

Administrative Vice President



Christine Sibilleau
26317 370th Avenue . Roseau MN 56751
218.463.1567 [h] | 218.452.0330 [c]
avp@mnwt.org

MNJOTS CIP 2017

WHAT'S INSIDE

[Email Connection](#) | [SUCCESS](#) | [Reports](#) | [Duties](#) | [Training Materials](#) | [Articles](#) | [Retreat](#) | [Fast Start](#) | [Priority Bid](#) | [Awards Tracking](#)

Hello State Delegates,

I'm so excited that you have made the decision to take on the position of state delegate and look forward to working with each of you this year. We already got the opportunity to hear from some of you at our roundtable at Annual Convention on May 20th in Bemidji! Thanks to those who were able to participate! This is a very important position for your chapter - you are the communication link between your chapter and district, state and national organization.

You can look forward to more roundtables, just for state delegates, at each convention - Fall, Winter and Annual. I strongly encourage you to plan your schedule to attend these meetings, get information/training materials and share ideas with other state delegates. You are still able to stay connected with each other between conventions - either on a Facebook group page for 2017-2018 state delegates or an email connection [see page ## for more information]. Please email me at avp@mnwt.org if you would like to be added to either of these groups and be part of the DREAM connection.

This year I celebrate my 10 year anniversary as a member of the Minnesota Women of Today! I have had a great experience in each of the positions I've held at the chapter, district and state levels - and am so grateful for this one with you!

Thank you,
Christine Sibilleau

IMPORTANT DATES

JUNE

28 - Webinar: New Program Reporting Training

JULY

1 - Founder's Day
15 - Early Bird renewals due to Chapter Service Center
15 - State Delegate Fast Start due to District Director
15 - Statewide Committee Meetings: Marketing, Membership Management, Future Directions in Monticello
22 - Chapter President/State Delegate Retreat in Monticello

AUGUST

5 - Finance Committee Meeting in Monticello
5 - USWT Friendship Day
12 - Foundation Meeting in Rice
13-19 - Kids Week
15 - All renewals due to Chapter Service Center
31 - State Delegate Trimester report due to District Director, AVP

SEPTEMBER

3 - Day at the Diamond
22-24 - Fall State Convention in Hinckley
24-30 - Women of Today Week

WHERE DO I BEGIN?!

You may already have your year planned out and that's great! If not, that's okay, too. We are just getting started and there is plenty of time to get your year planned and organized. The following are things you should do right now. Getting these things done will ensure that your year is off to a good start and will help you have a successful year.

Read Your State Delegate Manual. Everything pertaining to your position is covered in the manual. Every chapter should have officer manuals in their files. A newly revised manual is being distributed to each chapter this 2017-18 year - either at LOTS [if your chapter attended] or with your District Director at MNJOTS. If you require additional copies, ask your chapter to purchase one through the State Store - contact the State Store Manager at statestore@mnwt.org.

Put Your Plan Of Action Into Writing. Put together some specific goals for the year and how you plan to implement these goals. Talk to your chapter president and board to get their ideas on what they would like to see happen concerning your area. Individual chapters may have duties for their state delegates that are not stated in the handbook. Do use the State Delegate Manual as a guide when preparing your Plan of Action. Make sure your Plan of Action is included in your chapter's handbook/plan of action.

State Delegate Fast Start. I strongly encourage you to complete the enclosed Fast Start. This is a great way for you to get your year off to a great start. All state delegates who complete their Fast Start will be recognized at Fall State. The first requirement is to attend LOTS or your district training. So, if you missed LOTS, please plan to attend your district training session. *[Please note: Fast Starts are due July 15th]*

Log Your Activities. Start keeping a log of your activities. Include visitations, news articles, promotions, incentives and recognitions used/given by you, and chapter member's participation on the local, district and state level. It will be a lot easier to do your Mid-Year Evaluation if you keep good records.

STATE DELEGATE E-MAIL ❄️ DREAM ❄️ CONNECTION |

Below is the list of State Delegates that signed up at LOTS and/or Annual Convention roundtable to be included in the E-mail DREAM Connection. Please take the opportunity to share ideas or ask questions of these state delegates. If you would like your name added here, please let me know by emailing me at avp@mnwt.org.

