

2019-2020

Mark
your words

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HI AGAIN LOCAL & DISTRICT SECRETARIES!

The first trimester can seem overwhelming - balancing family, work, summer vacations and everything that comes with taking on a position at the start of a new Women of Today year! And you did it!

By now, you've probably realized that a secretary is tasked with one of the most important roles at meetings - and that taking minutes isn't as easy as it seems! You are doing a great job paying attention to the business at hand and maintaining focus through all the chatter! Be sure to ask for clarification if you're unsure or didn't hear what was decided.

Minutes help with your chapter's communication - they ensure members have a common understanding what was discussed at the meeting, what was approved, and who should be doing what and by when. Minutes are the primary source of information for members who weren't able to attend the meeting - to stay up to date and identify events/projects they can help with as well as who to contact.

There are many resources available to you as secretary - the Chapter Mailing is emailed to chapters nine times a year. These are also accessible by anyone on the [State Publications](#) page of our website, as is the State Plan of Action. The State Plan of Action is packed full of useful information that you are sure to refer to many times throughout the year! Looking for a script to follow for new member and officer installation ceremonies? How about information on committees or how to do an extension? These are all in the State Plan of Action! This is also where you'll find our bylaws and policies and a comprehensive history of both the MNWT and USWT. A huge thanks to everyone who has donated to the State Plan of Action to help cover the printing costs - each donation qualified for a chance to win a gift basket at convention! Mail in your donation of \$25 or more to me today for your chance to win an Amazon gift card at Winter State Convention!

Let's keep moving forward as we get through this second trimester!

Christine

"Organizing is what you do before you do something, so that when you do it, it is not all mixed up."
- A.A. Milne



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We've Made MNWT Facebook Pages Easier to Follow!

We received a lot of feedback about the number of Facebook pages to follow and decided it was time to consolidate.

There are now 5 new, combined Facebook pages:

[MNWT Administration](#) – posts from President, Administrative VP, Secretary, Parliamentarian, COB, Presidential Assistant and NEWSLET Editor

[MNWT Membership](#) – posts from Membership VP, Chapter Mgmt VP, Extensions Director and SUCCESS Coordinator

[MNWT Programming](#) – posts from Programming VP and all State Program Managers

[MNWT Finance](#) – posts from Financial VP and State Store

[MNWT Committees](#) – posts from Future Directions, Marketing and Membership Management committees

The following pages remain unchanged:

[Minnesota Women of Today](#) – our organizational page where all events are located remains unchanged

[MNWT Foundation](#) – posts from the Foundation

[MNWT Keywomen](#) – posts from the Key Women Club

MNWT District Pages – you should continue to follow your District specific MNWT District page

If you are looking for an older post from a previous page, go to the appropriate new page and look for the archive post to see a view only archive of the old page. If you have any questions, feel free to contact Katie in the [Chapter Service Center](#).

Trimester Challenge #2

Thank you secretaries! You have helped me reach the halfway point for my goal of the year!! Congrats to the lucky winner of the gift basket announced at Fall State Convention! In the first trimester, I shared my goal was to have 24 or more chapters/districts send me their meeting minutes to review and give feedback. I only need 12 additional chapter or district secretaries to submit their board or general meeting minutes!

Send your chapter/district general meeting or board meeting minutes for review by January 10th to be entered in the Winter State Convention drawing!

2nd Trimester SUCCESS Presidential Bonus Points



Submit a nomination for the Outstanding Young Adult or Lois M Christiansen Women Who Impact Award

50 points

and | or

Sell two [2] Books Raffle Tickets [\$100] for the MNWT State Ways and Means Fundraiser

50 points

and | or

Sign at least 3 new members during 2nd trimester

50 points

and | or

Have at least 2 members from your chapter attend the online webinar scheduled on October 23rd

25 points

and | or

Participate at the National level by having 25% of members certify in Health & Wellness or Personal Development; or hold a Domestic Violence event or training; or donate \$25 to National Ways and Mean

50 points

Maximum of 100 Bonus Points

TIPS: Taking Good Minutes

Get the agenda ahead of time and make an outline. This will be helpful to take an accurate account of the order in which items were discussed.

Choose your method - and

Use a standard template - this saves the secretary time and members are able to quickly find information once they get used to the format.

