



Chapter Management Vice  
President

MNJOTS CIP

Illeana Miller  
Chapter Management Vice  
President

6024 Badger St  
Monticello MN 55362

612-860-4568  
CMVP@mnwt.org  
mnwt.org

Greetings!!

I am very excited to be working with the many chapters and districts in our amazing organization this year as your Chapter Management Vice President. One of my main areas of focus this year will be to keep chapters energized and to support the Membership Vice President and Extensions Director.

My theme this year is Onward and Upward....and that is just what we will be doing. We will be moving upward in our chapters ensuring that we are retaining members as well as ensuring that chapters are healthy. We will focus on the positive side of TLC chapters (chapters under 10 members) and not the negative of what TLC can be.

I chose the eagle feather as my logo because of the meaning behind an eagle. The eagle symbolizes courage and strength. It is a symbol of honesty and truth, but it also flies higher than any other bird. If you see an eagle, then it is gifting you with the courage to look ahead. As an organization we must remember that it is what lies ahead of us that is most important. We must continue to move forward and rise above the clouds to achieve success.

We are issuing a Chapter Assessment Survey that has gone out via e-mail to all chapters and you will also find it enclosed here. Please take the time to fill this out. You can do it as a board, as an individual or as a chapter. We are looking for honest feedback and look forward to sharing the results with all of you. The goal is to get feedback from chapters and use it this year to help everyone be more successful.

Do not hesitate to reach out via email, phone or text. Also check out my Facebook page as you may find some fun facts or challenges throughout the year.

Thanks,

Illeana

*The level of our success is limited only by our imagination*

- Aesop

## The Phoenix Award

The Phoenix...”A bird in Egyptian mythology that lived in the desert for 500 years and then consumed itself by fire, later to rise renewed from its ashes.”

Does your chapter struggle with membership? Is your chapter experiencing internal conflict or lack of organization or commitment? Do you feel like you have been out in the desert for 500 years, and are about to die out? The good news is that, like the Phoenix, your chapter can rise back to life and prosper once again.

Good chapter management will provide the members with the tools to resolve issues and keep members coming back. Happy members will invite friends and participate in Women of Today meetings, and events will increase because the members are enjoying themselves. I have always believed that if we as a chapter look like we are having fun, others in our community are going to want to be a part of our fun.

There are three criteria a chapter must meet to be considered for the Phoenix Award:

1. A chapter with less than 10 members for at least one trimester increases its membership and shows signs of good chapter management.
2. A chapter experiencing serious problems and showing dramatic improvement in resolving issues that can prevent a chapter from being healthy and vital.
3. Recommendations by the district director, or myself from what I have seen in dealing with the chapter.

Examples of “good” chapter management include holding regular membership meetings, using an agenda, utilizing the Success system, participating in STEP, consistent attempts at recruiting, etc.



### Who loves a challenge?

For any Chapter Presidents that complete their Fast Start and turn it into their District Director by July 15<sup>th</sup> will be entered into a drawing that will be given out at Fall State Convention.

### Who's Your CMVP?

I have been married for over 13 years to my husband Robb. We have a soon to be five year old little girl who is 5 going on 18. I live in Monticello, but am originally from

Florida and Spanish is actually my first language. I joined the Monticello chapter in 2013 and jumped right into being Chapter President in my first year. I have held the office of Chapter Parliamentarian, District Director, District Parliamentarian, PR Local Program Manager, Chapter External Vice President, Newslet Local Program Manager, Youth of Today State Program Manager and State Parliamentarian. When I am not busy volunteering I love to spend time with my daughter watching movies, watching her dance, and teaching her how to play soccer.

I dabble in photography on the side and LOVE to scrapbook. I have an obsession with Flamingos and Pugs and LOVE to watch football.....GO PACK GO!

