



**Minnesota Women of Today**  
**2020-2021 Fall State CIP**  
**Programming Vice President,**  
**The Power of Our Connection**

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**Programming Calendar**

**June**

- 24<sup>th</sup>: MNWT Webinar

**July**

- 1<sup>st</sup>: Founders Day
- 15<sup>th</sup>: Fast Starts Due

**August**

- MNWT Emphasis Month: YT
- 16<sup>th</sup> – 22<sup>nd</sup>: Kids Week

**September**

- MNWT Emphasis Month: CC
- 2<sup>nd</sup>: Outstanding Programming Manager and Project of the tri nominations due
- 2<sup>nd</sup>: Trimester Programming Report due
- 20<sup>th</sup> – 26<sup>th</sup>: Women of Today Week

**October**

- 28<sup>th</sup>: MNWT Webinar

**November**

- MNWT Emphasis Month: WW
- 1<sup>st</sup>: Outstanding Young Adult (OYA) nominations due
- 1<sup>st</sup>: Women Who Impact (WWI) nominations due
- 1<sup>st</sup>: Person with Determination (PWD) nominations due
- 8<sup>th</sup>: Mid-Year Evaluation due

**January**

- MNWT Emphasis Month: LL
- 2<sup>nd</sup>: Outstanding Programming Manager and Project of the tri nominations due
- 2<sup>nd</sup>: Trimester Programming Report due

**February**

- MNWT Emphasis Month: Priority Area
- 24<sup>th</sup>: MNWT Webinar

**March**

- 13<sup>th</sup>: March Planning

**April**

- 15<sup>th</sup>: Community Connections Chapter Award nominations due
- 24<sup>th</sup>: Year End Evaluations due

**May**

- 2<sup>nd</sup>: Outstanding Programming Manager and Project of the tri nominations due
- 2<sup>nd</sup>: Trimester Programming Report due

Please consult the MNWT official calendar at [www.mnwt.org](http://www.mnwt.org), under Events to ensure that other key dates are not missed.

**Thank You**

Hello to all of our 2020 – 2021 Programming Vice Presidents,

Thank you to everyone who sent in their PVP Fast Starts and completed my 1<sup>st</sup> trimester challenge. We have a lot of amazing members in our organization.

Barbara S (Warroad Area), Cathy O (Aitkin), Becky H (Brainerd Lakes Area), Nicky A (District 3 PVP), Tari H (Duluth), Sally K (Melrose Area), Dianna J (Monticello), Lisa H, (Sauk Rapids), Janel B (St Cloud), Jeny O (Coon Rapids), Julie D (St Michael/Albertville), Julie K (Maple Grove), Deb O (Burnsville), & Brenda N (St James)

Your "Fun Surprise" was send home with your DD at the Fall State Convention. If you completed a fast start and did not see your name listed above, please contact me ASAP.

I hope to see you all at Winter State, Anna

**2nd Trimester PVP Challenge**

The Challenge:

Review this CIP for information on how to communicate effectively and show off your skills by creating a 2<sup>nd</sup> trimester Programming email or newsletter for your chapter's LPMs. No LPMs, that's okay, create one for your chapter instead. Include the PVP ([pvp@mnwt.org](mailto:pvp@mnwt.org)), in your email to get credit for the challenge.

Why #1:

Many times we assume members should just know, and they don't. Think of all the times someone assumed you knew what to do and how frustrating it was to figure it out alone and stumble through it. By creating programming informational for your LPMs and/or all chapter members you have an opportunity to train on things that were not covered 1<sup>st</sup> trimester. You also have a platform to share what you know and give others a hand up. By supporting each other in a positive way, we lift up not only our chapter, but our local community.

Why #2:

A PRIZE! Every PVP who completes the 2nd Trimester challenge will receive a fun surprise.

**#MNWT**  
**#ProgrammingGoals**  
**#Connections**

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# Managing Your Position

## Streamline Your Chapter Meeting Reporting

Putting a little effort in ahead of a meeting can save time and effort during the meeting. By following the tips below, you will reduce the length of the business portion of your meetings and amplify the positive atmosphere within your chapter.

**1. Write it down** and give a copy to your secretary. If you know you have to talk at a meeting, take 5 minutes before you arrive to write down your thoughts. If you find out last minute you need to report on something, write it down. **Find the time to prepare your thoughts and avoid missing key points or rambling on.** To avoid forgetting important details use the 5 W's as a check list: who, what, when, where, why.