A withdrawn motion should not be recorded in the meeting minutes.

Don't wait too long to write meeting minutes - you'll be surprised how quickly some details can be forgotten!

Create a template for minutes

It can be quite a time-saver to use a template for taking minutes since the content is consistent at every meeting. You may want to create your own using the meeting agenda, or prepare a form with fill in the blanks and space to take notes. This will also serve to ensure all the important information is recorded. The template should include:

- Chapter/District name
- Type of meeting [general membership, board]
- Date, time and location
- Name of the person who called the meeting to order and the time
- Names of those in attendance [members and guests]
- If a quorum was or was not present
- Approval of previous meeting's minutes
- Motions made and by whom
- Brief summary of reports given
- Resolutions voted on
- Date, time and location of the next meeting
- Time meeting adjourned at
- Name of who took the minutes and the date they were taken



Now What?! What to do if there is a mistake in the last meeting's minutes?

Approving meeting minutes is the first item of business on the next meeting's agenda.

Amending Minutes Before Approval

Amending minutes before approval usually requires nothing more than pointing out an error to the secretary, who corrects it if no one disagrees. If there is a disagreement, the president can suggest a compromise or ask members to vote on the corrections proposed.

When errors, omissions and additions are brought up at the following meeting, it should be noted in that meeting's minutes that the previous minutes were "approved as amended." The actual corrections are made in the margin next to the inaccurate information. Draw a line through each incorrect word, phrase or sentence. Write the correction(s) 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 (for example, an entire paragraph or section) should be typed on a separate page and stapled to the official minutes. Both 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.

TIP: Remind chapter members that they can assist you in preparing accurate minutes by submitting a written copy of their reports.

Amending in Advance

Sending a draft of the meeting's minutes to your chapter president and/or board prior to the next meeting can be helpful, try to send these soon after the meeting - before everyone (including you!) forgets what was said.

The secretary can make changes brought to her attention and choose to either send out a revised draft or note the change in the next meeting's minutes. Use discretion if a correction is questionable or controversial, to allow others to express their agreement or objections.

An importance should be placed on the naming of files to identify amended versions.



WANTED - "Making Connections" Personal messages for \$2 each or at bundle rate of 12 for \$20 - submit online at mnwt.org by Sept 23rd, 2019 to be included in the issue following the Fall State Convention.

HIRING IMMEDIATELY Newsletter Editor - Some experience required. Excellent volunteer pay rate of \$0.00/hr plus benefits. Unlimited potential! Duties include securing picture taker at conventions, compiling articles, photos, and personals submitted to publish four issues of the NEWSLET. 3.0-5.0 hours/trimester. No travel required. Serious inquiries only - email secretary@mnwt.org or call/text Secretary Christine at 218.452.0330.

WANTED - Articles and photos from Chapters and Districts for the Post-Winter State NEWSLET - email to newsletter@mnwt.org before Jan 5th, 2020.

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 to each one of you a little something from me in recognition of completing your Fast Start, as well as a few comments on how to improve your meeting minutes! Way to go!!

- Jeny Ohr, Coon Rapids
- Mary Hansen, St. Cloud
- Brynn Olson, Warroad Area
- Judy Moldenhauer, Sauk Rapids
- Mary Kay Ficks, New Hope
- Jennifer Wulff, Anoka
- Vicky Petrovich, Duluth
- Cathy Olson, Aitkin
- Shirley Viesselman, Hutchinson Area
- Shellie Lemmerman, Morris Area
- Ellen Anderson, Maple Grove

☝ ☝

 In The Funnies



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 or I am always willing to take or return a call at (218)452-0330.

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.

<i>MNWT</i>	<i>Minnesota Women of Today</i>
<i>USWT</i>	<i>United States Women of Today</i>
<i>SPM</i>	<i>state program manager</i>
<i>LPM</i>	<i>local program manager</i>
<i>DD</i>	<i>district director</i>
<i>MVP</i>	<i>membership vice president</i>
<i>CIP</i>	<i>chapter information packet</i>

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 in.
The SPM's training session was very informative.
The outgoing treasurer's files were transferred to the new treasurer.

Spelling

Some commonly misspelled words that are used in our organization:

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