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State President MNJOTS CIP 2018

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Key Dates:

Many Chapter Information Packets (CIPs) that you will find from staff members or State Program Managers (SPMs) include a listing of some key dates. As President, it is important for me to consider all areas key dates so I am going to refer you to the State Wide Calendar that can be found online at www.mnwt.org under the Events page. There is both a PDF copy as well as an electronic version. I encourage you to reference that often so you don't miss any dates.

Dear Chapter Presidents,

I am honored and excited to be working with each of you this next year. These last couple of weeks since the Election have left me overwhelmed and humbled. As I led the first Executive Council meeting on Sunday after convention and traveled to the Chapter Service Center the following weekend for my first Budget Review and Finance Committee meeting, I became instantly aware of the tremendous amount of work that goes into running an organization like the Minnesota Women of Today.

I can't say that I didn't know what I was stepping into, but I will admit that I wasn't quite understanding all the necessary things that were required of me especially so soon. It hit me hard one afternoon and I found myself wanting to shout out that I just needed one day to at least finish unpacking and to relax. Was that so selfish?

So why am I willing to admit this to you and especially just a few weeks into the position? And why be so open and vulnerable knowing some members may question my ability to lead? I'm doing so to let you know that if you are feeling a little overwhelmed yourself; don't worry, this is normal. We can find ourselves feeling a little overwhelmed initially with the emails that come to us asking for our plans of actions, our monthly reports, or a listing of officer positions. We may even have someone telling us that we need to put together an orientation for officers even when we don't really understand our own position. I get it...I understand...I really do.

However, I also can share with you that I KNOW it will get better. Things will slow down, we will get the paperwork submitted on time...and eventually when we thought we would never figure things out, the lightbulb goes off and we "get it." I know this because there is a staff of women who are ready and willing to not only help me through this year but YOU!

Our membership team of Membership Vice President Anna, Chapter Management Vice President Illeana, and Extensions Director Heidi are ready to go with a commitment to the membership for not only growth but for higher retention. Our programming team of External Vice President Cindy and Internal Vice President Stephanie are working hard to fill open State Program Manager positions at the same time as being involved in the task force to recommend changes that they hope to bring forward later this year. We have Administrative Vice President Cindy U who is excited to have 10 of the 11 District Director positions filled. I've been able to sit in on a couple of their meetings and I can see great things happening with this crew. We have Parliamentarian Barb and Secretary Debbi both bringing some very different ideas to these very traditional positions. And finally, we round out this team with Chairman of the Board Shelli, Executive Director Katie, Interim Financial Vice President Julie, and Presidential Assistant Christine who continue to be my "go-to" people and help me get through those moments when I feel that I am failing before I even started.

I look forward to working with you this next year and trust me when I say that we need to lean on each other in order for us to "Lead the Way."

Brenda K. Sather
Minnesota Women of Today
State President 2018-19

Here are a few highlights that I'd like for you to be aware of to watch for:

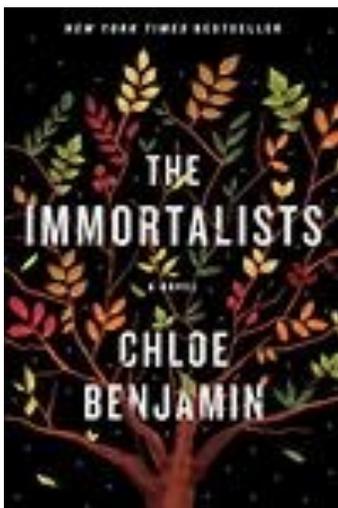
1) ***Chapter President Fast Start***—This is attached to this CIP and outlines the things that I would like you to work on. We have found that chapter presidents who take this challenge find themselves on the right foot as the year begins. All chapter presidents who complete this will be recognized.

2) ***Several registration forms*** are included for a few events that are coming up in the near future. Please review these and decide if you would like to participate.

