

Administrative Vice President



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WINTER STATE CIP 2018

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Hello State Delegates,

This is it! Here we are in our third trimester, already we are coming to a close of our year together. Have you looked at the goals you set for yourself at the start of the year? Have you completed them? If not, you still have time - this is our time to work on the things we set out to accomplish before the end of the year. Believe in the DREAM to make things happen!

This is also the time to be recruiting your chapter's next state delegate. As outgoing state delegate, you can serve as a mentor to that member. Think back to how you felt at this time last year. What would you have liked to have known? Set up a training session and check in with her after a month or so, sometimes that is when she will need additional training. Please encourage them to attend the Local Officer Training Session [LOTS] on May 1st, this is very valuable training for all your chapter's board members.

We will have one more round table [for current 2017-18 State Delegates] at Annual Convention, I look forward to seeing many of you there! The new 2018-19 State Delegates will have one as well, which I strongly encourage them to attend. Please make sure your successors have plans to attend this training if they are at Annual.

I hope that you all enjoyed your year as State Delegate! You held an important position in your chapters, the link between your chapter, district and state. Thank you for the hard work and dedication you have put in! Be proud of your successes - I have seen many of you grow in your positions as state delegates, and I hope you are considering taking a different leadership position in 2018-19. Our organization needs leaders like you!

Until next time,,

CHRISTINE

IMPORTANT DATES

FEBRUARY

11-17 - Shine Week
11 - March Planning recommendations due to COB
19 - NEWSLET Articles for March Issue due to Newsletter SPM
19 - NEWSLET Personals for March Issue due to Newsletter SPM
28 - MNWT Trimester Webinar Night

MARCH

3 - Finance Meeting
7 - Out and About Night
10 - March Planning
17 - Marketing (10:00 am), Membership (noon) and Future Directions (1:00 pm) Committee meetings; Monticello
18-24 - Shine Week
23 - Area 2 Meeting; Rice
24 - Area 1 Meeting; Bemidji

APRIL

6 - Area 3 Meeting; New Ulm
7 - Area 4 Meeting; Mankato
13 - Year-End Individual Evaluations due to R&R SPM
14 - MNWT Foundation Meeting
15-21 National Volunteer Week
24 - Presidential Pin/Medallion nominations due to State President
30 - All Certifications due to L&L SPM

MAY

1 - State Delegate Reports due to District Director & AVP
1 - LOTS; Location TBD
1 - NEWSLET articles for post Annual issue due to NEWSLET SPM
18-20 - Annual Convention; Alexandria
21 - NEWSLET personals due for post Annual Issue
25 - Finance Meeting



REPORTING AND COMMUNICATIONS

As the liaison between your chapter and other levels of Women of Today, you are responsible to give a report at each chapter meeting. Fortunately, we like to keep busy in this organization - there is always something to report on or an upcoming event to promote! Final reports of district meetings and state conventions should be done at the following chapter meeting - try to have fun with it - don't forget about the awards to be handed out! Check the rest of your Winter State CIP and Chapter Mailing for events that you can promote as State Delegate: conventions [include the registration form], district meeting, awards tracking forms, MNWT Foundation fundraiser, and much more! Make use of your chapter's newsletter, Facebook, the MNWT website - go to *Events* and *State Publications* and the USWT website.

| UNITED STATES WOMEN OF TODAY |

As State Delegate part of your job is also to educate your members on the US Women of Today. I will put a USWT section in each of my CIPs to help you. The official newsletter of the United State Women of Today is the "Today's Leader". This is published every other month and is emailed to each chapter's official email address. It is also available on the United States Women of Today website: uswomenoftoday.org. This publication is the main way that USWT staff members communicate with chapters across the nation - so be sure to check it out!

