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Winter State CIP

2018-19

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Dear Chapter Presidents,

I know many of us are thinking to ourselves that it is hard to believe that we are rounding the corner to the end of the year. Like many of you, I have some goals that I am still trying to strive for and am committed to ensuring that I do everything I can to end the year strong. I'm referring back to my initial plan of action and spending some time reviewing my goals to ensure that I stay on track. I challenge you to do the same.

Third trimester is also a time when we start to prepare for the upcoming year as well. There are many opportunities for you to participate in some state sponsored events. These include:

LOTS (Local Officer Training Session) TRAINING - Encourage your new board to attend LOTS training in May. Please see the Chapter Management Vice President's CIP for more information as well as the registration form. This is a great opportunity for your board to learn about their roles for the upcoming year and also provides a great time for fellowship with other members across the state.

AREA MEETINGS - These are coming up in March and April and will give you a chance to meet the upcoming state staff as well as have a time to celebrate with other districts in your area. I will be handing out presidential pin nominations at these meetings so please consider nominating members that you feel are deserving but may not attend a state convention. The nomination form can be found online or email me at president@mnwt.org for instructions. ANY member in good standing can be nominated and this is based upon her commitment and dedication to the organization especially on the local level. Unless I hear from you, I don't always know who is deserving so I rely on your input!

MARCH PLANNING - Are you interested in being a part of a discussion concerning changes for this organization? This meeting is open to all members and will be held on March 9th. See the registration form in Chairman of the Board (COB) Shelli's CIP.

I am proud of the momentum that this staff has brought to the organization this year. The legacy that we will leave concerning recommendations to streamline the programming areas is huge. Although I am writing this prior to the vote at Winter State concerning the combination of the state programming vice presidents; depending upon what happens at the business meeting with this vote, we will be working toward bringing some other recommendations to the membership concerning elimination of three programming areas. I want to emphasize that we are NOT recommending eliminating the resources or support to the chapters in these areas but simply opening up some opportunities for members to volunteer to help with programming areas without having the full time commitment to serve as a State Program Manager (SPM). This also will impact the state financial budget positively by decreasing officer expenses. Please see the attached information from the programming task force. We will be holding additional webinars and sending out more information to the chapters before the vote at Annual. Your opinion matters and it is my mission that all chapters understand what is being proposed.

Thank you for "leading the way" in your own chapters.

In friendship,

Brenda K. Sather

State President 2018-19

Chapter Challenges for 3rd Trimester

This is just a recap of what challenges are being offered third trimester by staff. Please be sure to check out their Chapter Information Packets (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. Also make sure to check out the State Program Manager (SPMs) CIPs for their challenges.

Membership Vice President - Anna Nichols

Every chapter that signs 3 or more members between January 1st and March 20th, will receive a fun gift for your chapter to share. BONUS: Send in early birds and have 90% or higher for third trimester retention and get an upgraded gift!

Chapter Management Vice President - Illeana Miller

1. Chapters who email/post on Facebook and tag CMVP Illeana in an installment event, new member orientation or board meeting will be entered into a drawing for a wine and chocolate basket.
2. TLC chapters: Chapters who are on the TLC and end the trimester with 12 more members will earn an incentive.

External Vice President - Cindy Golbuff and Internal Vice President - Stephanie Putzier

Chapter Programming VPs:

1. Submit an Outstanding Program Manger nomination by the deadline
2. Submit 3rd trimester programming report form by the deadline
3. Send in project reports for the USWT library by 2/18/19

District Programming VPs:

1. Participate in a DVA (Domestic Violence) or membership event.
2. Complete a certification, transmittal or community connection report.
3. Submit Outstanding Achievement in Programming to USWT Programming VP by May 1, 2019.

Parliamentarian - Barb Zeroth

To submit your answer to the bullseye challenge, you must do the following:

1. Like the Parliamentarians Facebook page
2. Answer questions that are asked on the page
3. Submit your answer to the questions to be entered into a drawing for a basket at annual.
4. All participants from this past year will be entered into a wine and chocolate basket to be awarded at Annual.

Extension Director - Heidi Westerlund

1. Any new chapter that completes their extension before February 28th will receive \$200 from the Foundation payable to the new chapter. - OR - Any new chapter that completes their extension before March 31st will receive \$100 to the new chapter. Verification by end of April 2019 and payout at Annual Convention.
2. Any new filed intent to extend that has completed two informational events will receive \$100 from the MNWT Foundation payable to the extending team or chapter. Verification by end of April 2019 and payout at Annual Convention.