# LEAD the WAY

Prepare to “**Lead the Way**” at the 26<sup>th</sup> Annual

President/State Delegate Retreat

July 28<sup>th</sup>, 2018

Saint Henry’s Catholic Church

1001 E 7th St, Monticello, MN 55362

For information contact:

Illeana Miller (612) 860-4568 or [CMVP@mnwt.org](mailto:CMVP@mnwt.org)

Katie Castro (952)406-8578 or [CSC@mnwt.org](mailto:CSC@mnwt.org)

### Nearby Hotels:

#### Best Western Chelsea Inn & Suites

89 Chelsea Road Monticello MN 55362  
763-271-8880

#### Super 8 Motel

114 Cedar Street Monticello MN 55362  
763-295-1111

### Tentative Schedule:

9:15-9:45 Registration

9:45-10:00 Welcome

10:00 – 12:00 Training

12:00 – 12:30 Lunch

12:30 – 2:00 Team Building/Enrichment Course

2:00 – 4:00 Training

4:00 – 4:30 Evaluation, Closing & Pictures

## President/ State Delegate Retreat Registration Form

\_\_\_\_\_ \$12.00 (per person) Early Registration

\_\_\_\_\_ \$15.00 (per person) Late Registration

Registration includes: breakfast, lunch, and training materials

Name: \_\_\_\_\_ Chapter: \_\_\_\_\_ District: \_\_\_\_\_

Position: \_\_\_\_\_ Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_



Minnesota Women of Today

Make checks payable to: MNWT

Mail To: Illeana Miller 6024 Badger St Monticello MN 55362

## Chapter Assessment Survey Questions

1. Name (optional):
2. Chapter:
3. How long have you been a member?
4. Why did you join?

### Training

1. Was there any orientation provided within the first 90 days of membership? Yes No
2. How would you rate the training received? Excellent/Good/Fair/Poor/None Received
3. Did your board attend LOTS or President/State Delegate Retreat?  
Why or Why Not?

### General Membership

1. Were you greeted or invited to a chapter meeting? Yes No
2. When you joined, were you formally introduced and greeted? Yes No  
If yes, how?
3. How well were the different positions in the organization explained to you? Fully explained/Explained/Partially/Not explained
4. Did you feel welcomed and appreciated? Strongly Agree/Agree/Somewhat Agree/Somewhat disagree/disagree/strongly disagree
5. As a member, in the last year have you have had opportunities to learn and grow as a volunteer?(eg: chair a project, serve on a committee) Strongly Agree/Agree/Somewhat Agree/Somewhat disagree/disagree/strongly disagree

### Chapter/District Board

1. Do you hold a separate board meeting? Yes No
2. Do you currently serve as a board member? Yes No  
If so, what position?
3. Do you feel that you received proper training for your position? Yes No  
Why or why not?

4. Do you feel that you have the support from your state or national counterpart? Yes No  
Why or why not?
  
5. Does your board make you feel like a valuable member of the chapter? Yes No  
Why or why not?
  
6. Do you feel that the board supports the general membership? Yes No  
Why or why not?

#### Recognition

1. Do you feel that your efforts are being/have been recognized and appreciated? Yes No
2. Did you receive recognition for your service? Yes No  
If so, what was it?
  
3. Was the recognition you received sufficient? Yes No

#### Feedback

1. Does your chapter participate in M-events? Yes No  
If so, how many per year?
2. Does your chapter participate in socials? Yes No  
If so, how many per year?
3. Would you recommend WT to your friends? Yes No  
If no, why not?
  
4. Do you feel our organization is well organized? Yes No  
If no, please provide a brief description why.

5. Do you feel you receive adequate support and guidance from your district director/state staff/executive council?  
Yes No
6. Overall how satisfied are you with the organization on the chapter level? Very satisfied/satisfied/somewhat satisfied/not at all satisfied
7. What are three things we can improve upon?
  
