



Shelli Struzyk  
**State Secretary**  
Minnesota Women of Today  
P.O. Box 84  
Sauk Rapids, MN 56379  
(320) 333-3326  
[secretary@mnwt.org](mailto:secretary@mnwt.org)  
[www.mnwt.org](http://www.mnwt.org)

## SECRETARY WINTER STATE CIP 2016-2017

### Inside this Issue

- LOTS (Local Officer Training) Pg. 2
- 3rd Trimester Challenges Pg. 2
- 3rd Trimester SUCCESS Bonus Pts. Pg. 2
- Membership Rebates Pg. 2
- Secretary Role During Elections Pg. 3
- Convention Activity Ideas Pg. 3
- Administrative Professional's Day Pg. 3
- Transitioning to the Next Secretary Pg. 4
- Your Minutes and SUCCESS Pg. 4

Hello all of you fantastic Minnesota Women of Today Local & District Secretaries!

I hope everyone had a Happy and Healthy Holiday Season! It's definitely a time when we can all take a break to spend with our loved ones, I know I sure enjoyed it. Now let's work together to finish the year strong and in particular help President Jane reach and hopefully surpass her goals. I know each and every one of you can "Be the Difference" in everything you do!

I hope you have enjoyed your year as a chapter or district secretary and encourage you to consider taking on another leadership role in the upcoming year. What are your plans for the 2017-2018 Women of Today year? Are you ready to step out of your comfort zone? There are many opportunities to continue to grow in our organization. Utilize your fellow chapter members, district officers and executive council to find out more about something you might be interested in. I believe that this is one of our most beneficial and ongoing gifts that we give each other. The belief in each other and the ability to mentor and lift each other up. Reach out, find something your passionate about and make it your own!

The cost for the printing and supplies for the State POA are almost covered. However, we still need to cover the cost of postage. Your help is needed! Any chapter, district or individual who makes a donation of at least \$25 to the State POA 3rd Trimester will have their name put in a drawing for a gift basket to be given at Annual Convention. A special thank-you to the following who donated to the State POA during the 2nd Trimester.

St. Michael Albertville WT  
Key Woman Club

Melrose Area WT  
Cindy Umland



Anyone that submitted their minutes for review should have received feedback from me. If you submitted and haven't received this please let me know, I will make sure I get back to you, and I apologize. You can still submit your minutes for review if you haven't done so already. I will again have a drawing for a basket at Annual Convention for anyone that takes the time to submit their minutes for review. This is only if you haven't done so already.

Wishing everyone a fantastic and fun 3rd Trimester!

**State POA Donations  
Still Needed !!!**

**Drawing for a Basket  
at Annual Convention  
(See page 2)**

~ Shelli Struzyk  
Secretary, 2016-2017

## LOTS (Local Officer Training) for the 2017-2018 Year



Local Officer Training (LOTS) will be held on Saturday, May 6th, 2017.  
Hosted by: Rice Women of Today  
Immaculate Conception Church  
130 1st Ave. NE  
Rice, MN 56367

Please encourage your new board to attend this valuable training. It is a wonderful experience 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 JoAnn Miller at [cmvp@mnwt.org](mailto:cmvp@mnwt.org).

### **3rd Trimester Challenge**

### **3rd Trimester SUCCESS**

**Chapter and District Secretaries:** You can still submit your monthly minutes for Feedback if you haven't already done so.

Each secretary that sends me their meeting minutes to be reviewed will be entered for a wine basket at Annual Convention.

**Individuals, Chapters and Districts:** For every \$25.00 that is donated to the State POA you will be entered in to a drawing for a basket at Winter Convention.

Ex: if you donate \$50 you will be entered twice.

### **Presidential Bonus Points**

#### **(100 Points Maximum)**

Purchases of at least \$200 for State Ways & Means in any combination of state store, 3rd trimester promotional and Nice Spice convention fundraisers (50 pts.)

And/or

Participate in USWT President Barb's Blizzard Challenge (50 pts)

And/or

Submit a nomination for one of the Community Connections Awards (50 pts)

And/or

Show Chapter Growth for 3rd Trimester (50 points)

OR

Attain 80% member retention and growth +2 (100 points)

### **3rd Trimester MEMBERSHIP REBATES!**

One lucky chapter will receive a \$100 membership rebate. To qualify you need to achieve 80% retention and show growth. Every chapter that meets this requirement will receive a state store gift certificate and one lucky chapter name will be drawn to receive the \$100.

All rebates are from the MNWT Foundation ~ **Thank you for the support!**



**REBATE  
AVAILABLE**

## Secretary Role during Elections

In the election of the officers in our 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 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.

A secretary should record the nominations as they are made from the committee or from the floor. She should state 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.



Administrative Professional's Day  
Wednesday, April 26th, 2017

This is your special day! In recognition of the important role you play in recording the business that takes place in your chapters and districts, there is an entire day set aside to honor you. Please know how much your chapter president, district director and fellow members appreciate the job you do. It goes without saying how much I also appreciate you all!

You are TERRIFIC!

Take some time for you: go out for coffee,  
crack that bottle of wine you never have time to drink,  
Have a Spa day or just curl up with a good book!

## Fun Activities to do at Conventions!

**You might want to think about doing some fun things with other chapters and/or districts at convention. Some ideas are:**

- ⇒ Have dinner together on Friday night of convention at a local restaurant.
- ⇒ Host another chapter/district for a Saturday morning breakfast. You could serve a continental type breakfast, or make a breakfast casserole in a crock pot.
- ⇒ Get 2 or 3 chapters together to dress for the party theme and have a costume contest based on who has the best, funniest, etc. costume among the group. Give a prize for each one or just treat them to a beverage of their choice at the party!
- ⇒ Sit with a different chapter at each convention so you can get to know them better.

## **Important Dates**

### **February**

NEWSLET Personals due to NEWSLET SPM for Post Winter State Issue	<b>1</b>
--	----------

Sales Tax due to Department of Revenue	<b>5</b>
--	----------

March Planning recommendations due to COB	<b>10</b>
---	-----------

NEWSLET Articles and Personals due to NEWSLET SPM for March Issue	<b>20</b>
---	-----------

### **March**

Finance Committee Meeting	<b>4</b>
---------------------------	----------

March Planning	<b>11</b>
----------------	-----------

Out and About Night	<b>14</b>
---------------------	-----------

Early Bird Renewals due POSTMARKED to CSC	<b>15</b>
---	-----------

State Committee Meetings-Monticello	<b>18</b>
-------------------------------------	-----------

Area 2 Meeting-Rice	<b>31</b>
---------------------	-----------

### **April**

Area 1 Meeting-Bemidji	<b>1</b>
------------------------	----------

Area 3 Meeting-Location TBD	<b>7</b>
-----------------------------	----------

Area 4 Meeting-New Ulm	<b>8</b>
------------------------	----------

Year-End Individual Entries due to R&R SPM	<b>14</b>
--	-----------

### 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 6th, 2017. 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.