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## Nesting Notes

## 2nd Trimester Secretary SIP

Hello to everyone,

My email box keeps filling up with Newsletters and Fast Starts. It is so wonderful to see what you are all doing.

My second trimester challenge will continue be to continue to send me copies of your Newsletters. I would also like to see some minutes from your meetings—state, district and chapter, any and all. Please keep filling my email box up so that we can really celebrate your accomplishments for 2nd trimester.

The USWT History and 2024-2025 Directory are complete and emailed to both current state presidents and past USWT presidents. Feel free to contact them or myself if you would like an emailed copy. A printed copy would require a small fee.

Mary Hansen

### How to Make Your Newsletter More Interesting

- The front page of your newsletter should grab your readers' attention. Have a header at the top with the name of your newsletter. Use color and graphics, if possible, on the front to highlight and draw the reader's eye. It's helpful to include a "table of contents" that lists what is in your newsletter.
- The back page is usually the next place that readers look. Oftentimes, this could be a good place to place a calendar of events so members can see what is coming up. Don't forget to have a section that provides chapter contact information, website, Facebook, and other pertinent resources.
- Make sure the information is timely. Keep members informed about details of upcoming activities and events.
- Include pictures showing your members in action. Everyone likes to look at pictures and then they are more likely to read the article that goes with it.
- Set aside a section for members to greet one another. Invite your members to send personals to be inserted in the newsletter. These should be no more than a sentence or two. Each personal should include the name of the receiver and sender (example: Mary, I loved sitting by you at the last meeting. It was fun hearing about your new puppy – hope that goes well! From Sally).
- Try including some kind of puzzle in the newsletter and ask members to reply to you with the answer. Those with the right answer could be put into a drawing for a small prize. For instance, hide a picture somewhere, ask a question, add a crossword or search-a-word puzzle.)
- Include quotations, recipes, cartoons (be sure they will not be offensive to any members), or a short biography of one of your members. Make it fun to read!

## TIPS FOR GREAT MEETING MINUTES

- ❑ Meeting minutes are very important. They capture the decisions and actions that take place at a meeting. The minutes become an official document of your meeting and should be stored with the official records of your organization.
- ❑ Prepare ahead of the meeting at which you will be taking minutes. Ask the president for a copy of the agenda. If you take minutes on a computer, you should get an electronic copy so you can format that as a template for your minutes.
- ❑ Look through the agenda and be familiar with the topics that will be discussed. It will make it easier to take minutes when you know your subject.
- ❑ Make adjustments to the agenda so that you can easily type or write your minutes into it. Add spaces, remove unnecessary items, add a title/header, fill in information that you might already know.
- ❑ Here is a recommended format to follow for your minutes:
  - Header/Title – this should be at the beginning of your minutes; usually top of the first page. Include the name of the organization, type of meeting, and date and location of the meeting.
  - Content – this should include some or all of the following:
    - ✓ Opening paragraph – call to order, establish quorum, attendance list, approval of minutes, and perhaps creed, flag pledge, invocation, and introduction of guests.
    - ✓ Body of meeting – officer reports, committee reports for projects and program areas (including final report details), unfinished business (if any), new business, all motions, and speaker information (if any).
    - ✓ Closing paragraph – allowance for announcements, perhaps closing creed and benediction, and adjournment.
  - Approval – name and position of person taking minutes should be listed at the end. After approved, add date and signatures of president and/or secretary.
- ❑ Make sure to record motions accurately. Include name of maker and (optional) seconder, exact wording of motion, and results of voting. It is recommended to use motion slips and have them written out ahead of time. The secretary should receive a copy for her records.
- ❑ Focus on action items, not discussion. The purpose of minutes is to define decisions made and record actions to be taken, by whom, and when.
- ❑ Be objective and impersonal. Avoid using people's names except for motions or seconds and to note attendance at meetings, events, and activities.
- ❑ Keep copies of motion slips and reports and other documents that are given to you as part of the meeting. These notes should be stored with the official minutes from the meeting. Ask those reporting at the meeting to provide you with written reports.
- ❑ Participate in the meeting as needed but focus your attention on the business at hand so that you can record effective minutes.

