



***Freedom of Road Riders®***

## **Secretary Handbook**

Revised 2/2024

## **LOCAL SECRETARY GUIDELINES INFORMATION ON HOW IT'S DONE**

### **Minutes**

At each meeting you will be expected to take firm notes (minutes) on what was said, by whom and what has occurred. Make sure you document who is talking or making motions. Make sure that if motions are made that they are read back completely to confirm the actual wording is correct, who made the motion and who seconded the motion and whether it passes or fails.

At each meeting you will also be called upon to read the past meeting minutes before the Local for approval (corrections and amendments to this are a possibility). It is also a good idea to have copies available to hand out should a motion pass to waive the reading of the minutes. Please remind members that if they move to waive the reading that if there are any mistakes, they will become local rulings.

Optional – A copy of the above-mentioned minutes are sent to the Local President as soon as possible after each meeting so that he/she can have the current information at hand and not have to rely on remembering all that had happened.

An Agenda will need to be ready and passed out before each meeting, so everyone stays on track. This is usually worked on during an Officers meeting a few days prior to the Monthly Meeting. An example Agenda is on the back pages.

**Monthly Meeting Reminders:** There are several ways of reminding the Local Membership of the when and where of the next meeting and of their membership expiration date. Your Local may choose to utilize only one or all of the following methods.

1. Reminder cards – usually printed on regular pre-stamped postcards, can be mailed to each member (or residence to save cost). A good time frame to mail them out is one week before the meeting. Make sure the cards have a return address. This will help you verify the addresses of the members. If you're getting returned mail, you will know who is receiving the information and who is not.
2. Phone Tree – a list of member names, phone numbers and expirations can be sent to the member(s) who have volunteered to call everyone on the list. A cover letter is usually sent with list.
3. E-Mail – a blanket message can be sent to those members with email capabilities.
4. Social Media page – the member responsible for posting the upcoming events can let all the members online of any meeting or rides.

**Monthly Paperwork:** Each month you will end up with a packet of information that is to be filed for the Local records. This usually consists of:

1. Agenda
2. Meeting Minutes
3. Sign In Sheet
4. Any handouts or any other important information that needs to be documented and held for historical purposes.

**Get Well/Condolence Cards or Flowers:** As Local Secretary you may be asked to send cards and/or flowers on behalf of the Local. Postage/Misc. costs or any postage or supply (i.e., mailing labels) costs can be turned into the Local treasurer for reimbursement. This request can be made aloud at a Local meeting during your report. Be sure to keep all original receipts to turn into the Treasurer.

**Central Committee Meetings:** Location Listed below is the current information on location of the Central Committee meetings. Central Committee Meetings are held the second Sunday of Every Odd Numbered Month (Except May – It will be the 1st Sunday, due to Mother's Day) At 10:00 a.m. (January, March, May, July, September, November) at the American Legion Post #5, 1423 Tanner Bridge Rd, Jefferson City Mo (573) 636-2311. Committee Meetings are the Saturday prior to the CC meeting, starting at 12:00 pm. Committee meetings times changes due to what events are taking place. See your Freedom Press for times and place.

### **Day to Day Business Operations**

Legislative Meeting, Missouri Bikers Homecoming Meeting, FEW Seminar Meeting, & Officer Meetings are held the Saturday prior to the CC Meeting. If you need any forms or other information, please call the State Membership Secretary at 660-342-4729. Event Sanctioning? Approval of flyers? Membership information/questions? Information on content of The Freedom Press? Articles for the Freedom Press? Advertising or flyers for publication? Information on event insurance? Completed release forms after events? Information on Rider Education Course? See below for more direct info.

**Note: All checks (except membership payments) payable to FORR®, Inc.**

Mail to – 10593 Hobday Ave, Saint Ann, MO 63074-2723  
(417) 483-6886 • Email: [treasurer@forr.net](mailto:treasurer@forr.net)

**Note: Use of The Winged Wheel Logo requires approval of the Chairman, Vice-Chairman, Secretary or Treasurer. They are the Corporate Officers**

Freedom of Road Riders® website: [www.forr.net](http://www.forr.net)

### **General Information of FORR® operations**

\*\*Information on Districts? Homecoming? Marketing? Organize a new local? Approval of local product line?

Contact:

**Chairman:** Casey Singleton (Local 25)  
3748 Rue St, Saint Charles, MO 63301-8006  
Ph. # 660-924-1693 • E-mail: [chairman@forr.net](mailto:chairman@forr.net)

**Vice-Chairman:** Ken Lewis (Local 24)  
1942 Greenway Chase Dr, Florissant, MO 63031-7440  
Ph. # 417-546-1624 • Email: [vchairman@forr.net](mailto:vchairman@forr.net)

\*Submission of Engineer of Freedom Award" nominations? MRF Information?

