

CHAPTER SECRETARY MANUAL



**MINNESOTA
WOMEN OF TODAY**

Rev. 2020

CHAPTER SECRETARY MANUAL



This manual is to remain the property of the local chapter of the Minnesota Women of Today. It is to be passed on to the new chapter secretary at the end of the current secretary's term of office. Additional manuals can be purchased through the State Store.

Revised 2020

SECRETARY'S MANUAL

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INTRODUCTION

As a chapter officer, you have a direct responsibility to provide the tremendous opportunities of the Women of Today to each member of your chapter. In your position, you are one of the leaders of your chapter. To function effectively as a leader, there are certain elements of your life on which you must continually concentrate. Those elements are the priorities that you set on all aspects of your life, the means by which you motivate yourself and the method by which you manage your time. All of these things will take time and effort on your part, but your consistent efforts in these areas will assure you of being the quality leader that you know you can be.

Your life should constantly be in balance. The priorities that you set for your family, your job, and your Women of Today activities should always be of importance and in focus - they will all be competing for your attention this year.

Your family should be your top priority - always. Keep your family informed of your Women of Today activities.

Involve your family in whatever Women of Today activities you can. It's important that they see what you do with some of the time that you are away from them.

Your second priority should be your job. You should let your immediate supervisor know of your Women of Today office and what your responsibilities will entail. You might be surprised that most employers view civic involvement by their employees as a very positive quality. Discuss with your employer some of the reasons you took on this responsibility and how this experience can benefit you as a person. During the year, share with your employer some of the things that are happening because of your participation.

The importance of setting and maintaining your personal priorities cannot be over-emphasized. You will succeed if you do, and probably fail if you don't. It's really that simple!

RESPONSIBILITIES OF A BOARD MEMBER

- Attend ALL board and chapter meetings. You are an elected officer in your chapter and therefore have a responsibility to attend the meetings to offer your input, give reports and set an example to the other members.
- Set goals for yourself, listing what you would like to achieve through the office you hold. Write them down and refer to them often to assess your progress.
- Be prompt at all meetings. It is unfair to have others wait for you and it can be disruptive to the flow of the meeting when people are late.
- Be prepared. Improvised reports show lack of caring for your position and they can drag on and on, thereby being wasteful of others' time.
- Be attentive to others' reports, concerns, ideas. You expect the same from others.
- Show your support of your chapter president by assisting her whenever possible.
- Be attuned to the needs and concerns of your individual chapter. Any potential or existing problems should be brought to the attention of the chapter president and the board of directors promptly.
- Don't be afraid to voice concern if another board member or the chapter president is not fulfilling her duties. It is to the chapter's benefit that such problems are taken care of promptly before they affect the entire membership.
- Don't gossip. If you have a problem or concern, bring it to the attention of those that can help and assist in solving the problem.

- If you must miss a meeting, arrange to have someone else give your report. Then call the president or the secretary to find out what you missed. You should not expect the chairman or president to call everyone that misses a meeting.
- **MAINTAIN A POSITIVE ATTITUDE!** Nothing brings a chapter down faster than rampant negativism. If a chapter's officers don't have a positive outlook, the rest of the group cannot be expected to perform and feel positive about the chapter.

BOARD RESPONSIBILITIES

- The board may meet once a month for the purpose of conducting official business and to review all matters to come before the membership. Board meetings should be open to all members of the organization, except upon special request of any member or for a special matter as deemed necessary by the president.
- Evaluate project proposals before they are submitted to the membership at a general meeting.
- Review any constitution and by-law changes before submitting them to the membership.
- Recommend chapter policies for the approval of the general membership.
- Present a forum for the purpose of orientation and training the membership. This could be at a general orientation and/or a new member orientation. It would include overview of the Women of Today organization, officer duties, chain of command, and proposed projects and activities.
- Report to the membership any correspondence that any member of the board circulates.
- For the purpose of leadership training, a chapter can decide that it will be the responsibility of each member of the board (with the exception of the past president) to conduct one board meeting as assigned by the president.
- Formulate the year's plan of action and budget for approval of the general membership.
- Welcome all visitors and guests to the board meetings and the regular membership meetings. Always be aware of protocol.
- Always remember - we are an organization of cooperation, not competition!
- **SUGGESTED PROTOCOL** - Good manners and common sense are generally adequate when conducting general membership meetings. However, the following suggestions may need to be reviewed:
 1. PLEASE BE PROMPT!
 2. Remain quiet when others are speaking.
 3. Stand when giving reports - speak to the whole group.
 4. Address your comments to the chair and the group, not to individuals.
 5. To make a motion, you must be recognized by the chair, then stand and state your motion.
 6. Remember to confine your comments to the motion under discussion.
 7. No committee work is allowed.

