



Programming Vice President  
Make the Journey and Leave Your Footprints

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FALL CIP 2019-20

Dear Programming Vice Presidents,

As we enter 2nd Trimester, please take note at some of the important dates listed on the side of my CIP and in the MNWT calendar. There are changes in MNWT Programming Area this year, as we combined both IVP and EVP into one as Programming Vice President. Also, all of the programming Facebook pages have been combined into one MNWT Programming page. Here you can find your state programming managers posts as well as PVP. Don't forget to submit your nominations for various awards. The State Program Managers are also anxious to receive your Projects of the Trimester and Outstanding Program Manager Nominations for second trimester!

As PVP for your chapter or district, I highly encourage you to gather your LPMs together and complete the Program Manager Trimester Form. This can be as simple as passing it around at a meeting and having your LPMs complete their section. Then all you need to do is submit the form at the end of the Trimester! The information gathered off this is valuable to our organization.

Thank you for all you do for our districts and chapters.  
If you need any assistance, please do not hesitate to contact me.

In Friendship,

Melissa

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**Important Dates**

OCTOBER

990N filling due to CSC.....1  
Outstanding Awards Webinar.....8  
USWT National Mid-Year Convention...10-19  
State Policy and Bylaw Review.....18  
2<sup>nd</sup> Trimester Webinar ..... 23  
Chapter President reports due to DD....31

NOVEMBER

Women Who Impact Awards, and Outstanding  
Young Adult award nominations due.....1  
Early Birds Renewal to CSC.....15  
State Committee Meetings.....16

DECEMBER

Chapter Grant applications due to MNWT  
Foundation Chair.....1  
Key Women Nomination for Winter State  
due to Key Women President.....1  
All RENEWALS due POSTMARKED to CSC 15  
MNWT Membership Monday.....30  
2<sup>nd</sup> Trimester Closeout..... 30  
End of 2<sup>nd</sup> Trimester.....31

JANUARY

Mid-Year Budget Review.....3  
Finance Committee Meeting.....4  
Programming Trimester Report DUE to PVP  
All Certifications due to LL SPM  
Outstanding Program Manager  
nominations due to  
SPM.....5  
MNWT Foundation  
Meeting.....11  
Winter State Convention.....23-  
25

These dates are part of MNWT official calendar that can be located at [www.mnwt.org](http://www.mnwt.org) under events section in both PDF printable and online format.

### MNWT Programming Area Changes – approved at Annual 2019 Convention

Three State Program Manager positions were discontinued this year: NEWSLET SPM, Records & Recognition SPM, and Public Relations SPM. In place of these SPM positions, the following “assistant” positions have been developed and are appointed to these positions for one year at a time.

NEWSLET Editor – responsible for publishing 3-4 editions of the state NEWSLET. Reports to State Secretary.

Success System Coordinator – responsible for promoting and overseeing trimester and year-end Success System Submission. Reports to State CMVP.

Public Relations Assistant – responsible for managing 5 major Women of Today PR-related events. Reports to Executive Director.

Email [cob@mnwt.org](mailto:cob@mnwt.org) or [president@mnwt.org](mailto:president@mnwt.org) if interested in any of these new positions.

In case you haven't heard the latest buzz, some of the MNWT Facebook pages have taken on a new look! Please take a look at the newly merged Facebook groups under MNWT (Administration, Membership, Programming, Committees, Finance). (Districts still have their own pages.)

#### We've Made MNWT Facebook Pages Easier to Follow!

We received a lot of feedback about the number of Facebook pages to follow and decided it was time to consolidate. There are now 5 new, combined Facebook pages:

MNWT Administration – posts from President, Administrative VP, Secretary, Parliamentarian, COB, Presidential Assistant and NEWSLET Editor

MNWT Membership – posts from Membership VP, Chapter Mgmt VP, Extensions Director and SUCCESS Coordinator

MNWT Programming – posts from Programming VP and all State Program Managers

MNWT Finance – posts from Financial VP and State Store

MNWT Committees – posts from Future Directions, Marketing and Membership Management committees

The following pages remain unchanged:

Minnesota Women of Today – our organizational page where all events are located remains unchanged

MNWT Foundation – posts from the Foundation

MNWT Key Women – posts from the Key Women Club

MNWT District Pages – you should continue to follow your District specific MNWT District page

If you are looking for an older post from a previous page, go to the appropriate new page and look for the archive post to see a view only archive of the old page. If you have any questions, feel free to contact Katie in the Chapter Service Center.

