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SECRETARY
Winter State CIP
2018

Hello Local & District Secretaries!

I read an article recently from the USWT President Nicky Anderson concerning a focus on the upcoming trimester with the motto of “Finish Strong.” She referred us to the video on simpletruth.com and as I sat watching this, I couldn’t help but think the timing of it was perfect. It was exactly what I needed to hear. The message of the short video was that “finishing strong” is more than just a statement, it’s an attitude.

If you follow me on Facebook personally, you may find that I make several references to that fact that I feel strongly that life gives us signs to answers we may be struggling with if you just open your eyes. This was a sign for me...it was a moment when I realized that all of my “should haves” or “could haves” are still **opportunities** for me rather than things “hanging over my head” with a flashing light pointing out what I have failed to do up to this point. What I now realize is most important is my attitude that I am going to stay committed to my goals as Secretary for this organization and regardless of the outcome, the real success is that I didn’t give up, I kept trying.

I’m asking that each of you take a few moments to review what you hoped to accomplish this year as a chapter or district secretary. As secretary, don’t get caught into thinking you only “take minutes.” We have the opportunity now to reassess our goals and to “finish strong” so I encourage you to review the secretary’s responsibilities that were in my first CIP and that I’ve included again in this CIP to see if there is something that you had not considered or overlooked during the first part of the year. In addition, I urge you to pay close attention to the other information in this CIP concerning your role in upcoming elections as well as transitioning to the new secretary that will be taking your place.

In closing, one of the things that I “collect” are quotes and this is one that I have written on a post it note in my office and I leave this with you as you decide how to “finish strong.”

***Refuse to accept the many reasons why it can’t be done and ask
if there are any reasons that it CAN be done.***

—Hanoah McCarty

In friendship,
Brenda K. Sather
State Secretary, 2017-18



**Presidential
SUCCESS System
Bonus Points for Third
Trimester**

Purchases of at least \$100 for State Ways and Means in any combination of state store, online clothing and apparel purchases, or 3rd trimester promotional. (50 pts)

AND/OR

Submit a nomination for a Community Connections Year End Award (50 pts)

AND/OR

Show chapter growth for 3rd Trimester (50 pts)

OR

Hold an M-even and sign 3 members in 3rd Trimester (100pts)

**Maximum of 100 points for the Presidential
SUCCESS Bonus Points.**



Thank you to the following chapters for submitting their minutes for my review.

- St. Michael-Albertville (STMA)
- Monticello
- District 3
- District 5

I am impressed with the number of chapters who are using Google docs. Again I am extending the challenge to other chapter and district secretaries to send me their chapter minutes for review in this next trimester. All chapters submitting will be eligible for a drawing for a \$20 Amazon Gift Card. Chapters who submitted 1st and/or 2nd trimester are eligible again for the 3rd trimester challenge and drawing.



**LOCAL AND DISTRICT SECRETARY'S
RESPONSIBILITIES.**

1. Take attendance for every meeting; local board and general, district board and general.
2. Maintain records for the permanent files.
3. Maintain and distribute a directory of members to the chapter.
4. Take minutes at each meeting; local board and general, district board and general.
5. Print the minutes in chapter/district newsletter if possible. Otherwise or in addition to, provide copies at meetings for approval.
6. Provide motion slips at each meeting.
7. Verify voting eligibility when necessary.
8. Take care of outside correspondence including donation requests.
9. If you do not have a NEWSLET Local or District Program Manager (LPM/DPM), publish and distribute the chapter newsletter-or delegate this to another member.
10. Assist the president and district director when requested and able.

LOTS (Local Officer Training) for 2018-19 Year



When: Saturday, May 5th , 2018

Where: Immaculate Conception Church
130 1st Ave NE
Rice, MN 56367

Please encourage your new board to attend this valuable training. It is a time to learn the ropes with a group of other people that will be serving in the same position, bond as a board, make new friends, and get a head start on fulfilling your position to the best possible level. Plan now for your entire board to attend as a group and make a day of it!

If you have any questions please contact CMVP Heidi Westerlund at cmvp@mnwt.org



Secretary Role During Elections

In the upcoming election of the officers for your chapters, it is usual practice to have nominations made by a committee. When the committee makes its report, which consists of a ticket, the chair will ask if there are any other nominations from the floor. The committee's nominations are treated just as if made by the members. When the nominations are completed, the election takes place, voting by any of the methods allowed by the chapter bylaws. The usual method is by secret ballot to allow members a private vote. Two members not on the ballot should act as tabulators (vote counters.) They report to the chair, who then announces the outcome of the vote to the membership.

As secretary, you should record the nominations as they are made from the committee or from the floor. You should state in the minutes the method of voting, the names of the tabulators and the outcome of the vote. Robert's Rules of Order also states that where the vote is by ballot, the number of votes on each side should be recorded.

NEED YOUR INPUT— *Chapter Mailings*

As I prepare to transition items for the incoming Secretary, I would like your opinion on the Chapter Mailings. Remember that this is the document that is mailed out to all chapters nine times each year and contains segments from the staff and state program managers on upcoming projects and deadlines.

Do you find these valuable? What information would you change?

Any feedback is much appreciated and can be sent to secretary@mnwt.org.



Transitioning to the Next Secretary

Your next secretary in your chapter will be elected soon and will be looking to you for guidance. Properly training the new secretary will ensure a smooth transition. Spend some time going over the following information to help her become comfortable with her new role and duties.

1. Make sure the files to be passed on are complete and organized.
2. Make sure to pass on the file/binder/zip drive that is the permanent secretary records. Remember, the newsletters are not the official secretary record.
3. Go over the secretary manual with her. If you do not have one you can find them at the State Store.
4. Review the CIPs you received and highlight important sections for her.
5. Pass on motion slips, project report forms, or any other forms that you have used while you have been the secretary.
6. Spend some time training the new secretary. What worked for you? What didn't work?
7. Show her your system of taking notes at a meeting. Also, show her how you organize the minutes and use the bullets, numbers and bold or italic lettering.
8. Share tips with her on how to get members to submit written reports.
9. Let her know she can always contact the state secretary with any questions.
10. Encourage her to attend LOTS Training on May 5th, 2018. Watch the MNWT website and the Chapter Mailings for more registration information.
11. Be available to her if she has any questions or is feeling a bit anxious about the secretary position.

Getting Credit on SUCCESS Submission for Completed Projects

Did you know that you can make it much easier for the R&R SPM to give you credit for a completed project by reporting on it correctly in your meeting minutes? Here is an example of how you should report on a project.

Minutes Showing Planning (November Meeting):

Community Connections:

Sharing Tree Report-Noel N.; Have forms for 20 families. We will be writing the ornaments on November 6th at 6:30 pm at Immaculate Conception Church, decorating the tree at Pine Country Bank on November 24th, picking up the presents at the bank on December 12th, and distributing the gifts at the church on December 17th from 9:00 am until 2:00 p.m.

Minutes Showing Final Report (January Meeting):

Community Connections

Sharing Tree Final Report-Noel N; A total of 26 families with 100+ individuals were given presents on December 17th at Immaculate Conception Church. Seven WT chapter members and five non-chapter members participated in this project for a total of 93.5 hours. A transmittal for \$1,245 was submitted. A Project of the Trimester nomination has been submitted to the CC SPM.

As you can see, the final report in the January minutes shows the date and place the project was completed, the number of people that participated, the total hours contributed and total money raised/donated. If you do not do a final report on a project in the minutes, the R&R SPM won't know that the project was actually completed and credit will not be given on your SUCCESS submission. Save yourself extra time and headaches now by including your important details of all that you do in your monthly minutes.