



September 2019

## FALL STATE CIP

MNWT State President

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### Key Dates:

Many Chapter Information Packets (CIPs) from staff members or State Program Managers (SPMs) include a listing of some key dates in their area. As Chapter President, it is important for you to consider key dates for all areas, so I refer you to the Statewide Calendar that can be found online at [www.mnwt.org](http://www.mnwt.org) under the Events page. There is both a PDF copy as well as an electronic version. You can print the PDF and include in your Chapter Handbook. I encourage you to reference the state calendar often so you don't miss any dates.

Dear Chapter Presidents,

Congratulations on all you accomplished during 1st trimester! As we head into 2nd trimester, please take the time to read through my CIP. There is a lot of information you can use and share with your chapter.

Here are a few updates to keep you and your chapter connected:

- Minnesota Women of Today made some major changes in the state website and Facebook pages. An overview of the website was offered at Fall State and will be available as part of the webinar on October 23rd. Many of the state Facebook pages have been condensed into 5 groups. Please take the time to "like" the new pages. (More details in this CIP.)
- Local President Monthly Report: this form has been updated and comes directly to me now. Please keep me informed after each month by submitting your report.
- Presidential Pin and Medallion nominations: Thanks to those chapters that sent in nominations for first trimester. It was a delight awarding pins and medallions to such deserving members. The nomination forms are being revised and you should find the online version easier to use. Make sure to check them out for 2nd trimester. This topic will be part of the state webinar on October 23rd.
- Buddy Connection Calls: For 1st trimester, state staff was matched up with buddy chapters and made phone calls to their chapter presidents. We decided that it was a great way to connect with our chapters and will continue this for the year. A list of chapters and buddies is in this CIP—we'll be calling you and you can certainly contact us too.

Just a reminder that I am here to help you out, so don't hesitate to contact me. Let's continue "*Making Connections*" during 2nd trimester.

Cat

Looking for information? Need help?  
Contact the Chapter Service Center  
Tuesday, Wednesday, Thursday ~ 11 AM to 4 PM  
Call Executive Director Katie Castro at 952.406.8578  
or email her at [csc@mnwt.org](mailto:csc@mnwt.org)



### Chapter President Fast Start

Melissa Bueckers, Avon  
 Michelle Cloutier, Burnsville  
 Jeny Ohr, Coon Rapids  
 Joanna Borkenhagen, Fairmont  
 Penny Nelson, Madelia  
 Kristie Heinze, Melrose  
 Sarah Novak, Rice  
 Maggie Holmberg, St Cloud  
 Brenda Nommensen, St James  
 Andrea Schue, Warroad Area

### Chapter President—1st Trimester Challenge

Michelle Cloutier, Burnsville  
 Jeny Ohr, Coon Rapids

### Closeout—Gift Card Winners

Deb Froemming, Hutchinson  
 Breann Morrison, Hawley  
 Amy Denoyer-Hickey, Fridley  
 Radka Leng, Brooklyn Park  
 Wendy Homyak, Champlin  
 Rhonda Eckhart, Monticello  
 Sara Novak, Rice  
 Shellie Matthes, White Bear Lake  
 Cathy Snyder, Eastern Carver Co  
 Michelle Marotzke, Willmar  
 Rita Johnson, New Hope  
 Maggie Holmberg, St Cloud

## DID YOU KNOW?!!

Minnesota Women of Today has revamped their Facebook pages! Yes indeed, the volume of pages has been condensed and merged into a total of 8 pages plus each district page. Please check out all of these Facebook pages and, while you are there, “like” them so you may stay updated on the latest happenings.

**MNWT Facebook:** Main Page (linked to home page of the website)

**MNWT Administration:** President, AVP, Secretary, Parli, PA, COB, Exec Dir,  
 PR Asst, Newslet Editor

**MNWT Membership:** CMVP, Extensions Dir, MVP

**MNWT Programming:** PVP, SPMs (CC, WW, YT, LL, Priority)

**MNWT Finance:** FVP, State Store Mgr, W&M info, Finance Committee

**MNWT Committees:** Future Directions, Marketing, Membership Management

**MNWT Foundation:** Foundation information

**MNWT Key Women:** Key Women Club

## DON'T MISS OUT ON A POST!

 Like our Facebook page.

please & thank you



### State Staff/Chapter Buddy Connections

Starting first trimester, each chapter was matched with a state staff member in a Buddy Connection System. The intent is to provide a social contact between you and our state staff team each trimester. About midway through the trimester, chapter presidents should expect a call from their staff buddy. We'll ask you 3 questions and you can share your thoughts and ideas. We'll gather the suggestions and requests and use that information for staff discussions on how we can make your Women of Today experience a better one. If you don't hear from your staff buddy, you can also contact them or me.