- President/State Delegate Retreat—July 28, 2018—We promise a fun filled day of additional support for your new position. (Attached to this CIP)
- Day at the Diamond in September—ticket orders are due August 8th. (See PR CIP for registration.)
- State Wide Social—Craft Retreat in October. This is a new event . There is limited space so don't wait too long to register. I love to CRAFT so hoping to share this passion with others this year.

3) ***Challenges recap***—One of my goals was to compile a one stop review of all the challenges that are being offered by staff and programming managers so that as President, you can help your members select what is appropriate and follow up on these. Most presidents would love to hear their chapter members being recognized or even their name announced at a convention, let alone have the possibility of winning an incentive. I hope you find this new addition to the Presidential CIP, helpful. Please remember to still check the individual CIPS for more details.

Books, Books, Books



Books, Books and Books—I am a huge reader and you may be seeing a trend this year with other areas promoting book clubs. This wasn't purposeful but I didn't want to discourage anyone from doing this as I LOVE to read. You will have several opportunities this year to participate in a variety of book clubs. Remember these are all optional. Check out Living and Learning SPM Melissa's Book Club selection in her CIP as well as a unique choice by Secretary Debbi Benke who is using her selection as a year long coaching opportunity. Melissa and Debbi will be hosting their selections at convention.

As I shared during my election speeches, I'm working on a different avenue...setting up an online book club discussion during the trimester through Zoom giving us an opportunity to join other members across the state in discussing a book while not even leaving our home.

The first selection was taken from the #1 read for the summer in terms of Book Clubs and the introduction reads: *If you knew the date of your death, how would you live your life? It's 1969 in New York City's Lower East Side, and word has spread of the arrival of a mystical woman, a traveling psychic who claims to be able to tell anyone the day they will die. The Gold children--four adolescents on the cusp of self-awareness--sneak out to hear their fortunes. Their prophecies inform their next five decades. A sweeping novel of remarkable ambition and depth, The Immortalists probes the line between destiny and choice, reality and illusion, this world and the next. It is a deeply moving testament to the power of story, the nature of belief, and the unrelenting pull of familial bonds.*

“Books with Brenda” Online Book Club

Date: TBA

More information will be shared on Facebook, through emails and future Chapter Mailings. Please email me at president@mnwt.org and tell me you want to join the club and I'll send out the details when ready. Discussion will happen in August.

Chapter Challenges for 1st Trimester

This is just a recap of what challenges are being offered first trimester by staff or state program managers. Please be sure to check out their CIPs for more details and a description of the incentives you may receive. We are hoping that having all the challenges in one spot will make it easier for you as a President, State Delegate or Programming VP to help your chapter members participate for recognition and incentives.

Membership Vice President – Anna Nichols

Anna is offering a scavenger hunt to chapters. Collect these four items and email to mvp@mnwt.org by August 20th.

1. Picture of chapter members by your city sign.
2. Your chapter's largest community based project. Include the project name and three sentences describing the project.
3. The name and description of your favorite chapter social.
4. The date, time, and location of your chapter's Sept and Oct monthly general meetings.

Internal and External Programming Vice Presidents – Stephanie Putzier and Cindy Golbuff

Stephanie and Cindy are offering a challenge to both chapter and district programming vice presidents.

Chapter Programming Vice Presidents:

Complete the Programming Vice President Fast Start by due date of July 15th AND submit a 1st Trimester Programming Report Form.

District Programming Vice Presidents:

1. Send a list of all Chapter Programming Vice Presidents in your district.
2. Write a letter of introduction and send to appropriate IVP at ivp@mnwt.org or EVP at evp@mnwt.org.
3. Explain how you work with the Chapter Programming Vice Presidents to make your year successful.

