



Secretary
Winter State CIP
2018-2019

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Making Minutes “Reel”

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Happy 3rd Trimester Secretaries!

I hope that you all enjoyed the Holiday Festivities with chapter members, friends and most importantly, family. The new year brings us the time to reflect, to look at the goals that we set at the beginning of the year and also to examine what areas that we need to work on before the end of the year. If membership is one of the goals that were set that you may not be obtaining or something that your chapter is struggling with, I know that our membership team - Anna Nichols, Illeana Miller and Heidi Westerlund - are all eager to help you out. They will help with getting your chapter back on track (if its off track) or to help look at goals and refocus or re-adjust those goals, so that your chapter would be able to meet them. The membership team has a fun goal out there - it is to reach 100 members by April. Is it a fun goal? It is because it gives us the challenge to look at things differently, to ask questions that you may not have asked yourself or your chapter this year.

BOOK CLUB

Feel free to join as we discuss the last few chapters of “How to Get Unstuck - Breaking Free from Barriers to Productivity” in April!

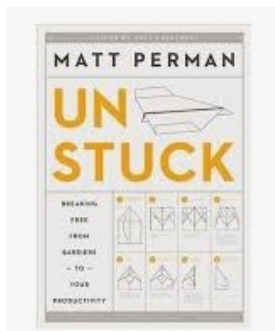
Trimester 3 - Part 4: Special Obstacles: The Laser

(chapters 16-21)
 5 Simple principles using an acronym on how to organize things effectively:
PLACE - Purge, Like with like, Access, Contain and Evaluate.

Zoom Book Club:

Wednesday, April 17th at 7pm

I would love for you to join me in this last discussion!



Questions like:

- Did my chapter hold a membership event this year (2018/2019)?
- Did we gain any new members during this membership event? If so, have we held a new member orientation night? If not, when will we hold a new member orientation night?
- If my chapter didn't hold a membership event yet, why didn't we hold an event? What is holding us back? What type of membership event should we hold? (The Oreo Cookie event sounds delicious - ask the Warroad chapter how it worked for them!)
- How have I been encouraging prospects to come and listen in at a meeting, or be a part of an event that we hold?
- Have I been purposeful? (What does this mean, you ask?) Have I intentionally sent invitations to those prospects? Have I picked up the phone and called a prospect? Have I been encouraging members in our chapter?

These are all great questions all members can ask of each other, not just the Chapter President, Membership Vice President or State Delegate. It is every member's duty to help the chapter with membership. Let's get out there and hold membership events, invite prospects to meetings and purposefully invite prospects to our meetings/events and intentionally encourage our fellow member! I invite you to join this 100 member challenge!

Debbi Benke, State Secretary 2018/2019

SUCCESS POINTS

Submit a Nomination for a Community Connections Year
End Award
(50 points)

and/or

Hold an M Event and Sign 3 New Members for 3rd Trimester
(50 points)

and/or

Reach 85% Retention for 3rd Trimester
(50 points)

and/or

Submit a Chapter Article to the NEWSLET
(25 points)

and/or

Have 2 Members of your Chapter Attend the February State
Wide Webinar
(25 points)

and/or

Donate \$25 or more to the US Women of Today Ways and
Means
(25 points)

and/or

Donate \$25 or more to MN Programming Area: Wishes and
More
(25 points)

Maximum of 100 Bonus Points

Transitioning to the Next Secretary

Your next secretary in your chapter will be elected soon and will be looking to you for guidance. Training the new secretary properly 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 are 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 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. Show her how to write up motions in the minutes. Motions that have been passes, denied or amended.
9. Share tips with her on how to get members to submit written reports.
10. Let he know she can always contact the State Secretary with any questions.
11. Encourage her to attend LOTS - Local Officer Training Sessions on s - on May 4th, 2018. Watch the MNWT website and the Chapter Mailings for more registration information.
12. Be available to the new secretary if she has any questions or is feeling a bit anxious about the secretary position.