### MNWT STAFF / CHAPTER BUDDY CONNECTION SYSTEM

<p><b><u>President Cat</u></b> president@mnwt.org</p> <p>Byron Duluth Eden Prairie Savage Area</p>	<p><b><u>AVP Ille</u></b> avp@mnwt.org</p> <p>Greenbush Jackson Benson East Central (Mora) White Bear Lake</p>	<p><b><u>PVP Melissa</u></b> pvp@mnwt.org</p> <p>Hutchinson Fridley Maple Grove Warroad Area</p>	<p><b><u>CMVP Barb Z</u></b> cmvp@mnwt.org</p> <p>Albany Eastern Carver County Champlin Elk River Area Staples Motley Area</p>
<p><b><u>Parli Wendy</u></b> parli@mnwt.org</p> <p>Big Lake Longville Roseau Slayton</p>	<p><b><u>FVP Amy</u></b> fvp@mnwt.org</p> <p>Avon Burnsville Madelia Sauk Rapids St Michael-Albertville</p>	<p><b><u>COB Brenda</u></b> cob@mnwt.org</p> <p>Brainerd Lakes Area Coon Rapids Lake of the Woods Thief River Falls Willmar</p>	<p><b><u>MVP Lisa</u></b> mvp@mnwt.org</p> <p>Aitkin Montevideo Rice St James Windom</p>
<p><b><u>PA Barb B</u></b> pa@mnwt.org</p> <p>Fairmont Morris Area New Hope Red Lake Falls St Cloud</p>	<p><b><u>Secretary Christine</u></b> secretary@mnwt.org</p> <p>Anoka Blooming Prairie Hanska Virginia</p>	<p><b><u>Extensions Jenise</u></b> extensions@mnwt.org</p> <p>Brooklyn Park Hawley Melrose Area Monticello New Ulm</p>	<p>These are the Buddy Connection Chapters and Staff for 2019-2020. Staff will make calls to their Buddy chapters each trimester.</p>

## Utilizing Executive Council Members – Contact us anytime.

Did you know that you can utilize Executive Council members for assistance and training needs that you may have? For example, District Directors should be the go-to person for chapter presidents. They are a key resource to answer your questions and help you through difficulties. State Program Managers are usually willing to come and speak on their respective area or they could provide resources on projects in their area.

Staff members will also come to your aid in any way possible. Here's who you could contact:

- Membership concerns, contact Membership VP Lisa Hahn ([mvp@mnwt.org](mailto:mvp@mnwt.org))
- Chapter management concerns and issues, contact Chapter Mgmt VP Barb Zeroth ([cmvp@mnwt.org](mailto:cmvp@mnwt.org))
- Interest or questions regarding extensions, contact Extensions Dir Jenise Teske ([extensions@nwt.org](mailto:extensions@nwt.org))
- Programming questions and concerns, contact Programming VP Melissa Redzuan ([pvp@mnwt.org](mailto:pvp@mnwt.org))
- District concerns and State Delegate assistance, contact Administrative VP Ille Miller ([avp@mnwt.org](mailto:avp@mnwt.org))
- Questions on meetings or parliamentary procedure, contact Parliamentarian Wendy Lindberg ([parli@mnwt.org](mailto:parli@mnwt.org))
- Questions regarding minutes and other secretarial items, contact Secretary Christine Sibilleau ([secretary@mnwt.org](mailto:secretary@mnwt.org))
- Financial, budget, and ways & means questions, contact Financial VP Amy Pumper ([fvp@mnwt.org](mailto:fvp@mnwt.org))
- Anything else? Contact President Cat Shuman ([president@mnwt.org](mailto:president@mnwt.org))

### MNWT Outstanding Awards WEBINAR for 2019-2020

A webinar will be held on Tuesday, October 8<sup>th</sup> at 7:00 PM to walk you through the Outstanding Awards procedures. If your chapter is considering nominating an individual for the Outstanding Young Adult or Lois M Christiansen Outstanding Women Who Impact, this webinar is highly recommended.