USWT President Nicky Anderson wants **every one of us to finish our third trimester strong!** She writes, "Have you heard of Simple Truths? They have some great motivational books and videos. I want each one of you to watch the YouTube "Finish Strong" by Simple Truths. Watch that video and email me one thing that you're going to do to make that difference yet this coming third trimester. Following are some quotes from the book "Finish Strong" and quotes I found online. I want you to read them and jot down some thoughts for yourself and start that first step of choosing to finish strong.

Quotes: The Challenge is up to you, choose to finish strong.

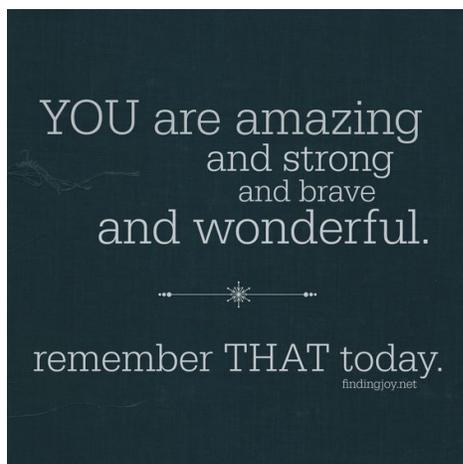
"Starting strong is good. Finishing strong is epic." - *Robin Sharma*

"There are no excuses. I will finish the year strong." - *Bart Simpson*

"It's one thing to have the faith to get started, but it's another thing to have the fortitude to finish strong." - *Kami Dempsey*

Activity: Bring this back to your chapter boards and members and share the video with them. On tag board ask, "As a group, what is something we need to do to finish our year strong?" Nobody has to do this alone - work together. "

The United States Women of Today National Year End Convention will be June 7-10, 2018 in Mankato, Minnesota.



THIRD TRIMESTER

| PRESIDENTIAL SUCCESS BONUS POINTS |

Purchases of at least \$100 for State Ways & Means in any combination of state store, online clothing and apparel purchases and 3rd trimester promotional
{50 Points}

and/or

Submit a nomination for Community Connections Year-End Award {50 Points}

and/or

Show chapter growth for 3rd trimester {50 points}

or

Hold an M-event and sign 3 members 3rd trimester
{100 Points}

Maximum of 100 Bonus Points

| STATE DELEGATE TRIMESTER REPORT |

A final reminder to track your chapter's activities and submit a report each trimester on items such as how district/state meetings/events were promoted, travel, activities on extensions, and more. The information you provide aids our leaders to identify assistance or training needed for your chapter. 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.

A big thanks to the State Delegates who completed their 2nd Trimester Reports!

- ❖ Michelle Kocak Jones - Monticello
- ❖ Rita Johnson - New Hope
- ❖ Amy Pumper - Byron

| STATE DELEGATE MID-YEAR EVALUATIONS |

Woohoo! Congratulate these State Delegates who submitted an entry for their Mid-Year Evaluation!!

- ❖ Sharon Erickson - Champlin
- ❖ Amy Pumper - Byron
- ❖ Rita Johnson - New Hope
- ❖ Becky Stock - Brainerd Lakes Area
- ❖ Michelle Kocak Jones - Monticello

[If you completed a State Delegate Mid-Year Evaluation and your name is not on this list, please email avp@mnwt.org]

| ARTICLES FOR CHAPTER NEWSLETTERS |

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

February – The Women of Today Calendar Year

The Minnesota Women of Today calendar year runs from May 1 to April 30 of each year. The first trimester includes the months of May, June, July and August; the second includes September through December and the third trimester includes January through April. You may be wondering how the calendar affects your dues - if, for example, you joined the Women of Today during the second trimester, your dues are due the second trimester on your anniversary. How does the calendar affect reporting? Both the chapter president and the District Director report monthly. Other reporting is done on a trimester basis, such as for programming and for State Delegates. Completing the reports timely ensures information to be reported properly during the appropriate trimester and allows accurate information at conventions and in Chapter Information Packets [CIP]. Understanding the calendar year is an important element when considering awards for an individual, a chapter, and project of the quarter within your districts, as well as when reporting information.

