



FALL STATE 2016 CIP

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Chapter Presidents,

I hope you are enjoying your year as chapter president. Remember, my staff and I are here to assist you in any way that we can. I want to thank each of you for "Being the Difference" for your chapter.

Did you hear the news! We grew in membership first trimester! I thank each of you that helped us with this accomplishment. I challenge each of you to help us keep the excitement going! Be the Difference in 2nd trimester. See Page 3 for MVP Julie's challenge for 2nd Trimester.

REMEMBER! Each chapter is different. Everything you hear at district/state meetings or see in the CIPs are suggestions. You should decide as a board what works for your chapter.

Many things are happening during second trimester and I hope that you will participate in many of these:

- ❖ Committee Meetings ó There are several statewide committee meetings. See Page 6
- ❖ Outstanding Award Nominations ó Winter State is the time we honor Young Adults, People with development Challenges and Women who Impact, as outstanding individuals in our communities.
- ❖ Mid-Year Entries - Yeah!!! I can hear you all cheering! As I recall completing many entries over the years, I admit that thinking about working on them was not usually my favorite thing. However, once I got started and remembered everything I accomplished, I was amazed and it made things much easier to write. Start on your entry today. You will be glad you did.
- ❖ Membership ó See page 3 for all of the membership opportunities for your chapter.
- ❖ Mid-year chapter evaluations ó It is important for you to "check-in" with your chapter to make sure you are giving your chapter members the experience they want. Sometimes we can get off track, thinking our chapter members are happy with your chapter. See page 4 and 5 for a suggested evaluation. I encourage you to tweak the questions as you need to get the feedback you need from your chapter members.
- ❖ What will our next 3 year priority project be? See EVP Brenda's CIP for information on how the bid process will be for the next priority project.
- ❖ What is a Chapter Grant? This program was designed to give a chapter the funds needed to do that special project they would be unable to run without financial aid. Grant applicants must donate \$25 to the Foundation to be eligible to apply for a grant. Grants applications are due postmarked December 1st and are presented at the Winter State meeting.



Thank you for all of the great things you are doing for your chapter and members. Please reach out to me and share your successes and let my staff or I know if there is anything we can do to help you. Don't forget to send me your monthly report; I read each one and it is a great communication tool.

Be The Difference

Jane

Dates To Remember:

October

- 6-9 USWT Convention, Kansas City MO
- 15-16 MNWT Foundation Retreat
- 16 MNWT Foundation Meeting
- 22 Make a Difference Day
- 22 Bylaw Review
- 31 Chapter President report due
- 31 Impact Monday

November

- 1 Outstanding Awards Due
- 4 Mid-year evaluations due
- 10 Out & About With WT Day/Night
- 12 Give to the Max Day
- 15 Early Bird renewals due to Chapter Service Center
- 30 Chapter President report due

December

- 1 Chapter Grant applications due
- 6 Key Women nominations due
- 10 Marketing, Membership Mgmt, and Future Directions meetings
- 15 All renewals due to Chapter Service Center
- 30 Chapter President report due
- 30 Close out!

January

- 2 Pin & Medallion nominations due
- 2 2nd Trimester Success Due to RR SPM
- 2 All certifications Due to LL SPM
- 2 Project of the Trimester due to SPM
- 2 Transmittals due
- 2 LPM reports due
- 2 Outstanding Program Manager nominations
- 6 Budget Review, Coon Rapids
- 7 Finance Committee Meeting, Coon Rapids
- 14 MNWT Foundation Meeting, Anoka
- 16 Insurance payments due
- 23 My Birthday!
- 27-29 Winter State Convention, St. Louis Park

Outstanding Awards

The Lois M. Christensen Women Who Impact and Outstanding Young Adult Awards Program

A goal of the MN Women of Today is to recognize women and young people throughout our communities for their community service efforts and for that reason the Women Who Impact (WWI) and The Outstanding Young Adult (OYA) awards are given annually by the MN Women of Today at the awards banquet during the Winter State Convention. The purpose of these awards is to recognize women and young adults who show excellence in leadership abilities and are involved in their local communities.

