



## SECRETARY MNJOTS CIP 2017-2018

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Hello Local & District Secretaries!

As the secretary for your district or chapter you have a very important job. You are the keeper of the chapter's or district's permanent records which are considered legal documents. In addition, you are the key to keeping things organized as well as assisting your chapter President or District Director in setting up meetings and recording all the important information and details of what occurs at them.

I am very excited to be serving as your State Secretary for the 2017-2018 year. One of my first responsibilities is to get the State Plan of Action (POA) updated, printed, distributed and paid for. Per State Policy S, it is to be printed and distributed to each chapter by August 1st. I would like to have it paid for by mid-year Exec Council in November. In order to accomplish this, I need YOUR help. First, please check with your chapter president to ensure that she has sent in the Chapter Officer Sheet. This is needed in order to have the chapter mailing address, president, and state delegate listed in the State POA. This can be filled out and sent online from the MNWT website or it can be mailed to the Chapter Service Center.

In addition, I am soliciting donations from chapters, districts, individuals and businesses to help pay for the State POA. A donation made prior to July 4th will ensure that the donor's name will be published on the first page of the State POA. A donation of \$50 first trimester will earn you 50 bonus points for SUCCESS. In addition, any chapter, district, or individual who makes a donation of at least \$25 to the State POA in the 1st Trimester will have their name put in a drawing for a gift basket at Fall State Convention.

**State POA Donations  
Needed !!!**

**Get SUCCESS Bonus  
Points (see pg. 2)**

One of my goals is to have at least 30 chapters/districts send me their meeting minutes to critique. I want to help you ensure your meeting minutes are clear and concise. Each secretary that sends me their meeting minutes will have their name put in a drawing for a basket at Fall State Convention.

I really hope to get to know many of you better and I also hope to meet many of you at Women of Today functions. Please let me know if you have any questions or if I can help in any way. Please do not hesitate to call, text, or email me at any time. I would love to hear from you!



~Brenda K. Sather  
Secretary, 2017-2018

## 1st Trimester Challenges

**Chapter and District Secretaries:** Complete one or both of the challenges below to get your name in a drawing at Fall State Convention for a gift basket. Can be entered for both!

1. Each secretary that sends me their meeting minutes to be reviewed will be entered for a gift basket.
2. Each secretary that completes my Secretary Fast Start (see page 3 of this CIP) will have their name entered into a drawing for a second gift basket.

**Chapters and Districts:** For every \$25.00 that is donated to the State POA you will be entered in to a drawing for a gift basket at Fall Convention. Ex: if your chapter donates \$50 to receive the SUCCESS Bonus pts., you will be entered twice.



## 1st Trimester SUCCESS

### SUCCESS Bonus Points

\$50 donation to the State Plan of Action (POA) (50 pts.)  
and/or

Celebrate Founder's Day by holding an M-event (utilizing PR) and submit the USWT Founder's Day Participation form found in the PR CIP (50 pts)

Or

Hold an M-even during SHINE week (July 23-29), post event on Facebook tagging State MPV Cindy Umland, Also host a kids Week even (August 13-19th). Post event on Facebook tagging EVP Barb Zeroth along with adding FOUR new members during the months of July and/or August (100 pts).

**Maximum of 100 Bonus Points**

### Additional Bonanza Bonus Points (100 pts)

**If ALL FIVE copies of the following are submitted:**

- ◆ Sales and Use Tax Permit
- ◆ Articles of Incorporation
- ◆ Proof of Annual Registration filing for 2017 (copy of email confirmation from MN Secretary of State)
- ◆ Proof of Insurance for the current year
- ◆ Proof of 990 filing for the fiscal year June 1, 2016 through May 31, 2017 (copy of email confirmation from IRS dated after June 1, 2017)

**Maximum of 100 Presidential Bonanza Bonus Points**

### LOCAL AND DISTRICT SECRETARY'S RESPONSIBILITIES.

1. Take attendance for every meeting; local board and general, district board and general.
2. Maintain records for the permanent files.
3. Maintain and distribute a directory of members to the chapter.
4. Take minutes at each meeting; local board and general, district board and general.
5. Print the minutes in chapter/district newsletter if possible. Otherwise or in addition to, provide copies at meetings for approval.
6. Provide motion slips at each meeting.
7. Verify voting eligibility when necessary.
8. Take care of outside correspondence including donation requests.
9. If you do not have a NEWSLET Local or District Program Manager (LPM/DPM), publish and distribute the chapter newsletter-or delegate this to another member.

