

S T E A M
SEMINAR TO EDUCATE AND MOTIVATE

SECRETARY

MANUAL

ABATE OF WASHINGTON

ABATE of Washington
PO Box 8369
Tacoma, WA 98419-0369

Phone 253-475-4944

Updated October 2006

Office of Secretary

Duties -

- To the Chapter
 - ✓ Provide agenda
 - ✓ Attend business meetings
 - ✓ Provide Secretary report
 - ✓ Record minutes
 - ✓ Maintain chapter records

- To the State Secretary
 - ✓ Send in current officer roster
 - ✓ Send in monthly minutes and copy of sign-in sheets
 - ✓ Send in Chapter Information Updates:
 - Changes to meeting location and dates
 - Officer changes with name, address, and phone #
 - Change of chapter mailing address

Agenda – *The agenda is flexible – changes can and will be made.*

- Short and Concise
 - ✓ Who?
 - ✓ Officers
 - ✓ Committee Chairs
 - ✓ Guest speakers
 - ✓ What?
 - Make a list of what you want to cover
 - Prioritize
 - Time manage
 - Call to Order
 - Agenda changes
 - Officer reports
 - Committee reports
 - Old Business
 - New Business
 - Announcements
 - Adjournment
 - ✓ When?
 - ✓ Where?

Minutes –

- What are Minutes?
 - ✓ A permanent record
 - ✓ A guide for future meetings
- Take notes at your meetings – tape record, shorthand, or longhand
- Preparing your minutes
 - ✓ Gather your information
 - ✓ Follow your Agenda
 - ✓ Be clear and concise
 - ✓ Include only information covered in the meeting
 - ✓ Never change a Motion make
 - ✓ Never change a decision agreed upon
 - ✓ Be brief / highlight information
 - ✓ Try not to embellish your report

Bylaws and State & Local Standing Policies of ABATE of WA

CHAPTER SECRETARY

4.2.1.3 Chapter Secretary

The Chapter Secretary shall be responsible for keeping the minutes of all Chapter business meetings and sending copies of said minutes to the State Office. Maintaining communication with the State Organization. Updating and maintaining Chapter files and records, and is responsible for informing the State Secretary of regular meeting places, times, and dates.

In addition, the Chapter Secretary shall forward membership applications, fees, and dues to the State Membership Secretary and maintain an accurate and complete membership roster of the Chapter.

4.2.1.5 Combination or separation of the chapter officer positions

The Chapter officer positions of Secretary and Treasurer may be combined into one duly elected Chapter office. The office of Chapter Secretary may be separated into the positions of Secretary and Membership Secretary.

The Chapter office of Membership Secretary may be elected or appointed as determined by the Chapter.

4.2.2.4 Notice to the State Secretary

Chapters are to promptly inform the State Secretary of the elected officers' names and addresses, which include changes of address when they occur.

Policy 8 Required Chapter Monthly Information

Chapters shall submit copies of their meeting minutes, membership lists, flyers and newsletters to the state office at the first of every month. Financial reports shall be sent in on a quarterly basis.

Policy 9 Chapter Officer Information Requirements

Chapters are to inform the state organization of elected officers' names, addresses, and phone numbers, which shall include changes of address, when they occur.

SAMPLE AGENDA

Agenda
Tacoma Chapter Business Meeting
Tacoma, WA
March 2, 2000

| | |
|------------------------|-------------|
| Call to Order | Coordinator |
| Roll Call | Secretary |
| Agenda Changes | Coordinator |
| Secretary Report | Secretary |
| Treasurer Report | Treasurer |
| Committee Reports | |
| Bylaws | Chairperson |
| Legislative Affairs | Chairperson |
| Newsletter | Chairperson |
| Products | Chairperson |
| Public Relations | Chairperson |
| Membership Chairperson | Open |
| Safety & Education | Chairperson |
| Road Captain | Chairperson |
| Quartermaster | Chairperson |

OLD BUSINESS

- 1.
- 2.
- 3.

NEW BUSINESS

- 1.
- 2.
- 3.

ANNOUNCEMENTS

ADJOURNMENT

SAMPLE MINUTES

Tacoma Chapter Business Meeting - March 2, 2000

Call to order at 7:37pm

REPORTS-

Secretary: Minutes read and accepted

Treasure: Sylvia reported a beginning balance of \$1,556.35. Valentine Party total cost of \$1,169.40, we took in \$1,688.00 for a profit of \$518.60. Agreed to send stated their 10% \$51.86. Out net profit was \$466.74.

Legislative Affairs: Discussed SHB#1267, mandatory insurance. This bill is still in committee. Slammer urged members to call Olympia Hotline.

Newsletter: Marty reported that a lot of ads have been sold. Lyle suggested we send our newsletter to the clubs. If we have their addresses they will get one.

Products: Jan reported it was a slow month. Products turned in \$129.00 for the month. Agreed to order chapter hooded sweatshirts in various sizes. Jan will handle color selection.

Public Relations: Reddog will be delivering State and Chapter newsletters to bike shops, etc. He will also be passing out ABATE tri-folds when we get them. If you have any flyers, spend a dollar and make copies to pass out to the chapter.

Membership: New membership chairperson introduced – Corrina Reddinger also known as “Bubbles”. State membership chairperson also in attendance – Bill Calvert.

Safety & Education: Position is still open. Slammer reported TJ will help anyone wanting to get our program in the schools.

Road Captain: Carl discussed “In the Wind” policies, which were passed out at the meeting.

Quartermaster: Rich – nothing to report

OLD BUSINESS –

Valentine Party: Slammer thanked all members who helped with party. Sylvia suggested cost cutting in the future, maybe make our parties potlucks.

Spring Swap Meet: The PA system was not adequate. The door prizes that were not claimed will be taken to the Spring Opener and winning numbers will be drawn and posted at the abate booth.

Officer's Training Seminar: Slammer has registration forms for anyone who needs one. Motion passed for chapter to pay Slammer's way to seminar for all his hard work as our coordinator.

Spring Opener: Run will be in Zillah. Monty discussed cost & description of property. Slammer passed out sign up sheet for work schedule. State Security has requested all Chapter Sergeant of Arms to check in at event. Trophies are done for the games.

NEW BUSINESS –

Freedom Run: North Kitsap is hosting event on Oct 27 and Dec 20. NK coordinator, Julie wants one person from each chapter to attend run meetings. If you're interested contact Slammer.

Food Drive: Date is Apr 24, leaving at 11AM. Flyers ready by Social meeting. Sea Galley will help with getting media coverage. Start at Sea Galley and end at Log Cabin, maybe - to be discussed further at April Business meeting.

ANNOUNCEMENTS-

Discussed March's runs.

Monty read letter he received from guy he met at Swap Meet.

Breakfast Rides – Sunday, March 6th and 27th – leaving at 11am from Unicorn Tavern.

Adjourned at 9:12pm

Submitted by Vickie Sullen – Tacoma Chapter Secretary