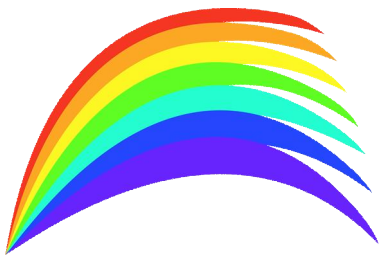
The Women Who Impact Award questions can be directed to the Living and Learning SPM, Cindy Umland and the Outstanding Young Adult nomination questions directed to the Youth of Today SPM, Illeana Miller.

Outstanding Person with Developmental Challenges (OPDC) Award

Along with the above awards we also have the OPDC Award. Community Connections SPM, Kandy Dorlack can answer any of your questions that you may have. This award will also be presented during the Winter State Convention awards banquet.

The awards banquet at Winter State is something truly exciting! If you have never attended, it is a great experience. The recipients of these awards are truly outstanding.

Entries are due November 1st postmarked to the appropriate State Program Manger. Please contact them for assistance or more information.



Colorful Membership!

MN Foundation is once again offering membership rebates!

Membership Rebates provided by MNWT Foundation for 2nd Trimester are:

Earn \$25 rebate when you sign 3 new members

Earn \$50 rebate when you sign 4 new members and achieve 80% retention

Extension Rebates provided by the MNWT Foundation for 2nd Trimester are:

Complete an extension before October 1st and the new chapter receives \$200 or

Complete an extension before November 15th and the new chapter receives \$100.

DID YOU HEAR THE COLORFUL NEWS.....

We grew in membership first Trimester.

Let's keep the momentum going!

MVP Julie is challenging us to attain 80% retention and grow for the second trimester.

Together, I know we can do this! Word is that WHEN we attain this goal, this 100% die hard Green Bay Packer fan will be dressed in purple at Winter State with purple hair. This will be a one time event! Presidentsí can we achieve 80% retention and grow?

Help your chapter achieve 80% retention and show growth for the trimester and your chapter will be invited to a mimosa reception with President Jane at Winter State.

Renewals Due Dates

Early Bird Renewals are due postmarked to the Chapter Service center the fifteenth (15th) day of the third month of each trimester. These are the dates for 2016-2017:

July 15th (Trimester 1)

November 15th (Trimester 2)

March 15th (Trimester 3)

On-time renewal dates are due postmarked the fifteenth (15th) day of the fourth month of each trimester:

August 15th

December 15th

April 15th

As is the case for every month of the year, all new member information must be IN HAND the last day of each month to be included in that month. All additional renewal information and new members must be IN HAND by the last day of the Trimester to be included in that trimester. (Aug 31, Dec 30 and April 30).

Begin the renewal process now and get your renewals in early!

Are you Looking for New M-Event ideas!

- ❖ Find a local painting company that brings all the supplies to you. You just pick the picture and advertise. These events are very popular and bring in a lot of people.
- ❖ Adult coloring with a beverage; names could be Margaritas and Markers, Coloring, Chocolate and conversation, Markers and Merlot.
- ❖ Melted Crayon Ornaments ó here is a colorful idea!
 1. There are 2 different methods. The first method is to break/cut the crayons into chunks, the second was to shave off pieces of the crayons. Each one gave a different result once melted.
 2. Next, remove the metal top of the ornament, pick your colors and place the chunks/shavings inside the ornament.
 3. Use the hair dryer to heat the ornament (and crayons) until the wax melts. With the shavings we shook to ornaments to spread the shavings around and the heated them just enough to get them to stick. The chunks take a little longer to melt, but as you turn the ornament, you have a little more control over where the color goes. I left lots of transparent space on mine because I liked the look of it, however, you can definitely cover the whole inside with color.
 4. Because the glass gets super-hot, I would definitely recommend supervision if doing this with children. We let them choose their colors and fill the ornaments, but we held / turned the ornaments while the kids held the blow dryer. We tried oven mitts, but they made it hard to hold on to and as long as you keep it moving it shouldn't burn your fingers.

