



MNJOTS 2016 CIP

Be the Difference

Jane Hanson
MN Women of Today
State President 2016-2017
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Dear Chapter Presidents,

I am honored and excited to be work with each of you, serving as the 67th State President. One of the things that I look forward to most this year is spending the time working and learning with you. Being chapter president was for me, a very exciting time in my Women of Today journey and I hope will be for you also. I am here to assist you in any way I can to make your year as chapter president an awesome experience.

- ❖ Please email me at president@mnwt.org and get on my email list. I will be sending out monthly newsletters and also emails with new information, reminders and updates. Together we will ÷Be the Differenceö this year.
- ❖ Like my Facebook pageí MNWT President.

I realize many of you have assumed your new role as chapter president already. I look forward to hearing from you through phone calls, emails and reading your monthly reports. Feel free to contact myself or members of my staff at anytime to ask for assistance or to brainstorm ideas.

- ❖ **Monthly reports** ó please take some time to fill out your monthly report. These are a great communication tool between your DD and me. They are due the last day of the month and can be found on the website under the Book of Forms.
- ❖ **Presidential Pin and Medallion Nominations** ó take time to nominate your outstanding members for pins and medallions. Nominations are due August 22nd for presentation at Fall State. The forms are available online.
- ❖ **Watch for Webinars** come monthly with training topics. The first Webinar is July 7; 2020 by 2020. Check out the website for more information and to register.

Read more in this CIP on:

- Compiling your chapter Plan of Action
- Get off to a ÷fast startö ó complete your president fast start by July 15th. Form is in CMVP CIP or on-line.
- Sometimes it is hard to talk about Women of Today. I have attached some language that you and your members can use to talk about what Women of Today is and how to recruit members.
- Many presidents have asked me for a listing of ÷What do we need to completeö? I have attached a listing in this CIP of those items that are required to be completed by your chapter and those items that are important for you to complete. (last page of this CIP)

I live in rural Madelia with my husband, Keith. Our son Kyle has just completed his first year of college at the University of Wisconsin, River Falls. I have been a member of the Madelia chapter since 1998. I work in the finance department for TBEI.

I look forward to getting to know all of you this year. Contact me anytime.

Jane

First Trimester Success

Presidential Bonus Points

\$50 donation to the State Plan of Action (POA) {50 Points}

and/or

Hold an M-event between Kids Week (August 14-20) and IMPACT Monday (August 29), post event on Facebook, tagging State MVP Julie Marchand, along with adding two new members during the month of August. {50 Points}

and/or

Celebrate Founder's Day by holding an M-event (utilizing PR) and submit the USWT Founder's Day Participation form found in the PR CIP {50 Points}

and/or

Submit a completed first trimester LPM report in all eight (MNWT) programming areas. {100 points}

MAXIMUM of 100 Bonus Points

Bonanza Bonus Points

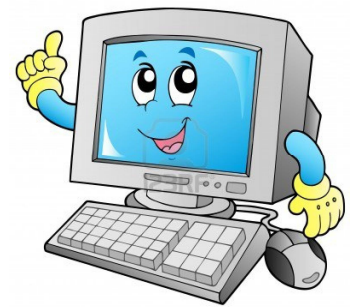
There will be an **additional 100 Bonanza Bonus Points** awarded **IF ALL FIVE** copies of the following are included:

1. Sales and Use Tax Permit
2. Articles of Incorporation
3. Proof of Annual Registration filing for 2015 (copy of email confirmation from the MN Secretary of State)
4. Proof of insurance for the current year
5. Proof of 990 filing for fiscal year June 1, 2015 - May 31, 2016 (copy of email confirmation from IRS dated after June 1, 2016).

Utilizing Executive Council Members – Contact us anytime.

Be sure to utilize executive council for any training needs that you may have. State Program Managers are willing to come and speak on their respective area. Staff members will also come to help in any way possible.