Parliamentarian – Barb Zeroth

Barb has a couple of challenges this first trimester:

1. Hold a Bylaw and Policy Review AND submit a copy of these to Barb by August 31st.
2. Her Bulls Eye Challenge for 1st trimester includes:
 - a. Like the Parliamentarian Facebook page
 - b. Answer questions that are asked on the Facebook page
 - c. Submit your answers to the questions during the 1st trimester

Secretary – Debbi Benke

Debbi also has a few challenges for you this 1st Trimester.

1. Each chapter secretary that sends her their May AND June or July meeting minutes will be entered into a drawing. Each district secretary that sends her their Fall district meeting minutes (at least two weeks before Fall State) will also be entered into a drawing.
2. Each Secretary that completes the Secretary Fast Start will have their name entered into a drawing for a gift basket.
3. For every \$25 donation to the State POA by your district, chapter or an individual member, a chance to win a gift basket. Ex: If your chapter donates \$50 to receive SUCCESS bonus points, your chapter will be entered twice.

Administrative Vice President – Cindy Umland

Cindy has a challenge for the State Delegates.

1. Complete your Fast Start by July 15th and send a copy to your DD and AVP Cindy.
2. Have a representative from your chapter attend a state committee meeting (in person or via go-to)

Chapter Management Vice President – Illeana Miller

Illeana is offering the following challenge for Chapter Presidents.

For any Chapter President that completes their Fast Start and turns it into their DD by July 15th will be entered into a drawing for an incentive at Fall State.

Extensions Director – Heidi Westerlund

Heidi has a challenge to the "2 and under" chapters.

1. Hold Membership event and post pictures on your Facebook page promoting new members and your chapter having fun outside of a meeting.
2. Submit pictures to Heidi of each chapter event.
3. Submit an article to your local paper or publication about an upcoming event your chapter is holding.

Challenges from the State Program Managers:

Living and Learning – Melissa Redzuan

1. Get together as a chapter and answer the following questions: What is Volunteerism? Why do you/we volunteer? What do we learn from volunteering?
2. Send pictures of you volunteering along with the questions to ll@mnwt.org.

Priority Area – Jenise Teske

1. Jenise is offering an incentive for any LPM who submits a Fast Start

Community Connections – Kathy Hansen

1. Submit a programming trimester reports report by July 15th



Other things to take note of:

- 1) Be sure to complete the **Chapter Assessment Survey** that was sent by CMVP Ileana Miller to your chapter emails. If you are not familiar with how to log onto your chapter email or lost your password, please contact Katie at the Chapter Service Center at 1-952-406-8578 for assistance. You will want to make sure you have access to your email as this will be an important part of the communication this year.
- 2) The **Chapter Mailing** that is compiled by the State Secretary each month that includes highlights from the staff and programming area is being discontinued in paper format. This will be issued in an electronic version and emailed to your chapter emails beginning in July 2018. This will allow you to share with members more readily.
- 3) **Webinar**—There is a state wide sponsored webinar scheduled for June 27, 2018. See information on the website concerning registration. This team is looking forward to hosting more opportunities like this for you to jump on and learn a little more about this organization without leaving the comforts of your home!
- 4) **Programming Evaluations**—These are important to the organization and we need to hear from you. Areas up for review include Records & Recognition/SUCCESS and Women’s Wellness. Your feedback is important as we evaluate programming this year. Please check out the information in the IVP/EVP CIPs and online.
- 5) **Programming Trimester Reports**—This past year a new trimester report was implemented that replaced the transmittals and we saw a decline in reporting. Donations and Service Hours Reported are important to the organization to show the impact on our communities. Please take a moment to review this form and I challenge you to submit one for your chapter this 1st Trimester. Please see the online Book of Forms for more information as well as tips on completing one.

<p style="text-align: center;">Minnesota Women of Today 1st Trimester SUCCESS Presidential bonus points</p>
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\$50 donation to the State Plan of Action (POA)

50 points

and/or

Complete the Chapter Assessment Survey sent to the official chapter emails by CMVP Ileana Miller or complete the PDF copy attached to her CIP (These surveys are available to be submitted anonymously but a chapter name needs to be entered to get credit for SUCCESS.)