Mid-Year Evaluations

The chapter president evaluation is an outline that helps you evaluate your goals and accomplishments during the year. It really is a very good writing exercise and a way to self-evaluate your year. Whenever I have finished a mid-year or year-end (and I have done a few), I am amazed at the things that I have completed throughout the year. The evaluation is also a good tool for your predecessor. By giving her a copy, she can better decide what programs to continue, change, expand, update or remove.

The mid-year deadline is November 5th and should be submitted to the R&R SPM, preferable by email to rr@mnwt.org

I wouldn't be asking you to do the evaluations if I didn't feel they were valuable to you and your chapter. Can't wait to see what you have been working on all year. Let me know if you have any questions, I would be happy to go over anything with you.

Mid-Year Chapter Evaluations

Now is a great time to ask for feedback from your chapter members ó we are at the halfway point of your year.

Attached to this CIP is a mid-year chapter evaluation survey that you can hand out to your chapter members to complete. Feel free to change this in any way. By offering this opportunity, members can give feedback on how things are going in your chapter, and as president, you have the information you need to make a good decision on how to proceed with chapter matters. Remind members that they do not have to put their name on the survey ó this is just to accumulate information to make your chapter more successful.

If you feel that there may be some controversy expressed in the survey, you may want an outside source to help review the results. If so, let your district director or Chapter Management Vice President JoAnn Miller be your neutral source to review the survey. You can then review the information with your board and decide on a course of action. Make sure you let the chapter know the results, and assure them that their opinions matter, and whatever the issues, good and bad, you will work together as a chapter.

Are You Familiar With Our State Committees?

Did you know that just like your chapter, the MNWT has committees? We have a Finance Committee, Bylaw and Policy Review Committee, Membership Management Committee, Future Directions Committee, and Marketing Committee.

Being part of a state committee is an excellent way to become more involved with the MNWT and also to learn more about our organization. Representatives are needed from all over the state. Read a little about each committee.

- The Finance Committee provides financial direction for the MNWT. They help designate funds and propose our annual budget as well as promoting a statewide raffle, vendors at conventions and state store. January 7th is the next Finance Meeting. Treasurer Cathy Shuman heads this committee. (treasurer@mnwt.org)
- The Bylaw and Policy Committee reviews our bylaws and policies each year. The committee meets only once during the year and will meet on October 22nd. Parliamentarian Joanne Larson heads this committee. (parli@mnwt.org) Contact her for place and time if you would like to attend.
- The Marketing Committee works to communicate the mission of the MNWT and provide media opportunities. Marketing chair is Sharon Erickson (marketing@mnwt.org) and meets next on December 10th.
- The Membership Management Committee also meets on December 10th. This committee supports membership efforts for the president and her staff focusing on growth. Wendy Homyak is MMC chair (mmc@mnwt.org)
- The Future Directions Committee makes recommendations about MNWT structure, administration and programming. Tevyan Sorensen is Future Directions chair (fdc@mnwt.org) and December 10th is the next time this committee will meet.

If you are interested in attending a meeting, joining a committee or want to suggest a topic for an upcoming meeting, please contact the committee chair or let me know and I can assist you.

Presidential Pins & Medallions

Do you have someone who has gone above and beyond the expectations of a member or chapter officer? Then I want to hear from you. Members appreciate receiving recognition for what they do.

Reminders:

- If someone previously submitted has not received recognition, be sure to submit them again and add information to the nomination.
- If submitting more than one nomination, be sure to indicate how you would rank them.
- Information is for current year only which began May 1.
- Be sure to give specifics about how they have benefited your chapter.
- If you are nominating a member for a President or State Delegate medallion be sure to include information pertinent to that position.

Nominations may be submitted online or mailed. The nomination form can be found on the website on the Book of Forms.

Nominations due January 2nd for Winter State!

Meeting Tips & Hints

Paraphrased from MNWT Presidents Manual

As president it is your obligation to ensure the orderly running of your chapter's meetings. Here are some tips to help you prepare for meetings.