Nomination guidelines and forms will be reviewed along with recent changes that have been made. There will be ample time for questions and answers. Nomination deadline is November 1<sup>st</sup>.

Registration will be available on the MNWT website.



### MNWT Trimester Webinar — October 23rd

MNWT will be hosting its 2nd trimester webinar on Wed, October 23rd starting at 6:30 pm. To participate, register in advance through the MNWT website. (Chapters that participate can earn Success bonus points.) Following is the proposed schedule of topics:

- 6-6:30 Navigating the new website (Katie Castro/Daina Mirsch-Wenner)
- 6:30-7 Awards & Nominations (Cat Shuman)
- 7-7:30 MNWT Foundation (Jen Kinzer)
- 7:30-8 New Look of MNWT Programming (Jen Kinzer)

Sessions will be interactive with allowance for questions from the audience. Materials presented should be available through the MNWT website.

### **“Making Connections” Packets!!!**

Get your hands on your chapter's 2nd trimester packet and “Show Your Sparkle ~ Be Unique!” ❄️❄️

In an effort to supply chapters with simple, low cost, creative, and useful membership tools, the MNWT President and the MNWT membership team are creating unique Connection Packets to be delivered each trimester with your CIPs. We want to help you with the challenging task of getting out there. The more your name is seen within your community, the easier it will be for you to recruit and support your community. Your Connection Packet will share ideas on events to hold, where to hold them, and how to market your chapter. Check your Chapter Information Packets (CIPs) for yours or check with your District Director.

Guidelines and ideas are included in your Connection Packet along with snowflake templates to use in marketing your unique and sparkling event.

#### **The return on utilizing your Connection Packet?**

- An opportunity to showcase your chapter within the community.
- An opportunity to expand your reach and partner up with other organizations.
- An opportunity to find simple and creative social, volunteering, and fundraising ideas.
- An opportunity to find and recruit members.

Bonus: Hold an event in your community during 2nd trimester using the Fall State Connection Packet and you will have completed one step in your Chapter President 2nd trimester challenge!!

### **MNWT Membership 2<sup>nd</sup> Trimester Recognition**

**Retention:** All chapters that have a 75% or higher retention rate 2<sup>nd</sup> trimester will be recognized at Winter State.

**In-Chapter Extension:** A chapter that has 4 or more new members in one month will be recognized at Winter State with an in-chapter extension.

**Early Bird Recognition:** All chapters that submit 75% or more of their overall total renewals by the early bird deadline will be recognized at Winter State. (See my MNJOTS CIP, “How to Handle Trimester Dues” for early bird information.)

**Membership Monday:** All chapters that participate in Sept. 30<sup>th</sup> and/or Dec. 30<sup>th</sup> Membership Monday events **and** send an email with a photo from the event to [mvp@mnwt.org](mailto:mvp@mnwt.org) will be entering into a drawing for a Membership Surprise Gift.

**Membership Team and Foundation Appreciation:** Chapters that achieve 80% or higher retention or sign 3 or more new members 2<sup>nd</sup> trimester will receive a \$10 State Store Gift Certificate good for 2 trimesters **OR** do both and receive a \$25 store certificate courtesy of the MNWT Foundation.



### **2019-2020 Renewal Due Dates**

Early Bird Renewals are due postmarked to the Chapter Service center the fifteenth (15<sup>th</sup>) day of the third month of each trimester.

July 15<sup>th</sup> (Trimester 1)

November 15<sup>th</sup> (Trimester 2)

March 15<sup>th</sup> (Trimester 3)

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

August 15<sup>th</sup> (Tri 1)

December 15<sup>th</sup> (Tri 2)

April 15<sup>th</sup> (Tri 3)

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!

#### **Dues Billing for 2nd Trimester**

Keep a watch for the Dues Billing for 2nd Trimester. Those should have been mailed by the time you receive this CIP. Remember that your renewal trimester is figured according to your join date.