WHAT IS A SECRETARY?

Secretary - according to Webster's Dictionary: A person who writes letters and keeps records for a person, company, club, committee or the like.

Secretary - according to Women of Today: A member who is elected to record minutes of all business meetings

within their respective chapter/district, to keep a permanent file of these minutes, and to perform any other duties requested by the chapter/district.

“A secretary is the custodian of the permanent records and a historian providing a vital link between the past and future.”

SECRETARY'S GENERAL DUTIES

1. You will be the president's right hand.
2. As custodian of the permanent records, accuracy is a priority. You are creating the historical records of your chapter - who, what, where, when.
3. You must be prompt to assure complete minutes since you keep the minutes of all board and regular meetings.
4. Speak clearly so all can hear when reading minutes or correspondence.
5. Maintain a list of members and addresses, and keep available, along with the minutes of preceding meetings.
6. Type all minutes for the permanent record.
7. See that the president has a copy of the minutes within the prescribed time after any given meeting. Minutes are needed for verification for the SUCCESS System. You may wish to become familiar with the requirements listed on the SUCCESS form.
8. Take care of all correspondence as requested by the president.
9. Keep the original minutes as part of the permanent record. Distribute copies to officers and general members. This may be done by printing them in the chapter newsletter.
10. Perform any duties delegated by the president.
11. Bind minutes together as a permanent record. Retain all pertinent records.
12. At the end of the term of office, train your successor on duties and responsibilities.

WHAT ARE MINUTES?

Minutes are:

1. A factual recording of action that is taken
2. An official record of a meeting
3. An unbiased account of the proceedings
4. A record of decisions made and action taken, not what is said
5. A straight-to-the-point record of the meeting
6. To refresh the recollection of members on points of fact
7. In case of future controversies, an interpretation of actions approved by the meeting body
8. Concise - everything unnecessary has been removed, they are brief but full of meaning
9. Thorough - being all that is needed, doing all that is needed for future reference

“There is only one reason for keeping minutes. Somewhere there must be written down for the permanent record, an accurate account of the action taken in meetings assembled.”

MINUTES OF MEETINGS

The main reason for keeping minutes of meetings is to maintain an accurate and permanent account of the action taken in meetings assembled for the organization. That record, to be official, must be approved by the body for which the minutes are written. (This means that the board members are the only ones to approve the board minutes and general meeting minutes are approved by the entire membership.) There are various ways of obtaining such approvals:

READING COMMITTEE - A committee is authorized by the organization to read and approve the minutes on their behalf.

CIRCULATION OF MINUTES - minutes are copied and circulated to each member. They are approved at the next meeting. This could be done through the chapter newsletter.

READING OF THE MINUTES - minutes are read at the business meeting with approval at the meeting.

