



Hello Chapter Presidents!

It is the beginning of an exciting year for the Women of Today organization! Amy Pumper is leading us with "Visions of Success"! and I am here to offer help and support to you and your chapters "Building For Success".

Congratulations on your decision to take a leadership role within your chapter! You have the incredible responsibility of leading and growing your team! I am excited for you because together we will help others enrich their lives, we will serve our communities, and we will continue to strengthen this organization to benefit women everywhere!

Are you planning to complete the President Fast Start? This is an excellent way to get you prepared for being President. It focuses on items that you should have ready for your chapter members, such as a chapter handbook, a budget and goals. Attending local, district, and state meetings is another beneficial learning opportunity. I encourage you to attend the roundtables and use the different training tools available. Remember to ask questions. You will grow and so will your chapter!

SAVE THE DATE! Let's meet up in Monticello for the *President/State Delegate Retreat!* We will have so much fun and there will be lots of learning...plus a Saturday night Social for those who want to join President Amy, AVP Shirley, and myself! Food, fun and a good time will be had by all; check out more information on the back page of this CIP.

If your chapter needs some guidance; whether it is short term, long term, or just some fresh and new ideas, please do not hesitate to give me a call or send me an email message. I am here for you and your chapter!

THANK YOU for all you do for the Minnesota Women of Today!

Annual Calendar

The Minnesota Women of Today calendar is a useful tool for keeping up with happenings in the organization and will help you stay on top of deadlines. This calendar is available on mnwt.org on the FELLOWSHIP page by clicking Events. The Events link can also be found by scrolling to the bottom of any page on the website.

Events

Fellowship: Chapters · Events · News · Testimonials
Calendars: T1 · T2 · T3 · Printable MNWT Calendar | Online Calendar
Conventions: Fall State · Winter State · Annual | All State Events

Refer to it often. Publish the dates in your newsletter and stick to the deadlines. It is there for your use.

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2023 Dates to Remember

- Last Day Each Month:** Chapter Presidents Reports Due
- Jun 28:** Tri 1 Webinar
- Jul 1:** USWT Founder's Day
- Jul 15:** All Fast Starts Due
- Jul 15:** 1st Tri. Early Bird Renewals Due
- Jul 16-22:** Membership Week
- Jul 29:** Statewide Committee Meetings
- Aug 5:** President/State Delegate Retreat
- Aug 15:** All Renewals Due for Tri
- Aug 20-26:** Kids Week
- Aug 30:** Tri 1 Closeout
- Sept 1:** 990 Filing/Annual Registration Due
- Sept 2:** Tri 1 Success, Programming Rpt & Recognition Nominations Due
- Sept 22-23:** Fall State Convention
- Sept 24-30:** Women of Today Week
- Oct 8-14:** Membership Week
- Oct 25:** Tri 2 Webinar

Please consult the MNWT official calendar at www.mnwt.org, under Events to ensure that other key dates are not missed.

~ ~ ~ What is a CMVP & How Can I Help You? ~ ~ ~

Duties of the Chapter Management VP

Promote the use of chapter management tools for supporting local leaders in maintaining healthy chapters. I am here to help you understand the resources available to you as well as how and when to use them when you need support. This includes hosting training offerings such as President/State Delegate Retreat and LOTS. It also includes offering training on Fast Starts, Success, Leadership or other areas when needed either ad hoc or at assembled forums like Trimester webinars, Regional meetings, or Conventions. ***Don't hesitate to let me know what you need to know more about!***

Provide oversight for TLC Chapters as they work to be in good standing. Per MNWT Bylaws, a chapter must have at least 10 members to be in good standing. When a chapter falls below this threshold, they are put on a TLC list and are overseen by the CMVP as they look to regain standing. During this time, they will benefit from Membership, Marketing, and Management support from State Staff & District resources as deemed necessary. However, a chapter does not need to be on TLC to benefit from these resources. State Staff and District resources are always ready to help chapters in areas they need. Reach out to let them know what you are looking for or even with what you are struggling. Not sure to whom to go? Contact your DD or reach out to me (cmvp@mnwt.org) and I am happy to help figure out with you who best to start with. ***We are all here to help your chapter be successful!***

Supervise the Success System Coordinator. I am here to help if you are looking to learn more about Success or want to participate in Success.