8. What three things does our organization do best?
  
9. What do you enjoy the most about being a part of WT?
  
10. Does your chapter participate in any of the following:
  - a. SUCCESS
  - b. Webinars
  - c. Programming Trimester Reports
  - d. Convention
  - e. State Committee Meetings
  - f. LOTS
  - g. President/State Delegate Retreat
  - h. Certifications



2018-19 CHAPTER PRESIDENT FAST START  
**DUE JULY 15, 2018**

1. Attend or hold a local officer's training in your chapter. (Provide a brief description of information covered.)
  2. Attend LOTS or district orientation. (Two or more officers required to attend.)
  3. Hold a training session for local program managers.
  4. Describe three membership ideas (from the membership manual or m-events found on the mnwt.org website as a starting point) you will try this year. (Send to district director.)
  5. Establish measurable goals in the following areas and write how you will achieve them.
    - a. Membership (consider activation, retention, recruitment)
    - b. Programming (consider service, fundraising, certification)
    - c. Meetings (consider increasing attendance, adding fun, improving efficiency)
    - d. Two goals in addition to the above. Could consider goals for community visibility (consider public relations, significant projects for or contributions to the community) and/or more personal goals about what you would like to accomplish during the year.
  6. Develop a yearly calendar of events planning for projects in the following areas.
    - a. Ways and Means
    - b. M-events/Recruiting
    - c. Personal Growth/PEP Course
    - d. Community/Service
    - e. Fellowship/Gathering/Socials
  7. Compile a chapter handbook (sometimes called a POA) to be handed out to each member.
  8. Work with other chapter officers to develop a chapter budget. (Review Treasurer Manual for helpful hints.)
  9. Use a printed agenda at meetings. (Send copy to district director.)
  10. Publish a monthly chapter newsletter. (Send copy to district director.) (or provide copy of communication)
  11. Submit first trimester dues postmarked by July 15th. This is the EARLY BIRD DEADLINE.
  12. Hold, or have scheduled, an m-event any time first trimester. (Provide the date and an agenda or invitation.)
  13. Submit May and June monthly reports to the district director by the due date. (District director will verify.)
- One or two additional requirements may be added at the discretion of the State President. Additions for 2018-19 include:***
14. Send a note of introduction to [president@mnwt.org](mailto:president@mnwt.org) and include one thing that you would like to see the "State" do this year to help your chapter or something that you would like to learn/know more about.
  15. Complete "Chapter Assessment Survey" that is being promoted by CMVP Illeana Miller. *Watch your chapter emails for this.*

**ALL VERIFICATION IS TO BE SENT TO YOUR DISTRICT DIRECTOR BY JULY 15th**

Copies of all information that verifies completion must be included. All items must be DATED. Your district director will verify attendance at district meeting/orientation. LOTS chairperson will verify LOTS attendance.

**Minnesota Women of Today**  
**1<sup>st</sup> Trimester SUCCESS Presidential bonus points**  
**2018-19**

\$50 donation to the State Plan of Action (POA)  
**50 points** and/or

Complete the Chapter Assessment Survey sent to the official chapter emails by CMVP Illeana Miller or complete the PDF copy attached to her CIP (These surveys are available to be submitted anonymously but a chapter name needs to be entered to get credit for SUCCESS.) **50 points** and/or

Create a public Facebook Event for a membership social and tag MVP Anna Nichols during 1<sup>st</sup> trimester. Email Anna at [mvp@mnwt.org](mailto:mvp@mnwt.org) with feedback from your social.  
**50 points** and/or


Submit a completed Programming Trimester Report for 1<sup>st</sup> Trimester  
**50 points**

*Maximum of 100 Bonus Points*

**ADDITIONAL Presidential Bonanza Bonus Points (100 points)**  
**if all five copies of the following are submitted with your documentation**

- Sales and Use Tax Permit
- Articles of Incorporation
- Proof of Annual Registration filing for 2018  
(A copy of the email confirmation from MN Secretary of State)
- Proof of Insurance for the current year
- Proof of 990 filing for the fiscal year June 1, 2017 through May 31, 2018  
(copy of email confirmation from IRS dated after June 1, 2018)

*Maximum of 100 Presidential Bonanza Bonus Points*



**Eagles come in all shapes and sizes, but you will recognize them chiefly by their attitudes.**

E. F. Schumacher