



## Winter State 2017 CIP

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Chapter Presidents,

I hope you are enjoying your year as chapter president. Remember, my staff and I are here to assist you in any way that we can. I want to thank each of you for “Being the Difference” for your chapter.

**REMEMBER**...each chapter is different. Everything you hear at district/state meetings or see in the CIPs are suggestions. You should decide as a board what works for your chapter.

- **LOTS Training:** Encourage your new board to attend LOTS training on May 6<sup>th</sup>. Please see CMVP JoAnn’s CIP or the website for the registration form. There are major changes coming to the programming area and this would be a great training opportunity for your board and a chance to understand these changes.
- **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 like to hand out many pins at the area meetings. Please help me to recognize the chapter members for their contributions this year.

Many things are happening during third 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 organizations. Any member can make suggestions or attend the meeting. See registration in COB Terri’s CIP or on the web site.
- ❖ **Committee Meetings** – There are several statewide committee meetings held in Rice on March 18<sup>th</sup>.
- ❖ **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. See Page 2.
- ❖ **Membership** – See page 3 for all of the membership opportunities for your chapter.
- ❖ **Community Connection Awards** – Please consider submitting entries in one of the categories. More information is on Page 6. There are 3 awards through this area: Joint Ventures, Community Impact and Civic/Environmental Project.
- ❖ **President Challenge** - To Finish Strong I am asking each of you to complete the challenge on page 6. Complete and email or mail your challenge to me by March 15<sup>th</sup>. Then let me know by May 1<sup>st</sup> if you have completed your challenge for an incentive at Annual convention.

As we begin our final trimester, I want to tell you how great it has been to work with each of you. I have enjoyed every moment. We both will need to begin to think about next year and moving into the role of Chairman of the Board. There is some information in this CIP to help you. Remember how excited you were to take on this role and help your incoming president and board get off to a good start.

Thank you for all of the great things you are doing for your chapter and members. Please reach out to me and share your successes and let my staff or I know if there is anything we can do to help you. Don’t forget to send me your monthly report; I read each one and it is a great communication tool.

*Be The Difference*

*Jane*

## Third Trimester Success

### Bonus Points

Purchases of at least \$200 for state ways and means in any combination of state store, third trimester promotional, and Nice Spice convention fundraisers. (50 points)

and/or

Participate in USWT President Barb's Blizzard Challenge. (50 points)

and/or

Submit a nomination for one of the Community Connections Awards. (50 points)

and/or

Show Chapter Growth for third trimester. (50 points)

OR

Attain 80% member retention and growth +2 for third trimester. (100 points)

Maximum of 100 Bonus Points

## Year End Evaluations

Remember to finish up your Year-End Evaluations during this third trimester and send your evaluation to the IVP Julie Hammel postmarked by April 14, 2017.

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 Julie Hammel at [rr@mnwt.org](mailto:rr@mnwt.org) for assistance or with questions.

## Dates To Remember:

### February

- 4 Timberwolves game
- 15 March Planning Recommendations to COB
- 28 Chapter President report due

### March

- 4 Finance Meeting
- 11 March Planning in Brainerd
- 13 Presidential Pin nominations due for Area Mt
- 14 Out & About With WT Day/Night
- 15 Early Bird renewals due to Chapter Service Center
- 18 Committee meetings in Monticello
- 31 Chapter President report due
- 31 Area 2 meeting in Rice

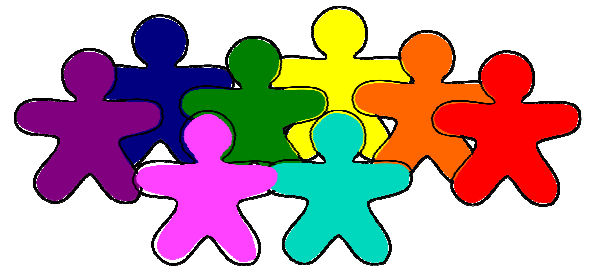
### April

- 1 Area 1 meeting in Bemidji
- 7 Area 3 meeting in Golden Valley
- 8 Area 4 meeting location tbd
- 6 Key Women nominations due
- 14 Year End Evaluation due to RR SPM
- 15 Community Connections Award nominations due to CC SPM
- 15 All renewals due to Chapter Service Center
- 22 Foundation meeting
- 24 Presidential Pin/Medallion nominations due for annual
- 30 Chapter President report due
- 30 Close out!

