



**Minnesota Women of Today  
2025-206 Fall State CIP**  
Secretary  
**“Write” Stuff**

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## **SHOUT OUTS!**

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Thank you to all the members, chapters and districts who have completed your Fast Starts and/or submitted your minutes for review. Your efforts have not only helped kick off the year on a strong note but also brought me within five minutes of reaching my goal of reviewing 20 sets of minutes! I truly appreciate your commitment and dedication. Let's keep the momentum going! *-Jeny Ohr*

### *Fast Starts*

Mary Wellman (Anoka), Melissa Bueckers (Avon), Lorissa Hanson (Blooming Prairie), Becky Hale (Brainerd Lakes Area), Kelli Myers (Byron), Sandra Thompson (Eastern Carver County), Jessica Elison (Litchfield), Bonnie Martin (Maple Grove), Rita Johnson (New Hope), Amanda Messner (Rice), Lisa Hahn (Sauk Rapids), Melissa Brown (St. James and District 9), Cathey Weidmann (St. Joseph), Christine Bacon (St. Michael/Albertville), Jessica Edgerton (Warroad)

### *Minutes to Review*

Avon, Blooming Prairie, Brainerd Lakes Area, Burnsville, Coon Rapids, District 2, District 5, Maple Grove, New Hope, Rice, Roseau, Sauk Rapids, St. Joseph, St. Michael/Albertville, Warroad.



# SECRETARY TRI 2 CHALLENGE:

Are you up for a challenge? Here's your mission:

- 📌 Submit your district or chapter meeting minutes for review.
- 🧩 Complete the Secretary-themed crossword puzzle.
- ✅ Do either and you'll be entered into a gift card drawing at Winter State! 🎁📄

## Tri 2 Presidential Success Bonus Points

- Submit a project for the Project Library (50 points – verified by CSC)  
Or
  - Deliver an MNWT 10-minute orientation at a chapter meeting (25 points – verified by Chapter Minutes)  
Or
  - Participate in Membership Week and sign a new member (50 points – verified by the MVP)  
Or
  - Submit an article to the NEWSLET (25 points – verified by the NEWSLET editor)  
Or
  - Submit an Outstanding Award Nomination (25 points – verified by the SPMs)
- (Maximum 100 points)

## Thank you to the following people and chapters for your Plan of Action (POA) donation.

Tevyan Sorenson (MNWT COB), Sauk Rapids, Maple Grove, Morris, Shirley Viesselman (MNWT President), Duluth, Champlin, Burnsville, St. Michael/Albertville, Monticello, Albany, Coon Rapids, Jeny Ohr (MNWT Secretary)

The State POA has been completed and is ready for use! The POA is a valuable resource for both you and your chapters.

- 📄 Printed copies will be distributed at Fall State to those who requested one.
- 🌐 A digital version is also available and has been uploaded to the website. You can find it under the Publications page, located in the Members Homepage drop-down menu.

## Calendar

Sept 19 <sup>th</sup> -20 <sup>th</sup>	Fall State Convention
Sept 21 <sup>st</sup> -27 <sup>th</sup>	Women of Today Week
Sept. 29th	NEWSLET Personals Due
Oct. 3rd-4th	USWT Mid-Year Convention
Oct. 8th	State Policy and Bylaw Review
Oct. 22nd	MNWT Tri 2 Webinar
Oct. 25th	Make a Difference Day
Nov. 5th-11th	Membership Week
Nov. 15th	Statewide Committee Meetings
Nov. 15th	Early Birds Due
Dec. 29th	Close Out

Please consult the MNWT official calendar at [www.mnwt.org](http://www.mnwt.org), under Events to make sure that other key dates are not missed.

## **CHAPTER AGENDA/MINUTES TEMPLATE**

Here is a sample of chapter meeting minutes that you can use as a reference. This example includes relevant links to the MNWT website and features updated sections related to SUCCESS. While the minutes may appear lengthy, keep in mind that several of the items included would only need to be added once per trimester. It's a comprehensive example designed to help you stay organized, informed, and aligned with current expectations. Feel free to adapt it to meet your chapter's specific needs!