## SECRETARY FAST START

Due July 15th, 2017

1. Attend LOTS or district orientation. If you were unable to do either, make sure you get the Secretary ops/training manual and read it thoroughly. If you don't have this and need one, please contact me and I will make sure you get one. Date completed.
2. Write a brief letter of introduction and share your goals and ideas for the year. Send your letter to the State Secretary and your chapter president or district director.
3. List three (3) responsibilities that you have as secretary in your chapter or district.
4. Send a copy of your May or June general or board meeting minutes to the State Secretary.

**ALL VERIFICATION IS TO BE SENT TO THE STATE SECRETARY BY JULY 15TH.**

Copies of all information that verifies completion must be included. All items must be DATED.

**Note:** I will accept many of these steps as part of your letter of introduction. This can include your goals and responsibilities in your chapter or district as well as a description of the training you attended or how you covered the Secretary ops/training manual. Make sure to include the dates these were completed. Remember when you submit your minutes as part of this Fast Start you will also get in to the drawing at Fall State.

### MOTIONS AND MINUTES

There is no area in the minutes where accuracy is more important than in the recording of motions. Motions should always be recorded in their exact wording. Use motion slips to assist you with this.

It is not necessary to record discussions that took place prior to the passing or defeat of a motion. Get into the habit of bringing up new projects or business in the form of a motion. Once the motion has been seconded, THEN it can be discussed. In your minutes you simply state the motion, second and whether it passed, was amended or was defeated.

#### **EXAMPLES:**

M/S/P (Smith/Doe) "I move that the Anytown Women of Today sponsor a candidates debate."

*(This motion was made by Ms. Smith, seconded by Ms. Doe and passed by the membership)*

M/S/D (Smith/Doe) "I move that the Anytown Women of Today sponsor a wet t-shirt contest."

*(This motion was made by Ms. Smith, seconded by Ms. Doe and defeated by the membership)*

M/S/A/P (Smith/Doe) "I move that the Anytown Women of Today hold a fundraiser" amended "with proceeds going to the March of Dimes Foundation."

*(This motion was made by Ms. Smith, seconded by Ms. Doe, amended and passed by the membership)*

M/S/A/D (Smith/Doe) "I move that Anytown Women of Today host a comedy show" amended "at Comedy Central".

*(This motion was made by Ms. Smith, seconded by Ms. Doe, amended and defeated by the membership)*

There could be rare instances where the efforts at thoroughness could work against you in the recording of motions For Example:

M/S/P (Smith/Doe) "I move to hold a car wash for Kidney Disease on Saturday, November 13th."

*If in this case the committee was unable to find a location to hold the car wash on the date mentioned, some further parliamentary action would be required at subsequent meetings if the date that was included in the original motion ends up wrong. A good rule is to only move the basic facts and leave the details to the committee.*

## Helpful Hints to Having Useful Minutes

1. Type your minutes as soon as possible. You will be surprised how quickly we forget what our scribbles really mean.
2. Ask for written reports!
3. Make sure your minutes answer who, what, where, when and why.
4. Be brief and concise. Minutes should record decisions made and actions taken-not what is said.
5. Record events in past tense.
6. Publish your minutes in your chapter/district newsletter.
7. Side margins should be wide enough to allow for corrections.
8. When changes are made to the minutes, they are recorded in the margins next to the incorrect item.
9. It is not necessary to make a motion to accept the minutes. Minutes are approved by the membership, either as written or with noted corrections/additions.
10. Minutes should contain.
  - a. Name, date, place and type of meeting.
  - b. Time convened and adjourned.
  - c. Attendance list.
  - d. Whether a quorum is established. Refer to your bylaws for what constitutes a quorum.
  - e. Treasurer's report of account balances.
  - f. Action taken on items of business.
  - g. Information on projects such as date, programming area, number of members participating, dollars raised and to whom donated, and service hours.
11. If the membership does not want something in the minutes, there are two ways to do this:
  - a. A member can move "to enter into a committee of the whole" until the particular item is through being discussed.
  - b. A member can move "to strike from the minutes an item that was already discussed."
12. Remember, minutes are factual recordings of any action taken. Be certain that you listen closely and are

