



Minnesota Women of Today

2024-2025 Fall State CIP

Secretary

Stick To It

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Hello Again Local & District Secretaries!

Was anyone besides me overwhelmed first Trimester? - balancing family, work, summer vacations and everything that comes with taking on a position at the start of a new Women of Today year! We did it! We'll Stick to It! 18 of you completed your FAST STARTS!

By now, you've probably realized that a secretary is tasked with one of the most important roles at meetings - and that taking minutes isn't as easy as it seems! You are doing a great job paying attention to the business at hand and maintaining focus through all the chatter! Be sure to ask for clarification if you're unsure or didn't hear what was decided.

Minutes help with your chapter's communication - they ensure members have a common understanding what was discussed at the meeting, what was approved, and who should be doing what and by when. Minutes are the primary source of information for members who weren't able to attend the meeting - to stay up to date and identify events/projects they can help with as well as who to contact.

There are many resources available to you as secretary - the Chapter Mailing is emailed to chapters nine times a year. These are also accessible by anyone on the Secretary page of our website, as is the State Plan of Action. The State Plan of Action is packed full of useful information that you are sure to refer to many times throughout the year! Looking for a script to follow for new member and officer installation ceremonies? How about information on committees or how to do an extension? These are all in the State Plan of Action! This is also where you'll find easy links to our bylaws and policies and a comprehensive history of both the MNWT and USWT. A huge thanks to everyone who has donated to the State Plan of Action to help cover the printing costs - each donation qualified for a chance to win a gift basket at convention! Mail in your donation of \$25 or more to me today for your chance to win a gift at Winter State Convention!

Let's keep moving forward as we get through this second trimester!

Please let me know if you have any questions or if I can help in any way. Do not hesitate to call, text, or email me at any time. I would love to hear from you!

~Liz

Tips for Taking Good Minutes

Get the agenda ahead of time and make an outline. This will be helpful to take an accurate account of the order in which items were discussed.

Choose your method - and Use a standard template - this saves the secretary time and members can quickly find information once they get used to the format.

A withdrawn motion should not be recorded in the meeting minutes.

Don't wait too long to write meeting minutes - you'll be surprised how quickly some details can be forgotten!

Creating a Template for Minutes

It can be quite a time-saver to use a template for taking minutes since the content is consistent at every meeting, You may want to create your own using the meeting agenda, or prepare a form with fill in the blanks and space to take notes. This will also serve to ensure all the important information is recorded. The template should include:

- Chapter/District name
- Type of meeting [general membership, board]
- Date, time and location
- Name of the person who called the meeting to order and the time
- Names of those in attendance [members and guests]
- If a quorum was or was not present
- Approval of previous meeting's minutes
- Motions made and by whom
- Brief summary of reports given
- Resolutions voted on
- Date, time and location of the next meeting
- Time meeting adjourned at
- Name of who took the minutes and the date they were taken

TRIMESTER 1 CHALLENGE RECAP

One of my goals is to have 25 or more chapters/districts send me their meeting minutes to review and give feedback. Thank you, secretaries! You have helped me surpass the halfway point for my goal of the year!! Congrats to the winner of the gift basket!

Additional incentives will be in the Fall State DD bags. I hope to have any feedback on the minutes I've received back to you by the end of October.

TRIMESTER 2 CHALLENGE

Please continue sending your chapter/district general meeting or board meeting minutes for review by January 10th to be entered in the Winter State Convention drawing! Hopefully I will be able to give feedback real-time once I'm caught up on those sent in first Trimester.

Now What?! What to do if there is a mistake in the last meeting's minutes?

Approving meeting minutes is the first item of business on the next meeting's agenda.

Amending Minutes Before Approval

Amending minutes before approval usually requires nothing more than pointing out an error to the secretary, who corrects it if no one disagrees. If there is a disagreement, the president can suggest a compromise or ask members to vote on the corrections proposed. When errors, omissions and additions are brought up at the following meeting, it should be noted in that meeting's minutes that the previous minutes were "approved as amended." The actual corrections are made in the margin next to the inaccurate information. Draw a line through each incorrect word, phrase or sentence. Write the correction(s) in ink either above the line or in the margin, include the date the correction was noted and the name of the person making it. Large corrections (for example, an entire paragraph or section) should be typed on a separate page and stapled to the official minutes. Both the secretary and president should sign this page, and a notation made in the margin of the minutes that a correction appears at the end of said minutes.

TIP: Remind chapter members that they can assist you in preparing accurate minutes by submitting a written copy of their reports.

Amending in Advance

Sending a draft of the meeting's minutes to your chapter president and/or board prior to the next meeting can be helpful, try to send these soon after the meeting - before everyone (including you!) forgets what was said.

The secretary can make changes brought to her attention and choose to either send out a revised draft or note the change in the next meeting's minutes. Use discretion if a correction is questionable or controversial, to allow others to express their agreement or objections.

An importance should be placed on the naming of files to identify amended versions.



Spelling, Punctuation and Grammar

Even as a volunteer organization we should always strive for a high level of professionalism in documents and publications that we create and distribute. As such, below are some helpful hints, common errors and suggestions to refer to. I am also available at any time for any questions, suggestions or even if you just want someone to proof-read something for you. I have a couple of go-to people that I utilize for that on a regular basis. Sometimes just having that 2nd set of eyes can make all the difference! You can contact me anytime!

Capitalization

Always capitalize the name of the organization at any level. It is a proper noun (i.e., Minnesota Women of Today, MN Women of Today, Any Town Women of Today).

When a title or position is used with a person's name, the title and the name are capitalized (i.e., President Suzanne, President Suzanne Miller, District 10 Director Cindy Jones).

When a position is used in place of a name or when you are writing about the position in general, it is not capitalized (i.e., state president, district director, chapter president, state program manager).

When abbreviating, use capital letters with no punctuation.

MNWT	Minnesota Women of Today	USWT	United States Women of Today
SPM	state program manager	DD	district director
MVP	membership vice president	CIP	chapter information packet

Punctuation

When referring to a group of one or more than one, do not use an apostrophe or periods.

Correct

All DDs are meeting at 10 a.m.
The CIPs will be stuffed in the office.
All LPMs will be asked to participate.
All the past presidents were honored.

Incorrect

All DD's are meeting at 10 a.m.
The C.I.P.'s will be stuffed in the office.
All LPM's will be asked to participate.
All the past president's were honored.

An apostrophe is used when you intend to show ownership or possession.

The LPM's report was turned in.

The SPM's training session was very informative.

The outgoing treasurer's files were transferred to the new treasurer.

Spelling

Some commonly misspelled words that are used in our organization:

Prospective - a possible member	vs	Perspective - how you perceive something
Effect - to cause something to happen	vs	Affect - to influence or impress upon
Excellance (incorrect)	vs	Excellence (correct)
Renewel (incorrect)	vs	Renewal (correct)
Suprise (incorrect)	vs	Surprise (correct)
Seperate (incorrect)	vs	Separate (correct)