**2. Train others.** It is a good idea to train chapter members on written reports, especially those who have a tendency to ramble or forget the important details.

**3. Set time limits.** Most reports should be 1 minutes or less. When it comes to a presentation or a longer report, never assume. Ask your president or supervisor how much time you have. Most of us have no idea how long it takes us to say something. **At your next meeting time yourself and others reporting in your area and use that as a starting point to retrain yourself in reporting more effectively.**

**4. Redirect** questions and discussion in a positive way. When reporting something that will require feedback, say it in a way that keeps discussion off line. Ask people to call, email, or talk to you after. If it needs to be discussed at that moment, make sure time is scheduled for that discussion ahead of the meeting and let others know how much time is available. **When you run out of time do not be afraid to table a discussion for later.**

**5. Keep your reports in the positive.** The key negative words to avoid when reporting are ONLY, DID NOT MEET, UNDER OUR GOAL, BUT, and NOT ENOUGH TO PARTICIPATE.

## Programing VP 102

We are 1/3 of the way through our year. Let's take a few moments to evaluate ourselves and change the things that are not working. **What is going well? What are you struggling with this year?** (Paperwork. Time management. Deadlines. Reporting. Balancing WT other life happenings. Getting volunteers. Support.) Start by writing down your thoughts in two lists, one for things going well and the other for things going not so well. Is there anything that jumps out at you as something you could change? Talk to a MNWT friend and ask for positive support and ideas to resolve your concerns. Contact the me for resources and support, **AND** to share all of your positives.

**How often do you use the word can't?** Instead of saying we can't do that. Take the time to listen to what the other person has to say. Will the end result be similar if it is done that way? If change or redirection is needed, take the time to explain why you feel something cannot be done a certain way. Use facts, not opinions to explain yourself.

**Are you confident in your abilities?** Confidence shows others that you believe in what you're saying and will follow through. Make eye contact and use a friendly, but firm tone. Be careful not to sound arrogant or aggressive. Always listen to and empathize with the others.

**Do you give and receive feedback appropriately?** Constructive feedback does not attack a person or idea. It involves sharing concerns, finding points that could be improved upon, and giving praise as well. Saying "good job" or "thanks for helping me" can greatly increase motivation. In return, you should be able to accept and even encourage, feedback from others. Ask clarifying questions if you are unsure of the issue, and make efforts to implement the feedback.

## FAQ

### **Q: Why should I complete the MNWT Trimester Programming Report? How?**

Your MNWT Trimester Programming Report is part of the official records of your chapter. By completing your chapter's report, you are including your chapter in the official MNWT programming totals. The more information we have, the better we can serve you and your community. It also allows us greater ability to promote your communities and recognize your members.

**The secret** to simple and easy reporting is having **one place** to record your projects and events. Consider adding a section to your monthly agenda called "Celebrating our Accomplishments". List all the projects completed since your last meeting. Include funds raised, funds donated and in-kind donations, along with service hours. **What if it's just a motion to donate money?** Include those as well. When it is time to complete your trimester report. **What if it doesn't fit into MNWT programming?** It does. Everything your chapter does for your community, its members, and with other organizations is part of programming.

At the end of each trimester use the "Celebrating our Accomplishments" section of your general meeting minutes to fill out the MNWT Trimester Programming Report. The whole report should take you about 5 minutes to complete and can be done online.

### **Q: What if I miss sending in a report?**

Although we ask you to send in a report at the end of each trimester, you can submit information at any time. The only firm date is the year end date. All information for the current year must be submitted by May 2, 2021 to be counted as a MNWT 2020-2021 project, event or fundraiser.

# Support & Recognition

## 1<sup>st</sup> Trimester Outstanding Program Managers

Every trimester only one nominee from each area is selected to receive a programming recognition award. Receiving an Outstanding Programming Award is a celebrated achievement. Congratulations to our winners!

Community Connections: This fantastic energetic LPM jumped right in. She quickly completed her Fast Start with very interesting and attainable goals. She reported on Community Connections at meetings, on social media and with e-mails. After the riots she held a project benefitting people in need in both Minneapolis and St. Paul. Currently she looking at simplified ways of identifying areas of interest for her whole chapter. Congratulations to the 1<sup>st</sup> trimester Community Connections Outstanding Program Manager, Jessica Schultz of the Coon Rapids chapter.

