



Minnesota Women of Today
2020-2021 Plan of Action
Secretary,
Making your minutes count

Barb Monsrud
412 Tamarack St.
Badger, MN 56714
612.396.6347
Secretary@mnwt.org
www.mnwt.org



Goals and implementation

- A. To have at least 30 chapters and districts submit meeting minutes for review and feedback.
 - 1. Communicate with chapters and district via chapter emails, CIP's (chapter information packet) and the secretary's FaceBook page.
 - 2. Offer incentives to chapters and districts that submit chapter minutes each trimester
 - I. Do monthly Facebook shout outs to each chapter and district that emails their minutes.
- B. To complete the State Plan of Action (POA) and have raised enough funds for printing by November 1.
 - 1. Solicit bids for cost of printing POA by October to have ready for approval to give to Finance.
 - 2. Prepare a copy to be printed no later than 10/25/2020.
 - 3. Do a fun challenge in my Chapter Information Packet (CIP) to raise funds. Winner will receive a fun prize.
- C. To provide help or assistance with the Newslet and Chapter Mailings.
 - 1. Assist with putting together the Newslet and send for review.
 - 2. Put out Newslet entry forms and have available at all Conventions.
 - 3. Send reminders out to those who submit highlights to the CM at least two weeks before due date.
- D. To have at least 10 Chapter or District Secretaries complete their Fast Starts by due date.
 - 1. Promote and offer incentives to any Chapter or District Secretaries completing their Fast Starts.
- E. To have 90% or more Executive Council members submit reports for each executive council, business, and area meeting by the published due date.
 - 1. Send links to reports no later than two weeks prior to deadline
 - 2.. Offer a different incentive for each publication to Executive Council members who submitted by the due date