50 points

and/or

Create a public Facebook Event for a membership social and tag MVP Anna Nichols during 1st trimester. Email Anna at mvp@mnwt.org with feedback from your social.

50 points

and/or

Submit a completed Programming Trimester Report for 1st Trimester

50 points

Maximum of 100 Bonus Points

ADDITIONAL Presidential Bonanza Bonus

Points (100 points)

if all five copies of the following are submitted with your documentation

- Sales and Use Tax Permit
- Articles of Incorporation
- Proof of Annual Registration filing for 2018 (A copy of the email confirmation from MN Secretary of State)
- Proof of Insurance for the current year
- Proof of 990 filing for the fiscal year June 1, 2017 through May 31, 2018 (copy of email confirmation from IRS dated after June 1, 2018)

Maximum of 100 Presidential Bonanza Bonus Points

Creating a Plan of Action For Your Chapter

As President, your Chapter Plan of Action should be your plan and guide for the year, along with the Chapter President Handbook. Your members should use the information contained in the Plan of Action for easy reference. Information should be clearly stated and easy to follow.

Items to consider including :

- Minnesota Women of Today Creed and US Women of Today Creed
- Letter from Chapter President
- Letter from State President (me) - contact me at president@mnwt.org if you would like a copy
- Officer list—addresses, phone numbers, email addresses
- Local Program Manager List—addresses, phone numbers, email
- Membership list—addresses, phone number, email.
- Calendar of Events.
- Budget—see Treasurer’s Manual for example and help.
- District officers—addresses, phone numbers, email (will be available from DD following MNJOTS).
- State Information—addresses, phone numbers, email.
- Your goals for the year
- Dates of Chapter, District and State meetings (will be available from DD following MNJOTS).
- WT Definitions.
- Bylaws and Policies of your chapter.

Optional Items:

- Hostess schedule for meetings.
- Letter from DD (will be available from DD following MNJOTS).
- MNWT History.
- Guidelines for the general member.
- Guidelines for the local program manager.

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 under the Book of Forms. These can be completed online and filed electronically or a PDF copy of it downloaded, printed, and completed. You may scan the PDF back to president@mnwt.org. I will also take paper copies at PO Box 27, Greenbush, MN 56726 if this is your preference. I will take the time to read each of these and respond to any questions or concerns that you may pose on them.

Renewal Due Dates

Early Bird Renewals are due postmarked to the Chapter Service Center the 15th day of the third month of each trimester. The dates for 2018-19 are:

July 15th (Trimester 1)

November 15th (Trimester 2)

March 15th (Trimester 3)

One time renewal dates are due postmarked the 15th day of the fourth month of each trimester:

August 15th (Trimester 1)

December 15th (Trimester 2)

April 15th (Trimester 3)

As in 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.

August 31st (Trimester 1)

December 20th (Trimester 2)

April 30th (Trimester 3)

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

Dues Billing for 1st Trimester

Look for the Dues Billing for 1st Trimester. Remember that for each individual member, your renewal trimester is figured according to your join date as notated on your Chapter Roster.