RULES FOR WRITING MINUTES

1. Minutes should be written into and read from the permanent copy. They should be kept in a permanent book so as to prevent loss, and numbered pages should be used.
2. Margins - blank margins should be left at the sides of each page to allow room for corrections.
3. Timing - minutes should be transcribed from the notes taken at the meeting, as soon thereafter as possible.
4. Comments - minutes should contain:
 - a. Name, time, place, kind of meeting, name of presiding officer, and number in attendance.
 - b. Approval (or correction) of minutes and agenda.
 - c. Balance on hand from treasurer's report as of date of reading.
 - d. List of committees reporting.
 - e. Under on-going or new business - the name of the maker of the motion, the statement of the motion and action taken. The name of the one who seconds a motion does NOT need to appear in the minutes. If a vote was counted, the count is recorded.
 - f. Conclusion - "There being no further business, the meeting was adjourned." Indicate the time of adjournment.
5. If the chapter does not want something in the minutes, there are two ways to do it:
 - a. They can move into a committee of the whole until they are through discussing the business; or
 - b. If the items have already been discussed, someone can move to strike it from the minutes.
6. Copy to president - a copy of the minutes should be given to the president as soon as possible.
7. **Note: minutes are not respectfully submitted...they are read for approval!** When minutes are approved, the word "Approved" is written in the lower left hand corner and the date of the approval is indicated. Corrections to the minutes should appear in the minutes of the meeting. Some secretaries like to set down a sentence or two to describe the "meat" of the committee report. This may or may not be a part upon which the committee puts emphasis. If a report should be made a matter of record, it should be filed in writing with the secretary.
8. No secretary has the right to interpret reports. The same rule applies to recording announcements and speeches in the minutes. It is not within the province of the secretary to single out and record any ideas or passage of a speech. Secretaries have no right to use adjectives in praise or condemnation of a speech, problem or refreshments served.
9. Minutes are for factual recording of action taken.

HELPFUL HINTS FOR CHAPTER SECRETARIES MINUTES OF MEETINGS

1. Find a method of note taking with which you are most comfortable. Some examples are:
 - a. Make a generic outline that can be used for every meeting and fill in the sections as you make your notes.
 - b. Use the agenda prepared for the meeting and make your notes within the spaces allowed.
 - c. Write your notes on a separate (blank) sheet of paper.

2. Minutes should include:
 - a. Date, time and place of meeting.
 - b. Name of organization.
 - c. Type of meeting (membership, board, regular or special).
 - d. Name of presiding officer.
 - e. Establish that a quorum was present. Some chapters like to include the names of all members attending the meeting. To make it easier, send around a sign-up sheet for members and guests to sign in.
 - f. A statement that the minutes of the previous meeting were read and approved, either with or without corrections. If corrections are made, they should be stated in the minutes.
 - 1) When correcting minutes, simply draw a line through the error and write the correction in the margin beside the error.
 - 2) When adding to the minutes, note the additions in the margin at the appropriate place.
 - 3) If you type your minutes on a computer and have it on file, you can easily go back and make any changes before printing the permanent record copy.
 - 4) When asking for approval of the minutes, say, "Are there any additions or corrections to the minutes?" If there are any, then proceed to say, "Are there any other additions or corrections?" Then state: "Seeing none, the minutes stand approved as written/corrected."
 - g. Highlights of officers and standing committee reports: to make your job easier, ask these people to give you a copy of their report after they finish giving it.
 - 1) For the treasurer's report, include beginning balance, receipts, disbursements, and ending balance.
 - h. Project reports: Again, note only highlights, specific plans or accomplishments.
 - 1) If people are volunteering to work on a project, get their names into the minutes
 - 2) Service hours/manpower
 - 3) Money raised/spent
 - 4) Number of members/guests that attended the project
 - 5) Name(s) of chairperson(s)
 - i. Include all parliamentary action:
 - 1) Motions can be abbreviated: M/S/P Joan Johnson, Sally Smith to hold a candle sale in November. M/A/S/D Mary Miller, Jane Brown to donate the proceeds from the carnival to the nursing home.
 - M - indicates Motion
 - S - indicates Second
 - A - indicates Amend
 - P - indicates motion Passed
 - D - indicates motion Defeated
 - 2) Points of order and appeals, whether sustained or lost.
 - 3) Motions that are withdrawn should NOT be recorded.
 - 4) Include the count of ayes and nays when there is a counted vote.
 - 5) Include the full election report of votes received unless bylaws forbid revealing vote totals.
 - j. Note the hour of adjournment. Meetings can be adjourned either by motion or when all items on the agenda are completed. If the latter is the case, simply state in the minutes, "There being no further business, the meeting was adjourned at ____ a.m./p.m."
 - k. End your minutes as follows: (Your Name), Secretary

3. Record first/last names of people when reporting, making motions, etc.

4. Minutes should record decisions made and action taken - not what was said.

5. Remember that even if a member does not provide you with a written report, you still need to record the facts.

The only time you type “no report” is when the member states that they have no report.

