

2019-2020

Mark
your words

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HELLO LOCAL & DISTRICT SECRETARIES!

As the secretary for your district or chapter you have a very important job as the keeper of the chapter's or district's permanent records - these are considered legal documents. You are the key to having these items organized, assisting your chapter President or District Director in setting up meetings and recording what takes place at them. We will cover these things, and more, in each Chapter Information Packet (CIP).

I am elated to be serving as your State Secretary this year. One of my first responsibilities is to get the State Plan of Action (POA) updated, printed, distributed and paid for. Per State Policy S, it is to be printed and distributed to chapters by August 1st. I would LOVE if it was paid for by mid-year Executive Council in November. In order to accomplish this, I need YOUR help. First, please check with your chapter president to ensure that the [Chapter Officer Submission](#) form was submitted - the information sent on this form is used to compile the chapter mailing address, president, and state delegate listed in the State POA. These can be submitted in an online form on the MNWT website - the link can be found on the right hand side of the home page, or mailed to the Chapter Service Center.

Chapters can indicate on this form their preference to opt-out of receiving a printed copy of the [State Plan of Action](#), and/or [Chapter Information Packets \(CIPs\)](#). Choices may be updated by submitting a [Chapter Information Submission](#) form. All state publications are available online at mnwt.org and can be easily shared or accessed by all members. Districts may also choose to opt out of receiving a printed set of [CIPs](#).

I am soliciting donations from chapters, districts, individuals and businesses to help pay for the State POA. A donation made prior to July 4th will ensure that the donor's name will be published on the first page of the State POA. **A donation of \$50 first trimester will earn you 50 bonus points for SUCCESS.** In addition, any chapter, district, or individual who makes a donation of at least \$25 to the State POA in the 1st Trimester will have their name put in a drawing for a fabulous gift basket at Fall State Convention.

I look forward to getting to know many of you better and hope to meet many of you at Women of Today functions. Please let me know if you have any questions or if I can help in any way. Do not hesitate to call, text, or email me at any time. I would love to hear from you!

Christine

1st Trimester SUCCESS Presidential Bonus Points



\$50 donation to the State Plan of Action (POA)
50 points

and | or

Submit a completed Programming Trimester Report for
1st Trimester
50 points

and | or

Complete the membership scavenger hunt challenge
for first trimester from the Membership Vice President's
CIP and post your chapter picture on your Facebook
page and tag MVP Lisa Hahn
50 points

and | or

Participate in MNWT Cards for a Cause fundraiser and
sell or purchase 4 boxes of cards
50 points

and | or

Participate in MNWT Canterbury fundraising partnership
by working as a volunteer for 10 hours or more
(combined total of any number of chapter members).
Include list of names and hours
50 points

Maximum of 100 Bonus Points

Additional Presidential Bonanza Bonus Points (100 points)

If all five copies of the following are submitted with your
documentation:

- Sales and Use Tax Permit
- Articles of Incorporation
- Proof of Annual Registration for 2019
(A copy of the email confirmation from MN
Secretary of State)
- Proof of Insurance for the current year
- Proof of 990 filing for the fiscal year June 1,
2018 through May 31, 2019
(A copy of email confirmation from IRS dated
after June 1, 2019)

Maximum of 100 Presidential Bonanza Bonus Points

Trimester Challenge #1

One of my goals is to have 24 or more chapters/districts send me their meeting minutes to review and give feedback. I want to help you ensure your meeting minutes are clear and concise. Need a little incentive to help me reach my goal? Secretaries that send me their meeting minutes will have a chance to win a gift basket to be drawn at each convention - those for first trimester received by September 5th will be entered in the drawing at Fall State Convention.

TIP: This is one of the Secretary Fast Start items due July 15th



WANTED - Articles and photos from Chapters and Districts for the Post-Fall State NEWSLET - email to newsletter@mnwt.org before Sept 5th, 2019

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.



"👉" Motions and Minutes "👈"

What is A Secretary To Do?

A Secretary in the Women of Today is a member who is elected to record the minutes of all business meetings, to retain them in a permanent file, and to perform other duties as requested by their supervising officer [chapter President or District Director]. Please note responsibilities may vary by chapter or district.

LOCAL AND DISTRICT SECRETARY'S RESPONSIBILITIES

- Take attendance for every meeting; local board and general, district board and general.
- Maintain records for the permanent files.
- Maintain and distribute a directory of members to the chapter.
- Take minutes at each meeting; local board and general, district board and general.
- Print the minutes in chapter/district newsletter if possible. Otherwise or in addition to, provide copies at meetings for approval.
- If applicable, make additions or corrections to the minutes.
- Provide motion slips at each meeting.
- Verify voting eligibility when necessary.
- Take care of outside correspondence including donation requests.
- If you do not have a NEWSLET Editor, publish and distribute the chapter newsletter-or delegate this to another member.
- Train successor prior to the new WT year.

Meaningful Minutes

As was mentioned, the secretary is responsible for recording minutes at all board and general meetings. Minutes are a written record of these meetings, a factual recording of action taken. Accurate minutes are important, as they constitute the permanent record of proposals, decisions, and reports of the members. Minutes are the legal record of the meetings of an organization and may be subpoenaed. Minutes should be written as concisely as possible - as a brief, thorough and unbiased account of the proceedings. Record decisions made and action taken rather than what is said.

There is no area in the minutes where accuracy is more important than in the recording of motions. Motions should always be recorded in their exact wording. Use motion slips to assist you with this.

It is not necessary to record discussions that took place prior to the passing or defeat of a motion. Get into the habit of bringing up new projects or business in the form of a motion. Once the motion has been seconded, THEN it can be discussed. In your minutes you simply state the motion, second and whether it passed, was amended or was defeated.