- Membership concerns contact Julie Marchand, MVP (mvp@mnwt.org)
- Chapter Mgt issues contact JoAnn Miller, CMVP (cmvp@mnwt.org)
- Internal Programming concerns contact Julie Hammel, IVP (ivp@mnwt.org)
(Internal areas are Living & Learning, Newslet, Public Relations, and Records & Recognition)
- External Programming concerns contact Brenda Kennelly, EVP (evp@mnwt.org)
(External programming areas are Community Connections, Breaking Free, Women's Wellness and Youth of Today)
- State Delegate assistance contact Lisa Hahn, AVP (avp@mnwt.org)
- Questions on parliamentary procedure contact Joanne Larson (parli@mnwt.org)
- Questions regarding secretarial items contact Shelli Strzyk, Secretary (secretary@mnwt.org)
- Financial questions contact Cathy Shuman, Treasurer (treasurer@mnwt.org)
- Questions regarding extensions contact Cathy Snyder, Extensions Dir (extensions@nwt.org)



Be the Difference in Membership

Impacting Membership:

Join Julie Marchand, MVP and our team to celebrate back to the basic success this year. Here are some ideas ó contact Julie for more ideas and assistance.

- Impact Membership Mondays are back ó celebrate August 29th
- Complete your chapter growth plan - A successful membership plan depends on setting goals for your chapter. The growth plan is a tool for looking at your chapter's membership numbers realistically and planning for chapter growth. You will choose a goal for your chapter, adjust for the renewals you are expecting and learn how many new members you will need to reach your goal. The growth plan should be completed at the beginning of the year and reviewed and adjusted periodically. Success System points are available for submitting the growth plan to the Membership Vice President first and second trimesters.
- Membership rebates are back ó check our MVP Julie's CIP and get money back for chapter growth first trimester!
- Check out MVP Julie's MNJOTS CIP for the first trimester promotions and the fun she has planned for Fall 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!

Dues Billing for 1st Trimester

Look for the Dues Billing for 1st 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.

Chapter Service Center Hours

The Chapter Service Center is the office of the MN Women of Today. Our Executive Director, Katie Castro, works there and is available to answer any questions you may have. She has a wealth of information and would love to hear from you. She is here to help each and every chapter and every member! The phone number is 952-406-8578 or email at csc@mnwt.org Office hours are Mondays, Wednesdays and Thursdays (12-5 PM) and Tuesday (3 – 8:00 pm).

PRESIDENTS FAST START

A Fast Start is just that... a fast start. By completing the presidents fast start you are ensuring that you get a jump start on the items that need to be completed early in the year. These are all items that you will be doing anyway. Consider this a checklist to help you get started. You can find it in CMVP JoAnn's Chapter Information Packet. Below are a few suggestions on how to complete your Fast Start.

- 1. Attend or hold a local officer training in chapter** – *This could include a training for your board. Each officer should know what is expected of them. Even if your entire board has attended LOTS or district training, it's still important for them to learn how to work as a team and know what each member's responsibilities are. If you need assistance finding someone to facilitate this training, contact your district director or me for suggestions.*
- 2. Attend LOTS (Local Officer Training) or district training** – *Each district will be holding a training event where there will be instruction for the presidents. If you were at LOTS, it's still a great idea to attend! If you were not at LOTS, this training will be crucial. If, for some reason, your district hasn't held training, please contact me and we can discuss this item. CMVP, JoAnn will verify LOTS attendance.*
- 3. Training session for Local Program Managers** – *This could be conducted by your programming vice president but it wouldn't necessarily need to. Feel free to identify the best person to do the training and ask the PVP to assist. If you do not an orientation please contact either state programming vice president, Julie Hammel at ivp@mnwt.org or Brenda Kennelly @ evp@mnwt.org*
- 4. Read the Membership Manual and choose three ideas** – *If you do not have a copy of the membership manual, you have several options. First, you could brainstorm at your local officer training (#1 above) suggestions to increase retention for your chapter or for new member recruitment. Second, you could personally call or e-mail Julie Marchand, State Membership VP, mvp@nwt.org to discuss some ideas that you've thought of and gather more insight on implementing them in your chapter. Third, you can visit the Membership Information section of www.mnwt.org, and review the ideas under the retention link. There are many examples there to kick-start the ideas within your chapter. Submit three ideas from any of these three choices for this criteria to be met.*
- 5. Establish measurable goals** – *Measurable goals are important, and as president you should establish membership goals (how many membership events will you hold, how many new members will join your chapter, how many of your current members will renew, etc.), programming goals (how many events will you hold each trimester, what will your mix of internal and external projects be, how many PR opportunities will need to be planned, etc.), meeting goals (increase attendance, using a time schedule, inserting a team building or fun activity) as well as personal goals (to submit your mid-year and year-end evaluation, to certify in all certification areas, start every meeting on time, etc.). Personal goals should reflect Women of Today related goals, not "balancing work, family and volunteer time" or vague goals such as "grow as a leader."*
- 6. Develop a yearly calendar** – *Did your chapter hold a year at a glance meeting and plan your calendar? If not it is a good idea to do so. It will help you stay on task during the year and balance your chapter projects.*
- 7. Compile a chapter handbook (also referred to as plan of action)** – *The items included will vary from chapter to chapter. The list included are items that will benefit your chapter members, it is information they need. Ask your board for help with this and don't forget the past president, she did one last year and can be a huge resource for you.*
- 8. Develop a chapter budget** – *A budget is crucial to establish where you hope your money will be donated during the year, as well as to determine how many fundraisers you need to accomplish those donations. Your past treasurer, current treasurer, past president and you are crucial for this meeting, although any member could attend. If your chapter has not done this before, you can contact Cathy Shuman state treasurer, @ treasurer@mnwt.org for information regarding this meeting.*
- 9. Use a printed agenda** – *EVERY chapter should be utilizing an agenda.*
- 10. Publish a chapter newsletter**
- 11. Submit first trimester dues by the early bird date, July 15th** – *This sneaks up on you so be sure to connect with your treasurer and membership vice president to determine who does this.*
- 12. Hold or have scheduled an m-night anytime during first trimester** – *Provide the date*
- 13. Submit June and July monthly reports** – *Can be submitted online at www.mnwt.org. Due the first of the month to your District Director.*

