awards to Awards Committee Chair	1
MNWT Webinar Series	1
Mid-Year Evaluations due to R&R SPM or IVP.	4
Give to the Max Day	12
<b>December</b>	
Chapter Grant Applications due to MNWT Foundation Chair	1
Key Woman nominations for Winter State due to Key Woman President	1
Effective Writing Essay’s due to L&L SPM	1
Committee Meetings-Eden Prairie	10
MNWT Webinar Series	14

# Spelling, Punctuation and Grammar

Even as a volunteer organization we should always strive for a high level of professionalism in documents and publications that we create and distribute. As such, below are some helpful hints, common errors and suggestions to refer to. I am also available at any time for any questions, suggestions or even if you just want someone to proof-read something for you. I have a couple of go-to people that I utilize for that on a regular basis. Sometimes just having that 2nd set of eyes can make all the difference! You can contact me anytime at [secretary@mnwt.org](mailto:secretary@mnwt.org) or I am always willing to take or return a call at **(320) 333-3326**.

## Capitalization

- ◆ Always capitalize the name of the organization at any level. It is a proper noun (i.e., Minnesota Women of Today, MN Women of Today, Any Town Women of Today).
- ◆ When a title or position is used with a person's name, the title and the name are capitalized (i.e., President Suzanne, President Suzanne Miller, District 10 Director Cindy Jones).
- ◆ When a position is used in place of a name or when you are writing about the position in general, it is not capitalized (i.e., state president, district director, chapter president, state program manager).
- ◆ When abbreviating, use capital letters with no punctuation.
  - ◇ MNWT Minnesota Women of Today
  - ◇ USWT United States Women of Today
  - ◇ SPM state program manager
  - ◇ DPM district program manager
  - ◇ LPM local program manager
  - ◇ DD district director
  - ◇ CIP chapter information packet

## Punctuation

- ◆ When referring to a group of one or more than one, do not use an apostrophe or periods.

### Correct

All DDs are meeting at 10 a.m.  
 The CIPs will be stuffed in the Blue Room.  
 All LPMs will be asked to participate.  
 All the past presidents were honored.

### Incorrect

All DD's are meeting at 10 a.m.  
 The C.I.P.'s will be stuffed in the Blue Room.  
 All LPM's will be asked to participate.  
 All the past president's were honored.

- ◆ An apostrophe is used when you intend to show ownership or possession.

The LPM's report was turned  
 The DPM's training session was very informative.  
 The outgoing treasurer's files were transferred to the new treasurer.

## Spelling

- ◆ Commonly misspelled words:

Prospective - a possible member	vs	Perspective - how you perceive something
Effect - to cause something to happen	vs	Affect - to influence or impress upon
Excellance (incorrect)	vs	Excellence (correct)
Renewel (incorrect)	vs	Renewal (correct)
Suprise (incorrect)	vs	Surprise (correct)
Seperate (incorrect)	vs	Separate (correct)