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## MNWT STATE PROGRAMMING

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MNWT state programming areas now include: Living and Learning, Youth of Today, Community Connections, Women's Wellness, and Priority Area (Wishes & More).

### State Programming Managers

#### Living and Learning - Sarah Sundine

##### **2nd Trimester Living & Learning Book Read -Permission to Screw Up by Kristin Hadeed**

- There will be a book discussion at Winter State Convention. If you can't attend convention no worries, we will have a zoom meeting going so you can participate from home!
  - In January there will be discussion questions posted on the Living and Learning Facebook page that you can participate in
- Everyone that participates in either the Book discussion on Facebook or Convention will be put in a drawing to win a copy of next trimester's book read.

##### **MNWT Effective Writing Competition – Due January 5th**

This year's topic:

What if the only way to add to your life was to subtract from it? What would be the first 1–2 things that you would remove? What would be the impact by removing them?

Use this reflection to make sure that you are not just adding to your life as a way to get more out of it. Sometimes the fewer things you own; the happier you become.

#### Youth of Today - Michelle Kocak Jones

##### ***Coaster Sales at conventions for Outstanding Young Adult Scholarship***

Proceeds of purchasing a set of 4 coasters (made by students with disabilities) will go to the OYA Scholarship. Checks can be made to "MNWT" with "OYA Scholarship" written in the memo area. They can be sent to the Chapter Service Center or to YT SPM, Michelle Kocak Jones.

##### ***Outstanding Young Adult Scholarship Nominations are due November 1st***

This award is designed to recognize young adults in grades 11 and 12 who show excellence in leadership and involvement in community activities. You can include recent (May or June 2019) grads. However, they can only include activities up to their graduation date.

You can find the application at [www.mnwt.org](http://www.mnwt.org). Go to the Book of Forms page- then to members drop down box to OYA application in the Recognition Leadership category. Print or complete online. Contact me if you would like assistance or have any questions.

Consider contacting your area high school principal or school counselor for possible nominations.

Women Wellness - Colleen Todd

With her theme 'Brain Connection' Colleen goal is to educate us with Traumatic Brain Injury (TBI) and working closely with MN. Brain Injury Alliance. Please check out her Fall CIP for more details and second trimester challenge.

Community Connections - OPEN

Benefits the community and foundations supported by the Minnesota Women of Today

Priority Area- Wishes and More (2<sup>nd</sup> year) – Glorie Balfanz

I am excited to say that we have been very successful at meeting goals for 1<sup>st</sup> trimester of including collecting money and in-kind donations for Wishes and More. I am looking forward to completing new goals in Trimester 2 and meeting more wonderful chapters and districts. Information can be found in my Fall CIP!

**We are looking for enthusiastic members to be our next leaders in the programming areas for 2019-2020. If you have a passion for one of our programming areas, becoming a State Programming Manager will give you the opportunity to promote an area you love.**

Please contact me at [pvp@mnwt.org](mailto:pvp@mnwt.org) for questions and more information.

**MNWT Outstanding Awards WEBINAR for 2019-2020**

A webinar will be held on Tuesday, October 8th at 7:00 PM to walk you through the Outstanding Awards procedures. If your chapter is considering nominating an individual for the Outstanding Young Adult or Lois M Christiansen Outstanding Women Who Impact, this webinar is highly recommended.

Nomination guidelines and forms will be reviewed along with recent changes that have been made. There will be ample time for questions and answers. Nomination deadline is November 1st.

## Duties and Responsibilities for Programming VPs

Programming is the vehicle by which many great things happen, both in our communities and in us. Here are some tips on how to be an effective programming vice president in your chapter.

- Understand the programming areas and the changes in the programming areas this year. Members should be encouraged to fill LPM positions as best fits the needs for your chapter.
- Fill as many as local program managers (LPM) as possible, but do not feel that every area needs to be filled. Let the chapter members decide what areas they would like to participate in. You should however review the CIPs for the open areas and report on anything of importance. You could participate in those areas during emphasis months. As programming vice president, you oversee the programming areas in your chapter.
- Provide LPM training early in the year. You can find the orientation in the Vice President's Manual or on the MNWT website.
- Review the Programming Vice President manual often.
- Ensure that the chapter information packets (CIPs) get distributed in a timely manner. In some chapters this may be the state delegate's job, but you need to make sure your LPMs get the information they need. It is vital to distribute the information as soon as possible so the LPMs have adequate time to review prior to your chapter meeting.
- Encourage your LPMs to give a short report at your meeting and report for them in their absence.
- Encourage your LPMs to report at meetings and help them write it out. This should also be a part of the LPM orientation.
- Nominate your LPMs for the 'Outstanding Programming Manager of the Trimester.' This is submitted to the SPM for that area once a trimester.
- Ask for help if you need it. Contact me anytime with questions you may have.

