



June 2019

# MNJOTS 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,

Here we are, off to the start of a new year! What an honor to be working with you as we enter our 70th year in this organization! There is a lot to learn and do in my position as state president and it can get quite confusing. I'm sure you might be experiencing the same feelings as you get started. Please know that I am here to help you out, so don't hesitate to contact me. Please look up and “like” my Facebook page, “MNWT President.”

Here are a few things that you could do to stay informed and keep your chapter connected:

- Local President Monthly Report: these are due by the last day of each month, but I'll take them when you can get them to me. The form can be found in the Book of Forms on the MNWT website. If you need a copy, email me at [president@mnwt.org](mailto:president@mnwt.org).
- State Webinar: These webinars are held once a trimester. The next one is Wed, June 26th and topics will include new member orientation/activation, Fast Starts, and state trimester awards and nominations.
- Presidential Pin and Medallion nominations: Every chapter has members that stand out and here is a great way to recognize them! Nomination forms can be found in the Book of Forms on the MNWT website. 1st trimester due by Sept 1st.

I've been a member of the Monticello chapter since 1991. My husband Ed and I moved to Monticello in 1985 and we are both semi-retired. Our son Greg is on his own and lives and works in Monticello. I spend a lot of time volunteering — with Women of Today, our church, and at our township— and I love doing that!

Please take the time to read through this Chapter Information Packet. It's packed with a lot of information for you and your chapter. Any questions or suggestion, let me know. Looking forward to “*Making Connections*” with you this year.

Cat

**NEW!! Chapter Service Center Hours**  
Tuesday, Wednesday, Thursday  
11 AM to 4 PM

Contact Executive Director Katie Castro at 952.406.8578 or  
Email her at [csc@mnwt.org](mailto:csc@mnwt.org).



## Minnesota Women of Today Chapter President Fast Start

Name: \_\_\_\_\_ District: \_\_\_\_ Year: 2019-2020

**DUE JULY 15, 2019**

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 2019-20 include:***

14. Send a note of introduction to [president@mnwt.org](mailto: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.

**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. © Minnesota Women of Today, Fast Start: Chapter President, Reviewed 2019 Approved 3/18/2017 by MNWT Future Directions Committee

### **First Trimester Challenge — Chapter Presidents**

1. Use your "Making Connections" packet to host an event in your community during 1st Trimester.
  2. Choose 3 or 4 members that haven't been very active and send them a note of appreciation or call them.
  3. Invite a member of MNWT State Staff to come to one of your meetings to be held during 1st or 2nd trimester. (might not work out, but invite them anyway)
- ~List what you did for all three of these items (dates, names, etc) and submit to me by August 31st.~



Prepare to be "Making Connections" at the 27<sup>th</sup> Annual  
President/State Delegate Retreat

August 3, 2019

Saint Henry's Catholic Church

1001 E 7<sup>th</sup> St. Monticello MN 55362

For information contact:

Barb Zeroth (320)267-6546 or [CMVP@mnwt.org](mailto:CMVP@mnwt.org)

Katie Castro (952)406-8578 or [CSC@mnwt.org](mailto: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 by 7/19/19  
tion

\_\_\_\_\_ \$15 (per person) Late Registra-

Registration includes breakfast, lunch, and training materials

Name: \_\_\_\_\_ Chapter: \_\_\_\_\_ District:  
\_\_\_\_\_

Position: \_\_\_\_\_ Email: \_\_\_\_\_ Phone Number:  
\_\_\_\_\_



Minnesota Women of Today

Make checks payable to: MNWT

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

MNWT is working with your chapter to create “Sunshine in the Summertime” 1st trimester. In an effort to supply chapters with simple, low cost, creative, and useful membership tools, the MNWT President with the support of the MNWT membership team will create 3 unique Connection Packets to be delivered once per trimester with your CIPs. We want to help you with the difficult 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 Sunburst templates to use in marketing your event. Get your hands on your chapter’s 1st tri packet and create some “Sunshine in Summertime” for your community!

#### **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 1st trimester using the MNJOTS Connection Packet and you will have

### **Special Membership Incentives your Chapter can earn for First Trimester**

**Retention:** All chapters that have a 75% or higher retention rate 1<sup>st</sup> trimester will be recognized at Fall State.

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

**Early Bird Recognition:** All chapters that submit 75% or more of their overall total renewals by the early bird deadline will be recognized at Fall State. (See page 3, “How to Handle Trimester Dues” for early bird information.)

**Membership Monday:** All chapters that participate in the July 29<sup>th</sup> Membership Monday event **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 75% or higher retention or sign 3 or more new members 1<sup>st</sup> trimester will receive a special gift courtesy of the MNWT Foundation. Thanks to the Foundation for their generous donation!

## **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 2016-2017:

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>

December 15<sup>th</sup>

April 15<sup>th</sup>

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 1<sup>st</sup> Trimester**

Look for the Dues Billing for 1<sup>st</sup> 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.

### ***NEW!* State Staff/Chapter Buddy System**

Starting first trimester, each chapter will be matched with a state staff member in a new Buddy System that we are putting together to provide a social contact between you and our team each trimester. During the first half of the trimester, chapter presidents should expect a call to visit with you about your chapter. We'll ask you 3 questions to make it interesting and allow you to 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. Stay tuned!