## Minnesota Women of Today Second Trimester Membership Challenge “70 New Members for our 70<sup>th</sup> Anniversary”

This Membership Challenge begins August 15<sup>th</sup> and ends January 15<sup>th</sup>. We are celebrating the 70<sup>th</sup> Anniversary of our organization at Winter State convention on January 25<sup>th</sup>, 2020. Wouldn't it be fabulous to celebrate 70 new members in honor of such a great milestone anniversary?? We are encouraging our chapters to take part in this challenge and are offering a variety of incentives that can be earned throughout second trimester. Here is an overview of the 2<sup>nd</sup> Trimester Membership Challenge.

- Challenge starts August 15<sup>th</sup>, 2019 – you could actually sign new members before the end of 1<sup>st</sup> trimester and be part of the 2<sup>nd</sup> trimester challenge!
- Challenge ends January 15<sup>th</sup>, 2020 – you could still sign new members for the 2<sup>nd</sup> trimester challenge at the beginning of 3<sup>rd</sup> trimester and help achieve the goal of 70 new members!
- Chapters that submit new members and their dues to the Chapter Service Center earn an incentive for these milestone members: 15<sup>th</sup>, 30<sup>th</sup>, 45<sup>th</sup>, 60<sup>th</sup>, and 75<sup>th</sup>. (counted when received at the CSC)
- Chapter that submits the **70<sup>th</sup> new member** and dues to the Chapter Service Center will be awarded a Walking Tacos Dinner to be served by Taco Cat (President) at a date/time to be arranged. (counted when received at the CSC)
- December 30<sup>th</sup> is 2<sup>nd</sup> trimester Close Out and it is also a Membership Monday opportunity with the theme “How Amazing is that?” Each chapter that signs and submits a New Member to the Chapter Service Center on December 30<sup>th</sup> Membership Monday by 10 PM will earn an “amazing” incentive and be entered into a drawing for a \$25 Amazon gift card.
- Executive Director Katie Castro will determine which chapters earn the above incentives based on an automated tracking system she uses.
- The 70<sup>th</sup> Anniversary Membership Challenge will be promoted in Chapter Information Packets, on MNWT and Membership Facebook pages, at Fall State Project Fair, Chapter Mailings, and State NEWSLET.



### **Second Trimester Challenge — Chapter Presidents**

1. Use your “*Making Connections*” packet to host an event in your community during 2nd Trimester.
2. Participate in a Membership Monday event on September 30th or December 30th.
3. Submit your Local President Monthly reports for September, October, November, and December.  
(Hint: Try the new online version.)

~List what you did for all three of these items (dates, names, etc) and submit to [president@mnwt.org](mailto:president@mnwt.org) by December 30th~

### **Completing a Monthly President Report—due the last day of each month**

Please take the time to complete your President Monthly Report form that can be found at [www.mnwt.org](http://www.mnwt.org) under the Book of Forms. Did you know that this report has been updated to an email form for the online version? It's very easy to complete online and automatically goes to designated state staff when you press submit. You will also get a confirmation copy. A PDF version is also available, if you prefer that.

I do take the time to read each of these and will respond to any questions or concerns that you may pose on them. Forms can be found on the MNWT website by searching the Book of Forms for Local President Monthly Report.

### **Minnesota Women of Today 2nd Trimester SUCCESS Presidential bonus points 2019-2020**

Submit a nomination for the Outstanding Young Adult or Lois M Christiansen Women Who Impact Award (50 pts)

Or

Sell two (2) Books Raffle Tickets (\$100) for the MNWT State Ways and Means Fundraiser (50 pts)

Or

Sign at least 3 new members during 2nd trimester (50 pts)

Or

Have at least 2 members from your chapter attend the online webinar scheduled on October 23rd (25 pts)

Or

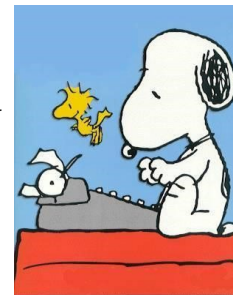
Participate at the National level by having 25% of members certify in Health & Wellness or Personal Development; or hold a Domestic Violence event or training; or donate \$25 to USWT Ways and Means (25 pts)

***Maximum of 100 bonus points!***



## MID-YEAR EVALUATION - LOCAL CHAPTER PRESIDENT

Have you considered submitting a mid-year evaluation? It's a good way to see how you are doing and to review your goals. The form is shown below and will be available on the MNWT website. Submission deadline is November 9th — emailed to [cmvp@mnwt.org](mailto:cmvp@mnwt.org). Any questions? Contact CMVP Barb Zeroth or President Cat Shuman for answers and assistance. There's an incentive in it for those that submit!