Send to:

**Corporate Secretary:** Marla Wallace (Local 10)  
6818 Frasher Dr, Jefferson City, MO 65109-9620  
Ph. # 573-619-2357 • Email: [secretary@forr.net](mailto:secretary@forr.net)

\*Info on your Locals monthly financial statements? Receipts for State expenses? Donations? Mail all Funds except membership to:

**Corporate Treasurer:** Tricia "Funsized" Ruby (Local 25)  
10593 Hobday Ave, Saint Ann, MO 63074-2723  
Ph. # 314-769-7810 • Email: [treasurer@forr.net](mailto:treasurer@forr.net)

\*Information on candidates? Current legislation? Capitol Crusaders visits?

Contact:

**Legislative Coordinator:** “Smokin” Joe Widmer (Local 14)  
2310 Heide Lane, Napoleon, MO 64074-4502  
Ph. # 816-536-7512 • Email: [legislative@forr.net](mailto:legislative@forr.net)

\*Information on Product Line Items?

Contact:

**Product Line Managers:** Shelly Payne (Local 14)  
2501 Monroe St, Lexington, MO 64067-2304  
Ph. # 660-251-3904 • Email: [photobyselly@yahoo.com](mailto:photobyselly@yahoo.com)

\*Questions or information for the FORR® website?

Contact:

**Webmaster:** Kathleen Karr (Local 11)  
Ph. # • Email: [webmaster@forr.net](mailto:webmaster@forr.net)

\*Information on FORR® Motorcycle Riders Education Class Sites?

Contact:

**Rider Education Coordinator:** TBA  
Ph. # (800) 309-7433 (RIDE) • Email: [safety@forr.net](mailto:safety@forr.net)

\*Motorcycle Awareness? Awareness Booths? All things awareness

Contact:

**Motorcycle Awareness Coordinator:** TBA  
Ph. # • Email: [mac@forr.net](mailto:mac@forr.net)

\*General Membership Information – New/Renewals/Transfers – AD&D Insurance info -  
Mail all membership dues to:

**State Membership Secretary:** Tami McMinn (Local 15)  
1660 State Highway V V, Powersite, MO 65731-3119  
Ph. # 660-342-4729 • Email: [membership@forr.net](mailto:membership@forr.net)

\*Event Sanctioning/Approval of flyers/Information on event insurance & waivers –  
before & after - Contact:

**Events Coordinator:** Linda Hawkins (Local 35)  
604 S College St, Calhoun, MO 65232-1305  
Ph # 660-351-5607 • Email: [events@forr.net](mailto:events@forr.net)

\*Info on Content for the Freedom Press-Articles and for Advertising/flyers for publica-  
tion

Contact:

**Freedom Press Editor:** TBA  
Ph. # • Email: [editor@forr.net](mailto:editor@forr.net)

## AGENDA

### FORR® Local (?) – Your Local's area name

*Address of meeting*

*Date of Meeting*

*President:*

*Vice President:*

- I. **CALL TO ORDER** *Beginning time* \_\_\_\_\_
  - a. Preamble
  - b. Pledge of Allegiance
  - c. Moment of Silence
  - d. Put cell phones on vibrate
  - e. Chaplin (*Chaplin's name*)
  - f. Reading of Minutes from last meeting *Minutes approved?*

## II. **DEPARTMENT REPORTS**

- a. Treasurer (*treasurers name*)
  - i. Financial Report
  - ii.
- b. Vice-Chairman (*Vice Presidents name*)
  - i. Any Rides or events
  - ii.
- c. Corporate Secretary- (*Secretary's name*)
  - i.
  - ii.
- d. Membership Coordinator (*Coordinators Name*)
  - i. Membership report
  - ii.
- e. Sgt of Arms – (*SOA name*)
  - i.
- f. Safety Cord (*Coordinators name*)
  - i. Safety Presentation
- g. Central Committee Rep. (*Reps name*)
  - i. EVENTS etc.
- h. Product Line – (*Product Line manager's name*)
  - i. *Any new products*
- i. Newsletter Editor – (*Editors name*)
- j. Webmaster/Social Media – (*Webmasters name*)

## III. **OLD BUSINESS**

- a. *Any unfinished business*

## IV. **NEW BUSINESS: President** (*Name*)

- a. Anything FORR® Related needing to be discussed

## V. **Good of the Order – (five minutes each)**

- a. *Anything a member needs to discuss*

**Meeting adjourned:** *Time* \_\_\_\_\_