



Minnesota Women of Today 2024-2025 Plan of Action

Secretary
"Stick To It"

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Goals and Implementation

1. To have 25 chapters or districts submit meeting minutes for review and feedback.
 - a. Communicate with chapters and districts via email, CIPs, and Facebook
 - b. Offer incentives to chapters and districts that submit minutes each trimester
 - i. Do monthly Facebook shout outs to each chapter and district that emails their minutes
2. To complete State Plan of Action (POA) and have raised enough funds for printing by August 1.
 - a. Solicit bids for cost of printing POA and have ready for approval at summer finance meeting
 - b. Prepare copies to be printed for Fall state convention
 - c. Do a challenge in my CIP to raise funds. Winner will receive a prize
3. To provide help/assistance to executive council on staff report, business report, and chapter mailing highlights.
 - a. Create training on submitting reports and chapter mailing highlights to new members of exec council
 - b. Have sample reports for exec council to reference
 - c. Send reminders out to those who submit highlights to the Chapter Mailing at least two weeks before the due date
4. To have at least 10 Chapter or District Secretaries complete their fast starts by due date.
 - a. Promote and offer incentives to Chapter or District Secretaries for completing their fast starts
5. To have 90% or more executive council members submit reports for each executive council, business meeting, and area meeting by the published due date.
 - a. Send links to reports no later than two weeks prior to the deadline
 - b. Offer a different incentive for each publication to executive council members who submitted by the due date