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State Information Packet (SIP)
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Secretary/Newsletter Editor



The Write Direction – Stay the Course

The first few months of the year can feel like a race to get everything established. If you completed the Fast Start, congratulations! If you're still getting your systems in place, it's not too late. The goal isn't perfection—it's finding systems that work for you and your chapter and continuing to move in The Write Direction.

I know I have been balancing enjoying summer and family commitments, USWT work, figuring out my retirement and reading your newsletters and minutes. There is so much great work happening across our states and chapters! I appreciate getting a small view into our amazing work!

My goal was to have 15 chapters and 7 States submit their minutes or newsletters and I am excited to share that we are well on our way to exceeding that goal!

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

This Trimester's Route

As we continue with the United States Women of Today year, **this trimester, focus on:**

- Keeping minutes current and organized
- Establishing a reliable newsletter production process
- Sharing SIP information with chapter leaders
- Submitting a minute or newsletter for feedback





Margin Notes - Minutes

Good minutes do more than document that a meeting happened—they create a clear record of the decisions and actions that move your chapter or state forward. One of the most common questions I hear is, “What exactly should I include?” This trimester, let’s take a closer look at what belongs in the record and what can stay in the discussion.

YES	NO
Motions Made	Personal opinions
Name of individual making and seconding a motion	Detailed debate
Results of a vote	Side conversations
Assigned Actions	Editorial comments
Important Decisions	

Write this down – The Motion Log:

Here’s a small habit that can make a Secretary’s life much easier: keep a running motion log.

Rather than searching through months of minutes to find a particular decision, a simple log gives you a quick reference to motions, their outcomes, and any follow-up required. It takes only a few minutes to maintain and can be especially valuable when preparing reports or transitioning to the next Secretary.

Date	Motion	Result	Follow-up
6/12/2026	Approve Fall Fundraiser	Passed	Jane to submit permit

Keeping your log updated as motions occur rather than trying to recreate it at the end of the year will make your work easier.



A photograph without names, dates, or context can become surprisingly difficult to identify years later. When saving photos for your newsletter or chapter archives, take a moment to record **who, what, when, and where**.



Editor's Desk

A newsletter is more than a collection of articles—it is one of the best ways your members learn what is happening, celebrate accomplishments, and stay connected to one another. A little planning before you begin collecting content can make the entire process easier. Consider using a consistent structure so readers know where to find the information they need while still leaving room for your chapter's personality.

The **5-Part Newsletter Formula** will help you stay organized and your newsletters consistent. You don't need all five in every issue, but using this as a planning checklist can help create a balanced newsletter.

1. **Connect** — President's message / member message
2. **Celebrate** — accomplishments and member recognition
3. **Inform** — upcoming events and deadlines
4. **Tell the Story** — service projects and impact
5. **Invite** — clear calls to action



What's New in the Write Direction?

Technology is changing how we organize, communicate, and preserve information. This year I'll be exploring ways Secretaries and Newsletter Editors can use tools such as electronic filing and AI responsibly while maintaining accuracy, privacy, and the integrity of our records.

A practical tip:

AI can help you brainstorm a newsletter headline or organize ideas—but it should never replace your review of names, dates, facts, motions, or official records.



Mile Marker: Share Your Work!

One of my goals this year is to receive minutes and newsletters from at least **7 states and 15 chapters**. If you haven't submitted something yet, this is a great time to do it!

I'm happy to provide constructive feedback within 30 days, and submissions are also an opportunity to recognize the work being done by Secretaries and Newsletter Editors throughout our organization.