



Minnesota Women of Today  
2020-2021 Winter State CIP

**Mary Hansen**

315 Waite Ave S #109  
Waite Park, MN 56387  
320-492-8379

FVP@mnwt.org



*Dear Chapter and District Treasurers,*

*In this unprecedented year are you making progress on your goals? The best way to do that is to be adaptable. When we started this year no one could have predicted where we would end up, but here we are starting on third trimester already.*

*As well as looking behind us and seeing what we have accomplished, we should always be looking forward and preparing the way for someone else to take over our position. We all may still have a lot we want to accomplish and by working together as a team we can accomplish and meet those goals, remembering that goals are meant to be examined and changed as needed.*

*Have you or your chapter donated to Ways & Means? Have you ordered clothing from Warroad Threads to support MNWT? Have you looked at your chapter budget and made revisions if needed? Have you or will you file your MN State Sales tax by February 5th? Have you recruited a new treasurer for your chapter for the next year?*

*Please take the time to read through my CIP to see what the Finance Committee has been up to. Instead of our annual raffle we decided to do a different type of fundraiser for the third trimester. The flyer is enclosed.*

*The MNWT thanks you and you have my personal thanks also.*

*Mary Hansen*

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## Who do you send what to?

### **Dues & Insurance**


MN Women of Today  
Chapter Service Center  
PO Box 44242  
Eden Prairie, MN 55344  
952-406-8578  
csc@mnwt.org  
Make Checks payable to MN Women of Today  
Office Hours: Tues, Wed, Thurs 11:00-4:00

### **MNWT Foundation**

Jane Hanson  
MNWT Foundation  
PO Box 232  
Anoka, MN 55303  
612-554-2282  
Foundation-treasurer@mnwt.org  
Make Checks payable to MNWT Foundation

### **Ways & Means Donations and other Treasurer**

Mary Hansen  
MNWT Financial Vice President  
315 Waite Ave S #109  
Waite Park MN 56387  
fvp@mnwt.org  
Make Checks Payable to MN Women of Today



### Success Points Trimester 3

Submit a Nomination for a Community Connections Year End Award (50 pts)

AND/OR

Hold an M Event during Membership Wee (3/28 to 4/3/21) (25 points)

AND/OR

Sign 3 New Members for 3rd Trimester (25 pts)

AND/OR

Reach 85% Retention for 3rd Trimester (50 pts)

AND/OR

Have 2 Members of your Chapter Attend the February Statewide Webinar (25 pts)

AND/OR

Submit a Chapter Article to the State NEWSLET (25 pts)

*MAXIMUM OF 100 POINTS*



### Treasurer’s Third Trimester Challenge

Chapter and district treasurers that complete 4 of the 5 following challenge items will receive an incentive and be entered into a drawing at year-end for an awesome gift. Please send to me at [fvp@mnwt.org](mailto:fvp@mnwt.org) by April 30, 2021.

- Make a donation to state Ways & Means (any amount)
- Complete your chapter sales tax and submit by February 5, 2021.
- Report on a local ways & means project that your chapter or district has done or is doing for 3rd trimester.
- Make a purchase from the state store during the 3rd trimester.
- Send in the name of your treasurer for the 2021-2022 year.



### **MNWT Clothing Store**

Have you checked out the MNWT Clothing Store? In cooperation with Warroad Threads, we now offer MNWT branded clothing. We have quite a selection, including T-shirts, polo shirts, pants, jackets and even face masks – all with the MNWT logo. Your order will also help support State Ways & Means. This is a great way to show your pride in our organization and to support the organization at the same time.

Please check out the website:

<https://warroadthreads.com/product-category/minnesota-women-of-today>

### **MNWT State Store Update**

Jane Holmberg from the St. Cloud chapter is the State Store Manager and she is always looking for some ideas of things to have available in the state store. Did you know that sales from the state store help us meet our budgetary needs?

Currently the best way to place an order for state store items is to email Jane at [statestore@mnwt.org](mailto:statestore@mnwt.org)

Items that are currently available include pens, note cards, postcards, the president’s mugs, small notebooks, clip boards, charms (commemorative, officer, years of service, and STEP), pins (commemorative, officer and years of service).