2018-19 CHAPTER PRESIDENT FAST START Due July 15, 2018

1. Attend or hold a local officer's training in your chapter. (Provide a brief description of information covered.)
2. Attend LOTS or district orientation. (Two or more officers required to attend.)
3. Hold a training session for local program managers.
4. Describe three membership ideas (from the membership manual or m-events found on the mnwt.org website as a starting point) you will try this year. (Send to district director.)
5. Establish measurable goals in the following areas and write how you will achieve them.
 - a. Membership (consider activation, retention, recruitment)
 - b. Programming (consider service, fundraising, certification)
 - c. Meetings (consider increasing attendance, adding fun, improving efficiency)
 - d. Two goals in addition to the above. Could consider goals for community visibility (consider public relations, significant projects for or contributions to the community) and/or more personal goals about what you would like to accomplish during the year.
6. Develop a yearly calendar of events planning for projects in the following areas.
 - a. Ways and Means
 - b. M-events/Recruiting
 - c. Personal Growth/PEP Course
 - d. Community/Service
 - e. Fellowship/Gathering/Socials
7. Compile a chapter handbook (sometimes called a POA) to be handed out to each member.
8. Work with other chapter officers to develop a chapter budget. (Review Treasurer Manual for helpful hints.)
9. Use a printed agenda at meetings. (Send copy to district director.)
10. Publish a monthly chapter newsletter. (Send copy to district director.) (or provide copy of communication)
11. Submit first trimester dues postmarked by July 15th. This is the EARLY BIRD DEADLINE.
12. Hold, or have scheduled, an m-event any time first trimester. (Provide the date and an agenda or invitation.)
13. Submit May and June monthly reports to the district director by the due date. (District director will verify.)

One or two additional requirements may be added at the discretion of the State President. Additions for 2018-19 include:

14. Send a note of introduction to president@mnwt.org and include one thing that you would like to see the "State" do this year to help your chapter or something that you would like to learn/know more about.
15. Complete "Chapter Assessment Survey" that is being promoted by CMVP Illeana Miller. *Watch your chapter emails for this.*

ALL VERIFICATION IS TO BE SENT TO YOUR DISTRICT DIRECTOR BY JULY 15th

Copies of all information that verifies completion must be included. All items must be DATED. Your district director will verify attendance at district meeting/orientation. LOTS chairperson will verify LOTS attendance.

LEAD the WAY

Prepare to "Lead the Way" at the 26th Annual

President/State Delegate Retreat

July 28th, 2018

Saint Henry's Catholic Church

1001 E 7th St, Monticello, MN 55362

For information contact:

Ileana Miller (612) 860-4568 or CMVP@mnwt.org

Katie Castro (952)406-8578 or CSC@mnwt.org

Nearby Hotels:

Best Western Chelsea Inn & Suites

89 Chelsea Road Monticello MN 55362
763-271-8880

Super 8 Motel

114 Cedar Street Monticello MN 55362
763-295-1111

Tentative Schedule:

9:15-9:45 Registration

9:45-10:00 Welcome

10:00 – 12:00 Training

12:00 – 12:30 Lunch

12:30 – 2:00 Team Building/Enrichment Course

2:00 – 4:00 Training

4:00 – 4:30 Evaluation, Closing & Pictures

President/ State Delegate Retreat Registration Form

_____ \$12.00 (per person) Early Registration

_____ \$15.00 (per person) Late Registration

Registration includes: breakfast, lunch, and training materials

Name: _____ Chapter: _____ District: _____

Position: _____ Email: _____ Phone Number: _____



Minnesota Women of Today

Make checks payable to: MNWT

Mail To: Ileana Miller 6024 Badger St Monticello MN 55362



Minnesota Women of Today Statewide Social

Let's have a craft weekend retreat!

Whether you are a paper crafter, sewer, knitter or a painter - this is for you.



A statewide crafting retreat for members to be creative or just to take a break, have fun and connect with like members across the state.

October 26 - 28, 2018

Woodland Beach Resort | www.woodlandbeachresort.com | 15596 Woodland Beach Lane, Deerwood, MN

For more information, email Christine Sibilleau at pa@mnwt.org or call/text 218.452.0330

REGISTER BY OCT. 1, 2018 - SPACE IS LIMITED TO 20 PARTICIPANTS

Name _____ Chapter _____

Email address _____ Phone Number _____

\$110 Weekend Registration Friday 10am to Sunday 4pm - includes meals, accommodations and 6' table

+ \$42.50 - Add-on Thursday night

Dietary Restrictions _____

Make check payable to MNWT and mail to Christine Sibilleau, 26317 370th Avenue, Roseau MN 56751