



## FALL STATE 2017 CIP

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Dear Past Presidents!

One trimester is already behind us. How are things going? How are you finding your year as Chairman of the Board? Hopefully at this time of the year, you have found your role once again in your chapter, and are enjoying a more relaxed role this year.

During 2<sup>nd</sup>, Trimester, there are some things you will need to start thinking about and begin to prepare for:

- **Parliamentarian:** Some of you are serving in the role as parliamentarian. If you haven't already, now is the time schedule a bylaw and policy review. Contact Parliamentarian Illeana Miller for some tips on conducting a review, and items you may want to add to your bylaws/policies. In addition to a review, you will also want to discuss with your president how you might assist running chapter meetings by educating the membership about parliamentary procedure either with a quick orientation or article in the newsletter.
- **Become a member of Exec Council:** Consider how you will share your time and talent in other areas of our organization. Some of you have already stepped into the role as a DD or SPM. That's wonderful!! I hope you are having a great year so far and will consider another position next year. If not, consider becoming an SPM or DD next year. Reach out to a current SPM or Programming VPs to ask questions about a position you might be interested in. You can also take time to connect with your DD and ask questions about becoming a DD in the upcoming year. You can always contact me with any questions you may have also.
- **Elections:** Check your bylaws/policies for when elections are supposed to take place for your chapter. For most chapters, elections take place in the spring; February, March or April. In order to recruit a full slate of officers for your chapter you will need to start early and enlist the help of the chapter board. Included in this CIP are some tools for you to use in the elections process.
- **Promote the US Women of Today (USWT) and ONTO:** These two go hand-in-hand. ONTO is the fundraising and promoting we do to encourage members to attend the US Women of Today Conventions. Our first convention will be October 6-8 in Ankeny, Iowa. More information is included in this CIP.
- **There are ONTO shirts and ONTO flowers for sale during 2<sup>nd</sup> trimester.** See inside for more details. Note the flower prices have gone up a little (as does all things unfortunately). The new price is \$3 for each flower or 4 flowers for \$10 (which must be purchased in multiples of 4 ie 4, 8, 12, 16 etc).

Thank you for your continued hard work and dedication to the Minnesota Women of Today. Our chapters and districts are stronger because of your willingness to continue to serve the organization. Join me in Coloring Outside the Lines this year!

*Jane*

### **Important Dates:**

Oct. 6 – 8 USWT Mid-Year  
Dec. 9 MMC, Marketing and Future Directions  
Jan. 6 Finance  
Jan. 26-28 Winter State  
Mar. 10 March Planning

# Continue Your Leadership Experience

## Attend a State Committee Meeting..

Just like your chapter, the MNWT has several state committees that plan and make recommendations about our organization. One of the best ways a member can learn more about our organization and become involved is by joining a state committee, sub-committee or attend a meeting. Future Directions, Membership Management and the Marketing committees meet three times throughout the year and Finance meets 4 times. What better way to move our organization forward than by bringing your ideas to a state committee or by attending and helping our committees develop a new focus.

Next Committee Meeting Dates for Marketing, Membership Management and Future Directions are: December 9<sup>th</sup> in Eden Prairie.

Committee Chairs are: Future Directions, Tevyan Sorensen; Marketing, Shellie Matthes and Membership Management, Sherry Boike.

## Become a State Program Manager

It's not too early to be thinking about a program manager position for next year. The following are requirements for becoming an SPM:

- Serve at least one year as a DPM or district programming vice president.
- Have a general interest in the programming area.
- Support of your chapter.
- Must be a member for at least two (2) years
- Serve as an LPM for at least one year. (And you can be an LPM and a DPM during the same year to fulfill this requirement.)

For more information about becoming a State Program Manager, you can contact me, President Shelli, or Internal VP Jessy [ivp@mnwt.org](mailto:ivp@mnwt.org) or External VP Barb [evp@mnwt.org](mailto:evp@mnwt.org).

## Become a District Director

Each district will soon begin the search for their next district director. The role of DD is one of the most rewarding positions you can hold on Exec Council. As DD, you will be the official representative for your district on the Executive Council. You will preside at district meetings and plan the agenda for each meeting. As DD you will also visit each chapter in your district twice and have a wonderful opportunity to grow your leadership skills. To become a DD, you must have been a member for at least two years. It is strongly recommended that you have served as chapter president. Each district may have other specific requirements, so check your district's bylaws/policies. For more information you can contact me, President Shelli or Administrative VP, Christine [avp@mnwt.org](mailto:avp@mnwt.org).

## Become a State Officer

For those of you having served at least one year on Exec Council, maybe you are ready to take the next step toward becoming a state officer for the organization. If you have ever considered becoming an officer, now is the time to begin filling out a filing form. This form is easy to complete and will be forwarded by me to any prospective presidential candidates for consideration as she chooses her potential staff. Forms can be turned into me beginning December 1<sup>st</sup>. Contact me [cob@mnwt.org](mailto:cob@mnwt.org) for a filing form or check out your chapter's Book of Forms for a copy.

# USWT and ONTO



**Just to recap ONTO.....** ONTO is a committee that provides fundraising for and education about national conventions. Several events are held during the year, like the flower sales at Winter State, (see the order form in this CIP) and ONTO shirts (see the description below). ONTO members also help promote the National Conventions and create excitement to encourage members to attend.

## ONTO Shirts back by popular demand

Support President Shelli by purchasing a red ONTO T-shirt featuring her logo on the front. Encourage your chapter members to order theirs and wear them for chapter events, districts meetings, and to convention where we will see a mass of red! The cost is \$13 for sizes S-2XL and \$16 for size 3XL. See me if you would like to purchase one; I have several sizes. For more information, contact COB Jane at 507-317-0951 or [cob@mnowt.org](mailto:cob@mnowt.org).