EXAMPLES:

M/S/P (Smith/Doe) "I move that the Anytown Women of Today sponsor a candidates debate."

[This motion was made by Ms. Smith, seconded by Ms. Doe and passed by the membership]

M/S/D (Smith/Doe) "I move that the Anytown Women of Today sponsor a wet t-shirt contest."

[This motion was made by Ms. Smith, seconded by Ms. Doe and defeated by the membership]

M/S/A/P (Smith/Doe) "I move that the Anytown Women of Today hold a fundraiser" amended "with proceeds going to the March of Dimes Foundation."

[This motion was made by Ms. Smith, seconded by Ms. Doe, amended and passed by the membership]

M/S/A/D (Smith/Doe) "I move that Anytown Women of Today host a comedy show" amended "at Comedy Central".

[This motion was made by Ms. Smith, seconded by Ms. Doe, amended and defeated by the membership]

There could be rare instances where the efforts at thoroughness could work against you in the recording of motions. For example with M/S/P (Smith/Doe) "I move to hold a car wash for Kidney Disease on Saturday, November 13th." - If the committee was unable to find a location to hold the car wash on the date mentioned, some further parliamentary action would be required at subsequent meetings if the date that was included in the original motion ends up wrong.

A good rule is to only move the basic facts and leave the details to the committee. Have motion slips on hand for the person making the motion and avoid the need to have the motion repeated or recorded incorrectly.



Making Minutes Count for Success:

You will be playing a vital role in your chapter's success - literally! - if your chapter participates in the Success System. Many points claimed for Success must be verified by meeting minutes. The minutes you take must be detailed, comprehensive and accurate in order to be useful for verification. Well-written minutes are also of great value for compiling chapter history or even when submitting award nominations. Here are some tips to get you started off on the right foot:

Read the Secretary's Officer Manual.

Transcribe minutes as soon as possible. You will be surprised how quickly we forget what our notes really meant! Consider bringing your laptop or other electronic tablet with you and type out minutes right at the meeting.

Request motion slips. These are needed to ensure motions are recorded verbatim into the minutes. [Refer to page 2]

Stick to the facts. Keep minutes short and accurate. There is no need to describe a skit or presentation.

Establish whether there is a quorum or not. Refer to your chapter or district bylaws for specifics. By definition, a quorum is the minimum number of members of an assembly or society that must be present at any of its meetings to make the proceedings of that meeting valid.

Include dates, number of participants, hours worked and monies raised. This information will be very useful for chapter submissions and reporting.

Record events in the past tense. This is because you are writing about something (the meeting or business) that actually happened in the past.

Publish, distribute or share meeting minutes as established by chapter or district. Minutes are reviewed and either approved or amended at the beginning of the subsequent meeting. Make any required revisions, distribute and archive for future reference. Consider saving in and sharing from a shared cloud storage such as Dropbox, OneDrive or Google Drive. Chapters and districts may publish minutes in the newsletter.

Secretary Fast Start - Due July 15 . 2019

1. Attend LOTS or district orientation. If you were unable to do either, make sure you get the Secretary ops/training manual and read it thoroughly. If you don't have this and need one, please contact me and I will make sure you get one.
2. Write a brief letter of introduction and share your goals and ideas for the year. Send your letter to the State Secretary and your chapter president or district director.
3. List three (3) responsibilities that you have as secretary in your chapter or district.
4. Send a copy of your May or June general or board meeting minutes to the State Secretary.

ALL VERIFICATIONS MUST BE SENT TO THE STATE SECRETARY BY JULY 15TH.

Copies of all information that verifies completion must be included and all items must be DATED.

TIP#1: I will accept many of these steps as part of your letter of introduction. This can include your goals and responsibilities in your chapter or district as well as a description of the training you attended or how you covered the Secretary ops/training manual. **Make sure to include the dates these were completed.**

TIP#2: You also get entered in the gift basket drawing at Fall State Convention by submitting meeting minutes as part of this Fast Start.

Secretary

2019-20 Plan of Action



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Goals

1. To have 40% or more chapters submit meeting minutes by April 30th for review and feedback
2. To have 90% or more Executive Council members submit reports for each executive council, business and area meeting by the published due date
3. To have 15 or more chapters participate in trainings held in 2019-2020
4. To be involved with committees researching availability and distribution of state publications electronically and make recommendations by year end for implementation

Implementation

1. To have 40% or more chapters submit meeting minutes by April 30th for review and feedback
 - a. Encourage submissions by offering incentives
 - b. Promote at business meetings, Chapter Mailings, in Chapter Information Packet (CIP) and on the Secretary Facebook page
2. To have 90% or more Executive Council members submit reports for each executive council, business and area meeting by the published due date
 - a. Send links to reports no later than two weeks prior to deadline
 - b. Offer a different incentive for each publication to Executive Council members who submitted by the due date
3. To have 15 or more chapters participate in trainings held in 2019-2020
 - a. Hold at least one forum at convention and/or online webinar in each trimester
 - i. Topics may include taking minutes efficiently, publishing a newsletter, chapter recordkeeping, cloud storage, digital archiving, collection of information/reports
 - b. Promote participation at business meetings, Chapter Mailings, in Chapter Information Packet and on the Secretary Facebook page
4. To be involved with committees researching availability and distribution of state publications electronically and make recommendations by year end for implementation
 - a. Work with webteam to add CIP Table of Contents online and distribute to all chapters, including those that opted-out of printed copies
 - b. Be an active member of the Go-Green SubCommittee by holding an online meeting at least once per month
 - c. Lead the Newslet Task Force in researching alternate NEWSLET formats and distribution options
 - i. Send updates to the Future Direction and Marketing Chairs
 - ii. Ensure recommendation(s) and substantiating materials are ready for each Committee Meeting