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## President Fall State CIP 2017 ~ 2018

Dear Chapter Presidents,

*I cannot believe we have already completed first trimester! I am hoping you all enjoyed yourselves and also had time to do some fun things this summer. I know you have all been working very hard and done some amazing things in your chapters and communities. For all that and more I want to tell you all a huge THANK YOU!*

*I know you were all super busy first trimester but there is so much more fun to be had second trimester! Please use some of these goings on when building your next agenda.*

- ◆ **Outstanding Award Nominations** – Winter State is the time when we honor Young Adults, People with Developmental Challenges and Women Who Impact Awards as outstanding individuals in our communities. See page 2 for more details.
- ◆ **Committee Meetings** – Statewide committee meetings will be held in December and March. Be sure to read the State Committee Chairs combined CIP. See page 6 for more information on our fantastic committees.
- ◆ **Mid-Year Evaluations** – we now offer streamlined and easy to complete mid-year evaluations for you to submit. This is your time to start reflecting on all you've done and plan on how to finish your year strong. Which goals have you already accomplished and what do you need to do to complete the rest? With the new form it will be even easier for you to accomplish this task, submit it and get the recognition you so deserve!
- ◆ **Chapter Grants:** this program is designed to give a chapter the funds needed to do that special project they wouldn't usually be able to afford. Grant applicants must donate \$25 to the Foundation to be eligible to apply for a grant. Grant applications are due postmarked December 1st and are presented at Winter State.
- ◆ **District Meetings:** make sure to report at your general and board meetings on what is going on in your district. Plan as a group to attend if you are not hosting. Make it a great "get-together" and represent your chapter!

*Last but not least thank you so much for the monthly chapter president reports. I have loved reading about all the great things you are doing for your chapter members. Please reach out to me and continue to share your successes and also if there is anything you need assistance with. My staff and I are here for you for anything you need. Thank you for being a part of my journey as we all experience the attitude of "It's a New Dawn, It's a New Day."*

Shelli



**Second Trimester SUCCESS  
Presidential 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 2 books of Raffle Tickets (\$100) for the MNWT State Ways & Means fundraisers. {50 points}  
and/or
- Any chapter that becomes a member of the “Empower the Future” Fundraising Campaign during 2nd trimester. (See Foundation Committee Chair Person or CIP). {50 points}  
and/or
- Sign at least two (2) new members during November Shine week of November 12-18. {50 points}

**Maximum of 100 Bonus Points**

*The Minnesota State Plan of Action is available this weekend. One copy is given to each chapter. Additional copies can be purchased at the State Store. Feel free to contact me or Secretary Brenda for questions and more information.*

**Outstanding Awards**

A goal of the Minnesota Women of Today is to recognize women and young people in 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 Minnesota Women of Today at the awards banquet at Winter State Convention. The purpose of these awards is to recognize excellence in leadership abilities and for being involved in their local communities. In order to recognize these outstanding individuals we need a minimum of three nominations. You could be the first to chapter to submit that nomination!

The WWI award has three categories. They are: Non-Profit; Youth Outreach and Women’s Advocacy. Questions in regard to this award can be answered by our Women’s Wellness SPM Donna Barrett.

Find that outstanding young person in your community. If you have a scholarship award in your chapter submit from those. We have awarded three \$500 scholarships the last couple years. Help our youth continue their education! Questions in regard to this award can be answered by our External Programming VP Barb Zeroth.

Along with the above awards we also have the Outstanding Person with Developmental Challenges (OPDC) Award. This award is designed to celebrate those that do not let their challenges define them. Help us in recognizing one of these phenomenal individuals by submitting a nomination. Questions in regard to this award can be answered by our Community Connections SPM Jenise Teske.

All submissions need to be sent to:  
Outstanding Awards Chairperson  
Julie Hammel

14672 Junkite St. NW  
Ramsey, MN 55303

Postmarked no later than November 1st along with the \$25 entry fee for each award. If you have any questions regarding your entry please email Julie at [fdc-awards@mnwt.org](mailto:fdc-awards@mnwt.org).