March –Local Officer Training Session [LOTS]

Local Officer Training Session [LOTS] will be held May 5th. LOTS is an opportunity for your local officers to receive training related to individual positions, as well as training as a board. It is very important to your incoming board. The training is intense and full of excellent materials to help get any chapter officer ready and prepared to begin her year in a positive and productive way. Registration and further details can be found in Chapter Management Vice President Heidi's Winter State CIP. Please set this day aside and plan on attending. Your board can learn helpful hints for making your chapter stronger and even healthier.

April – Preparing and Training our Future Leaders/Your Successor

As you know, the Women of Today calendar year is May 1 to April 30. As a chapter officer or program manager, you may think your job in such a position is done April 30. However, your job as a trainer has just begun. The first trimester of the next year is spent training the person that succeeded you in your position on May 1.

The first Chapter Information Packet (CIP) they receive is in June, therefore it is helpful to pass on the last CIP for the new officer or program manager to have something to work with. Remember that CIPs [and other state publications] from the past year remain accessible on mnwt.org until the current year's CIP is published. Make sure the new officers have access to the officer manuals and pertinent information for the position. Take some time to share ideas [what did and did not work], and inform her about ongoing projects that the new officer/program manager should know. This can be valuable information that can get your successor on the right track.

You may ask, "What about Local Officer Training Session [LOTS]?" This is a vital part of a local officer training. Much of the basic information to a position can be obtained at LOTS along with board training, and meeting fellow Women of Today members that are in the same position. The Women of Today pride ourselves on being a "leadership organization" and by everyone working together to train, individually we grow as stronger leaders and the organization becomes stronger, too.



| MNWT TRIMESTER WEBINAR NIGHT |

February 28, 2018

One night, three topics! Register your chapter for one, two or all three online training sessions on mnwt.org.
Community Connections Awards * Chapter Succession * Planning and Recruitment

| TRAINING MATERIALS AVAILABLE |

If you were not able to be at Convention in St. Louis Park in January and missed the State Delegate roundtable, you may still request a copy of the training materials! The materials included in this packet were: State Delegate Year-end Evaluation form and guidelines, Time Management article by Laura Vanderkam, the latest 2017-18 State Delegate E-mail Dream Connection list, and more. Please email me at avp@mnwt.org if you would like a packet emailed to you.

TRAIN YOUR SUCCESSOR TO BE A GREAT STATE DELEGATE

Here is a basic outline to use when training your successor.

Make sure to pass along the new State Delegate Manual that was revised this year.

What does a state delegate do?

- You are a member of your chapter board and also the district board
- Duties include attending all board and general meetings or finding someone to do your report if you miss a meeting
- Set goals for your year – many chapters publish these in the chapter plan of action

Role as a liaison

- Encourage chapter members to attend district, state and national meetings
- Make reservations for district, state and national meetings
- Create interest and understanding regarding these meetings
- Try to have your chapter represented at all district and state meetings and socials
- Gather information at meetings to bring back to the chapter

Representative for your chapter

- Represent the view of your chapter at district and state meetings
- Verify your chapters voting delegates are present at state meetings
- Pick up the voting dots at convention and distribute them to the voting members of your chapter [credentials]
- Give reports on chapter activities at the district meeting each trimester

CIP Distribution

If your chapter has not opted-out of receiving printed Chapter Information Packets [CIPs], you or your president will pick up your chapter's packet at the Fall State and Winter State conventions from your district director. Your chapter may opt-out of printed CIPs by selecting that option when submitting the listing of your chapter's board, or by updating your chapter's preferences/information using the [Chapter Information Submission](#) on the home page.

Go through the packets to make sure it is complete and to familiarize yourself with the information. Then distribute them to the appropriate local program manager, programming vice president or local officer.

If your chapter has opted of receiving printed CIPs, they will be available on mnwt.org by selecting *State Publications* from the *Member Options* pull down menu. CIPs are typically accessible immediately following the conventions they are published for.