The Fast Start is due July 15th to your District Director and is attached to CMVP JoAnn's CIP.

Compiling 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 that should be included in a Chapter Plan of Action:

- Minnesota Women of Today Creed and US Women of Today Creed
- Letter from Chapter President
- Letter from State President (me) ó Contact me if you want a letter from me.
- Officer listô addresses, phone numbers, email
- Local Program Manager listô addresses, phone numbers, email
- Membership listô addresses, phone numbers, email
- Calendar of Events
- Budgetô see Treasurer's Manual for example and help
- District Officersô addresses, phone numbers, email (will be available from DD following MNJOTS)
- District Program Managersô addresses, phone numbers, email (will be available from DD following MNJOTS)
- State Informationô addresses, phone numbers, email (email me for a copy)
- Goals
- 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 District Director (will be available from DD following MNJOTS)
- MNWT History
- Guidelines for the general member
- Guidelines for the local program manager
- Outline for running a project
- Programming materials, certifications, etc

State Plan of Action

You will find the State Plan of Action coming to your door the beginning of August.

This resource is very valuable and contains many items including: Exec Council and USWT contact information, state bylaws and policies, president and state delegate addresses and phone numbers, new member orientation scripts, membership ceremonies, and more. Take time to review the POA and see the wealth of information provided to you. Each chapter receives one copy so be sure to inform your members that you have this resource for their reference as well.

You may purchase additional copies at the State Store if you wish.



How to talk about Membership

I know sometimes it can be tough to talk about membership. Here are some suggestions.

- ❖ Think about making up some business size cards with your chapter information on one side including meeting place, time and date. Include your email address, Facebook, Twitter or other social media contact information that interested members can go to check out your chapter.
- ❖ Membership Tag Line ó this is a blurb that you can share with your members to help them talk about what Women of Today is.
 - Put this on a postcard or your brochures.
 - Give this to each member so that they can use this in talking to prospective.
 - Put this on ones side of a õbusiness cardö with your meeting information and contact info on the other to hand out to people.

Madelia Women of Today is a dynamic and diverse women's organization interested in bettering our community, ourselves and having fun. We are not politically or religiously affiliated. We are women from various backgrounds who want to meet other woman, make our communities a better place for all of us to live and become stronger, more confident women. Please consider coming to our next event or monthly meeting to find out more about us and join the fun!

- ❖ I have also attached a book mark type handout that has 3 to a page titled õWhat is Women of Todayö. This has a little different language but could be used for members to recruit.
- ❖ Let me know if you would like any of this information in word format.



What is Women of Today?

- Women of Today is about people.
- Women of Today is about community service.
- Women of Today is about fostering friendships and developing relationships within your community.
- Women of Today is about making a difference, making a friend and having an impact on your community through community service projects.
- Women of Today is about becoming a more confident, stronger women.

Women of Today may look a little different in each community because each community is unique.