Do your officers wear pins or charms showing that they are holding an officer position? If not, why not implement this and show pride in the positions and the leadership roles held? There are also officer and local program manager manuals available as well as certificates that you can use to recognize your members.

Gift certificates for future purchases are also available for purchase.

Give Jane a shout out and she will be there to supply your needs.



# "Passport Through Minnesota" MNWT Annual Convention Fundraiser

- We know that you would love to get out and do some traveling
- And it's a great time to support Minnesota "small" businesses
- So here's a chance to do both!

Make a DONATION to MN Women of Today, and you could be the lucky winner of the "Passport Through Minnesota" basket full of surprises to use as you travel around the state!

*The basket contains a free night stay at both Arrowwood in Baxter and Arrowwood in Alexandria as well as gift certificates to restaurants, wineries, stores from all over the state to give you a chance to make new memories enjoying your "Passport Through Minnesota" with friends.*

Every \$10 that members or chapters contribute for this fundraiser, earns a chance in the drawing for the "Passport Through Minnesota" basket to be awarded at Annual Convention on May 22, 2021.

You can mail a check made payable to MN Women of Today or make your donation online with Paypal through the link on the Financial Vice President staff page.

What kind of surprises would you like to find in the basket?  
 Make your \$\$ donation \$\$ today and don't miss out on the fun!  
 (Pictures do not necessarily represent items in the basket, but the winner takes all!)



**Passport Item #1**  
Suggested Donation - \$5



**Passport Item #2**  
Suggested Donation - \$10



**Passport Item #3**  
Suggested Donation - \$20



**Passport Item #4**  
Suggested Donation - \$50

**Name:** \_\_\_\_\_ **Chapter:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Total Amount of Donation:** \$ \_\_\_\_\_ (please make donations by April 30, 2021)

**Make check payable to "MN Women of Today" and mail to:**  
 MN Women of Today, Chapter Service Center  
 PO BOX 44242, Eden Prairie MN 55344

**Questions? Contact the finance committee at [fvp@mnwt.org](mailto:fvp@mnwt.org)**

Minnesota Women of Today  
Finance Committee Meeting January 9, 2021  
Zoom Meeting

Meeting was called to order by chair Mary Hansen at 9:00 am

Members attending were: Mary Hansen, Jane Hanson, Amy Pumper, Jane Holmberg, Lisa Hahn, Cathy Shuman, Katie Castro, Illeana Miller, Anna Nichols, Michelle Kocak-Jones, Wendy Homyak and guest Char Ostenberg.

Jane Hanson agreed to be Secretary.

- Minutes were approved as presented for August 15, 2020 and October 22, 2020 meetings
- *Email Motion: Passed Katie C/Jane Hanson: I move that we purchase 50 logo magnets at a cost of \$1.00 each and sell for \$1.50 each in the State Store*
- *Email Motion: Passed Cindy U/Michelle KJ: I move that the Sheets Galore fundraiser move to a virtual fundraiser with items being sent directly to the orderers.*

State Store Report – Jane Holmberg

- Discussion about updating the on line store. Task force formed; Amy Pumper (Chair), Katie, Tevyn and Jane Holmberg. Pictures were taken at Fall State of the items and working to get something on the website. At this point we are encouraging members to email orders to [statestore@mnwt.org](mailto:statestore@mnwt.org)
- On Line clothing sale is going well. Mary reported that a check is being sent for items sold to date.

Finance Report—

- Financial reports presented
- M/S/P Jane Hanson/Lisa H move to approve revised budget of \$67,400 in income and \$66,048 in expense. Revised budget will be emailed to chapters and approved by voters at Winter State.

Chapter Service Center Report—Katie Castro

- No CSC requests. Katie reported she is looking at purchasing Microsoft 365.
- Katie reported that she has received the billing for liability insurance. Last year chapters were charged \$182 for insurance.
- M/S/P Amy P/Wendy H move to charge chapters \$185 for upcoming insurance year.
- Katie has requested hotel stays from Arrowwood of Brainard and Alexandria.
- M/S/W Cathy S/Michelle move to include a \$100 and \$50 prize in upcoming raffle.