Success Coordinator

My name is Cindy Sanders and I am the Success Coordinator for 2023-2024. This is my second year in the role and it has given me time to evaluate the Success form to encourage chapters to use this as a training tool and evaluate how their chapter is doing in all aspects of Women of Today. Look for updates coming.

I have been a member since 1996, starting in the Fridley chapter. When I moved to Duluth in 2004, I started the Duluth chapter. In 2011-12, I served as Minnesota's State President and in 2019-20, I served as the United States Women of Today President.

My WHY for Women of Today is the friendships I have made throughout Minnesota and the United States.

A Little Bit About Me

I am Tevyan Sorensen and have been a member of the Burnsville chapter for 13 years. I am serving my 3rd term as chapter president and have served in many board and LPM positions for my chapter and District 8.

I have served on Exec Council as DD8, Living & Learning SPM, Membership VP, and Administrative VP. I also chaired the Future Direction and Membership Management committees and served as Key Women President this past year.

My husband, Anton, and I will celebrate our 18th anniversary this July. We live in Lakeville with our boys, Aden(8) & Kieran (6). They keep me very busy along with lots of volunteering.

Success – More than Just Paperwork

Two of the Healthy Chapter Traits are #2-*Have a mix of service projects, socials, and membership events every trimester*, and #4-*Have engaged members*. And one of the best tools to help your chapter achieve these is the Success program

What is Success? The Success System is a tool for good overall chapter management. Using the Success System encourages chapters to be well-rounded in all areas of Women of Today. Sections of the Success System include Membership, Meetings, Chapter Management, Programming, Presidential Bonus Points, and during Tri 1, Bonus Bonanza Points.

Who can use Success? All chapters should consider using Success to ensure they are intentionally balancing their activities. Hold membership events to keep your members engaged and active and attract new members into your group. Educate and plan activities in the various Programming areas that are available to Women of Today at the state and local levels plus national. Attend events at all levels. Participate in the trimester activities featured by the State President and her staff.

Where do we start? Any time is a good time to start but now is ideal. Use Success to plan out your chapter year and achieve a balance across Membership, Programming, and internal activities.

~ ~ ~ Laying the Foundation ~ ~ ~

MNWT Webinar Night

Make plans to join the MNWT Staff and other presenters for the Tri 1 Webinar.

**Wednesday, June 28th
at 6:00 pm**

Topics include:

- Finding Programming Projects in Outlying Areas
- Managing Change
- Social Media Guidelines
- Question & Answer

Look for link on mnwt.org member page to register.

Tips for Upping the Energy

Are you looking to bring some new energy to your chapter or your monthly meetings? In addition to the energy that will come from the structure and organization by completing the tasks in your President Fast Start, here are some ideas you can use to freshen things up.

Allow some creativity at meetings. If your meetings are low in energy, liven them up with a theme or decorations that you use as a door prize. Ask a member to present on a topic or introduce a new skill. Or bring in a simple snack. Anything to shake it up a little!

Add some recognition. This could be an On-Time drawing if starting on time is an issue. Or a candy bar to recognize birthdays during the month. Member of the month recognition is fun but what else can you recognize, like most comments on your chapter Facebook posts?

Check in with your members. Call them or reach out individually and gauge their interest or ask them to help with an activity. Find out when is the best time to hold events. You never know if assumptions have changed and your chapter needs to adapt.

Getting Organized from the Start

Chapter Officer Sheet. Verify the Chapter Officer Sheet has been submitted for 2023-24 or submit online.

Chapter Email. Decide who is responsible for checking the official MNWT chapter email. Confirm how information will be forwarded to appropriate members regarding their responsibilities.

Agenda. Make sure you use a structured agenda for your meetings so members know what will be discussed and what is expected of them. Don't make it so detailed they don't need to come to the meeting, but enough detail to guide the conversation. Every chapter looks different. Make sure to send it out in advance of the meeting & that's a good to remind about any collections or special activities.

