

21st Michigan Secretary Duties

Unit Records & Correspondence Annual Meeting Newsletter Publication

I. Unit Records & Correspondence

1. Records Management:

a. Membership Information – The secretary maintains the following minimal set of records for each member.

NOTE: What constitutes a member? Members are all adults and children over the age of 16 that participate as soldiers. Typically children under 16 and civilian children 16-18 of our adult members that only stay in camp are not counted and records do not need to be maintained for them. Children over 18 must join on their own as adult members in order to be counted as members, although, we have been lax about this requirement and have not applied it to adult children living at home with their parents.

- Emergency Cards – medical information is not required if the member does not wish to provide it, a signed bland card will do. For those that supply emergency information, the cards for military personnel will be printed at a reduced size and provided to the military commander. Normally, a complete set of military emergency cards are provided to the military command at the beginning of each reenactment season.
- Membership Application – new members provide an application that contains much of the information the secretary is required to maintain on each member. This includes:
 - Name – If family membership, includes name of spouse and/or children
 - Address
 - Phone Number
 - E-Mail Address
 - Date of Birth
- Event Attendance Roster – Both a military and a civilian attendance roster for each 21st Michigan event is required. Some members attend events beyond those voted on by the membership, attendance at these events are not tracked. Only events voted on by the membership will be counted / tracked. Military attendance will be tracked and reported separately from civilian attendance.
- Newsletter Distribution List – Indicate by household their selected method of receipt (e-mail or Postal). Those electing postal receipt will not be sent an e-mail copy – event if requested. Members selecting e-mail distribution can provide multiple e-mail address for newsletter distribution. The newsletter e-mail distribution list will be kept separate from the overall/complete unit e-mail distribution list. Throughout the year you will be asked to forward information to the entire unit. For this purpose you will use the overall/complete e-mail distribution list.

- Dues Payment List – Record / track dues and newsletter subscription payments throughout the year. Only those members that have paid their dues and meet the membership requirements specified above should be allowed to vote on unit issues.
 - Non Payment – The treasurer may need to be reminded to provide you with this information as payments are received by him throughout the year. Personal payment reminders should be sent with the newsletter to each member that has not made their payment. The board will need to consider dropping members for non-payment if they do not contact the board/secretary within a reasonable amount of time. The board may also wave payment of dues for members expressing financial hardship.
 - New Member Dues – As new members join throughout the year the secretary should determine when dues for the current year can be waived. Normally, dues have been waived for all members joining during and after June of each year.
- b. Roster Publication – A complete membership roster should be published at least once a year. More often if needed. The roster is distributed to each member and will include the following information:
 - Names
 - Address
 - Phone Number
 - E-mail Address
- c. New Members – As new members are added throughout the year the new member information should be sent to the board and if military to the Training Sergeant or if civilian to the Civilian Coordinator. For dues and newsletter subscription payments, see above.
- d. Other Records – The secretary is required to maintain a copy of all unit correspondence and official documents. This includes annual meeting minutes, reports, board meeting minutes, etc. Additionally, each year the unit is required to reapply to the State of Michigan to maintain our corporate status. The state will send these forms to the official address of the unit – normally the home address of the previous secretary. The secretary files these forms with the required fee.

2. Correspondence:

- a. Typical correspondence includes:
 - Notes of condolence
 - Thank you notes
 - Correspondence with other reenactment units
 - Civil War Preservation Trust (CWPT) Donation Letter
 - Memorial contributions
 - Request for flowers and other services

The secretary coordinates with the board on matters when correspondence with others is required.

- b. Death of a member or family member - When a member or close family member of one of our members dies or is hospitalized, the board will determine how the unit will express itself. Typically this involves a \$50.00 contribution to the Civil War Preservation Trust (CWPT) or some other group/organization if elected by the family in the name of the deceased. The secretary is responsible for developing a letter to the

CWPT to go along with the check from the treasurer. Generally, a contribution is made for the death of a:

- Member
- Member's spouse
- Member's Child
- Member's Parent

c. Face of the unit – In many ways the secretary is the face of the unit to outside organizations and potential members. The way in which you respond to request, will in large part, determine whether or not these potential members will join the 21st or look elsewhere. You will be contacted many times through the year and asked to provide additional information about the unit – both military and civilian. When the request is very specifically directed towards civilian activities you may wish to forward the request to the civilian coordinator. However, in most cases you will answer these requests. The secretary must be familiar with the military and civilian requirements for membership and where more information can be located on our website. Potential members should be directed to the list of sutlers located on the website. Typically information will be requested on:

- Reenactment Schedule
- Specific event information
- Requests to participate in new events
- Military membership information
- Civilian membership information

Many information requests will be forwarded to the secretary from the webmaster.