6. Minutes should be kept in short paragraph form with headings and marginal divisions.
7. Keep a permanent record book of the minutes that can be passed from secretary to secretary each year.
8. Make a copy of the minutes as you are taking them and give it to the president as soon as possible following the meeting. It will keep things fresh in her memory until you complete the minutes.
9. Set a deadline (agreed upon by the president) for having the minutes done. Remember that it will be easier to get them done while the meeting is fresh in your memory.
10. If you do not publish your minutes in the chapter newsletter or get a copy to each member, you will read the minutes at the meeting.
11. In the permanent record book of minutes, leave wide margins on either side to allow room for corrections.
12. Attach to minutes all reports of treasurer (revisions, budget, audit, etc.) and other statistical reports that should be a matter of record available at all times. Sign-in sheet, if used, should also be attached.
13. If you don't want to publish your minutes in the chapter newsletter, your board of directors may want to receive copies prior to the board meeting. Also send a copy to your district director so she can keep informed of what is happening in your chapter.
14. Never be embarrassed to ask for something to be repeated, clarified, or to have someone go slower. It is your responsibility to record things correctly. If you need assistance from the other members to do that, ask for it.

WHAT ARE BYLAWS AND POLICES?

Bylaws should contain the foundation of the rules in your chapter. These are the major definitions of the organization, its members, and its board of directors (including their selection), how often the group meets and what are the rules for changing the rules.

Policies are the chapter customs, which need to be documented, but which can be changed quite easily (usually a vote at any chapter meeting with no prior notice required.)

You are a chapter member, whatever your position will be for the coming year. Review your chapter bylaws, report any ideas you may have for changes to your parliamentarian, and be sure to participate in your chapter's annual bylaw committee review.

WHAT IS PARLIAMENTARY PROCEDURE?

Parliamentary Procedure consists of the rules for running your meetings and making decisions at them. Many people worry that they can't understand it, that they will never remember which side you need to have voted on to move to reconsider a motion, or what such a motion is or does. Here are the basics:

- I. Chapter Procedures
 - A. Customary process for new projects. (Should they go through the Board before being brought up at a chapter meeting?)
 - B. Customary process for asking for help on a project not being run by your chapter.
 - C. Chapter rules such as talking informally during meetings, standing or not when giving a report or just discussing a motion, use of “good and welfare,” etc.
- II. Agendas
 - A. Your chapter's agenda structure will determine a lot about how and when to bring up ideas that you may

have.

- B. Review carefully and be sure you know why it is set up as it is.

III. Parliamentary Procedure

- A. Main Motions: "I move..." Each must be seconded to make sure that at least two people wish to talk about the motion.
- B. Amendments - This is the way we change motions. Each one must be seconded. Anyone can propose an amendment. Vote on the amendment first. If it passes, vote on the main motion as it was changed.
- C. Disposing of Motions - We can vote yes, no, or abstain. The motion maker can withdraw the motion if it has not been voted upon and if no one objects.

SECRETARY'S REPORT AND PARLIAMENTARY PROCEDURE

Your secretary's report must include any and all parliamentary action. Motions should be typed exactly as they are read and appear on the motion slip.

MOTIONS: Refer to section under helpful hints for recording motions made (i. through j.).

WAYS of stating motions in your minutes:

M/S/P Johnson that the Having Fun Women of Today sponsor a Big Wheel Rally. (Simple motion passed without change.)

M/S/D Johnson that the Having Fun Women of Today wear white sunglasses to meetings (Simple motion defeated.)

M/S/A/P Sally Johnson that the Having Fun Women of Today sponsor a football team to raise funds for the March of Dimes.

(Motion shown as amended. Amendment was approved; then passed original motion as amended. It is not necessary to document the original form of the motion nor are the details of discussion needed. Simply report the decision.)

M/S/A/D Sally Johnson that the Having Fun Women of Today register for the swimsuit competition at the local beauty contest.

(Motion shown as amended. Motion amended and then defeated.)