Reporting. State Delegates and Programming VPs have Trimester reports due at the end of August. Follow-up to make sure they are aware and know what needs to be done.

Success. Determine who in the chapter will be responsible for compiling the Success submission. Many people may need to contribute but how will it get put together...as a group or sent to one person?

Chapter Mailing. Check out this monthly document that has highlights from the State Officers, SPMs and Committee Chairs. CM is available on mnwt.org under State Publications. This is a great source of information about what is going on and coming up in MNWT.

State Convention. Watch for information this summer about the upcoming Fall State convention. Begin to promote to chapter members along with your State Delegate.

Follow MNWT Administration and MNWT Membership on FB. Watch for updates from President Amy and her staff on resources available and how to use them. Look for posts from the Membership Team (including me!) as well.

Chapter President & State Delegate Retreat August 5, Monticello

This is one of the best opportunities to network with other Chapter Presidents & State Delegates while also getting great training specifically geared for your position. We will be focusing on Team Building and Positivity in Leadership and some fun activities tucked in. Come for the day of training and stay for a fun Saturday evening social.

Registration forms available on the Event page or President, AVP or CMVP home pages.

~ ~ ~ Chapter President Fast Start ~ ~ ~

Due July 15th

Complete these steps & submit online or send form to your District Director, CMVP and State President. This is designed to get you moving on goals, activities and important information the chapter will need for a successful year. This is not meant to be a lot of paperwork for paperwork's sake but useful activities and information. Keep it simple and useful for you and your chapter.

1. **Attend or hold a local officer's training in your chapter.** Describe what you do to get your board transitioned from the previous year's board and working together. This may be a formal training or a portion of your first board meeting. It will look different for each chapter.
2. **Attend LOTS or district orientation.** Districts aren't having orientations anymore. In addition to attending LOTS, you can count the President Roundtable at Annual Convention, a local training that you do with your outgoing President or Chapter Board, or a training meeting that you do with an experienced member or District Director.
3. **Hold a training session for local program managers.** Whether it is you or the Programming VP, ensure that the LPMs receive training on what is expected of them, how budgeting works and reporting they need to do.
4. **Describe three membership ideas as a starting point that you will try this year.** Think about what your chapter could use some energy around (recruiting, orientation, activation, or retention) and get creative with doing something new in one or more of these areas. Work with your MVP!
5. **Establish measurable goals and write how you will achieve them.** There is a SMART Goals Worksheet for Chapter Presidents that can be immensely helpful for this. Make sure to share with your board if not the whole chapter what your goals are for the year.
6. **Develop a yearly calendar of events planning for projects in specific areas.** Determine how many events you want to have in each area for a trimester and plan accordingly. Success can be very helpful for thinking through what you want to be balanced across the various areas.
7. **Compile a chapter handbook (POA) to be handed out to each member.** This reference book has useful information for members about the chapter, how it operates, and its history. This can also be electronically distributed instead of printed.
8. **Work with chapter officers to develop a chapter budget.** Review the Treasurer's manual for helpful hints on what to include and how to setup.
9. **Use a printed agenda at meetings.** See President's manual for example agendas.
10. **Publish a monthly chapter newsletter.** If your chapter doesn't have a newsletter, this is a great opportunity to start one. This can be elaborate or as simple as an email or word document.
11. **Submit first trimester dues postmarked by July 15 for the Early Bird Deadline.** Submit all renewals that you have regardless of how many you have.
12. **Hold, or have scheduled, an m-event any time first semester.** An m-event is one where you are encouraging outside guests and working to recruit new members.
13. **Submit May and June monthly reports by the due dates.** Go to the President page on mnwt.org to submit directly on or before the last day of the month. It's only a few questions and gives you a chance to let your DD and the State Staff know how things are going for you.

All Chapter Presidents who complete and submit their Fast Starts will be recognized by President Amy and entered in a special drawing for something fun from me at Fall State.



Minnesota Women of Today
MNJOTS CIP 2023-24
 Success System Coordinator

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 mnwt.org



Welcome to another fun year of using the Success System!

My name is Cindy Sanders and I am a member of the Duluth Women of Today. I have been a member since 1996. I live in Duluth with my husband Kevin and our 5 furbabies, Mandolin, Cello, Sitar, Moses and Dakotah.