## Important Dates:

### July

USWT Founder's Day	1
Committee Meetings, Monticello	15

### August

Programming Reviews Due	1
<b>Secretary Fast Start Due</b>	<b>15</b>
Presidential Pin nominations due to President Shelli	22
Founder's Day participation forms Due to PR SPM	31

### September

Transmittals due	1
Friendship day participation form due postmarked to USWT Membership VP	1
NEWSLET articles due to SPM	10
Fall State Convention Hinckley	22-24
Women of Today Week	24-30

**Please see full calendar online at [mnwt.org](http://mnwt.org)**

### Who am I?....

*I have been a member of the MNWT for over 25 years and can say that everything I learned about leadership came from this organization.*

*I like to classify myself as "just a small town girl." I live in a town of about 700 in the northern part of the state about 20 miles from the Canadian border. (Yes, we have running water and electricity.) I was recently elected Mayor of my community and I'm proud to give credit to the MNWT for giving me the confidence to seek the position. It is my hope to share what I have learned with other women and help them seek roles of leadership in their own communities.*

*My passions in life are scrapbooking, reading, coffee and my family. I look forward to getting to know you better as well. Take care—Brenda*

**“Chapter To Do List”:** Tear this handy “cheat-sheet” off and distribute to Chapter Members. Good tool to delegate responsibilities, submit things on time and stay organized.

Report	Person Responsible (Suggested)	Frequency	Due Dates	Contact for Assistance	If on website, Where to Look
<b>Important to be done each year</b>					
Annual Registration with MN Secretary of State	Secretary or Treasurer	Annual	File between June 1st and Aug. 31st	Chapter Service Ctr (952) 406-8578 csc@mnwt.org	Members/staffpages/exec dir
990 with the IRS	Secretary or Treasurer	Annual	File between June 1st and Aug. 31st	Chapter Service Ctr (952) 406-8578 csc@mnwt.org	Members/staffpages/exec dir
MN State Sales Tax Return	Secretary or Treasurer	Annual	February 5th	treasurer@mnwt.org	
<b>MNWT Important Dates</b>					
Chapter Officer Sheet	Chapter President	Annual	After chapter elections.	Chapter Service Ctr (952) 406-8578 csc@mnwt.org	Members/book of forms/find form by category/chapter management
Chapter President Monthly report	Chapter President	Monthly	1st of each month	president@mnwt.org	Members/book of forms;/find form by category/chapter management
Local Program Manager (LPM) report	LPMs or Programming VP	Each Trimester	See state calendar	ivp@mnwt.org or evp@mnwt.org	Members/book of forms;/find form by category/chapter management
State Delegate report	State Delegate	Each Trimester	See state calendar	avp@mnwt.org	Members/book of forms;/find form by category/chapter management
Transmittals	Anyone. Treasurer, PVP or Chairperson of events.	As needed	Good to do after each project. Or See State Calendar.	evp@mnwt.org or treasurer@mnwt.org	Members/book of forms;/find form by category/chapter support
Early Bird Renewals	MVP	Each Trimester	July 15, Nov. 15, March 15	mvp@mnwt.org	mail to chapter service center
Membership Renewals	MVP	Each Trimester	Aug. 15, Dec. 15, April 15	mvp@mnwt.org	mail to chapter service center
Close out for membership	MVP	Each Trimester	Aug. 31, Dec. 30, April 30	mvp@mnwt.org	Call or email chapter service center
<b>Optional Report/Nominations</b>					
Fast Starts	All Board Members and LPM's	Annual	See State Calendar or MNJOTS CIPs	See State Calendar or MNJOTS CIPs to see who you submit to.	
Project of the Trimester	Anyone can submit	Each Trimester	See State Calendar	ivp@mnwt.org or evp@mnwt.org	Member/book of forms/find form by category/ Programming:MNWT Forms
Outstanding Programming Manager	Anyone can submit	Each Trimester	See State Calendar	ivp@mnwt.org or evp@mnwt.org	For now-email details about the person to IVP or EVP. More info to come.
Presidential Pin and Medallion Nominations	Anyone can submit	Each Trimester	See State Calendar	president@mnwt.org	Member/book of forms/find form by category/Recognition: Leadership
SUCCESS	Anyone can submit. Has been R&R LPM, President, Secretary etc. Choice of each Chapter	Each Trimester	See State Calendar	rr@mnwt.org	Members/book of forms;/find form by category/chapter management