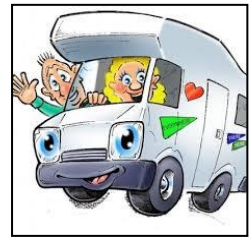




**Minnesota Women of Today**  
**Fall State CIP 2020**  
 Administrative Vice President,  
 Say Yes to New Adventures!

**Michelle Kocak Jones**

2320 Eastwood Circle  
 Monticello, MN 55362  
 763-229-9595  
 AVP@mnwt.org  
 www.mnwt.org



**Say Yes to New Adventures!**

Welcome to 2nd Trimester State Delegates!

I hope everyone feels as though they are off to a great start this year! I enjoyed seeing many of you on our first ever virtual President/State Delegate Retreat in August. I have heard from several of you that it has been challenging to get together given our current situation. Please remember that we are all in this together! I love seeing posts and pictures where you are all making the best of things and meeting in parks, via zoom, or social distancing in parking lots! Whatever works during these unprecedented times, right? Continue to reach out to your fellow members and support each other as we take on new adventures!

My challenge to you this trimester is to complete your mid-year evaluation **before** the November 8th due date; sharing ideas that have been successful, telling about visits to other chapters, and activities that have inspired you and others. Also include any challenges you have faced or additional assistance you may need so executive council members can support you to be successful in your leadership role. I am excited to read your mid-year evaluations and look forward to hearing about the opportunities you have said "yes" to!

If you are on Facebook and have not yet been added to our State Delegate group, let me know and I will add you. It is a great way to stay connected, ask questions, and find out when to check your email accounts for further information. Please remember to use the group only for Women of Today information and feel free to contact individual State Delegates if you want to reach out to someone specific.

And finally, do not hesitate to reach out to me when you have questions, need information, or just want to chat.

In Friendship,  
 Michelle :)

Make sure to complete your Convention Trimester Awards form to track information for your chapter and district



**Dates to Remember:**  
**Oct. 23-MNWT Bylaw & Policy Review**  
**Oct. 24-Make a Difference Day**  
**Oct. 28-MNWT Tri 2 Webinar Night**  
**Nov. 1-Outstanding Award Nominations due**  
**Nov. 8-Mid-Year Evaluations due**  
**Nov. 21-State Committee Meetings**  
**Dec 30-Trimester 2 Closeout**



**completed their Fast Starts!!!**

Mercedes Turner- Monticello  
Tara Soule-Duluth  
Amy Pumper-Byron  
Deb Schmitt-New Hope  
Carolyn Fortier-Warroad Area  
Sue Lemke-Avon  
Angela Hanson-Eastern Carver County  
Judy Moldenhauer-Sauk Rapids  
RoseAnn Jahnz-Maple Grove

Melanie Chenoweth- Coon Rapids  
Leslie Goble-Aitkin  
Kathy Hansen-St. Michael-Albertville  
Jennifer Wulff-Anoka  
Brenda Nommensen-St. James  
Debra Wege-Burnsville  
Janet Hall-Hutchinson Area  
Barb Zeroth-Rice  
Kandy Dorlack-Champlin



**Mid-Year Evaluations: Due Nov 8th**

**The form is attached to this CIP, was emailed at the President/State Delegate Retreat, and can be found on the MNWT website. Please reach out if you need any assistance completing the evaluation. It is a great tool to review your goals, adjust as needed, and to share with future State Delegates.**

**Reporting and Communications**

Chapter meeting reports: share events coming up on the district, state and national levels

Final reports of district meetings and state conventions: done at the meeting following an event. Also the time to distribute awards!

Promoting upcoming events: hand out flyers, registrations, sign up for those attending, drawings for incentives to attendees

How to promote information: chapter newsletter, website, Facebook, visits to other chapters

## State Delegate Checklist

### Monthly:

- Report at chapter meeting, giving written report to chapter secretary
- Submit articles to the chapter newsletter
- Inform chapter members of upcoming district and state events

### Trimester:

- Complete State Delegate Trimester Report and turn in to District Director by deadline date
- Promote attendance at district and state meetings/events
- Attend district meetings and state conventions
- Present awards received at district and state meetings
- Set up and promote visits to other chapters in and around your district
- Attend new member orientations and promote participation at the district and state level

### District Meetings:

- Pass a sign-up sheet and collect money if needed prior to registration deadline
- Get check from treasurer (if the chapter pays any registrations)
- Mail registration forms and check by deadline to district host
- Arrange carpooling for members attending
- Prepare state delegate report for meeting (assistance from chapter president if necessary)
- Attend state delegate roundtable if held at meeting
- Represent your chapter delegation, voicing all votes for the chapter when appropriate
- Keep a record of awards and recognition received and upcoming events that are announced
- Promote participation in competitions and First Timer's events

### State Conventions:

- Share registration forms and collect money at meeting prior to registration deadlines
- Make and verify room reservations for your chapter for state conventions as soon as possible
- Get check from treasurer (if chapter pays any registrations)
- Mail registration forms and checks by deadline to proper person
- Arrange carpooling for those attending
- Attend State Delegate roundtable
- Check in at financial and voting credentials to receive voting dots for your chapter
- Represent your chapter delegation, voicing all votes for your chapter when appropriate
- Pick up Chapter Information Packets (CIPs) and awards from your district director
- Promote participation in competitions and First Timer's events

### Other:

- Complete a mid-year and year-end State Delegate evaluation
- Spring Area Meeting: pass sign-up sheet, send in registrations, arrange carpooling
- Submit articles about your chapter to the state NEWSLET
- Local Officer Training Session (LOTS) in May: send in registrations, arrange carpooling
- Promote national conventions (mid-year and annual)



# Minnesota Women of Today

## State Delegate Evaluation Form

The Mid-Year and Year End evaluations are MNWT tools provided to members in leadership positions to help increase their ability to perform in such positions. The focus of this evaluation is on both the actions and accomplishments within your position as well the results you achieved. Please refer to [Individual Entry Guidelines](#) before completing this form.

This form can be submitted as a Word document or PDF file and email to [pvp@mnwt.org](mailto:pvp@mnwt.org)

NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

CHAPTER: \_\_\_\_\_ DISTRICT: \_\_\_\_\_ AREA: \_\_\_\_\_

Is Your Chapter a 2 and Under Chapter? \_\_\_\_\_ MNWT POSITION: \_\_\_\_\_

### 1. GOALS

#### Goal 1

- A. State your goal as a liaison for your chapter. Be specific.
- B. List the steps you did to accomplish this goal, including what progress you made, results attained, and your assessment of the outcome.

#### Goal 2

- A. State your goal involving visits to other chapter and districts. Be specific.
- B. List the steps you did to accomplish this goal, including what progress you made, results attained, and your assessment of the outcome.

#### Goal 3

- A. State your goal concerning communicating to your chapter about activities and promotion of district, state, or national events. Be specific.
- B. List the steps you did to accomplish this goal, including what progress you made, results attained, and your assessment of the outcome.

2. Describe your role/attendance/visitation at local, district, state or national meetings, committee meetings and trainings.

3. How did you promote membership? What were the results?

4. What resources available (trainings, CIP's, manuals) have helped you in your position?

5. What would you like more training on or assistance with?

6. What has been your greatest challenge?

7. What has been your biggest success?

8. Is there anything you would like to have known before taking this position?