Training your Successor

Although your role as chapter president continues until April 30, you need to take the lead in helping your chapter prepare for the new year. Consider having your newly-elected president assist you with preparing your March and/or April agenda for your board meeting and general meetings. Mentor her by discussing what takes place at board and general meetings and explain the difference. Here are some suggestions on ways you can continue to be a leader in your chapter even without having the title of president:

- Be supportive of the new officers. Be excited for the president and her goals. Remember your fears and questions at the beginning of the year and assist her to be more successful by sharing what you felt was successful and what you would do different.
- Schedule a board training with the outgoing and incoming board members. Outgoing officers could bring their records and go over them with incoming officers.
- Check your files for training materials you received in the past year. Make copies and review them with the incoming president. Training that could be discussed: Material from LOTS, district trainings, president round tables, CIPs, President Mailings, etc.
 - ⇒ Any information on building and leading a team;
 - ⇒ How to run successful, efficient meetings—having agendas, allowing proper timing, following parliamentary procedure, including fun and energizing activities, inviting speakers, presenting awards/recognition; and
 - ⇒ Chapter Management—review the Success form and explain its use as a chapter management tool, share any materials dealing with chapter management issues such as conflict resolution, motivating members, orientations, etc. Be sure to share where some of these materials are located in print or online.
- Clean and organize your chapter files and turn them over immediately.
 - ⇒ Throw away president reports you sent to the DD—they may include confidential, personal information that you do not want shared.
 - ⇒ Provide extra copies of forms she will need—report forms, district award forms, presidential pin/medallion forms, etc. and make sure she knows where to locate these on the website.
 - ⇒ Share your organizational and time management methods with her.
 - ⇒ Help prepare a tentative chapter calendar of events. Make sure she is aware of dates, such as LOTS, district orientation, deadlines for Fast Start, reports, Success, pin/medallion nominations, and also share with her which individuals are responsible for other important deadlines such as Early Birds, renewals, and other such items.
- The extent of training you provide to her may depend upon the length of time she has been a member, whether she attends any training sessions that are offered through the district and state, or if she has served in a chapter board position before. Although she may receive training from various sources, be sure to help her get a jump start by reviewing critical information with her now. If she is successful, the chapter will also benefit.
- Consider offering your assistance where it is needed. However, be careful to not overstep the bound as mentor or you will find that you are both frustrated. Offer your assistance and if it is declined, accept that response with no judgment.
- Strongly suggest that she plan and prepare a chapter Plan of Action. By preparing this useful tool at the beginning of the year, the stage is set for direction within the chapter along with a growth plan and calendar for the year. This helps everyone know the goals for the coming year and what to expect. By being informed, chapter members will typically be more supportive and ensure that they can participate as much as possible because they will have a chapter road map for the year.
- Be honest with her! Let her know what worked for you and what did not. Share your year-end evaluation with her as that provides a great deal of what you have learned throughout the year.

YEAR END EVALUATIONS

Due: April 26, 2019

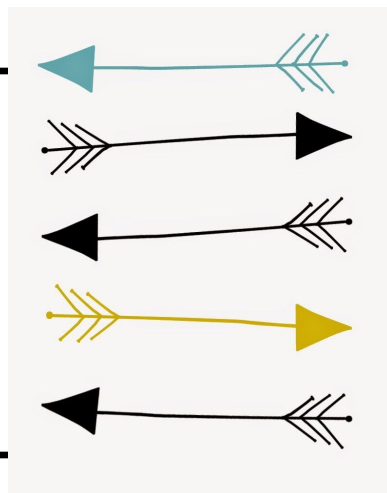
Remember to finish up your Year-End Evaluations during this third trimester and send your evaluation to the IVP Stephanie Putzier, postmarked by April 26, 2019.

A Year End evaluation is different than a Mid-Year, as you will also need to submit substantiating materials with your Year-End Entry. If you submitted a Mid-Year, updating your Year-End should not take long to complete. If you did not complete a Mid-Year – that's OK, you can still submit a Year-End Entry.

I want you all to be recognized for the wonderful job you are doing as chapter president and deserve to be recognized with a key at Annual Convention.

What is a YEAR END Evaluation? - it is a document that you share what you have done for the year based upon your goals you set at the beginning of the year with your plan of action. You submit substantiating materials which can include newsletters, photos, agendas, etc.

