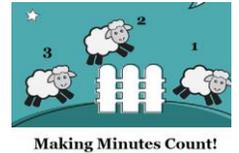




**Minnesota Women of Today**  
**2022-2023**  
**Secretary**  
**Fall State CIP**

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Wow, I can hardly believe that first trimester is over! It sure was a busy one with MNJOTS, US Women of Today year-end convention, Founder's Day, Kids Week, and Day at the Diamond! I hope you and your chapters were able to participate in at least one or two of these activities!

The Chapter Mailings are mailed out nine (9) times each year and contain information from staff and SPMs, plus the meeting minutes from the exec council and business meetings. Each chapter receives a copy. They are also available online by going to the staff pages, and then to the secretary's 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 1<sup>st</sup>.

The State Plan of Action has been updated, printed and mailed to those who requested printed copies. Paying for Tyvec envelopes and postage to mail them has risen each year and we were planning to distribute them at Fall State Convention. But thanks to the contributions of YOU we were able to mail them instead. It will also be available on the MNWT website at Fall State. This is a very valuable resource. In it you will find information on our 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, key women, the MNWT and USWT histories, our bylaws and policies and much more! Most information that your chapter needs throughout the year is in the Plan of Action. It will also be available on the MNWT website at Fall State.

Donations from chapters, districts, individuals, and other areas of Women of Today to help pay for the State POA have covered the cost of printing and mailing. A HUGE thank you to The Office Shop Inc in Aitkin/Brainerd for giving us a bid that was MUCH less than any others we received!

I want to thank the 16 people who found either or both of the icons I hid in the first two Chapter Mailings. Their names will be put into a drawing for a basket at Fall State convention! Keep looking for different icons in each issue of the Chapter Mailing. I will have a basket at each convention to give to one of you who notifies me that you found all three icons and where they are located!

*JoAnn*

### 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!

### THANK YOU

**To the seventeen secretaries who completed their Fast Start!**

- **Joanne Larson, Aitkin**
- **Tanya Rothstein, Albany**
- **Lisa Korus, Anoka**
- **Bonnie Funk, Avon**
- **Sue Kittams, Burnsville**
- **Jean Wayne, Coon Rapids**
- **Tabitha Hill, Duluth**
- **Cindy Golbuff, Glenville**
- **Sandy Hrubby, Hutchinson Area**
- **Bonnie Marten, Maple Grove**
- **Mary O'Brien, Monticello**
- **Shellie Lemmerman, Morris Area**
- **Sarah Midas, Rice**
- **Lisa Baker, Rogers-Otsego-Dayton**
- **Jan Cera, St. Michael/Albertville**
- **Judy Moldenhauer, Sauk Rapids**
- **Caroline Fortier, Warroad Area**

### 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?

### SUCCESS

As secretary, you need to ensure that you take minutes for both the board and membership meetings. If you are in charge of the chapter newsletter, make sure it's counted for SUCCESS submission. You will receive points based on your meeting minutes as follows:

- 10 pts/monthly board meeting
- 10 pts/meeting for establishing a quorum
- 25 pts for publishing a chapter newsletter

***Please refer to President and CMVP Fall State CIPs for Bonus SUCCESS points.***

## Common Rules for Using Correct Capitalization, Punctuation, and Spelling

### 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 in to the secretary.
  - 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)

*Honor yourself and the life in your veins. You are a miracle of breath, bone. A simmering, pulsing, library of brilliant ideas. Rest when you need to. Even the ocean lulls and quiets when the tide is running low. - Alison Malee*



## Chapter History Form

Below is the chapter history form. This form was part of the Records and Recognition Program. By printing out this form and filling it out, you will have a history for the year that can be filed or placed into a three-ring binder. This will help you when you are trying to remember what year Jane Doe was secretary or chapter president or when you last did a specific project. I can't find the form on the website any longer, but I still think it is a very useful tool for chapters.

JoAnn

### MINNESOTA WOMEN OF TODAY

#### Records and Recognition

#### Chapter History

Chapter Name: \_\_\_\_\_ District #: \_\_\_\_\_

Records and Recognition is designed to assist chapters in keeping their records up to date. By keeping a chapter history, you will have the general information of each year. You will find it rewarding to see the happenings of your chapter from past years at a glance. The following information is suggested to keep for your chapter histories.

Year: \_\_\_\_\_ May Membership Base: \_\_\_\_\_  
 New Member Adds: \_\_\_\_\_  
 Year-End Base: \_\_\_\_\_

**Chapter Board:**

President: \_\_\_\_\_  
 Membership VP: \_\_\_\_\_  
 Internal VP: \_\_\_\_\_  
 External VP: \_\_\_\_\_  
 State Delegate: \_\_\_\_\_  
 Treasurer: \_\_\_\_\_  
 Secretary: \_\_\_\_\_  
 Parliamentarian: \_\_\_\_\_

**Projects:**

**Awards:** (List all local, district, state and national awards received by all members.)

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 Reviewed 9/3/2015 by MNWT State Secretary