# Minnesota Women of Today

## Chapter President Evaluation Form

The Mid-Year and Year End evaluations are MNWT tools provided to members in leadership positions to help increase their ability to perform in such positions. The focus of this evaluation is on both the actions and accomplishments within your position as well the results you achieved.

This form can be submitted as a Word document or PDF file and email to [pvp@mnwt.org](mailto:pvp@mnwt.org)

**NAME:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**CHAPTER:** \_\_\_\_\_ **DISTRICT:** \_\_\_\_\_ **AREA:** \_\_\_\_\_

**Is Your Chapter a 2 and Under Chapter?** \_\_\_\_\_ **MNWT POSITION:** \_\_\_\_\_

- GOALS** - For each goal below, what steps have you done to accomplish each goal including what progress you have made and changes made to meet each individual goal?

**Goal 1** (goal involving membership):

**Goal 2** (goal concerning meetings):

**Goal 3** (goal involving programming):

- Describe your role/attendance/visitation at local, district, state or national meetings, committee meetings and trainings.**
- How did you promote membership? What were the results?**
- What resources available (trainings, CIP's, manuals) have helped you in your position?**
- What would you like more training on or assistance with?**
- What has been your greatest challenge?**
- What has been your biggest success?**
- Is there anything you would like to have known before taking this position?**



## THANK YOU TO OUR STATE PROGRAMMING ASSISTANTS

With the approval of programming changes at Annual Convention in May, MNWT has now transitioned to several assistant positions in place of state program managers. There are three appointed positions responsible for public relations, success system, and the state Newslet. The Success Coordinator oversees the success system and reports to the Chapter Management VP. This position is currently held by Rita Johnson. The Public Relations Assistant manages five key public relations areas and reports to the MNWT Executive Director. This position is currently held by Jeny Ohr. The Newslet Editor is in charge of publishing the state newsletter and reports to the State Secretary. This position is currently vacant. If you are interested in applying, please contact me at [president@mnwt.org](mailto:president@mnwt.org).

### KEY DATES FOR YOU — SECOND TRIMESTER

#### SEPTEMBER

- 19-22 Fall State Convention, Brainerd
- 21-27 MNWT Women of Today Week
- 30 Membership Monday  
Chapter President monthly report due

#### OCTOBER

- 8 MNWT Webinar—Outstanding Awards
- 10-13 USWT Mid-Year Convention, Clear Lake IA
- 18 State Bylaw and Policy Review (place TBD)
- 23 MNWT Trimester Webinar
- 26 Make a Difference Day
- 31 Chapter President monthly report due

#### NOVEMBER

- 1 Outstanding Awards due (OYA/OWWI)
- 9 Mid-Year Evaluations due to CMVP
- 15 Early Bird renewals due postmarked to CSC
- 16 State Committee Meetings (place TBD)
- 30 Chapter President monthly report due

#### DECEMBER

- 1 Chapter Grant applications due to Foundation Chair  
Key Woman nominations due
- 15 All renewals due postmarked to CSC
- 30 Chapter President monthly report due  
Closeout for 2nd trimester (chapter presidents call in and win prizes)  
Membership Monday ~ “Isn’t that Amazing?” (special MVP Challenge)

#### JANUARY

- 4 Finance Committee meeting
- 5 Local Programming Trimester report due  
All certifications due  
Project of the Trimester and Outstanding Program Manager nominations due  
Presidential Pin and Medallion nominations due to President  
2nd Trimester Success due to Success Coordinator
- 15 2nd Trimester Membership Challenge ends
- 23-25 Winter State Convention and 70th Anniversary Celebration
- 31 Chapter President monthly report due