That's what Women of Today is all about

Check us out on Facebook -

Women of Today's web sites

www.mnwt.org or www.uswomenoftoday.org

Our Women of Today Chapter Meets on:

At:

For more information, call:

Report	Frequency	Due Dates	Contact for Assistance	Where to Look on Website
Important to be done each year				
Annual Registration with MN Secretary of State	annual	File between June 1 & August 31	Chapter Service Center 952-406-8578 or csc@mnwt.org	members/staffpages/exec dir
990 With the IRS	annual	File between June 1 & August 31	Chapter Service Center 952-406-8578 or csc@mnwt.org	members/staffpages/exec dir
MN State Sales Tax Return	annual	Feb. 5th	treasurer@mnwt.org	
MNWT important Dates				
Chapter Officer Sheet	annual	After chapter elections	Chapter Service Center 952-406-8578 or csc@mnwt.org	members/book of forms/chapter management
Chapter President Monthly report	monthly	last day of the month	president@mnwt.org	members/book of forms/chapter management
Local Program Manager (LPM) report	each trimester	See state calendar	ivp@mnwt.org or evp@mnwt.org	members/book of forms/chapter management
State Delegate Report	each trimester	See state calendar	avp@mnwt.org	members/book of forms/chapter management
Transmittals	as needed	After each project if funds/goods are donated	treasurer@mnwt.org	members/book of forms/chapter support
Early Bird Renewals	each trimester	July 15, Nov 15, Mar 15	mvp@mnwt.org	mail to chapter service center
Membership Renewals	each trimester	Aug 15, Dec 15, Apr 15	mvp@mnwt.org	mail to chapter service center
Close out for membership	each trimester	Aug 31, Dec 30, Apr 30	mvp@mnwt.org	call or email chapter service center
Optional Report/Nominations				
Fast Starts	annual	See MNJOTS CIP	-	
Project of the Trimester	each trimester	See state calendar	ivp@mnwt.org or evp@mnwt.org	members/book of forms/programming
Outstanding Programming Contact	each trimester	See state calendar	ivp@mnwt.org or evp@mnwt.org	members/book of forms
Success	each trimester	See state calendar	rr@mnwt.org	members/book of forms

Mid-Year/Year-End Evaluations

Some of you may be wondering what a Mid-Year or Year-End Evaluation is and more importantly why should I complete it anyway?

The 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 midyear or yearend (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.

You are not alone in completing an evaluation. State delegates, executive council (state program managers, district directors and staff) also complete a midyear and yearend form. The midyear deadline is November 1st and should be submitted to the RR SPM. Email with any questions you may have at rr@mnwt.org We will be discussing the evals at Fall State, at the President/State Delegate Retreat and in various other upcoming communications.

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.

SAVE THE DATE~

24th Annual President and
State Delegate
Retreat

July 23rd In Rice

We are offering a new format
that includes a one day
training with new options.
Check out CMVP JoAnn's CIP
or the web site.

Dates to Remember:

JUNE

- 9-12 USWT National Convention in Lincoln NE
- 30 Chapter president monthly reports due to DD
- All New Member Adds (NMAs) due to Chapter Service Center

JULY

- 1 Founder's Day
- Cheryl L. Anderson scholarship applications due to MNWT Foundation
- Straight River Scholarships due to MNWT Foundation
- 15 Early bird renewals due to Chapter Service Center
- President Fast Start due to DD
- 30 Marketing, Membership & Future Directions Comm Mtgs
- 31 Chapter president monthly reports due to DD
- NMAs due IN HAND to Chapter Service Center

AUGUST

- 1 LPM & DPM Fast Start
- State delegate Fast Start due to DD
- USWT Friendship Day
- 5 MNWT Foundation Meeting
- 6 Finance Meeting
- 15 On-time renewals due for 1st Trimester
- 14-20 Kid's Week
- 22 Presidential pin/medallion nominations due to state president
- 29 Impact Membership Monday
- 31 Trimester Closeout (All renewal and new member information must be IN HAND at the CSC by midnight)
- NMAs due IN HAND to Chapter Service Center
- 1st Trimester Success Due
- Chapter president monthly reports due to DD

SEPTEMBER

- 1 All certifications due to SPM
- Project of the Trimester nominations due to SPM
- Outstanding Program Manager nominations due to SPM
- Transmittals Due
- 11 Day at the Diamond
- 16-18 Fall State Convention in Brainerd
- 18-24 Women of Today Week