MAKING MINUTES COUNT FOR SUCCESS

Samples

Chapter Management

- A. Provide president with a copy of either the board agenda or minutes.
- M. Membership Event:
- N. Chapter Social: Wine/Cheese social, 02-01-00, 7:00 p.m., 20 members attended, chaired by Jennifer Volk and Heather Green.
- O. Orientation: New member orientation for Jane Doe, done by Cathy Dunning on 2/14/00, 7 p.m. External VP Laurie Rose conducted orientation for all external programming areas at the general meeting on 2/27/00. Provided handout.

Programming A

- A1. Community Connections Collected 75 labels. Adopt a Highway clean up done 1/31/00, 10 members participated. Bingo on 2/13/00 at the Ambassador Nursing Home, 11 members and 7 children participated.
 - A2. Women's Wellness Women & Finances seminar presented by Norwest Bank on 1/15/00, 16 members attended. March of Dimes Baby bottle passed during 1/22/00 general meeting, \$10 raised.
 - A3. Youth of Today.
 - A4. (Priority Project)
 - A5. Living and Learning
- Programming A2. USWT external area. Benefit dance on 2/14/00 raised \$2500 for Domestic Violence Awareness.

* * * * *

Accurate records are especially important when you must document the details of your activities. To participate in the SUCCESS System, your submission must be documented in writing and verify that an event or project actually took place. If you record accurate minutes, they will provide the necessary documentation for your chapter president. To build a chapter history, it is most likely that the permanent records, such as the minutes, will be used in the process. By recording accurate and detailed minutes, the task will be made much easier.

COMMUNICATIONS DYNAMICS

KEY IDEAS IN COMMUNICATING

1. Communication is the transfer of information.
2. Each person communicates according to his/her ability to understand.
3. Our understanding is affected by our self-image.
4. Self-image can be changed.
5. Interpersonal relationships are developed through trust and sharing.
6. Communication is a two-way process.
7. Maturity aids communication.

KEY IDEAS IN LISTENING

1. Listening is a learned skill.
2. Good listeners are known as good conversationalists.
3. A key to listening is becoming interested in the message.
4. There are five listening skills:
 - Listen with your whole body.
 - Give your speaker verbal signs.
 - Replay the message for clarity.
 - Listen to the message, not just the words.
 - Summarize as you listen.

KEY IDEAS OF COMMUNICATING AND BUILDING GOOD HUMAN RELATIONSHIPS

1. Effective communication is dependent upon the relationship between speaker and listener.
2. Ten skills for communicating in human relationships:
 - Smile
 - Be modest
 - Take an interest in others
 - Avoid arguments
 - Begin on a positive note
 - Ask questions only when you want an answer
 - Know what you want to say
 - Speak in terms they understand
 - Be aware
 - Be yourself

KEY IDEAS IN EFFECTIVE WRITING

1. Clear writing is the result of clear thinking.
2. The main reason for writing is to inform and instruct.
3. Simple expression is the best rule in written communication.

4. When writing, use concrete, specific words, never abstract descriptions.
5. Always put action into your words.
6. Always try to appeal to the reader's interests.
7. Revise and edit your work. Be your own critic or ask a friend to help you.

As a chapter secretary, you will have responsibility for many written communication duties, but none so important as the taking of your chapter minutes. You may think no one reads the minutes but wait until you need to answer a question about prior business at a past meeting, need to prove that action was taken in an area or project, or just to give an accounting of financial approvals or other chapter business. Then you will know how important those minutes are.

When you take minutes at your meeting, keep these points in mind:

1. Be a good listener. Clarify any motion or point you do not understand.
2. Learn to take brief notes that highlight each area of business. You are not recording word for word.
3. Ask for a written highlight of each programming area before the person stands to give her report. This will guarantee you will be including all information she wants covered.
4. Use motion slips to insure correct wording of each motion presented.
5. Write your minutes the following day after your meeting.
6. Include all pertinent information but no frills.
7. If a question comes up while you are writing the minutes, call the person involved for a clarification.

INTERPERSONAL COMMUNICATION SKILLS

As a chapter secretary, you need to be an expert in inter- personal communication. Below are six skills and their definitions for you. Practice these skills in all of your communications as a chapter officer.