Ways & Means Report—Finance Committee

- W&M Donations – coming in very well
- Mary reported that the Sheets Galore fundraiser is going on now and orders are coming in.
- M/S/P Cathy S/Amy P move to hold a Getaway promotion to replace the traditional raffle. This will kick off with the Winter State CIP and be an online sale throughout 3<sup>rd</sup> trimester. The giveaway will include 2 hotel stays and gift certificates from locations throughout Minnesota (Thank you Jenise for the idea)
- Chair Amy reported that the fudge sale for annual is on hold for now.

January 9, 2021, Meeting minutes continued:

Old Business

- Marketing VP position will be voted on at Winter State and if passed will be included in the budget for next year.

New Business

- Motion passed in March 20stated: No insurance will be charged to newly extended chapters for first year from charter date and prorate the second year from anniversary date or full year, whichever is less. It was clarified that this is an ongoing Finance Policy.

Adjourn 10:18 am

- Next meeting is March 6, 2021 – Mary will let us know when/how the budget meeting will be.
- Final meeting is May 28, 2021 location and budget meeting time and date to be determined.



*I would like to take this opportunity to thank the following members of the finance committee. I would not be able to do this position without their support and guidance. They freely offer their knowledge and assistance when needed.*

*~ Cathy Shuman ~ Jane Hanson ~ Jane Holmberg ~ Laura Gaylord ~  
~ Sharon Erickson ~ Wendy Homyak ~ Jeny Ohr ~ Lisa Hahn ~  
~ Cindy Umland ~ Brenda Sather ~ Katie Castro ~ Amy Pumper ~  
~ Michelle Kocak-Jones ~ Tanya Lund ~ Anna Nichols ~*

*Any MNWT member is welcome to attend a finance meeting.*



## MNWT Mid-Year Budget 2020 - 2021 Fiscal Year

In- come	Jun 2, 20 - Dec 31, 20	Original Budget	Mid-Year Revised Budget
<b>40 · SALES</b>			
402 · STATE STORE SALES TAXABLE	780.00	5,000.00	2,000.00
403 · STATE STORE SALES NON-TAXABLE	8.00	200.00	75.00
404 · STATE STORE GIFT CERT (NON-TX)	15.00	200.00	75.00
<b>Total 40 · SALES</b>	803.00	5,400.00	2,150.00
<b>42 · WAYS &amp; MEANS</b>			
420 · W & M DONATIONS	1,091.96	3,250.00	2,500.00
<b>Total 42 · WAYS &amp; MEANS</b>	1,091.96	3,250.00	2,500.00
<b>422 · FINANCE COMMITTEE</b>			
4221 · FINANCE COMMITTEE FUNDRAISER	995.00	5,500.00	3,000.00
<b>Total 422 · FINANCE COMMITTEE</b>	995.00	5,500.00	3,000.00
<b>43 · MEMBERSHIP DUES</b>			
431 · STATE DUES	19,890.00	39,780.00	39,780.00
432 · NATIONAL DUES	2,270.00	4,420.00	4,420.00
<b>Total 43 · MEMBERSHIP DUES</b>	22,160.00	44,200.00	44,200.00
<b>433 · CHARTER FEE &amp; EXTENSION</b>	0.00	40.00	40.00
<b>44 · PROGRAMMING</b>			
444 · PERSONAL ENRICHMENT	0.00	100.00	100.00
4441 · PE VIDEOS	25.00	200.00	100.00
445 · COMMUNITY CONNECTIONS AWARDS	0.00	60.00	60.00
4492 · O/S YOUNG ADULT	75.00	200.00	75.00
4494 · PERSON WITH DETERMINATION	75.00	100.00	75.00
4495 · WOMEN WHO IMPACT	55.00	100.00	75.00
<b>Total 44 · PROGRAMMING</b>	230.00	760.00	485.00
<b>45 · CONVENTIONS</b>			
454 · WINTER STATE	250.00	8,000.00	250.00
456 · LOTS	0.00	1,000.00	1,000.00
457 · MID YEAR EXEC	565.00	1,000.00	565.00
4581 · PRES/SD RETREAT	0.00	400.00	0.00
<b>Total 45 · CONVENTIONS</b>	815.00	10,400.00	1,815.00
<b>47 · NEWSLET</b>			
471 · PERSONAL MESSAGES	36.00	150.00	75.00
473 · NEWSLET RETURNS	4.00	15.00	15.00
<b>Total 47 · NEWSLET</b>	40.00	165.00	90.00
<b>48 · INSURANCE-CHAP LIABILITY</b>	0.00	10,000.00	9,500.00
<b>480 · OTHER INCOME</b>			
4801 · NAMETAGS (also ref w/569.5)	325.00	350.00	325.00
481 · MISCELLANEOUS INCOME	659.72	600.00	660.00

