



**SECRETARY PLAN OF ACTION**  
**2017-18**

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**Putting it Together**

**GOALS:**

- A. Submit minutes for all Executive Council and Business Meetings to the web site within seven (7) days of the meeting.
- B. Publish minutes for all Executive Council and Business meetings in the next Chapter Mailing following these meetings.
- C. Have at least thirty (30) chapters or districts submit their meeting minutes to me for critiquing.
- D. Have all Chapter Mailings sent out by the first of each month they are published for (i.e. August/September Chapter Mailing to be postmarked on or before August 1st.)
- E. To complete the State Plan of Action (POA) and Book of Forms update by August 1st.
- F. To raise enough funds to pay for the printing and distribution of the State Plan of Action.
- G. To have at least ten (10) Chapter or District Secretaries complete their Fast Start (due July 15).

**IMPLEMENTATION:**

- A. Submit minutes for all Executive Council and Business Meetings to the web site within seven (7) days of the meeting.
  - 1. Write the meeting minutes immediately following the meetings and upload to Dropbox for publication on the web site.
- B. Publish minutes for all Executive Council and Business meetings in the next Chapter Mailing following these meetings.
  - 1. Ensure the minutes are published in the Chapter Mailing immediately following these meetings.
- C. Have at least thirty (30) chapters or districts submit their meeting minutes to me for critiquing.
  - 1. Offer incentives to chapters and districts that submit meeting minutes by holding a drawing each trimester for those sending their minutes for critiquing.
  - 2. Utilize a standard critique form to evaluate submitted meetings minutes.
  - 3. Critique and provide feedback on meeting minutes submitted within one month of receiving them.
- D. Have all Chapter Mailings sent out by the first of each month they are published for (i.e. August/September Chapter Mailing to be postmarked on or before August 1st.)
  - 1. Educate Executive Council members that are required to submit for the Chapter Mailing how to do so using Google Documents.
  - 2. Send reminders out to those required to submit highlights to the Chapter Mailing at least one week before the due date and create fun and unique ways to encourage meeting deadlines.
  - 3. Work closely with the Chapter Service Center (CSC) to get the Chapter Mailing printed and returned to me for mailing in a timely manner.
- E. To complete the State Plan of Action (POA) and Book of Forms update by August 1st..
  - 1. Solicit bids for cost of printing POA by May 26, 2017 to be approved by Finance.
  - 2. Prepare copy of POA and Book of Forms to be delivered to printer no later than July 25th.
- F. To raise enough funds to pay for the printing and distribution of the State Plan of Action.
  - 1. Solicit donations and offer incentives to chapters/districts in my Chapter Information Packet (CIP).
  - 2. Offer fun and creative challenges to the Executive Council each trimester until goal is met.
- G. To have at least ten (10) Chapter or District Secretaries complete their Fast Start.
  - 1. Promote and offer incentives to any secretary completing their Fast Start.