#### **Minnesota Women of Today 1<sup>st</sup> Trimester SUCCESS Presidential Bonus Points 2019 – 2020**

\$50 donation to the State Plan of Action (POA)  
**50 points**

and/or

Submit a completed Programming Trimester Report for 1<sup>st</sup> Trimester  
**50 points**

and/or

Complete the membership scavenger hunt challenge for first trimester from the Membership Vice President's CIP and post your chapter picture on your Facebook page and tag MVP Lisa Hahn.  
**50 points**

and/or

Participate in MNWT Cards for a Cause fundraiser and sell or purchase 4 boxes of cards  
**50 points**

and/or

Participate in MNWT Canterbury fundraising partnership by working as a volunteer for 10 hours or more (combined total of any number of chapter members). Include list of names and hours.  
**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 for 2019  
(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, 2018 through May 31, 2019  
(A copy of email confirmation from IRS dated after June 1, 2019)

*Maximum of 100 Presidential Bonanza Bonus Points*



## 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. These can be completed online and will be filed electronically when you press submit. Or a PDF copy of the form can be downloaded, printed, and completed. You may scan the PDF and please email to both your DD and [president@mnwt.org](mailto:president@mnwt.org).

If those options don't work well for you, you could mail your completed report to me at the address on the front page of this CIP. You could also type the report information into the body of an email and send to me that way. Make sure to copy your DD too!! I will take the time to read each of these and respond to any questions or concerns that you may pose on them.



### MORE ABOUT REPORTING...

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



## **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, 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))

## **COMPILING A HANDBOOK (PLAN OF ACTION) FOR YOUR CHAPTER**

As President, your Chapter Handbook or Plan of Action should be your guide for the year, along with the Chapter President Manual. Your members should use the information contained in the Handbook/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 – Contact me at [president@mnwt.org](mailto:president@mnwt.org) if you want a letter.
- Chapter Officer list—addresses, phone numbers, email
- Local Program Managers/Areas list—addresses, phone numbers, email
- Membership list—addresses, phone numbers, email
- Calendar of Events (Year at a Glance)
- Budget—see Treasurer's Manual for example and help
- District Officers—addresses, phone numbers, email (will be available from DD following MNJOTS)
- District Program Managers—addresses, phone numbers, email (will be available from DD following MNJOTS)
- State Exec Council Information—addresses, phone numbers, email (email me for a copy)
- Chapter President Personal Plan of Action/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 forms

## RECAP OF STATE PROGRAMMING CHANGES

MNWT has approved a variety of programming changes in the past few months. State staff is reduced by one with the merger of 2 programming vice presidents to a single Programming VP. The number of state program managers has been reduced from 8 to 5, with these areas supervised by the PVP: Living & Learning SPM, Youth of Today SPM, Community Connections SPM, Women's Wellness SPM, and Priority Area (Wishes & More) SPM.

The 3 areas removed as state program managers are not lost though. In place, there are 3 appointed positions that are responsible for certain tasks and report to various state staff members. The Success Coordinator oversees the success system and reports to the Chapter Management VP. The Public Relations Assistant manages 5 key public relations areas and reports to the MNWT Executive Director. The Newsletter Editor is in charge of publishing the state newsletter and reports to the State Secretary. If you are interested in applying for any of these new positions, please contact me at [president@mnwt.org](mailto:president@mnwt.org).

### KEY DATES FOR YOU — FIRST TRIMESTER

#### JUNE

- 13-16 USWT National Convention, Duluth
- 26 MNWT Webinar Night (register on MNWT website)
- 30 Chapter President monthly report due

#### JULY

- 1 MNWT Website Launch (new!)  
USWT Founder's Day
- 15 Chapter President Fast Start due to DD  
Early Bird renewals due to CSC
- 27 State Committee Meetings—10AM start
- 29 Membership Monday
- 31 Chapter President monthly report due

#### AUGUST

- 3 President/State Delegate Retreat, Monticello
- 5 USWT Friendship Day
- 9 Deadline to order Day at the Diamond tickets
- 10 MNWT Foundation meeting
- 15 All renewals due postmarked to CSC
- 17 Finance Committee meeting
- 18-24 MNWT Kids Week
- 31 Chapter President monthly report due  
Trimester Close-out (chapter presidents call in for prizes!)

#### SEPTEMBER

- 1 Presidential Pin and Medallion nominations due  
Annual Registration due to MN Secy of State  
990-N filing due to IRS
- 5 1st trimester Success Submission due
- 7 Day at the Diamond, Target Field
- 19-22 Fall State Convention, Brainerd
- 21-27 MNWT Women of Today Week
- 30 Chapter President monthly report due
- 31 Membership Monday

### What options are available for your chapter with the changes in state programming?

It is recommended that you maintain all programming areas that you utilize in your local chapter. For example, most chapters retained a local program manager for ways and means when that area was eliminated at the state level and replaced with a State Store Manager. You can certainly keep local manager positions for Records & Recognition, Public Relations, and Newsletter if they serve a need for your chapter.

What will be different? There will not be a CIP specifically for those areas; information relative to those areas will be incorporated into CIPs of the supervisors of those areas or promoted in other ways. If you have concerns or suggestions, please don't hesitate to email me at [president@mnwt.org](mailto:president@mnwt.org).

Your chapter may want to reorganize and/or rename some of those positions that have been changed. For instance, Records and Recognition LPM could become Records Management or Chapter Records & History. Maybe your newsletter could be done by committee with a few more members helping out. If your chapter utilizes a variety of communications to get the word out, you might want to combine Newsletter and PR. Maybe that position would become a Social Media specialist.

Be flexible and figure out what works best for your chapter. Enjoy the uniqueness of our programming areas!