Please contact me or IVP Stephanie for assistance or with questions.



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 2017-2018:

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 (Trimester 1)

December 15th (Trimester 2)

April 15th (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!

LOTS - Local Officer Training Session

Why is LOTS so important?

This is a great training opportunity! It is a chance for the new board to get off to a great start by receiving informative training, excellent training materials, and the ability to ask questions of the leadership team.

Who should attend LOTS?

There are individual training sessions for presidents, state delegates, programming vice presidents, membership vice presidents, secretaries, and treasurers. All of your chapter officers should attend.

What kind of training is included at LOTS?

LOTS training consists of individual training for officer positions and a session for your board. Each session is important in planning your year. The individual training assists you in knowing what your job should be and allows you to contribute to the success of your chapter. The board training session assists your board with setting goals for your chapter and demonstrates how everyone works together to ensure chapter success.

How can you, as outgoing President, encourage the newly elected board to participate in LOTS?

Highlight the importance of LOTS training in your chapter newsletter using the information above, and encourage your state delegate or another member to organize registrations and carpool assignments. Locate Manuals for chapter officers now including president, state delegate, secretary, and vice presidents, so you can pass them along to incoming officers. These manuals will be very helpful at LOTS.

**LOTS 2019 will be held on Saturday, May 4, 2019 in Monticello
See CMVP Ileana Miller's CIP for registration**

Presidential Bonus Points - SUCCESS

Submit a Nomination for a Community Connections Year

**End Award
(50 points)**

and/or

Hold an M Event and Sign 3 New Members for 3rd Trimester

(50 points)

and/or

Reach 85% Retention for 3rd Trimester

(50 points)

and/or

Submit a Chapter Article to the NEWSLET

(25 points)

and/or

Have 2 Members of your Chapter Attend the February State Wide Webinar

(25 points)

and/or

Donate \$25 or more to the US Women of Today Ways and Means

(25 points)

and/or

Donate \$25 or more to MN Programming Area: Wishes and More

(25 points)

Maximum of 100 Bonus Points

Help us reach our 3rd trimester Membership Goal:

100 New Member Adds

and

85% retention

If we can achieve this, we can achieve growth for the year!



Programming Task Force Report
Task force under the Future Directions Committee
January 2019

The Programming Task Force with the approval of the Future Directions Committee is making the following recommendations to be approved at Annual Convention and to take effect with the 2019-2020 Women of Today year.

Recommendation #1

Create a Public Relations Assistant supervised by the Executive Director and eliminate the Public Relations SPM position. Some tasks will also be moved to the Marketing Committee.

The duties specific to this position will include: WT Week, Day at the Diamond, Proclamations, Founders Day, and National Volunteer Recognition Week

These can be promoted through single page handouts printed from the Chapter Service Center and included in the CIP packets. Reference can also be made in the President and Marketing CIPs. In addition, all materials will be included online.

The tasks moving to the Marketing Committee are those that this committee is already handling in the absence of a Public Relations SPM. These include: Press Releases, Press Conferences, You Tube, Buckets of Sunshine Promotion, and Social Media. In addition, it will be at the discretion of the Marketing Committee if they would like to hold a Brochure Contest.

A manual for the Public Relations Assistant is being created utilizing information from the PR SPM Operations Manual.

Recommendation #2

Create a Success System Coordinator supervised by the Chapter Management Vice President. Move Mid-Year and Year-End Evaluations to the Programming Vice President. Eliminate the Records & Recognition SPM position.

A manual for the Success System Coordinator has been completed. In addition, the change to evaluations has been added to the Programming Vice President manual and recommendations for updating the CMVP Manual have also been noted.

Recommendation #3

Create a Newsletter Editor supervised by the Secretary and eliminate the Newsletter SPM position.

A manual for the Newsletter Editor is almost complete. In addition, recommendations for changes to the State Secretary manual have been noted.

Additional Information

With all of the above recommendations, there are numerous forms that will also need to be updated.

Appointment of These Positions

We are suggesting a simple application such as is the process for a Committee Chair. These applications will be submitted to the State President and the positions will be approved by Exec Council.

To be considered for one of these positions you must be a member in good standing in your local Minnesota Women of Today chapter for at least two (2) years or more on assuming position. The appointments will be made no later than MNJOTS and the term is one year; however, additional terms are okay with the approval of the Exec Council.

This information will need to be added to the policies.