Extensions

As state delegate, you should look at the surrounding geographic area for a possible extension by your chapter. An extension is one of the most satisfying responsibilities that your chapter can assume. Not only will the new chapter learn about Women of Today, but your extension team will also. There is a lot of positive excitement surrounding an extension. If you are not willing to chair the extension, seek out a member[s] who could be. Not all chapters are able to do an extension, but you should still explore the possibility. It may make your chapter stronger in the process.

Promote visitations

A visitation is not only a visit to another chapter's meeting, it could also be a joint social, project or activity that brings together members from two or more chapters. Members making a visitation have an opportunity to share experiences, successes, failures, fundamentals and fellowship. A good visitation program increases enthusiasm and participation.

Following are some steps to take:

Step 1 – Prepare for the visitation

- Develop a visitation schedule for the year
- Contact chapter president to schedule the visitation
- Determine location and departure time
- Set up carpooling

Step 2 – Visiting the chapter

- Keep a list of new ideas shared
- Mingle with chapter members
- Give an incentive to your members for attending
- Get an agenda or flyer signed by the president to use for your own chapter's SUCCESS submission

Step 3 - Send a thank you card to the chapter you visited



| AREA MEETINGS |

The annual Area Meetings are coming up in March and April. Area Meetings are held in four regional areas of the state, and grouped by districts. Members are invited to attend the meeting in their area, where members will hear from the candidates for the offices of state president and state treasurer, and have the opportunity to ask the candidates questions regarding their plans for the upcoming year. This is also President Shelli's last tour around the state, she will take this opportunity to reflect and share with you, the members, her experiences and inspirations. The State Store travels with the State President so you are able to make purchases. Some areas hold lucky buck auctions, and some may have drawings for door prizes. Usually, meal or refreshments are provided.

As the liaison for your chapter on the district, state and national levels, it is important for you to promote this and other important meetings. Chairman of the Board Jane Hanson is including invitations for all four meetings in [her Winter State CIP](#). Your District Director will send out invitations to the chapters in her district, along with additional information. Please be sure to include this in your report at your February and March meetings.

The dates for the meeting are:

Area 1 [Districts 1, 2, 3] * Fri, March 24 * Bemidji
Area 2 [Districts 4, 5, 6] * Sat, March 23 * Rice
Area 3 [Districts 7, 8] * Fri, April 6 * New Ulm
Area 4 [Districts 9, 10, 11] * Sat, April 7 * Mankato



| ROUNDTABLE RECAP |

We watched a video with Laura Vanderkam from TEDWomen 2016: "How to gain control of your free time" during the State Delegate at Winter State Convention.

She says, "...the idea is we'll save bits of time here and there, add it up, we will finally get to everything we want to do. But after studying how successful people spend their time and looking at their schedules hour by hour, I think this idea has it completely backward. We don't build the lives we want by saving time. We build the lives we want, and then time saves itself"

Go to www.ted.com/talks/laura_vanderkam_how_to_gain_control_of_your_free_time to watch the video in full.



The following is an excerpt from:

A Way of Life Presentation: Laura Vanderkam's TedTalk on Free Time
Posted by Stephanie Fulton | March 3, 2017

Laura opens her talk with a common experience we all share: running late. She uses real people as examples to show how to utilize free time.

Laura gives her audience a task to help them find extra time during the week. Make a list of three goals you want to achieve in your career, relationships, and yourself. She then asks the audience to prioritize time for these goals each week.

There are 168 hours in a week, and with the time removed for work and sleep, we have about 72 hours each week to fill. Laura

uses this data to show that there are opportunities to work on our goals. We quickly lose that time whenever we turn on the TV or stare at our smartphones. By chipping away a few hours each week to do the things we say we want to do, we might actually do them! This data doesn't come from a scientific study or years of research, it's just a simple math equation.

