



Minnesota Women of Today
2020-2021 CIP-MNJOTS
Secretary,
Making your minutes count

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Hello 2020-21 Chapter and District secretaries

I am so excited and honored to serve as your State Secretary this year!

Let me take this time to introduce myself and some of the 'loves' in my life. My name is Barb Monsrud and I will be serving as your 2020-21 Secretary.

I live a basic life way up 'north' {past Brainerd} in a town called Badger. Population: 346. My chapter is Greenbush and I love my chapter!

My hobbies include camping, ice fishing, hanging with my family, my husband and our two fur-babies, Rexx and Rufus. No children, but together we have 6 nieces and nephews who we love and adore.

I joined Women of Today because I had moved to Badger and wanted to make friends and make a difference in our small communities. I was BLOWN away with everyone and how they loved and wanted to keep their small town going.

I am so happy I joined WT and I am happy to be serving as your Secretary this year.

Please know that you can always come talk to me or if you need anything let me know.

In friendship,

Barb Monsrud



What is the purpose of meeting minutes?

You should not be intimidated by the term “minutes” since it is a little misleading. After all, your committee or Board does not want or need a record of its meeting proceedings minute by minute! But it is important to capture the essence of the meeting, including details such as:

- decisions made (motions made, votes, etc.)
- next steps planned
- identification and tracking of action items

Minutes are a tangible record of the meeting for its participants and a source of information for members who were unable to attend. In some cases, meeting minutes can act as a reference point, for example:

- when a meeting's outcomes impact other collaborative activities or projects within the organization
- minutes can serve to notify (or remind) individuals of tasks assigned to them and/or timelines



MOTIONS What is a motion?

A motion is any proposal that introduces business to a group. How to Present a Motion

1. Rise and address the chair – “Madam President...” for example.
2. Be recognized by the presiding officer.
3. State your motion – “I move...”
4. The motion needs a second by another member of the group.
5. The presiding officer states the motion as presented – “It has been moved and seconded that...”
6. Discussion is held, and the person who made the motion has the chance to speak first and present his/her reasons for the motion.
7. A vote is taken.
8. The presiding officer announces the result of the vote and action is taken.

MNWT SECRETARY FAST START

Fast Starts is designed to help you begin your year well-rounded, and on the right track. This will, in turn, help your chapter or district run smoothly. All verification must be sent to your local president or district director, and the state secretary by July 15. A special gift will be given to those who send me their Fast Starts.



http://www.mnwt.org/members/forms_results.php?formsID=537

I am looking for donations for the STATE POA.

For every person/chapter/district that donates money will be entered into a drawing at Fall State Convention. I can guarantee that this basket (ha) will be EPIC!

And remember for a donation of \$50 first trimester will earn you 50 bonus points for SUCCESS!



**Minnesota Women of Today
Presidential Bonus Points for SUCCESS
Trimester I 2020-2021**

Donation of \$50 to the State POA
25 points

AND/OR

At least 2 chapter members attend Tri I Webinar
25 points

AND/OR

Participate in the Membership VP ROAR challenge
50 points

AND/OR

Spend \$25 at State Store
25 points

AND/OR

Donate \$25 to any of the SPM's foundations
25 points

AND/OR

MAXIMUM 100 POINTS

ADDITIONAL Presidential Bonanza Bonus Points (100 points) if all of the following are submitted with your documentation

- Sales and Tax permit
- Articles of Incorporation
- Proof of Annual Registration for 2020 (a copy of the email confirmation from the MN Secretary of State)
- Proof of insurance for current year

Proof of 990 filing for the fiscal year 6/1/2019 through 5/31/2020 (a copy of email confirmation from IRS dated after 6/1/2020)

1st Trimester Challenge

One of my goals is to have 30 or more chapters/districts send me their meeting minutes to review and give feedback. Need a little kick start 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 the first trimester received by September 5th will be entered in the drawing at the Fall State Convention.



Enjoy your Summer!