1. Paraphrasing - Testing how well you understand another person's comment by trying to put his/her ideas into your own words.
2. Perception checking - Checking your understanding of the feeling expressed by another by transforming his expression of feeling into a tentative description of feeling.
3. Expression of Feelings - Use words that identify feelings without describing your emotional state.
4. Describing Feelings - Using words that identify feelings by describing your emotional state.
5. Giving Feedback - Reporting observations of and reactions to another's behavior.
6. Receiving Feedback - Asking another for and hearing observations of and reactions to your own behavior.

HOW WELL DO YOU LISTEN?

The following ten habits are the most universal BAD listening habits. Check yourself carefully on each one, and make an attempt to eliminate as many as possible.

1. Calling the subject uninteresting.
2. Criticizing the speaker's delivery.
3. Getting over-stimulated by some point within the speech.
4. Listening for only facts.
5. Trying to outline everything.
6. Faking attention to the speaker.
7. Tolerating or creating distractions.
8. Avoiding difficult expository material.
9. Letting emotion-laden words arouse personal antagonism.
10. Wasting the advantage of thought speed.

LEADERSHIP IS.....

A person who SEES

and talks to you, the person, and not at you.
and acknowledges how others may see her.

A person who SPEAKS

and can stay on the topic in group discussions.
and has the ability to relate to others in a variety of human situations.

A person who LISTENS

and hears more than just words.
to directions without interrupting.
and gives others a chance to be heard.
and accepts other contributions to the discussion.

A person who THINKS and UNDERSTANDS

by organizing her thoughts and ideas.
by making sound decisions.
by contributing unique ideas and important details.
by giving reasons for her opinions.

A person who ADJUSTS

to changes in routine and to new situations without becoming resentful.
to opposition or defeat without criticizing.
to the necessity of asking for help when needed.

A person who ENCOURAGES

by being friendly, warm and responsive to others.
by accepting others and their contributions.
by regarding others and giving them an opportunity for recognition.

A person who MOTIVATES

by stimulating the imagination of others.
by involving others in decision making.
through her enthusiasm, causing a contagious reaction in others.

SAMPLE
ANYTOWN WOMEN OF TODAY AGENDA
General Meeting - Thursday, September 14, 20__ - 7 p.m. - Library

Hostesses for September - Chris James and Laurie Dean

Call to order

Pledge of allegiance - Dawn Anderson

Introduction of Guests

Invocation - Judy Luck

U.S. Women of Today Creed - Kristi Ames

Ice Breaker - Michelle Goodrich

OFFICER'S REPORTS

Parliamentarian - Debbie White

Secretary - Anne Johnson

Treasurer - Chris James

Programming Vice President - Marla King

Membership Vice President - Judy Luck

State Delegate - Debbie White

Directors - Sue Bird/Jody Whitney

President - Vicki Nickolaus

Program - Leadership Presentation by President Vicki

ONGOING BUSINESS

Kids Week - Anne Johnson/Jody Whitney

Old Fashioned Fall Festival - Missy Frank

Outstanding Young Adult - Anne Johnson

Adopt a Highway - Debbie White

Olivia Extension - Chris James

Women of Today Week - Jody Whitney

District Meeting (Sat, Oct 21) - Chris James/Marla King

Friendship Day - Jody Whitney

Business Expo - Anne Johnson

NEW BUSINESS

Schultz Family Picnic

Death by Chocolate

Project Voting: Elfin Magic Food Booth, Pictures with Santa

Other

Gift exchange - Marla King

Break - 10 minutes - Refreshments served

PROGRAMMING VICE PRESIDENT - Marla King

Internal Areas

Records & Recognition - Vicki Nickolaus

Living & Learning - Judy Luck

Newsletter - Anne Johnson

Public Relations - Cathy Paulson

Sunshine - Anne Johnson

External Areas

Community Connections - Debbie White

Women's Wellness - Mary Margaret Miller

Youth of Today - Anne Johnson

Priority Project - Diane Dodge

Lucky Quarter Can - Vicki Nickolaus

Good and Welfare

INVITATION TO JOIN

Minnesota Women of Today Creed - Sue Bird

Adjourn

SAMPLE
ANYTOWN WOMEN OF TODAY MINUTES
General Membership Meeting - Anytown Public Library
Thursday, September 14, 20__

The monthly membership meeting was held Thursday, September 14, 2000, at the Anytown Public Library. President Vicki Nickolaus called the meeting to order at 7:10 p.m. Members in attendance were: Kristi Ames, Diane Dodge, Laurie Dean, Michelle Goodrich, Anne Johnson, Laura Jepson, Chris James, Judy Luck, Mary Margaret Miller, Vicki Nickolaus, Cathy Paulson, Jody Whitney, and Debbie White.