Prior to the meeting:

- Type an agenda listing all business, reports, etc. to be covered at the meeting.
- Make sufficient copies of materials for each member attending and distribute timely to absent members.
- Contact members who will be reporting or presenting business to remind them of the importance to attend.
- Review chapter bylaws and policies regularly to be ready to handle issues that may come up.
- Arrive early to get the meeting room in order and to set out agendas, correspondence, etc.
- If guests are coming, make sure someone meets and greets them.
- Be aware of the length of your meeting and stick to your agenda.

At the meeting:

- Be sure to start the meeting on time - ten minutes grace may be allowed, but is not advisable. If no quorum is present, start the meeting anyway.
- Be confident and poised in front of your membership.
- Follow your agenda very closely. This is the business that you want to cover don't stray from it!
- You may wish to limit reports under "Unfinished Business" to a maximum of 2-3 minutes each. If so, please inform the chairs who will be making reports.
- Use your gavel well and wisely. Tap it as you call the meeting to order and as each motion carries or is defeated. This will keep members' attention to the chair and the business at hand.
- Move swiftly from one item of business to the next without lulls that will lose members' attention and allow discussion to stray away from business.
- Each item under "New Business" should be presented with a motion and a second before allowing discussion to follow. This is to ensure that members want to discuss it.
- Ask for discussion three times for each item of business to allow for all to voice their opinions.
- If there is no further discussion, ask for the vote in a strong voice: "All in favor, say -AYE;ø(pause); all those opposed, say -NAY;ø(pause).ø" Then tap gavel and state: "Motion carried" or "Motion defeated.ø"
- After all business and reports have been covered on the agenda, ask for any other business.
- If there is no further business, you may tap the gavel and declare the meeting adjourned.

After the meeting:

- Send thank you notes to guests, speakers, etc.
- Make sure you complete all follow-up commitments promised.
- Send copies of agendas and other materials to those members not present at the meeting.

Miscellaneous:

- Keep members informed of pending business, results of voting and motions before the group.
- Insist on parliamentary procedure and accept the responsibility of maintaining order during the meeting.
- Insure that officers and committee chairs have reports ready for presentation at meetings.
- If the president finds it necessary to leave the chair, she may ask the vice president to preside during the absence. This may be to participate in the discussion or to take care of an emergency.
- The president may present facts not known to other members without leaving the chair, but expressing an opinion should be avoided.
- Refrain from calling a member "out of order" when actually the motion is out of order.

- In a show-of-hands vote, the president may vote only when there is a tie or when her vote will make a tie. A motion receiving a tie vote is automatically lost unless the president cares to break the tie. A motion also will be defeated if the president votes to make a tie. When the vote is by ballot, the president may vote during the balloting, but not after the ballots are counted. Her ballot should be set aside to be used only in the case of a tie.
- Anytime a vote results in a tie, the vote fails.
- If a motion requires a 2/3 majority, the president should announce this before asking for the vote. A counted vote should be taken under these circumstances.
- The president may at times facilitate business by proceeding with the common consent of the group. For example: "If there are no objections, the motion is withdrawn."
- While presiding over a meeting, have your chapter bylaws and policies and Roberts Rules of Order.

Other items included in the Manual: Info on Parliamentary Procedure, Chapter Management, More info on running a board and general meeting and working with your board.

The Presidents Manual can be purchased from the state store. It is a great resource for you as president. If you don't have one I encourage you to pick one up today! Contact the State Store Manager at statestore@mnwt.org.

Second Trimester Success Bonus Points

Submit a nomination for the Outstanding Young Adult, Outstanding Person with Developmental Challenges, or Lois M. Christensen Women Who Impact Award. {50 points}

and/or

Sell two boxes of the World's Finest Chocolate OR sell 2 books of Raffle Tickets (\$100) for the MNWT State Ways & Means fundraisers. {50 points }

and/or

Have at least one chapter member attend the MNWT Foundation Retreat. {50 points}

and/or

Sign at least two (2) members the week of October 24-31 for the October IMPACT Monday (October 31). {50 points}

Maximum of 100 Bonus Points

**MAY YOU BE PROUD
OF THE WORK YOU DO
THE PERSON YOU ARE
AND THE DIFFERENCE
YOU MAKE**