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THANK YOU TO EVERYONE WHO JOINED US AT THE PROJECT FAIR AT FALL STATE. WE HAD AN AWESOME TURNOUT. CHECK OUT THE MNWT PROGRAMMING FACEBOOK PAGES FOR THE WINNERS OF THE "MAKE THE JOURNEY" BASKETS AS WELL AS PHOTOS OF THE EVENT.

***Congratulations to PVP that submitted their PVP Fast start***

Barbara Shade	Tari Hieley
Carrie Vogel	Tawn Hanson
Julie Keets	Stephanie Rieman
Kelsey Hamel	Dorothy Dotzler
Lisa Hahn	Candace Freeman
Deb Oldenberg	Melanie Chenoweth

***State Program Manager Fast Start***

Michelle Kocak Jones-Youth of Today  
Sarah Sundine-Living and Learning  
Glorie Balfanz-Priority Area  
Colleen Todd-Women Wellness

**Minnesota Women of Today  
2nd Trimester SUCCESS Presidential bonus points  
2019-2020**

**Submit a nomination for the Outstanding Young Adult or Lois M Christian Women  
Who Impact Award  
(50 pts)**

**Or**

**Sell two (2) Books Raffle Tickets (\$100) for the MNWT State Ways and Means  
Fundraiser (50 pts)**

**Or**

**Sign at least 3 new members during 2nd trimester (50 pts)**

**Or**

**Have at least 2 members from your chapter attend the online webinar scheduled on  
October 23rd (25 pts)**

**Or**

**Participate at the National level by having 25% of members certify in Health &  
Wellness or Personal Development; or hold a Domestic Violence event or training; or  
donate \$25 to National Ways and Means (25 pts)**

**Maximum of 100 bonus points!**



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#### 2019-2020 Plan of Action

##### Goals and Implementation:

- A. Assist State Program Managers (SPMs) in attaining goals for their programming areas.
  - 1. Communicate with SPMs by monthly zoom meetings, phone calls, e-mails and written reminders. Monthly meetings will include the following discussion items: Questions, Concerns, How can I help.
  - 2. Offer trimester challenges that 85% of SPMs will meet.
  - 3. Work with SPMs to track funds raised and service hours.
  - 4. Pursue ways to educate membership about state programming foundations.
  - 5. Promote information about special programming events by State Program Managers in my chapter information packet (CIP), Facebook page, and other communications.
  
- B. Educate districts, chapters, and programming vice presidents about programming areas and new programming changes.
  - 1. Develop a presentation to promote programming areas during visitations.
  - 2. Visit chapters and assist with their chapter programming positions.
  - 3. Provide information about programming geared toward Programming Vice President in each CIP. May hold online meetings with PVPs to provide programming updates and share ideas.
  - 4. Communicate with District Directors to help facilitate programming positions and changes at the district board level.
  - 5. Hold a forum on programming at a state convention
  - 6. Prepare a programming training packet to hand out at Fall State Project Fair.
  - 7. Work with Programming Task Force subcommittee to help make recommendations for programming changes and complete outstanding tasks.
  
- C. Have 100% of State Program Managers complete fast starts, trimester challenges, and mid-year and year-end evaluations.
  - 1. Communicate with State Program Managers through emails, online meeting and phone calls.
  - 2. Include Information on challenges, upcoming deadlines, and tips for submissions in my trainings, materials, and other communications with SPMs.
  - 3. Recognize all SPMs at Fall State who complete their Fast Start.
  
- D. Have 10 Programming Vice Presidents will complete their fast start.
  - 1. Distribute Fast Start materials in MNJOTS CIP with ideas on how to complete.
  - 2. Recognize PVPs at Fall State who complete their fast start.
  
- E. Communicate once a trimester with each Programming Foundation to maintain a good working relationship.
  - 1. Visit each programming foundation before year end.
  - 2. Contact programming foundations each trimester and give updates to SPM.