Jody Whitney led the pledge of allegiance. Judy Luck gave invocation. Kristi Ames led the U.S. Women of Today Creed. Members answered the icebreaker: "What is your favorite part of fall?"

OFFICER'S REPORTS:

Parliamentarian - Debbie White

Quorum was established. Parli tip for September: Per the Anytown WT bylaws, Article XI, the Parliamentarian authority is "Robert's Rules of Order, Revised" on all matters not covered by the Constitution and Bylaws of this organization. This book is available for use anytime. Bylaws and Policies - the newly approved pages for your Plan of Action will be available at the October meeting. Parli question: Per the bylaws of the Anytown WT, who constitutes the nominating committee and when is a slate of officers presented to the chapter? Past president and 2 members; nominees are presented in February. Phone list was passed around for updates.

Secretary - Anne Johnson

August minutes are approved as printed.

Treasurer - Chris James

Report was reviewed as printed.

Programming VP - Marla King (no report)

Membership VP - Judy Luck

M-Night "Campfire Night" is September 18 at 7 p.m. Scrapbook/Stamping Social is from 9 a.m. to 3 p.m. on Sat, September 30.

State Delegate - Debbie White

Fall district meeting is October 21 - to be hosted by Redwood Falls. State President Jill Johnson and Women's Wellness SPM Shirley Nelson will be attending. Fall State is September 15-17 in St Cloud - registration forms printed in September newsletter. USWT on line forum is Monday, September 25 from 7 to 9 p.m. at www.uswt.org. USWT mid year convention is October 6-8 in Kansas City, MO. Contact Debbie for more information. USWT national staff list was distributed. Several chapter extensions are taking place in the state. See Debbie's page "Pointing the Way" in the September newsletter.

Directors - Sue Bird/Jody Whitney (no report)

President - Vicki Nickolaus

Participation award recipient was Jody Whitney. Fall State Convention was a lot of fun. Interesting to see how other chapters do things. October meeting will be held at City Hall. The November meeting will be back at the library.

Program: President Vicki led a presentation on Leadership and Assertiveness.

ONGOING BUSINESS:

Kids Week - Anne Johnson/Jody Whitney

Family Potluck Picnic held on Mon, August 21 at Knollwood Park with 45 adults and children attending including 1 guest and family.

Old Fashioned Fall Festival - Missy Frank

Russ Johanssen and his church members are doing kids games this year.

Outstanding Young Adult - Anne Johnson

Is looking for a co-chair. Brief explanation of project was discussed.

Adopt a Highway - Debbie White

Thurs, September 7, six members and one assistant cleaned the stretch in 45 minutes. Participants: Marla King, Missy Frank, Sue Bird, Kristi Ames, Vicki and Ryan Nickolaus and Debbie White. 200 CAPS points distributed.

Olivia Extension - Chris James

Ads were printed in local paper and invites sent. 3 meetings were held with none attending. Approach is being looked at.

WT Week - Sept 24-30 - Jody Whitney

DQ social; scrapbook and stamping social scheduled. Publicity planned in local paper; hospital gift to baby born during week; baskets at Ehlers Intergenerational Center.

District Meeting - Chris James

Fall District meeting will be held in Redwood Falls on Sat, Oct. 21. Maria (co-chair) thought of an apple theme; sign up will be offered next month.

Friendship Day - Judy Luck

Trip to Applebee's in Marshall on Thurs, August 17 with 3 guests and 7 members attending.

Business Expo - Anne Johnson

No report until next month

NEW BUSINESS:

Schultz Family Picnic - Vicki Nickolaus

They will not need our assistance.

Death by Chocolate - Judy Luck

Judy will contact state membership VP about date.