482 · MEMBERSHIP LATE FEE	120.00	200.00	200.00
4821 · ANNUAL REGISTRATION LATE FEE	0.00	100.00	0.00
4822 · 990 LATE FEE	0.00	100.00	0.00
4823 · INTEREST	247.61	15.00	300.00
4824 · A/R LATE FEES	7.69	25.00	25.00
<b>Total 480 · OTHER INCOME</b>	<b>1,360.02</b>	<b>1,390.00</b>	<b>1,510.00</b>
<b>483 · DONATIONS</b>			
483.1 · POA/BOOK OF FORMS DONATIONS	610.00	950.00	610.00
<b>Total 483 · DONATIONS</b>	<b>610.00</b>	<b>950.00</b>	<b>610.00</b>
<b>490 · MARKETING</b>			
490.2 · MARKETING PROJECT FAIR	0.00	250.00	0.00
<b>Total 490 · MARKETING</b>	<b>0.00</b>	<b>250.00</b>	<b>0.00</b>
<b>495 · NATIONAL CONV FUNDRAISING</b>			
4951 · ONTO	542.00	2,200.00	1,500.00
<b>Total 495 · NATIONAL CONV FUNDRAISING</b>	<b>542.00</b>	<b>2,200.00</b>	<b>1,500.00</b>
<b>Total Income</b>	<b>28,646.98</b>	<b>84,505.00</b>	<b>67,400.00</b>
<b>Gross Profit</b>	<b>28,646.98</b>	<b>84,505.00</b>	<b>67,400.00</b>
<b>Ex- pense</b>			
50 · NATL DUES	1,200.00	4,420.00	4,420.00
<b>502 · CHARTER &amp; EXTENSIONS</b>			
502.1 · CHARTER & EXTENSION EXP	0.00	40.00	40.00
<b>Total 502 · CHARTER &amp; EXTENSIONS</b>	<b>0.00</b>	<b>40.00</b>	<b>40.00</b>
<b>503 · NEW MEMBER PROGRAM</b>			
503.1 · NEW MEMBER PACKETS	0.00	120.00	120.00
503.2 · NEW MBR PACKETS-GIFT CERT	0.00	75.00	75.00
<b>Total 503 · NEW MEMBER PROGRAM</b>	<b>0.00</b>	<b>195.00</b>	<b>195.00</b>
<b>51 · COST OF SALES</b>			
5101 · STATE STORE COST	800.83	2,750.00	1,000.00
5102 · CREDIT CARD FEES	1.28	15.00	15.00
511 · POSTAGE & MAILINGS	-11.06	25.00	25.00
<b>Total 51 · COST OF SALES</b>	<b>791.05</b>	<b>2,790.00</b>	<b>1,040.00</b>
<b>516 · STATE STORE MANAGER</b>			
5161 · STATE STORE MGR-MILEAGE	0.00	75.00	25.00
5162 · STATE STORE MGR-REGISTRATION	0.00	300.00	100.00
<b>Total 516 · STATE STORE MANAGER</b>	<b>0.00</b>	<b>375.00</b>	<b>125.00</b>
5241 · FINANCE COMMITTEE FUNDRAISER	2.32	500.00	300.00
<b>53 · CHPTR SVC CTR</b>			
<b>531 · PAYROLL</b>			
531.1 · PAYROLL EXPENSE	10,812.28	18,500.00	18,500.00
531.2 · UNEMPLOYMENT-MN/FUTA	18.00	80.00	80.00
531.4 · FICA/MEDIC MATCH	827.14	1,500.00	1,500.00
531.5 · WORKERS COMPENSATION	-7.00	200.00	200.00
<b>Total 531 · PAYROLL</b>	<b>11,650.42</b>	<b>20,280.00</b>	<b>20,280.00</b>
<b>532 · CHPTR SVC CTR EXP</b>			
535 · GEN OFF SUPPLIES/MISC	16.13	150.00	150.00



