



Aimee Kaiser  
2025-2026 USWT National Secretary  
[www.uswomenoftoday.org](http://www.uswomenoftoday.org)  
secretary@uswomenoftoday.org

## 2nd Trimester Secretary SIP

Hello to all and Happy “Almost” Fall!

Thank you to all who have submitted Fast Starts, Newsletters, and continue to send minutes. I greatly appreciate all the hard work you are doing for your chapters and states. You will be recognized at the Mid-Year Convention in October. I also have those special incentives to hand out to those who completed a Fast Start!

The 2025-2026 USWT Directory and the USWT History have been completed, and emails have been sent to current state Presidents and all past National USWT Presidents. They will be added to the Website upon approval of the USWT President. If you would like an email copy, please check with your state president or feel free to contact me and I will email it to you. If you want a printed copy a nominal fee will be necessary.

If you are your chapter or state secretary and you have not already done so, please reach out and introduce yourself to me. I look forward to working with all of you this trimester and beyond.

My goal is still to have at least 5 states, and 10 chapters send me their meeting minutes and/or newsletters to review. I have enjoyed seeing them come into my email and if I haven't had a chance yet to respond I assure you I will very soon. Those states and chapters that send me their minutes and/or newsletters will go into a drawing for a special treat at the Mid-Year Convention.



To All Secretaries: (and Newsletter Editors!)

*“Your hard work, dedication, and attention to detail are truly appreciated, and we are grateful to have you as part of our organization.*

*Thank you for all that you do to make sure information is recorded correctly to preserve our history, events, and ensure that we are recognized in the future”*

## What makes a good newsletter?

- Always keep your audience in mind. What is relevant to them? What is important?
- Develop a publication structure
- A newsletter must be sustainable. Be realistic about the amount of content you can produce.
- Deadlines are sacred. Build in a safety cushion for those unexpected delays.
- Be concerned with how your newsletter reads, before you worry about how it looks.
- Be consistent in your design.
- Things you can include:
  - Calendar of events and important dates
  - Article from the chapter, district, or state leader
  - Meeting minutes
  - Reports from board members
  - Reports from programming managers
  - Member spotlights
  - Upcoming events and activities – include who to contact
  - Add some fun items, a crossword puzzle, pictures from chapter events, etc.

Until next time – *Preserving our Minutes*

*Aimee Kaiser*