NAME	CHAPTER	Email Address
Karen Hagen	Glenville	khagen87@hotmail.com
Jessica Schultz	Coon Rapids	schultzica@gmail.com
Amy Pumper	Byron	pumperamy@gmail.com
Mary Jo Wensloff	Roseau	mjwensloff@yahoo.com
Rita Johnson	New Hope	zucarita@comcast.net
Daina Mirsch-Wenner	Duluth	duluthwt.webmaster@gmail.com
Donna Barrett	St. James	dbarrettwt@gmail.com
Brenda Reeves	Brooklyn Park	brendajreeves@gmail.com
Sue Lemke	Avon	sue_l2000@yahoo.com

FIRST TRIMESTER

PRESIDENTIAL SUCCESS BONUS POINTS |

\$50 donation to the State Plan of Action (POA) {50 Points}
and/or

Celebrate Founder's Day by holding an M-event (utilizing PR)

and submit the USWT Founder's Day Participation form found in the PR CIP {50 Points}
and/or

Complete the **NEW** trimester programming report form {50 points}
or

Hold an M-event during SHINE week (July 23rd -29 th), post event on Facebook, tagging State MVP Cindy Umland. Also, host a Kids Week event (August 13th -19 th), Post event of Facebook, tagging State EVP Barb Zeroth along with adding **four** new members during the months of July and/or August. {100 Points}

Maximum of 100 Bonus Points

There will be an additional

100 Presidential Bonanza Bonus Points awarded

IF ALL FIVE copies of the following are included:

1. Sales and Use Tax Permit
2. Articles of Incorporation
3. Proof of Annual Registration filing for 2016 (copy of email confirmation from the MN Secretary of State)
4. Proof of insurance for the current year
5. Proof of 990 filing for fiscal year June 1, 2016 - May 31, 2017 (copy of email confirmation from IRS dated after June 1, 2017)

Maximum of 100 Presidential Bonanza Bonus Points

STATE DELEGATE TRIMESTER REPORT |

Track your chapter's activities and report each trimester. The NEW State Delegate Report form can be found at www.mnwt.org, click on "Members", then "Book of Forms", "Officer Reports", then click desired State Delegate Report format. If submitting by mail, send a copy to both your District Director and me.

I look forward to receiving and reading your reports; reporting assists our leaders in identifying your chapter's needs regarding training or assistance. The state delegate report will ask for information about your promotions, travel, extensions activity, participation in USWT by your chapter.

STATE DELEGATE DUTIES |

There are 4 main duties of a state delegate:

- ❖ Serve as the liaison between your chapter and the district and state Women of Today organization.
Represent your chapter at all district and state meetings.
- ❖ Act as extension representative for your chapter. You could choose to join an extensions team or maybe offer support to a 2 & under chapter. Check with your State Extensions Director at extensions@mnwt.org to find out how you can help.
- ❖ Set up visitations to other chapters. Contact the chapter president to make arrangements to visit at a meeting or other activity. A signed agenda or written verification of the visit can be used for Success System. It's a great opportunity to meet new people and get new ideas.

- ❖ Check out your [newly 2017 revised] State Delegate Officer manual for more information about your position and duties.

| TRAINING MATERIALS AVAILABLE |

If you were not able to attend Annual Convention in beautiful Bemidji in May and missed the State Delegate roundtable, you may still request a copy of the training materials! This year's materials packet included: your duties/what you need to know, revised trimester report, Fast Start form, checklist, ten ways to be the best state delegate, as well as tips from past state delegates. Please email me at avp@mnwt.org if you would like a packet emailed to you.

| ARTICLES FOR CHAPTER NEWSLETTERS |

Feel free to use these template articles for your chapter newsletters or handouts

July – What is a CIP (Chapter Information Packet) and when do we receive them?

CIPs are available at MNJOTS, Fall State and Winter State. The packets include information and materials from the state program managers, state staff, and others. If you cannot attend a state meeting, arrange to obtain your CIP packet from your district director. All CIPs will be distributed in the chapter bags that you receive at convention from your district director. Each chapter usually has a procedure to distribute them within the chapter and typically the state delegate or programming vice president(s) have the task to ensure they are distributed to the appropriate individuals in their chapter. It is important to distribute the CIPs quickly so that officers and program managers get the information in a timely manner.

CIPs are also available online at mnwt.org by going to the State Publications tab. CIPs are uploaded the weekend of convention so everyone has access in timely fashion!

August – Project Fair and Expo at Fall State

What is the project fair? This event now takes place on Friday evening only at Fall State convention. It provides members with the opportunity to meet the State Program Managers (SPMs), committees, promotions and MNWT teams in an expo type of format. The SPMs, as well as the other MNWT groups, set up information booths about their area and they make these interactive and fun for the members who visit them.