Last year, I loved looking at all the chapters entries and reading about the projects and membership ideas. Being the success coordinator for a second year has given me the opportunities to not only form relationships with the chapter individuals that submit them but also the fun of getting to say hi at convention and have a connection with the chapters.

Remember that Success is first and foremost a chapter management tool. Discuss it at your board meetings. Educate your chapters about success. It can be a win-win situation for everyone when a chapter uses good chapter management. You will notice a few additional items that have been added or subtracted this year. Start a Success folder. Drop information into it including meeting minutes, treasurer's reports, newsletters, board meeting minutes and agendas just to name a few. This will help get you started on the right foot.

If you are a bit apprehensive about doing Success, there are a lot of people you can reach out to, your district director, past chapter members who have submitted before, CMVP Tevyan or myself. We would love to help you.

The 1st Trimester Success submission is due postmarked or emailed to the above email address on **September 2, 2023**. Contact me for the mailing address.

Tips for Success

- Keep good records – Verification happens through documentation. Make sure to document what your chapter does when it does it.
- Make a file marked Success and put copies of documentation in as you go along. This will make filling out Success much simpler at the end of the Tri.
- Use Success as a planning tool – Pay attention to what you can claim and plan for those things at the beginning of the year or trimester.
- Ask for help if you need it – No question is silly and we want to help you!



Points to Claim in First Trimester Only

- Attend the **United States Annual Convention** in Arizona
- Attend **LOTS** (I know this has already happened)
- **President/State Delegate Retreat** (25 points for president, 25 points for state delegate)
- Submitting a **Plan of Action** to your District Director (this is 50 points!)
- **Bonus Bonanza Points**
 - o copy of Articles of Incorporation
 - o proof of insurance for current year
 - o proof of Annual Renewal with MN Secretary of State (email confirmation)
 - o proof of 990N filing with the IRS for last fiscal year (email confirmation)

Tri 1 Presidential Success Bonus Points

- Submit Chapter Officer, Chapter Information and Program Manager sheets by June 30 – 25 points – verified by CSC*
Or
- Donate \$25 or more toward printing the State POA*
25 points – verified by Secretary
- Or
- Have at least 85% retention or sign 2 new members in Tri 1*
25 points – verified by MVP
- Or
- Participate in MVP's Tri 1 Membership Week challenge*
25 points – verified by MVP
- Or
- Submit Program Manager Trimester Report*
25 points – verified by PVP
- Or
- Submit Tri 1 Success for the first time in at least 1 year (chapter did not submit in 22-23)*
25 points – verified by Success Coordinator
(Maximum 100 points)

31st ANNUAL MNWT PRESIDENT & STATE DELEGATE RETREAT 2023



Prepare to spread your wings and take flight at the 31st Annual President/State Delegate Retreat. Join President Amy, AVP Shirley and others from the 23-24 MNWT Staff for an enriching and fun day.

Saturday, August 5, 2023

Resurrection Lutheran Church
9300 Jason Ave NE, Monticello MN 55362

- Position Training
- Leadership Development
- Team Building
- Focus on your chapters
- Light Breakfast, Lunch, Snacks
- **Optional Saturday night social**

For additional information contact:

Tevyan Sorensen (214)215-5864, cmvp@mnwt.org

Tanya Rothstein (320)845-2250, csc@mnwt.org

Coming in early or staying for the Social on Saturday night? A room block is being arranged at the Super 8 by Wyndham in Monticello. Check back for details to come!

MNWT PRESIDENT & STATE DELEGATE RETREAT 2023

Name _____ Phone (____) _____

Address _____ City _____ Zip _____

President State Del Chapter _____ District _____

Email Address _____

_____ **Early Bird Registration by July 22 (\$12)**

_____ **Registration postmarked after July 22 (\$15)**

Registration includes light breakfast, lunch and snacks

Online registration also available on mnwt.org

Make checks payable to: MNWT

Write President/SD Retreat on memo line

Mail to:

Tevyan Sorensen

19743 Henning Ave

Lakeville, MN 55044