



**Chairman of the Board
MNJOTS CIP
2020-2021**

Cat Shuman
Chairman of the Board
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Dear Chapter Past Presidents,

Welcome to the 2020-2021 Women of Today year! It might seem a little strange as you step back and the new chapter president takes the reigns. As Past President or Chairman of the Board for your chapter, you play an important role in making the transition an easy one. You should be available to support the new president and the board. Offer encouragement, understanding, guidance, and helpful advice. Here are some suggestions to guide you:

Your role this year is to serve as an advisor and confidant to the new president. Be supportive of decisions the president makes and remind yourself that you are not the main decision maker this year. A mentor provides guidance but doesn't always provide the answer. As the year progresses, gentle reminders or "checking in" to see if the president has questions or needs assistance is always appreciated.

If your role includes serving as parliamentarian, discuss the president's expectations of your role and be sure to also review the State Parliamentarian CIP. You can help to make meetings more productive, timely and efficient by assisting with parliamentary procedures to keep everyone on task and committee work out of the meetings. Consider maintaining mini forums on areas where your chapter could improve to keep those monthly meetings fun and energizing.

Consider sharing your time and talents in other areas of our organization. Your expertise is very valuable to your chapter and the state organization. Perhaps you want to consider chairing a project or serving as a local program manager. You could also volunteer as a state committee member or fill other roles within the organization.

There is a page included with my CIP about "Training Your Successor"—this might provide some helpful hints for you to use. In closing, please understand your role as Past President or Chairman of the Board is critical to your chapter and should be recognized as such. You might not be sitting up front and leading your chapter, but you are there supporting your president, which is very important.

Cat Shuman, MNWT Chairman of the Board 2020-2021

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IMPORTANT DATES	
June 12-13	USWT Convention
June 24	MNWT Trimester Webinar
July 1	Founder's Day
July 15	Fast Starts Due
July 25	State Committee meetings
Aug 1	President/State Delegate Retreat
Aug 8	MNWT Foundation meeting
Aug 31	Trimester 1 Closeout
Sept 1	Annual SOS Registration due
Sept 1	990N Filing due
Sept 18-20	Fall State Convention, Arrowwood Lodge Brainerd

Try Something New — Join a State Committee

State committee meetings are open to all MNWT members. Attend as a visitor or consider serving on a committee to explore ways to continue to strengthen our organization and ensure our future. Meetings are held in various locations in the state or you can attend online.

Future Directions, Membership Management and the Marketing committees need individuals like you to share ideas and make decisions.

Please contact me (cob@mnwt.org) or any State Committee Chair for more information:

Future Directions: Brenda Sather, Chair ~ fdc@mnwt.org

Membership Management: Michelle Cloutier, Chair ~ mmc@mnwt.org

Marketing: Christine Sibilleau, Chair ~ marketing@mnwt.org

State Committee meeting dates have been tentatively set and locations will be determined soon.

1st Trimester: Sat, July 25, 2020

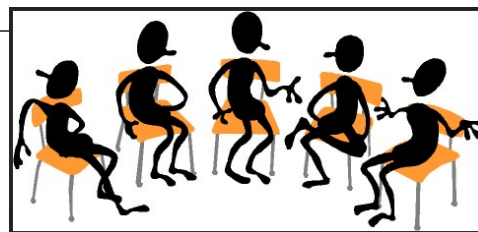
2nd Trimester: Sat, November 21, 2020

3rd Trimester: Sat, March 20, 2021

The Finance committee reviews finances of the organization, sets financial policies and approves other matters relating to the state finances. For Finance Committee, contact Financial Vice President Mary Hansen, Chair ~ fvp@mnwt.org

MNWT Foundation offers extension grants, scholarships to members, grants to chapters and financially supports our organization. In order to support these programs, the foundation relies on donations from individuals, chapters and corporations. Contact foundation@mnwt.org.

By attending these meetings, you will learn more about the state organization and hear firsthand the behind-the-scenes brainstorming, discussion, and decision-making that takes place. Attend a meeting to learn more and you may even find an area of interest where you can further share your talents!



ONTO COMMITTEE

What is **ONTO**?

ONTO is a committee that promotes attendance at USWT conventions and provides fundraising and assistance for those attending national conventions. Several events are held during the year including shirt sales starting at Fall State and flower sales at Winter State. The proceeds go to National Convention expenses such as shipping awards to and from convention and serving as host for the attendees from Minnesota. Minnesota Women of Today general operating funds are not utilized for these types of expenses.