“It’s a New Dawn, It’s a New Day”

Fall State  
2017

# In Membership!

## Come “Shine” in Membership:

How fun have MVP Cindy’s incentives and competitions been? I say they have been epic! It’s been fantastic seeing the chapters and districts working so hard and having a lot of fun along the way!

Make sure to read Cindy’s current CIP to make sure you are qualifying for this recognition.

Participate in her Shine Week second trimester: November 12th - 18th

- Don’t forget the Presidential Bonus Points for SUCCESS: Sign at least two (2) new members during November Shine week of November 12-18. {50 points}
- Like Cindy’s MVP Facebook Page. She absolutely LOVES getting pictures and postings about what your doing in your chapter for Membership!

## Renewals 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. These are the dates for 2017-2018:

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> (Trimester 1)      December 15<sup>th</sup> (Trimester 2)      April 15<sup>th</sup> (Trimester 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

Look for the Dues Billing for 2nd Trimester. Those should have been mailed by the time you receive this CIP. Remember that for each individual member, your renewal trimester is figured according to your join date as notated on your Chapter SODA.

## Mid-Year Individual Evaluations

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The chapter president individual evaluation is a submission that helps you evaluate your goals and accomplishments during the year. It is a really good way to self-evaluate your year. I believe that you will be amazed to realize the things you have accomplished so far this year. It is also a great way to re-vamp your game plan to continue achieving your goals and so much more!

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 as the results you achieved. This form can be submitted as a Word document or PDF file and email to [rr@mnwt.org](mailto:rr@mnwt.org) due postmarked by November 10th.

You can find this form on the website under book of forms. Let me know if you have any questions, I would be happy to go over anything with you!

## Mid-Year Chapter Evaluations

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Now is a great time to ask for feedback from your chapter members-we are at the halfway point of your year (where has that time gone?)

Included in 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 - 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 Heidi Westerlund 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.



## Mid-Year Chapter Evaluation

Please take the time to complete this evaluation, noting any changes you would like to see for the remainder of the year. We want to make this year and future years as successful as possible, but in order to do so, we need your input. Thank You for taking the time to fill out this survey.

### **Socials and Membership Events**

Should we have:

- More Socials                       More Membership Events  
 Fewer Socials                       Fewer Membership Events  
 We have a good balance of membership events and socials.

Suggestions for upcoming socials and membership events.

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### **Projects**

Should we have:

- More Projects                       Fewer Projects  
 We are doing the right number of projects.

Suggestions for upcoming projects. Would you like to see any current projects changed or removed from the calendar? Any suggestions for new projects?

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### **Meetings**

Our general meetings are (you can check more than one)

- Are too long                       Are too short  
 Should contain more information                       Could be run more smoothly  
 Are being run smoothly

Suggestions to include in our meeting format.

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### **Personal Information**

I have been a member for:

- Less than two years                       More than two years

I would like to receive more training on:

- Programming     Membership     Board Positions

**Please Return To:** \_\_\_\_\_

**Due Date:** \_\_\_\_\_

**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 convention and state store. January 6th is the next Finance Committee Meeting. Treasurer Julie Hammel 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 13th. Parliamentarian Illeana Miller heads this committee (parli@mnwt.org). Contact her for the place and time if you would like to attend or see her CIP.
- ◆ The Marketing Committee works to communicate the mission of the MNWT and provide media opportunities. The Marketing chair is Shellie Matthes (marketing@mnwt.org) and meets next on December 9th.
- ◆ The Membership Management Committee also meets on December 9th. This committee supports membership efforts for the president and her staff focusing on growth. Sherry Boike is the 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 9th is also 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 a committee chair, myself, or Chairman of the Board Jane Hansen (cob@mnwt.org). Any one of us would be more than happy to 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 on May 1st.
- ◆ 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 in the Book of Forms as well as an online submission option.

**Nominations due by January 2nd, 2018 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;' (pause); all those opposed, say 'NAY;' (pause)." Then tap gavel and state: "Motion carried" or "Motion defeated."
- ◆ 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](mailto:statestore@mnwt.org)*

