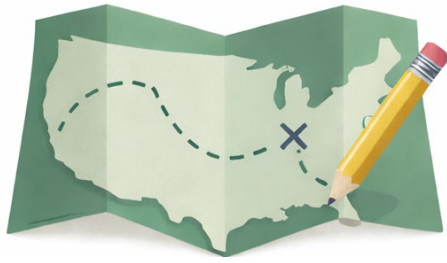


The Write Direction



Becky Fleming
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State Information Packet (SIP) 1st Trimester – June 2026 Secretary/Newsletter Editor

Dear State Secretaries & Newsletter Editors,

I am excited to be serving as the USWT National Secretary. This is my first elected position on National Staff, although I previously served as the National Webmaster from 2004 to 2006. I have been a member of the Easton, Massachusetts chapter since its founding in 1998 and have held many local and state positions. Outside of Women of Today, I have been married to my husband Jim for 28 years, we have three daughters, two of whom are also members of the Easton chapter. I recently retired and am excited to devote more time to Women of Today, travel, and spend time at our camp on a lake in Maine.

As US Secretary, I am also the newsletter editor. Please add me to your newsletter distribution list. I love reading newsletters from other states and chapters.

One of my goals is to receive and review meeting minutes and/or newsletters from at least seven states and 15 chapters. Please email or mail them to me and I will review them and send them back with any comments. Participants will receive an incentive at Mid-Year and/or Year-End Convention.

I will be sharing tips in my SIPs and in the Today's Leader but also check out the following Guides on the USWT website to help in your positions:



Secretary – [How to be the Best Secretary](#)

Newsletter Editor – [How to be the Best Newsletter Editor](#)

I am looking forward to this coming year as your National Secretary and hope to get to know many of you through your newsletters. Please let me know if you have any questions or if I can help you in any way. Email me—I'd love to hear from you!

Becky

The Write Direction – Start Strong

As we begin a new year with the **United States Women of Today**, our focus is clear: strong communication, organized systems, and confident leadership. When we establish solid foundations early, we move in *The Write Direction*.



Mile Marker: Fast Start – Due August 15

The Secretary Fast Start sets the tone for your entire year. Completing Fast Start by **August 15** ensures you:

- Understand key deadlines
- Establish organized filing systems
- Clarify expectations
- Build confidence in your role

Secretaries who complete Fast Start by August 15 will receive recognition and an incentive.

Please see page 3 for more details.



Secretary Toolkit

- Use a consistent minute template
- Use [motion slips](#) to help with the accuracy of minutes
- Create organized digital folders with secure backup
- Type your minutes as soon as possible. You will be surprised how quickly we forget what our scribbles really mean.

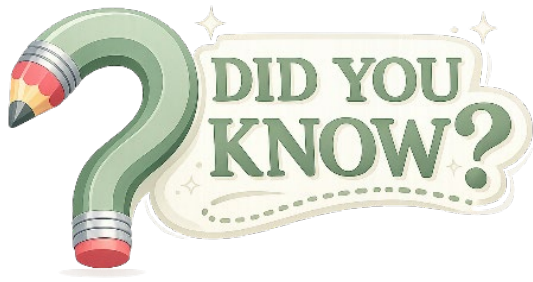
Write this down:

- Minutes should capture who, what, where, when, and why.
- Minutes should be brief and concise. Minutes should record decisions made and actions taken – not what is said.
- 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.



Editor's Desk

- Maintain consistent layout and recurring sections
- Proofread names, titles, and dates carefully
- Set internal deadlines before distribution
- Archive every edition digitally



The correct abbreviation for Women of Today is WT, not WOT.

Because “of” is not capitalized in our organization’s official title, it is not included in the abbreviation.

Secretary/Newsletter Editor Fast Start Challenge

I encourage you to complete the Fast Start Challenge. A special incentive will be given to those secretaries & newsletter editors who submit their Fast Start by August 15 via email to secretary@uswomenoftoday.org

- Send a letter of introduction telling me about yourself and including your theme and logo for the year, if you have one
- Send me your goals and a short statement on how you plan to achieve each of them.

Depending on your position, you can achieve the Fast Start by completing the following:

Secretary	Newsletter Editor	Secretary & Newsletter Editor
Submit a copy of the minutes that you recorded at one of your state meetings. (If no meeting is held before August 15, let me know which meeting minutes you will be submitting.)	Submit your first newsletter. (If no newsletter is published by August 15, let me know which newsletter you will be submitting.)	If you also serve as your state Newsletter Editor, please let me know so I can add you to the list of newsletter contacts. (I would welcome having you send me the name and contact information for your state newsletter editor.)
Communicate with your local chapter secretaries. Let them know that I would like to receive a copy of their minutes any time during the year. Please provide a copy of the email or letter that you sent out to local secretaries.		