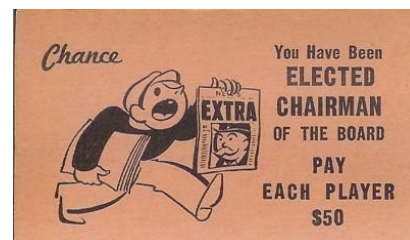
ONTO Shirts are a fun promotion and any member can order and wear these shirts. Show your support to President Ille by purchasing your “R.I.S.E.” shirt featuring her logo. Encourage your chapter members to order theirs and wear them to convention and for various activities. Please see the order form on page 6 of this CIP.

I am looking for members to be on this fun and dynamic committee. Members attending convention have opportunities to participate in table displays, skits, and the Fall Project Fair. Let me know if you are interesting by emailing cob@mnwt.org.

About the MNWT Chairman of the Board

As Chairman of the Board for the Minnesota Women of Today, I support the current State President and her staff. I also have some specific duties:

- ONTO Committee Chair: I am in the process of putting together a team of fun, energetic, and talented ladies! We will work to keep you updated on USWT conventions as well as supporting our MNWT members who serve on the national level.
- Elections Committee Chair: I work with 4 area representatives and ensure the process for electing the next state president runs smoothly and within our bylaws.
- Area Meetings: I look forward to working closely with the District Directors to facilitate these meetings held in March/April of 2021.
- March Planning: I coordinate and facilitate this critical meeting where members across the state come together with exec council to discuss ways that we can improve our organization. This is open to the general membership and is a good way to share creative ideas that could impact our organization. The new format for online forms and recent programming changes came from these planning meetings.
- MNWT Statewide Committees: I oversee the chairs of the Future Directions, Marketing, and Membership Management committees. These committees are set up to support the current staff initiatives as well as to lead integral ongoing functions of this organization. These meetings are always open to the general membership as well. Please consider attending an upcoming meeting.



Which Area and District are you?

Redistricting changes were approved at Annual 2020 Convention. Here is the updated list showing which District and Area your chapter is currently in.

Area 1

- District 1: (vacant)
- District 2: Greenbush, Hawley, Lake of the Woods, Red Lake Falls, Roseau, Thief River Falls, Warroad Area
- District 3: Aitkin, Brainerd Lakes Area, Duluth, Longville, Staples-Motely Area, Virginia

Area 2

- District 4: Albany, Avon, Benson, Melrose Area, Montevideo, Morris Area, Willmar
- District 5: Hutchinson Area, Monticello, Rice, Rogers-Otsego-Dayton, Sauk Rapids, St. Cloud, St. Joseph
- District 6: Anoka, Big Lake, Champlin, Coon Rapids, Elk River Area, East Central, STMA

Area 3

- District 7: Brooklyn Park, Fridley, Maple Grove, New Hope, White Bear Lake
- District 8: Burnsville, Eastern Carver County, Eden Prairie, Savage Area

Area 4

- District 9: (vacant)
- District 10: Fairmont, Hanska, Jackson, Madelia, New Ulm, Slayton, St. James, Windom
- District 11: Blooming Prairie, Byron, Glenville, Straight River



**Minnesota Women of Today
Presidential Bonus Points for SUCCESS
1st Trimester 2020-2021**

Donation of \$50 to the State POA - 25 points
AND/OR

At least 2 chapter members attend Tri I Webinar - 25 points
AND/OR

Participate in the Membership VP ROAR challenge - 50 points
AND/OR

Spend \$25 at State Store (excludes redeemed state store certificates) - 25 points
AND/OR

Donate \$25 to any of the SPM foundations (funds to be sent to the Chapter Service Center)
25 points

MAXIMUM 100 POINTS

ADDITIONAL Presidential Bonanza Bonus Points - 100 points

Note: all of the following must be submitted with your documentation

- Sales and Tax permit
- Articles of Incorporation
- Proof of Annual Registration for 2020 (include a copy of the email confirmation from the MN Secretary of State)
- Proof of insurance for current year
- Proof of 990 filing for the fiscal year 6/1/2019 through 5/31/2020 (include a copy of email confirmation from IRS dated after 6/1/2020)

In National News....USWT

- ◇ US Women of Today National Convention is being held online on June 12-13, 2020. Originally scheduled in Staples MN, the coronavirus pandemic has forced a move to an online format. There is no cost to register but members must do so in order to receive all the pertinent links and materials. Online registration link at uswomenoftoday.org. Please watch the USWT and MNWT websites for the convention schedule and other information.
- ◇ Join me as I finish out the year as the 70th State President for Minnesota and introduce our new State President Ileana Miller to those attending national convention.
- ◇ Outgoing National President is Cindy Sanders, from Duluth MN. Candidates for national office are being announced soon. Please keep tuned to uswomanoftoday.org for updates.
- ◇ Did you know...
 - That there are 13 states in the USA that are considered members of the national organization.
 - MN is by far the largest state with the most chapters.
 - National supports programming with two areas: Wellness and Personal Development and Domestic Violence Awareness.