Your chapter Women of Today | Type of Meeting (Board Meeting Agenda/Minute, General Meeting Agenda/Minutes)  
 Date | Time | Location

Name			Name		
Name (Renewal Tri)	President			Member	
	State Delegate			Member	
	Membership Vice			Member	
	Treasurer			Member	
	Programming Vice			Member	
	Secretary			Member	
	Parliamentarian			Member	
	Member			Member	
	Member			Member	

**Call to Order (President):** Make sure to note the time the meeting started

**Welcome/Introductions (President)**

**Order of the Day/Quorum (Parliamentarian):** Check your chapter's bylaws to see what your specific quorum is. Usually a quorum is 1/3 of membership.

**Chapter Management B**

**United States Women of Today Creed:**

*We, the United States Women of Today, are dedicated to serving our community and nation, are committed to strengthening our individual talents, and stand united by our friendship and belief in the future.*

**Pledge of Allegiance**

**Approval of June and July General Meeting Minutes (Secretary):** Secretary makes the following motion, "I move to approve the (date of previous meeting minutes)."

How to state motion:

- Without corrections: Motion was made to approve the June 6, 2025 general meeting minutes (Johnson, Carlin m/s/p)
- With corrections: Motion was made to approve the June 6, 2025 general meeting minutes (Johnson/Carlin m/s/p with following correction) add the date May 5th to the Mental Health Walk under Women's Wellness.

## Reports

**Treasurer:** Checking account balance and Financial Report (each month have a written treasurer's report, the report should have beginning and ending balance, can also have expenses and deposits, as well as upcoming expenses)

### Chapter Management D

- **Beginning Balance:**
- **Deposit**
  - **Balance plus deposits:**
- **Paid Expenses:**
  - **Total:**
- **Checking Balance:**
  - **Ending Balance**
- Upcoming Expenses
  - Balance after all listed expenses paid
- Make sure to have the budget completed in April to have it approved at the May general meeting, then submit a proposed budget to the District Director as part of the President and Treasurer [Fast Start](#)(1st Trimester)

### Chapter Management F

- Fundraising (Ways & Means)
  - Name of the fundraiser, date, #members, nonmembers who participated, and how much funds were raised

### Chapter Management M

- State reporting -990-N & [State Secretary](#) (done each year by Sept 1)
  - **Programming E**

## **Membership VP:**

- Renewals due (Who renewed, Who still needs to, who dropped)
- Early bird (note if you chapter submitted renewals by early bird, July 15th, November 15th, March 15th)
- Last month of Trimester (August, December, April) helpful to figure out what the trimester retention is. How many renewed/by number of members up for renewal
- April minutes note if chapter had growth (trimester base, this is the May base +1)  
**MEMBERSHIP A, C, D, E, F, G**
- ***Socials*** (these are fun events that the chapter does)
  - Events that have already happened (Name of event, date #members, guests that attended)
  - Upcoming Socials (Date, Where, Additional Details)  
**Chapter Management G**
- ***Membership Events*** (these events are specifically done to recruit new members)
  - Upcoming Membership Events (Date, Where, Additional Details)  
**Chapter Management G**
- ***Mini – orientations*** (Date, Name of orientation, #members attended)  
**Chapter Management H**

## **Parliamentarian:**

- ***Bylaws and Policy Review*** (once a year)  
**Chapter Management I**

- [Motions](#)- when putting motions into the minutes, they are written as
  - “I move to purchase \$25 in candy for the Halloween Trick or Treat event on 10/19/2025 (m/s/p Smith, Jones) m= motion, s=seconded, p=passed