II. Annual Meeting

1. Annual Events Scheduling:

a. Michigan Re-enactors Roundtable – Attend the annual Michigan Re-enactors Roundtable meeting held in Lansing. The meeting is normally held in January. At this meeting the secretary records the dates, location, host unit/contact, and type of event for all reenactments/living history events presented. The secretary also collects a copy of each event flyer at this meeting. Typically, the secretary will not collect information on CW Shows, balls, etc. only reenactment and living history events. Also a few events are held in the UP and elsewhere that we do not collect information on since members are unwilling to travel to these events.

b. Develop preliminary Events Schedule – Based on the information presented at the Roundtable, the event list from the Cumberland Guard Website, and other event information members send in, the secretary develops a preliminary events schedule. This schedule is made available to each member for discussion and voting during the annual meeting.

c. Develop Final Events Schedule – After the annual meeting, the secretary develops a finalized events schedule. This schedule is given to the other board members for review. After their review, the schedule is given to the webmaster for publication and printed in the next issue of the newsletter.

2. Meeting Minutes and Agenda

a. The president sets the agenda. However, the secretary provides an initial draft and prints the agenda, event schedule and all reports that will be presented at the annual meeting. Copies are made so each family will receive at least one. These packets are handed out at the start of the annual meeting. You must coordinate with each officer to ensure you receive their reports in time for printing. Typically these include:

- President's Report – sometimes only oral
- Treasurer's Report
- Website Report
- Secretary's Report including
 - past year's event attendance report
 - new events schedule discussed above
 - blank emergency cards
- Drill Team Report – sometimes only oral
- Recruiting Officer's Report – sometimes only oral
- Quartermaster's Report including company equipment inventory

b. The secretary is also required to take minutes during the annual meeting and published them in the next edition of the newsletter. This includes voting results for both the elected officials and the events. **NOTE:** Ensure financial information is not published in the newsletter. Place this information in the body of the e-mail. **Bottom Line:** Document everything, but don't publish financial information on the web!

III. Newsletter

Although publication of the monthly newsletter is the responsibility of the secretary, the secretary is not required to do all the work. In the past, the secretary has coordinated publication with other members. The secretary's role may be as limited as ensuring the designated member submits the final newsletter to the secretary for distribution to the members. However, in all cases the following must be accomplished each month:

1. Article Submission – The Secretary sets a deadline for submission of content – The 26th of each month has been used in the past. Mandatory content includes:

- a. President's Article
- b. Treasurer's Report
- c. Event Coordinator's Articles – The secretary should remind event coordinators to submit articles a month before they are due according to the following due dates:
 - For any event that requires registration, an article with the registration information must be submitted according to that event's registration deadlines.
 - 60-90 days prior to the event a general overview article of one half page or so should be developed to peak initial interest in the event.
 - The month of the event, submit a detailed article describing the event in detail. It should be about one page long and include location and time for military first call, driving and/or parking directions, and any other required information. NOTE: Remember, some of our members may have never attended this or any other event, so write as if you were writing for a first time visitor.

Examples are provided at Annex A of this document.

d. Additional content – If you receive additional content review it and publish as appropriate. The newsletter should run about 14 full pages. If you don't receive additional content it's up to the secretary to develop it.