Full article can be read here:

<https://www.ethos3.com/2017/03/a-way-of-life-presentation-laura-vanderkams-tedtalk-on-free-time/>

WHAT'S NEXT?

In the MNJOTS and Fall State CIPs, information in this section talked about kicking off your year and keeping it going. Read on for steps to a grand finish!

Promote the MNWT Trimester Webinar Night - February 28, 2018. The Webinar series is an opportunity to learn and improve your Women of Today skills and knowledge. These webinars are put on by members of the Executive Council and other highly qualified members. This year, webinars are taking place the 4th Wednesday in the month following conventions. The topics for the next Webinar Night are: . Members are able to register for one, two, or all three session topics. Members may join a webinar online [preferred] or by phone. Register your chapter by clicking the link on the home page, instructions to join the meeting will be sent to the contact by email.

February's Webinar topics are: Community Connections Awards, Chapter Succession Planning and Recruitment.

Attend your Area Meeting. This is another great opportunity to hear President Shellie in a smaller group setting, to meet the candidates for State President and Treasurer, and to shop the State Store. See page 5 for more details.

Complete your Year-End Evaluation and submit to RR SPM Shellie by April 13th. Kudos to the State Delegates that submitted their Mid-Year entry - you'll find a list on page 2 of this CIP. These State Delegates are well on their way to finishing their Year-End Evaluation. No worries if you weren't able to submit a Mid-Year entry, you are still able to submit a Year-End entry. This entry includes your plan of action [goals] and details about accomplishments so far this year. When the entry is completed at the end of the year, it gives a good picture of the state delegate position and what it entails, which can be passed on to your successor if you so choose. Remember one is not judged on how well you met your goals - simply what you did do, what worked and what didn't, how one could improve, and what mistakes to avoid repeating.

There was a training session on this at the President/State Delegate Retreat. Refer to that handout or the Fall State CIP for information on how to complete your entry. **Make sure you are following the 2017 guidelines for the State Delegate Year-End Individual Evaluation.** [refer to [MNJOTS CIP](#) or go to [mnwt.org](#)]

Attend district meetings and Annual State convention. It has been mentioned previously that as State Delegate, you are your chapter's liaison to district and state meetings. Promoting the meetings, circulating registration forms, and arranging transportation/accommodations will encourage members to join in the fun! Contact your District Director for information on your 3rd trimester District Meeting.



STATE DELEGATE YEAR-END EVALUATION |

Just like your mid-year entry, you will complete the answers and outline fully. Here are a few things that you need to include in your evaluation that you did not before.

Completing the year-end allows you the opportunity to honestly review your year, share your accomplishments, and support your successor. By giving a copy of your year-end to your successor you will be helping them get a better understanding of their new position. Although all year-ends will be considered for an individual award, not all entries may receive one. The year-end entries will be evaluated by a group of reviewers and the state president. Gold, Silver and Bronze keys will be awarded at Annual Convention.

Your Year-End Entry should consist of the following:

- Limited to a ten (10) page typed entry, numbered
- Your personal Plan of Action (Goals and Implementation)
- You may include up to five (5) pages of substantiating material; this helps to illustrate how you accomplished your goals and strengthens your entry. It is not required but is recommended. Your substantiating materials should be included at the end of your evaluation. Please label all pictures. Multiple pictures may be on each page.

Entries should be emailed on or before the **April 13, 2018** deadline to the R&R State Program Manager at rr@mnwt.org as either a Word or PDF document. There is no monetary fee required to submit.

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:

MISCELLANEOUS:

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 PMs	Chapter
_____	_____	_____
Chapter Attendance _____	_____	_____
_____	Outstanding PMs	Chapter
District Excitement _____	_____	_____
_____	_____	_____

Executive Council Awards [members from your district/chapter]

Name	Chapter	Type of Award
_____	_____	_____
_____	_____	_____
_____	_____	_____

Success System:	Other: [describe]
Ranking Chapter _____	_____
_____	_____
_____	_____