**Programming Vice President:**

- Submit [SUCCESS](#) three times a year, [SUCCESS Guidelines](#), [SUCCESS as a Training Tool](#)
- [Submit Project of the Trimester](#) (4 per Trimester)  
[Programming C4](#)
- **Community Connections:**
  - Event name, date, # members donated, # service hours, monetary donations raised (cash), in-kind donations (this is the monetary amount of goods you gave to the organization, either from chapter members or from other people who donated to your chapter to give to the organization).  
[Programming A1](#)
  - Participate in a local project with another Non-profit organization
    - Name of event, date, # members donated, # service hours, monetary donations raised, in-kind donations.  
[Programming C5](#)
- **Youth of Today:**
  - Name of event, date, # members donated, # service hours, monetary donations raised, in-kind donations.  
[Programming A3](#)
- **Priority Area (REACH):**
  - Name of event, date, # members donated, # service hours, monetary donations raised, in-kind donations.  
[Programming A4](#)
- **Living and Learning:**
  - Name of event, date, #members/guest attended, #service hours  
[Programming A5](#)
  - Certifications (MNWT, USWT)
    - [STEP I-IV](#)  
[Programming B2](#)
    - [USWT Wellness & Personal Development](#)  
[Programming B3](#)
    - [MNWT Living and Learning](#)  
[Programming C1](#)
    - [PE Courses \(PE Course Rentals\)](#)- #members who attended  
[Programming C2](#)
- **Women’s Wellness:**
  - Name of event, date, # members donated, # service hours, monetary donations raised, in-kind donations.  
[Programming A2](#)
  - Domestic Violence Awareness events
    - Name of event, date, # members donated, # service hours, monetary donations raised, in-kind donations.  
[Programming B1](#)

**Public Relations/Newsletter/Social Media:**

- Remind members to send pictures and reports to the newsletter editor  
[Chapter Management J](#)

- Make a note in your agenda about any organized public relations programs the chapter has done, and make sure to send a picture to the person who is submitting SUCCESS (social media posts, article in newspaper, chapter brochure)  
**Chapter Management K**

**State Delegate:**

- Visitations  
**Chapter Management L**
- MNWT Events (Event name, date, who attended)  
**MEETINGS A (District meeting), B (Regional Meeting), C (State Business Meeting), E (State Committee), F (LOTS), G (President/State Delegate Retreat)**  
**PROGRAMMING C3 (MNWT Webinar)**
- USWT Events (Event name, date, who attended)  
**MEETINGS D**

**President:**

- Upcoming Board/General Meeting dates
- Submit a Plan of Action to the District Director as part of [Fast Start](#) (1st Trimester)  
**Chapter Management F**
- [Survey](#): (one time a year)  
**Chapter Management E**

**Old Business**

**New Business**

**Invitation to Join**

**Minnesota Women of Today Creed**

*We, the Women of Today, are service, growth, and fellowship. We believe that through us great lessons can be learned, worthy deeds performed and a hand of fellowship extended to millions of women everywhere. May we leave the world a better place because we've lived and served within it.*

**Adjourned: note when the meeting ended**

Submitted by (secretary name or person who submitted the meeting minutes), date the minutes when minutes sent to the members

Approved (date the minutes were approved)

## Upcoming Events

August			
2nd	9:15 am-4:15 pm	President/State Delegate Retreat	Albertville City Hall
4th	6 pm social, 6:30 pm meeting	General meeting	CR City Center
25th	6:30 pm	Board Meeting	CR City Center

### Common Women of Today Acronyms

- MNWT- Minnesota Women of Today
- USWT- United States Women of Today

#### Positions

AVP- Administrative Vice President  
 DD- District Director  
 CMVP- Chapter Management Vice President  
 COB- Chairman of the Board  
 FVP- Financial Vice President  
 MKVP- Marketing Vice President  
 MVP- Membership Vice President  
 PA- Presidential Assistant  
 PVP- Programming Vice President  
 SPM- State Program Manager  
 CC- Community Connections  
 LL- Living and Learning  
 WW- Women's Wellness  
 YT- Youth of Today  
 LPM- Local Program Manager