There also are other vendors from the community with special interest items and products for women. As a local program manager (LPM), be sure to identify yourself as an LPM to the SPM of your program area. The SPM would love to meet you and share some helpful hints and project ideas. There will also be a few informational training sessions. Don't miss the project fair!

| SAVE THE DATE |

CHAPTER PRESIDENT AND STATE DELEGATE RETREAT SATURDAY – JULY 22, 2017 IN MONTICELLO

This is one of the best opportunities to network with other state delegates and get some great training specifically geared for your position. There are also some fun activities tucked in. We will be training on the NEWLY REVISED evaluation form so you can get off to a great start as you prepare for your mid-year entry.

| REPORTING AND COMMUNICATIONS |

It is important that you report at each meeting - there is always something coming up and/or something to report! Refer to the materials shared with you at the State Delegate roundtable for ideas. [If you would like a packet emailed to you - just ask! Email avp@mnwt.org]

Check the rest of your MNJOTS CIP and Chapter Mailing for events that you can promote as State Delegate. For example: conventions [include the registration form], district meeting, awards tracking forms, MNWT Foundation fundraiser, and much more! Also utilize the MNWT website - go to *Events* and *State Publications*.

| Fast Start: State Delegate ✨ DUE JULY 15TH |

Complete these steps and send this form along with verification to the District Director by July 15. Copies of all information that verifies completion must be included. All items must be DATED. Your District Director will verify attendance at district meetings and district training session. LOTS chairperson will verify LOTS attendance.

1. Attend LOTS or a district orientation.

Date Attended:

2. Establish measurable goals (Plan of Action) and write how you will achieve them – to be included in Chapter handbook. Suggested areas to set goals in:

- a. Role as liaison
- b. Visitations
- c. CIP distribution
- d. Extensions
- e. Reporting

Date Sent:

3. Set up and make a visitation to another chapter (submit a signed agenda.).

Date Attended:

4. Submit an article about chapter or chapter project to the district director for the district newsletter.

Date Sent:

5. Submit the first trimester report to district director by district due date.

Date Sent:

6. Attend district meeting and report on chapter's first trimester activities.

Date Attended:

7. Report on upcoming district and state activities at the June and July chapter meetings (submit a synopsis of the reports).

Date Reported:

8. Submit at least one article to the chapter newsletter promoting upcoming district and state events.

Date Sent:

| Priority Project Vote at Fall Convention |

We will be voting on the next 3 year priority project at the upcoming Fall convention in Hinckley. There will be two choices: Firefly Sisterhood and Wishes & More. There is information on these charities in your CIP packet. Your job as State Delegate is to inform your chapter about these organizations and then be your chapter's voice at Fall State Convention.

Voting at State Meetings

- A. At state meetings, the state delegate checks in at credentials and receives voting dots, which you give to the chapter members. In order to vote, you must have a voting dot.
- B. The state delegate casts her chapter's vote on all issues at district, state and national meetings. Any member may voice an

opinion or make a motion, but only the state delegate may cast the chapter vote. C. The state delegate must cast her chapter's vote as the majority of her chapter wishes; this may be a proportional vote.

DISTRICT MEETING - AWARDS TRACKING FORM

MEETING/DATE _____

PROGRAMMING:

Outstanding Program Manager of the Trimester:

Living & Learning -

Community Connections -

Newsletter -

Women's Wellness -

Public Relations -

Youth of Today -

Records & Recognition -

Priority Area -

Internal Project of the Trimester:

External Project of the Trimester:

MEMBERSHIP:	DD RECOGNITION AND AWARDS:
First Timers:	Success Submissions:
Early Bird Renewals:	President's Challenge:
On Time Renewals:	Chapter Visitations:
Growth:	State Delegate of the Trimester:
New Member Adds:	Chapter President of the Trimester:
Retention - Greater than 70%:	Member of the Trimester:
Retention - 100%:	Chapter of the Trimester:
	District Officer of the Trimester:

MISC:

Lucky Buck Winners: _____

Convention Drawing: _____

First Timer Drawing: _____

Door Prize Drawings: _____

OTHER:

CONVENTION TRIMESTER AWARDS

(this form can be used to track award information at conventions for your chapter and/or district)

STATE CONVENTION _____

Presidential Pins Chapter Presidential Medallions Chapter/Position

Membership Awards

100% Retention 75% Retention Growth +? One-A-Month-Club

In Chapter Extension Individual Recruiters Chapter

Project of the Trimester Chapter

Chapter Mile _____ Outstanding LPMs Chapter

Chapter Attendance _____

District Excitement _____ Fired-Up DPMs Chapter

Executive Council Awards (members from your district/chapter)

Name Chapter Type of Award

Success System:

Ranking Chapter

Other: (describe)