2. Development and Format – You may use whatever software you have to develop the newsletter as long as the final produce is an Adobe pdf file. Options for development include:

- MS Word
- MS PowerPoint – this is the product currently used.
- MS Publisher
- Adobe InDesign

3. Publication – The newsletter is published each month on the 21st Michigan Website and mailed to selected members. The publication process is:

a. Electronic Publication:

- The finalized newsletter in pdf format is sent to the webmaster for web posting.
- The webmaster posts it and sends the address (link) for the newsletter back to the secretary.
- The secretary develops a short announcement containing the link sent by the webmaster and the Treasurer's report and sends the message to each member on the e-newsletter distribution list.

b. Printed Publication:

- The finalized newsletter is printed – number of copies depends on number of members on the print distribution list. A tax free account for the 21st Michigan is setup at Kinko's. You may use a different source if desired; however, try to obtain tax free status from your source. You will need the tax ID number for this.
- For copying at Kinko's:
 - Using your credit card make the necessary copies (ensure you select front-to-back printing) on any of their black and white copiers. Do not copy the front page since you will copy it in color on your home computer. Page to should be printed alone and all remaining pages should be printed front to back in order to reduce mailing cost.
 - Take the copies and your credit card to the register and tell them you need you are with a tax exempt group and need the tax removed.
 - Sometimes a worker will ask if the group is already registered with Kinko's – WE ARE. Although you may need to re-register if asked.
 - Our tax ID number is available from the treasurer.
 - Provide them your credit card and the tax exempt number for the 21st Michigan.
 - They will provide you a printed receipt showing the total cost without tax.
- The printed newsletter along with a printed copy of the Treasurer's report is mailed to each member on the mail distribution list. If over 5 sheets of paper (10 pages), the final newsletters should be taken to the post office for weighing in order to determine if additional postage is required.

c. Receipts from publishing the newsletter are sent to the Treasurer for reimbursement.

ANNEX A – Event Announcement Examples

Example of Event Registration Announcement

GREENFIELD VILLAGE

Pards,

I have turned in our roster to the event committee. IF YOU'RE NOT GOING TO ATTEND YOU MUST LET ME KNOW AS SOON AS YOU CAN. We were advised that GFV is getting pissed off about sending forms out and people not showing up for the event. They gave me a sheet of the 21st Michigan and our record is not that good about members showing up. SO PLEASE LET ME KNOW SO I CAN TAKE YOUR NAME OFF THE LIST IF YOU ARE NOT GOING. Call me or e-mail me. I will let you know more info in April's newsletter.



Civilians At GFV 2007



Military at GFV 2007

Your Servant.....JEB

Example of Detailed Event Announcement with Registration Required

Lincoln Park Parade and Living History

22 May 2005

First Call: 9:00 am

Event Coordinator: Gary Cuttler

Registration:

I must have a count to give the City of Lincoln Park.
Please e-mail me at xxx@xxx.com
or call me at one of these phone numbers:
Cell phone # 586 703 xxxx
Home # 586-791-xxxx
Work # 586-574-xxxx



Please respond by 13 May so I can inform the City. Remember this is a paid event and we need to give the city their money's worth. Please plan on attending and let me know by the suspense date.

Check in with Gary when you arrive at the event.

Schedule of Events:

9:00 am Arrive in Memorial Park

Fort St. between London Ave & Merrill Ave
If you have a tent, arrive and setup camp in the park
Lincoln Park will provide us with access to the restroom in the recreation building, wood, water, and a brown bag lunch.

10:30 am - Fall in for parade.

Location: Picnic tables on Park Street in front of Murray's Discount Auto

12:00 pm - Parade starts.

Trophy awards after parade at review stand.

1:00 pm - Living History in Park

4:00 pm - Strike tents

Directions:

Take I-75 to the M-39/Southfield Road exit (exit #41)

Take M-39/Southfield Road south and turn Right onto Fort St.

Continue on Fort St. until you reach the park.

Example of Period Order Format to use as an Event Announcement

HDQRS. TWENTY-FIRST MICHIGAN VOLUNTEER INFANTRY,
CUMBERLAND GUARD,
Romeo, Mich., May 1, 1863.

MEMBERS: The following provides detailed information on the upcoming campaign in Romeo, Michigan.

The Regiment will assemble on May 19th at 10:00 a.m. in Romeo, Michigan. We will meet in the village park located at the intersection of 32 Mile Road and Van Dyke. Event details are provided below:

(add event details as required)

I am, very respectfully, your obedient servant,
PRIVATE Bruce Robere,
Event Coordinator, 21st Mich. Vol Inf.