#### Publications

POA- Plan of Action  
 CIP- Chapter Information Packet

#### Growth

PE- Personal Enrichment  
 STEP- Success Through Enthusiastic Participation

#### Trainings

LOTS- Local Officer Training Sessions

#### Marketing

PR- Public Relations

# SECRETARY TIPS

## Difference between a board agenda and a general agenda:

### Board Agenda

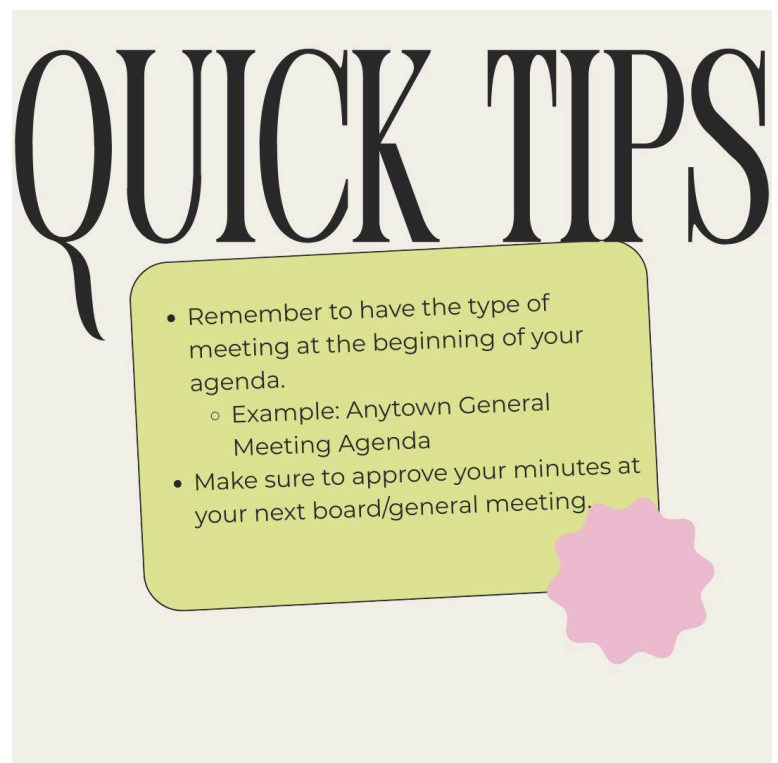
- Audience: Board of Directors or Executive Committee
- Purpose: To discuss governance, strategic direction, policy decisions, and fiduciary oversight.
- Focus: High-level decisions that affect the overall organization.

### General Meeting Agenda

- Audience: General members of the organization (e.g., staff, volunteers, members, or the public)
- Purpose: To share updates, gather input, conduct elections, provide committee reports, and engage the wider membership.
- Focus: Broader participation and operational updates.

### Level of Detail

- Board Agenda is typically more detailed and structured, with supporting documents like financial reports or legal updates.
- General Meeting Agenda is usually simpler and broader, focused on keeping the general membership informed and involved.



# SECRETARY

# WORDSEARCH

A	D	N	H	T	B	Y	B	O	A	R	D
T	I	E	M	A	I	L	M	E	N	I	R
T	S	D	I	S	C	R	S	S	I	O	E
E	R	E	C	O	R	D	Q	A	V	T	P
N	R	L	U	A	G	H	U	P	H	H	O
D	I	N	T	U	L	A	O	P	C	G	R
A	Q	U	E	U	U	S	U	R	X	U	T
N	R	O	L	E	C	A	L	L	A	L	S
C	T	G	E	N	D	A	M	V	P	T	N
E	E	M	E	E	T	I	N	G	A	L	S
U	G	F	R	A	U	G	H	L	V	T	M
A	M	Z	N	Q	T	K	C	R	E	E	D

- |            |            |         |           |
|------------|------------|---------|-----------|
| AGENDA     | BOARD      | EMAIL   | QUOURM    |
| ATTENDANCE | CREED      | GENERAL | REPORTS   |
| APPROVAL   | DISCUSSION | MEETING | ROLE CALL |
| ADJOURN    | DISTRIBUTE | MINUTES | RECORD    |