### May

- 1 3rd Trimester Success Due to RR SPM
- 1 All certifications Due to LL SPM
- 1 Project of the Trimester due to SPM
- 1 Transmittals due
- 1 LPM reports due
- 1 Outstanding Program Manager nominations
- 6 LOTS in Rice
- 19-21 Annual Convention in Bemidji

# Colorful Membership News!



MVP Julie is challenging us to Grown for 3<sup>rd</sup> Trimester and for the year. Together, I know we can do this!

Each chapter that achieves 80% retention and show growth for the trimester will compete in Lumberjack Games against the Membership Team and President Jane at annual.



*Let's Celebrate President Jane's January 23rd Birthday by signing 28 members in February - a whole month of membership!*

*And let's have a little friendly challenge between areas - whichever area signs the most new members in the month of February will get a surprise from President Jane at their area meeting. AND if we sign 28 members or more, it will be memorable.*

MN Foundation is once again offering membership rebates!

**Membership Rebates** provided by MNWT Foundation for 3<sup>rd</sup> Trimester are:

One lucky chapter will receive a \$100 membership rebate provided by MNWT Foundation and all you need to do is have 80% retention and show growth to be eligible. Every chapter completing this challenge will receive a state store gift certificate and one lucky chapter name will be drawn to receive the \$100.

**Extension Rebates** provided by the MNWT Foundation for 3<sup>rd</sup> Trimester are:

Complete an extension before Feb. 28<sup>th</sup> and the new chapter receives \$200 or  
Complete an extension before April 1<sup>st</sup> and the new chapter receives \$100.

## Community Connections Awards

At Annual Awards, 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 through this area: Joint Ventures, Community Impact and Civic/Environmental Project.

The nomination form is short and should not take long to complete. The forms are on-line in both PDF and Word format. There is a fee of \$5 for each nomination submitted. If you have questions, please contact Kandy Dorlack, the Community Connections SPM at cc@mnwt.org.

## Renewals Due Dates

Early Bird Renewals are due postmarked to the Chapter Service Center March 15<sup>th</sup>.

On-time renewal dates are due postmarked on 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. (April 30).

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

# 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 2017 (Local Officer Training Session) will be hosted by the Rice chapter and held on Saturday, May 6, 2017 at the Immaculate Conception Church, 130 1<sup>st</sup> Ave NE, Rice MN.

The cost is \$15 for advanced registration by April 22<sup>th</sup> and \$20 for late registrations after that date. Registration form is attached to CMVP JoAnn Miller's Winter State CIP and on the web site.

***There are some new changes to success and programming report that will be addressed with special training to all – please consider attending.***

## ***212 Degrees Simple Truths Video***

### **One extra degree**

At 211 degrees, water is hot.

At 212 degrees, it boils.

And with boiling water, comes steam.

And steam can power a locomotive.

One extra degree... makes all the difference.

And the one extra degree of effort in our chapters and in life... separates the good from the great!

***Together the chapter presidents and I watch the 212 Degree Simple Truths video at Winter State. I challenge you to show this to your chapter and discuss how as a team you can add that extra effort to “Be the Difference” in your chapter this trimester. This is a great video for everyone. Contact me to let me know what your chapter response was to watching this video.***

***You can access this at :***

***<https://www.youtube.com/watch?v=uRDNLTMaZqo>***

***One Extra Degree makes all the difference!***

***It's time to turn up the heat.***

***To get what we've never had we MUST do what we have never done.***

## 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.

**CHAPTER PRESIDENT CHALLENGE**  
**Chapter President 3<sup>rd</sup> Trimester Challenge**  
**Be the Difference**



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

Please take time to fill out the challenge below and mail or email it back to me by March 15<sup>th</sup>.

- ▶ First, guide your chapter to third trimester chapter 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 that you wish to accomplish before your year is up.

Goal: \_\_\_\_\_



**CHAPTER PRESIDENT CHALLENGE**  
**Chapter President 3<sup>rd</sup> Trimester Challenge**

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

Check the box when completed:

Have 3<sup>rd</sup> 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, 2017** to : [president@mnwt.org](mailto:president@mnwt.org) or Mail to Jane Hanson  
31078 790<sup>th</sup> Avenue, Madelia MN 56062

**Email or mail verification** of completion to me by **May 1<sup>st</sup>**.

**“Regardless of what came before or of what has yet to come, what matters most right now is how I choose to respond to the challenge before me. The choice is mine and I choose to finish strong.”**

*Simple Truths Finish Strong*