536 · MILEAGE - CSC	0.00	600.00	600.00
537 · MILEAGE - CONVENTIONS	0.00	400.00	400.00
538 · OFFICE EQUIPMENT MAINT	81.26	1,500.00	500.00
5381 · OFFICE EQUIPMENT PURCHASE	0.00	100.00	500.00
5382 · MISC SMALL OFFICE EQUIP	0.00	50.00	50.00
539 · EXEC COUNCIL EQUIP/MAINT	0.00	500.00	500.00
5391 · PHONE, INTERNET, CLOUD HSTG	577.82	1,500.00	1,500.00
5393 · POSTAGE - CSC	359.42	900.00	900.00
5394 · RENT - CSC	3,400.00	5,100.00	5,100.00
<b>Total 532 · CHPTR SVC CTR EXP</b>	<b>4,434.63</b>	<b>10,800.00</b>	<b>10,200.00</b>
<b>Total 53 · CHPTR SVC CTR</b>	<b>16,085.05</b>	<b>31,080.00</b>	<b>30,480.00</b>
5397 · GEN LIABILITY INSURANCE	0.00	10,000.00	9,500.00
<b>5399 · WEBSITE</b>			
5399.1 · WEBMASTER SERVICES	800.00	1,200.00	1,200.00
5399.2 · WEBTEAM CONVENTIONS	0.00	600.00	200.00
5399.3 · WEBSITE EXP - DOMAIN	39.99	80.00	80.00
5399.5 · WEBSITE TECHNOLOGY	198.41	200.00	200.00
<b>Total 5399 · WEBSITE</b>	<b>1,038.40</b>	<b>2,080.00</b>	<b>1,680.00</b>
<b>54 · AWARDS</b>			
541 · PRES TRIMESTER AWARDS	795.74	1,100.00	1,100.00
542 · YEAR END AWARDS	70.73	300.00	300.00
543 · EXEC COUNCIL YEAR END GIFT	0.00	200.00	200.00
544 · MEMBERSHIP INCENTIVES	20.00	300.00	300.00
545 · OUTSTANDING PRG MGR	33.00	50.00	33.00
5451 · PROJECT OF THE TRIMESTER	0.00	10.00	10.00
5452 · SUCCESS SYSTEM	0.00	10.00	10.00
<b>Total 54 · AWARDS</b>	<b>919.47</b>	<b>1,970.00</b>	<b>1,953.00</b>
<b>546 · EXTENSION EXPENSES</b>			
5461 · EXTENSION CHAPTER MANUALS	0.00	30.00	30.00
5462 · EXTENSION INCENTIVES	0.00	100.00	100.00
<b>Total 546 · EXTENSION EXPENSES</b>	<b>0.00</b>	<b>130.00</b>	<b>130.00</b>
<b>547 · PROG/AWARDS</b>			
5475 · EVALUATION ENTRY JUDGING	0.00	25.00	25.00
5476 · PERSONAL ENRICHMENT	13.20	50.00	50.00
5481 · O/S YOUNG ADULT	0.00	200.00	200.00
5482 · PERSON WITH DETERMINATION	0.00	100.00	100.00
5484 · WOMEN WHO IMPACT	0.00	100.00	100.00
5486 · FIRST TIMERS	13.20	350.00	125.00
<b>Total 547 · PROG/AWARDS</b>	<b>26.40</b>	<b>825.00</b>	<b>600.00</b>
<b>55 · NEWSLET EXP</b>			
551 · NEWSLET PRINTING	690.45	1,500.00	1,500.00
552 · NEWSLET POSTAGE	714.41	1,500.00	1,500.00
553 · NEWSLET RETURNS	0.00	15.00	0.00
<b>Total 55 · NEWSLET EXP</b>	<b>1,404.86</b>	<b>3,015.00</b>	<b>3,000.00</b>

