

Shelli Struzyk
President
Minnesota Women of Today
P.O. Box 84
Sauk Rapids, MN 56379
(320) 333-3326
president@mnrwt.org
www.mnrwt.org

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President
Winter State CIP
2017 ~ 2018



Dear Chapter Presidents,

It is hard to believe that we are already in the 3rd Trimester of our 2017-2018 year. I think it has gone by so fast because I have been having so much fun getting to know so many of you. I hope you have all enjoyed and found your "New Dawn and New Day" as you have provided such fantastic leadership to our members.

There are still some very fun thing coming up 3rd Trimester that you are a very important part of.

- ◆ **LOTS Training:** Encourage your new board to attend LOTS training on May 5, 2018. Please see CMVP Heidi's CIP or the website for the registration form. This is a great opportunity for your board to learn new things as well as some great fellowship during this day with others in the same positions.
- ◆ **Area Meetings:** I hope that you are planning on attending your Area Meeting. Consider nominating some of your members for a Presidential Pin. I would love to hand out many pins at area meetings. Please help me to recognize the chapter members for their contributions this year.

There are other important things happening during 3rd Trimester and I hope that you will participate in many of these.

- ◆ **March Planning** - this is a meeting where members can bring suggestions to make changes to our organization. Any member can make suggestions or attend the meeting. See registration in COB Jane's CIP or on the website.
- ◆ **Committee Meetings** - The Statewide Committee Meetings will be held on March 17, 2018. Every member of the Minnesota Women of Today is always welcome to attend. Please see the Committee Chair's combined CIP for more information.
- ◆ **Year End Entries** - I hope that many of you will complete your year end evaluations. I would like to recognize as many Chapter Presidents as possible at Annual with a Key.
- ◆ **President Challenge** - To Finish Strong I am asking each of you to complete the challenge on page 6. Complete and email or mail to me by March 15th to be entered in to a drawing for a Wine & Chocolate Basket to be given at Annual Convention.

Even though this year isn't over, I hope you have all been thinking about what you plan to do in the 2018 - 2019 year. Does your chapter have a Chairman of the Board Position for you to fill? Will you be a mentor for your successor? There are tips in this CIP on how to do this effectively on Page 4. I would also like to encourage you to step up in to a District Position or if you already have start looking towards what you can do on the State Level. I am more than happy to answer any questions you may have or at the very least point you to the right person.

Thank you for all the fantastic things you have done for your chapter and members. Please reach out to me and share your successes and let my staff and I know if there is anything we can do to help you.

All the Best!!! ~ Shelli

**Third Trimester SUCCESS
Presidential Bonus Points**

- Purchase at least \$100 for State Ways & Means in any combination of state store, online clothing and apparel purchases and 3rd Trimester Promotionals {50 points}
and/or
- Submit a nomination for a Community Connections Year-End Award {50 points}
and/or
- Show chapter growth for 3rd trimester {50 points}
or
- Hold an M-event and sign 3 members 3rd trimester {100 points}

Maximum of 100 Bonus Points

Community Connection Awards

At Annual Convention, the Community Connections Area will Award three very special Community Connections Awards.

Have you completed a project this year that has made an impact on your community?

There are 3 awards and you can submit a project for each category.

- ◆ Joint Ventures
- ◆ Community Impact
- ◆ Civic/Environmental Project

The nomination for is short and should not take long to complete. The forms are on the website in both PDF and Word format.

There is a fee of \$5.00 for each nomination that is submitted. If you have any questions please contact Jenise Teske, the Community Connections SPM at cc@mnwt.org.





“It’s a New Dawn, It’s a New Day”

Winter State
2017

In Membership!

Come “Shine” in Membership:

MVP Cindy is challenging us to have 80% retention and growth for the end of the year, AND if we do that, rumor has it that the four die-hard Packers Fans on State Staff will wear purple at Annual! That includes yours truly, our COB Jane, Parliamentarian Illeana and Extensions Director Brenda. Once we attain that 80% retention, MVP Cindy (who does not like green) will dress in Packers Gear !

- Don’t forget the Presidential Bonus Points for SUCCESS: Show growth for 3rd Trimester {50 points} ~or~ Hold an M-Event and sign 3 Members 3rd Trimester {100 points}
- MNWT Foundation is once again offering membership incentives! Any chapter signing 5 new members 3rd trimester will receive a \$50 cash incentive.
- Extension Rebates provided by the MNWT Foundation for 3rd Trimester are: Complete an extension before February 28th and the new chapter receives \$200 or complete an extension before March 31st and the new chapter receives \$100.

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!

Dues Billing for 3rd Trimester

Look for the Dues Billing for 3rd 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.

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.



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Year-End Evaluations

Remember to finish up your Year-End Evaluations during this third trimester and send your evaluation to the Records and Recognition SPM, Shellie Lemmerman, postmarked by April 13, 2018.

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.

Please contact me or Shellie Lemmerman at rr@mnwt.org for assistance or with questions.

LOTS TRAINING

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 2018 (Local Officer Training Session) will be held on Saturday, May 5, 2018 at the Immaculate Conception Church, 130 1st Ave NE, Rice MN.

Chapter President Challenge

Chapter President 3rd Trimester Challenge



During the last trimester as a chapter president, I would like to challenge you to **finish strong** and focus on achieving all of your goals. **I believe in you!**

Please take the time to fill out the challenge below and mail it back to me by March 15th.

First, guide your chapter to third trimester growth.

Second, pick one Women of Today goal to challenge yourself in your position. This should be a specific and measureable goal. It does not need to be a goal from your Plan of Action but it could be. This is something you wish to accomplish before your year is up.

Goal: _____

Anyone completing this goal will be entered in to a drawing for a Wine and Chocolate Basket to be given at Annual Convention.

Chapter President Challenge

Chapter President 3rd Trimester Challenge

Name: _____ Chapter: _____

Check the box when you have completed:

_____ Have 3rd Trimester Growth

_____ I accomplished my personal goal by the end of the year!

List Goal and how you made it happen: _____

Email or mail a copy of this challenge by **March 15, 2018** to president@mnwt.org or Mail to Shelli Struzyk at P.O. Box 84; Sauk Rapids, MN 56379

Email or mail verification to me by **May 1st**.