Training Your Successor

Although your role as chapter president ended April 30, your assistance in helping your chapter prepare for the new year is valuable. Consider helping your new president with preparation of her agenda for your next board meeting and general meeting. Mentor her by discussing what takes place at board and general meetings and explain the difference. Here are some suggestions on ways you can continue to be a leader in your chapter:

- Be supportive of the new officers. Be excited for the president and her goals. Remember your fears and questions at the beginning of the year and assist her to be more successful by sharing what you felt was successful and what you would do different.
- Offer to do some board training with the new board members. Check to see that they received records from last year's officers .
- Check your files for training materials you received in the past year. Make copies and review them with the incoming president. Training that could be discussed: material from LOTS, district trainings, president round tables, CIPs, President Mailings, etc.
 - Offer any information on building and leading a team;
 - How to run successful, efficient meetings—having agendas, allowing proper timing, following parliamentary procedure, including fun and energizing activities, inviting speakers, presenting awards/recognition; and
 - Chapter Management—review the Success form and explain its use as a chapter management tool, share any materials dealing with chapter management issues such as conflict resolution, motivating members, orientations, etc. Be sure to share where some of these materials are located - in print or online on the MNWT website.
- Clean and organize your chapter files and turn them over if you haven't done that yet.
 - Throw away president reports you sent to the District Director—they may include confidential, personal information that you do not want shared.
 - Provide extra copies of forms she will need—report forms, district award forms, presidential pin/medallion forms, etc. and make sure she knows where to locate these on the website.
 - Share your organizational and time management methods with her.
 - Help prepare a tentative chapter calendar of events. Make sure she is aware of dates, such as LOTS, district orientation, deadlines for Fast Start, reports, Success, pin/medallion nominations, and also share with her which individuals are responsible for other important deadlines such as Early Birds, renewals, and other such items.
- The extent of training you provide to her may depend upon the length of time she has been a member, whether she attends any training sessions that are offered through the district and state, or if she has served in a chapter board position before. Although she may receive training from various sources, be sure to help her get a jump start by reviewing critical information with her now. If she is successful, the chapter will also benefit.
- Consider offering your assistance where it is needed. However, be careful to not overstep the bound as mentor . Offer your assistance and if it is declined, accept that response with no judgment.
- Strongly suggest that she plan and prepare a chapter handbook/Plan of Action. By preparing this useful tool at the beginning of the year, the stage is set for direction within the chapter along with a growth plan and calendar for the year. This helps everyone know the goals for the coming year and what to expect. By being informed, chapter members will typically be more supportive and ensure that they can participate as much as possible because they will have a chapter road map for the year.
- Be honest with her! Let her know what worked for you and what did not. Give a copy of your year-end evaluation to her as that should provide a look at what you learned throughout your year.



Minnesota Women of Today ONTO Shirt Order Form

These attractive maroon t-shirts with logo design in gold ink are really sharp! Wear them to state and national conventions and other events to show your support for President Ille during the year. (sample only – logo may be on upper left chest)



Unisex Sizes: S, M, L, XL = \$10.00

2XL, 3XL, 4XL, 5XL = \$11.00

Order by August 28, 2020 to guarantee that you will get one of these shirts. Orders will be delivered at Fall State Convention. Additional shirts will be sold at the Fall State Project Fair and other conventions, however sizes are not always guaranteed. For more information, contact COB Cat Shuman at 612.812.9198 or email cob@mnwt.org.

**Please make your checks payable to: Minnesota Women of Today
Must include check with your order form**

Order form and payment due August 28th for Fall State delivery. Mail to:

Cat Shuman, COB
9640 Goodrich Av NE
Monticello MN 55362

*If you prefer to have shirts shipped directly to you, you must add \$5.00 **per shirt** to your order. Otherwise, shirts will be distributed at Fall State (or sent with your District Director or chapter representative).*

Member Name, Chapter, and phone number	Size	Amount Due (incl ship)

Contact Person: _____ **Email:** _____ **Phone:** _____