<b>56 · CONVENTION</b>			
560 · CONVENTION GUESTS	0.00	100.00	100.00
564 · WINTER STATE	0.00	8,000.00	250.00
566 · LOTS	0.00	700.00	700.00
567 · MID YEAR EXEC	316.58	1,000.00	320.00
5671 · PRES/SDEL RETREAT	0.00	400.00	0.00
5675 · CONVENTION STIPEND	0.00	520.00	260.00
5676 · CONVENTION STIPEND ACCOUNTANT	0.00	300.00	0.00
<b>Total 56 · CONVENTION</b>	<b>316.58</b>	<b>11,020.00</b>	<b>1,630.00</b>
<b>569 · OFFICER EXPENSE</b>			
569.01 · COMMUNICATIONS	1,820.11	5,690.00	4,500.00
569.04 · MILEAGE EXPENSE	23.42	3,891.00	2,000.00
<b>Total 569 · OFFICER EXPENSE</b>	<b>1,843.53</b>	<b>9,581.00</b>	<b>6,500.00</b>
<b>5692 · MISC. COUNCIL</b>			
569.3 · PR SCRAPBOOK	0.00	50.00	50.00
569.5 · NAMETAGS - EXEC COUNCIL	338.90	350.00	339.00
569.6 · PAST PRESIDENT EXPENSE	49.94	250.00	250.00
<b>Total 5692 · MISC. COUNCIL</b>	<b>388.84</b>	<b>650.00</b>	<b>639.00</b>
<b>58 · MEETINGS</b>			
580 · FUTURE DIRECTIONS CHAIR - REG	0.00	300.00	100.00
584 · MILEAGE - STUDY COMMITTEE	0.00	100.00	50.00
5842 · MEMB MGMT COMM - REG	0.00	300.00	100.00
5890 · MARKETING COMM - REG	0.00	300.00	100.00
<b>Total 58 · MEETINGS</b>	<b>0.00</b>	<b>1,000.00</b>	<b>350.00</b>
<b>586 · OTHER EXPENSES</b>			
5861 · MISCELLANEOUS EXPENSE	0.00	25.00	25.00
5862 · BAD DEBTS	0.00	100.00	100.00
5863 · BANK-SQUARE-PAYPAL FEES	1.00	50.00	50.00
5864 · BONDING	169.00	169.00	169.00
5865 · GIFTS FOR SPEAKERS & HOSTS	0.00	100.00	100.00
5866 · LEGAL COSTS	25.62	30.00	30.00
<b>Total 586 · OTHER EXPENSES</b>	<b>195.62</b>	<b>474.00</b>	<b>474.00</b>
<b>588 · PAPER &amp; PRINTING</b>			
587 · PAPER/PRINTING/STATIONERY	80.69	450.00	300.00
5881 · PLAN OF ACTION PRTG & PSG	351.22	600.00	352.00
<b>Total 588 · PAPER &amp; PRINTING</b>	<b>431.91</b>	<b>1,050.00</b>	<b>652.00</b>
<b>59 · NATIONAL</b>			
591 · USWT CONVENTION EXPENSE	0.00	1,750.00	1,050.00
594 · ONTO	724.61	1,000.00	1,000.00
595 · US AMBASSADOR (I/O)	0.00	65.00	140.00
596 · NATIONAL SPEAKER FUND	0.00	150.00	150.00
<b>Total 59 · NATIONAL</b>	<b>724.61</b>	<b>2,965.00</b>	<b>2,340.00</b>
<b>Total Expense</b>	<b>25,368.64</b>	<b>84,160.00</b>	<b>66,048.00</b>
	<b>3,278.34</b>	<b>345.00</b>	<b>1,352.00</b>