## United States Information



**Mid-Year Convention: Field of Dreams:** The USWT Mid-Year Convention will be held October 6-8 in Ankeny, Iowa. A registration form, schedule and more details are available on the USWT webpage; [uswomenoftoday.org](http://uswomenoftoday.org). The Convention is just this next weekend, but you can still get in on all the fun if you have not already registered.

**Why attend a USWT Convention?** .....Why not? Attending a USWT Convention will help you to understand the USWT a little more, plus you can learn about projects and ideas from other states and gain new friends along the way. You can also support Minnesota's members serving on USWT staff. They are Nicky Anderson, US National President; Colleen Todd, Membership Vice President; Laura Gaylord, Programming Vice President; Bonnie Waller, US Treasurer; JoAnn Miller, Secretary; Cathy Snyder, Extensions; Daina Mirsch-Wenner, Public Relations Director; Cindy Sanders, Personal Development Program Manager and Jane Hanson & Kayla Hermann, PAs.

**Looking ahead...the year end convention** will be held in our very own state of Minnesota – location pending. Mark your calendar for June 7-10, 2018. Help me to promote this and get A LOT of Minnesota members at this yearend celebration.

**Should you promote the USWT Convention?** Promoting the USWT Conventions may fall under dual jurisdiction within your chapter. Work with your state delegate to see if you can assist her in promoting this event, ensure she has the necessary information or offer to talk about the Convention under your report. It's not critical who does the promotion, as long as it is done.

**US Women of Today Today's Leader:** Each chapter receives one copy of this informational newsletter sent out by the USWT and forwarded to your official MN chapter email address. Information, promotions, registration forms, and other items related to the USWT can be found in this newsletter. Also be sure to check out all the resources and links on the [uswomenoftoday.org](http://uswomenoftoday.org) website.

## Chapter Elections: Where do I start?

One of the duties of the Chairman of the Board is usually to serve as elections chair. (It's my job too!) Some of you have probably not been involved in this process before and may be unsure where to start. Here are some tips to get started.

*~Plant the seed early.* Encourage members of your chapter who will be good leaders for your chapter. Send an encouraging note or email. Congratulate them on a job well-done. Pay attention to the members of your chapter and consider them in different officer positions.

*~Advertise the 'job'.* As early as December or January, taking into account when chapter elections will take place, advertise the need for officers for the upcoming year. Use your newsletter and speak at your chapter meeting.

*~Publish a job description.* For each officer position, you should let potential officers know what the job involves. These job descriptions can be found in your chapter policies; usually there is a short officer description. There is a listing of officer responsibilities on my webpage. Feel free to use it if it is helpful and change as necessary to fit your own chapter's descriptions.

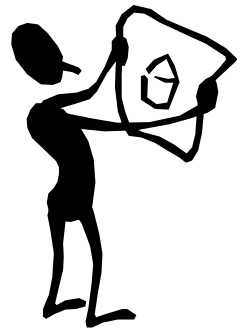
*~Keep a positive attitude.* I am amazed at how much better things seem if your attitude remains positive. Too many times I hear from chapters, I don't know who will be on the board this year or no one will step up to be president. If that is your initial approach, you are already starting in the negative and recruiting new officers will be more difficult.

In my Winter State CIP, I will have more details about the actual election process and how to find those sometimes elusive chapter officers. ☺

## March Planning: March 10, 2018

Each year the MNWT comes together to discuss recommendations and potential changes for the organization. It is also a time where current staff holds officer training for the incoming prospective staff. This year March Planning will be hosted by the White Bear Lake Chapter and held at the Presbyterian Church of the Way in Shoreview. Watch for more details in my Winter CIP.

\*\* This meeting is for all members, come be a part of deciding the future of our organization.



## Area Meetings

Believe it or not, these meetings will be here soon. Because the dates have already been set and everyone is encouraged to attend, I'm giving you these dates early, so your chapter can plan to attend. More details about these meetings including locations will be available at Winter State.

Area 1 (Districts 1, 2 & 3) March 24<sup>th</sup>  
Location: Bemidji (tentative)

Area 2 (Districts 4, 5 & 6) March 23<sup>rd</sup>  
Location: Rice (tentative)

Area 3 (Districts 7 & 8) April 6<sup>th</sup>  
Location: TBA

Area 4 (Districts 9, 10 & 11) April 7<sup>th</sup>  
Location: TBA

# ONTO FLOWER SALES



Once again the ONTO committee will be selling flowers to be distributed at Winter State convention. Please see the order form below. Pre-order by January 1 to ensure that flowers are available for all the special people you know in the Minnesota Women of Today. Orders will be taken at Winter State if flowers are available. Proceeds from the flower sale offset costs related to National Conventions.

*Return money and flower tags with messages to Jane Hanson.*

**\*\*\*\*\*New Pricing for 2017-18\*\*\*\*\***  
**\$3 each or**  
**4 for \$10 (must be purchased in multiples of 4)**

**Don't forget to buy one for:**

- **Your secret sis**
- **Your chapter president**
- **Your district director**
- **Your PALS chapter**
- **President Shelli**

Your Name and Chapter:

NAME	Number of Tags	Amount Due	PD?	Tags Rec'd (Y/N?)

Send the above information to:  
 Jane Hanson, Chairman of the Board  
 31078 790<sup>th</sup> Avenue  
 Madelia MN 56062  
 507-317-0951 or cob@mnwt.org

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