Project Voting - Vicki Nickolaus

Elfin Magic Food Booth - M/S/P James, Goodrich
Pictures with Santa - M/S/P Luck, Goodrich

Other:

Make a Difference Day - Anne Johnson

Ideas will be printed in October newsletter.

Choices Pregnancy Center - Michelle Goodrich

M/S/P James, Goodrich to donate \$100 of the Community Project Fund for the center to use toward advertising at the local theater.

PROGRAMMING VP - Marla King

Internal Areas:

Records & Recognition - Vicki Nickolaus (no report)

Living & Learning - Judy Luck

Information given on planned presentations - Michelle did the first one. Impromptus by Michelle Goodrich, Debbie White and Mary Margaret Miller.

Newsletter - Anne Johnson

Incentives were distributed to Judy Luck for Sept meeting.

Public Relations - Cathy Paulson

Thanks to Jody Whitney for the letter to the editor.

Sunshine - Anne Johnson

Cards will be made at the Stamping Social.

External Areas:

Community Connections - Debbie White

"Who wants to be a MN Millionaire?" questionnaires handed out. Answers discussed and points given. Civic awareness question: In which district is Redwood County for the MN state legislative district? Answer-23A. (25 points) Answer to last month's question: Plastics #1-5 are recycled at the Anytown Recycling Center. Congressional candidates Kennedy and Minge will be in town. Certification tips reviewed. 25 pts to those who carpool or reduce-reuse-recycle during meetings. Benefit dance for Leners family on October 13. M/S/P Whitney, Paulson to donate \$50 to the fund set up for the family.

Women's Wellness - Mary Margaret Miller

Materials for Choices Pregnancy Center ordered. Breast Cancer Awareness pins were passed around for members to purchase.

Youth of Today - Anne Johnson
Priority Project – Diane Dodge

Lucky Quarter Can - Vicki Nickolaus

Winner was Kristi Ames.

Good and Welfare was presented. MN Women of Today creed was led by Sue Bird. With no further business, meeting adjourned at 9:32 p.m.

Anne Johnson, Secretary

Motion Slip

I move that Anytown **Women of Today**
form a team for March of Dimes March for Babies on April 28th
with a budget of up to \$100.

Moved by: Sally Smith Seconded by: Jane Johnson

Chair: _____ **Passed/Failed**

----- Motion Slip

I move that _____ **Women of Today**

Moved by: _____ Seconded by: _____

Chair: _____ **Passed/Failed**

WOMEN OF TODAY REPORT FORM

REPORT DATE: 12/4/20XX REPORT BY: Sally Smith, Membership VP

PROJECT NAME/LPM AREA: Wine & Cheese Social

CHAIR/CO-CHAIRS: Sally Smith & Lolly Merchant

DATE HELD: 11/18/20XX NUMBER OF MEMBERS ATTENDING: 12

NUMBER OF GUESTS/PROSPECTIVES: 3

\$\$\$ RAISED: (n/a) PROCEEDS GO TO (n/a)

OTHER DETAILS: Held at Julie Brown's house; did an icebreaker; played a game; tasted different wines and cheeses; 1 prospective joined.

WOMEN OF TODAY REPORT FORM

REPORT DATE: 8/12/20XX REPORT BY: Beth Grover

PROJECT NAME/LPM AREA Community Connections

CHAIR/CO-CHAIRS: Beth Grover, CCLPM

DATE HELD: Trimester 1, 20XX NO. OF MEMBERS ATTENDING: (n/a)

NUMBER OF GUESTS/PROSPECTIVES: (n/a)

\$\$\$ RAISED: (n/a) PROCEEDS GO TO True Friends

OTHER DETAILS: Collected 245 labels at the May, June and July meetings.

WOMEN OF TODAY REPORT FORM

REPORT DATE: _____ REPORT BY: _____

PROJECT NAME/LPM AREA: _____

CHAIR/CO-CHAIRS: _____ DATE HELD: _____

NUMBER OF MEMBERS ATTENDING: _____

NUMBER OF GUESTS/PROSPECTIVES: _____

\$\$\$ RAISED: _____ PROCEEDS GO TO _____

OTHER DETAILS: _____