Living and Learning: This LPM gives her all to Living and Learning. She attends all her chapter meetings, shares the monthly Living and Learning challenges, and completed her Fast Start. She also encourages members to reach for their own personal goals by sending out reminders and offering incentives for those that achieve a goal. Aside from her duties as an LPM, she works on many other chapter projects as needed. Congratulations to the 1<sup>st</sup> trimester Living and Learning Outstanding Program Manager, Sue Knuckey of the Duluth chapter.

Priority Area: This LPM is continuing her chapter's strong commitment to the Priority Area Wishes & More. The bi-annual "Mailing Party" was not possible due to COVID restrictions, but this LPM wasn't going to let that stop her from organizing over 50 volunteer hours towards completion of the important task. She is definitely a voice for Wishes & More in her chapter by sharing all of the upcoming events, SPM challenges, completing her Fast Start and collecting donations for the Annual Gala. Congratulations to the 1<sup>st</sup> trimester Priority Area Outstanding Program Manager, Nancy Flesch of the Monticello chapter.

Women's Wellness: This LPM is a superstar. She completed her Fast Start and promotes her area by submitting articles to the chapter newsletter each month. An ongoing fundraiser she does is creating homemade cards. With the funds collected, she chaired a Purse/Women's Supplies domestic violence project in August. She also made a beautiful new banner for her chapter, prepared healthy meals for members, worked with training the new chapter secretary and participated in many other chapter events. Congratulations to the 1<sup>st</sup> trimester Women's Wellness Outstanding Program Manager, Judy Moldenhauer of the Sauk Rapids chapter.

Youth of Today: This PVP stepped up and took on promoting all of her chapter's open LPM Positions. Not only did she complete the Youth of Today Fast Start, she reports and promotes on Youth of Today at all her chapter meetings. For Kids Week, she created five different events for chapter members and the community. Day one she chaired an event where members made blankets to be donated to the pediatric ward of the local hospital. A few more of her Youth of Today projects included painting and reading with children, a family picnic, and making thank you cards for local emergency personnel. This PVP has done an amazing job supporting Youth of Today. Congratulations to the 1<sup>st</sup> trimester Women's Wellness Outstanding Program Manager, Tari Hively of the Duluth Chapter.

**For information on how to nominate your program managers for these awards, please see page 3 of my MNJOTS CIP.**

## Mid-Year Evaluations

**The President and State Delegate Mid-Year Evaluations are due to the PVP ([pvp@mnwt.org](mailto:pvp@mnwt.org)) Nov. 8th.** Everyone who submits an evaluation will receive a review of their goals/performance from their MNWT supervisor and be offered encouragement and tips specific to their needs. Contact [pvp@mnwt.org](mailto:pvp@mnwt.org) for help.

Evaluation forms can be found in the PVP area of the MNWT Website.  
[http://mnwt.org/about/execcouncil\\_results.php?execcoun=PVP](http://mnwt.org/about/execcouncil_results.php?execcoun=PVP)

## Online Resources

Trimester Programming Report:  
[http://mnwt.org/members/forms\\_results.php?formsID=414](http://mnwt.org/members/forms_results.php?formsID=414)

Trimester Programming Report Training Video:  
<https://youtu.be/sgoe2EAFmuQ>

Chapter Information Packets (CIPs):  
[http://mnwt.org/fellowship/state\\_publications.php](http://mnwt.org/fellowship/state_publications.php)

MNWT Programming Facebook Page:  
[www.facebook.com/mnwt.programming](http://www.facebook.com/mnwt.programming)

# Making Connections

## **SPM Highlights**

This year we have five amazing SPMs to support your chapters specific programming needs. You don't have to be an LPM to utilize these amazing volunteers as a resource for your chapter. All five of these programming managers want to help you support your chapter and your local community within their programming areas.

### **Community Connections (CC): Tawn Hanson, cc@mnwt.org**

Second trimester Tawn is focusing on the Person with Determination (PWD) Nominations. This is a great way for your chapter to recognize a special member of your community on a state level. A PDF of the Person with Determination nomination form can be found at the MNWT website [http://www.mnwt.org/pdfs/otherPDFs/bof/mnwt\\_pwdnomination-2020.pdf](http://www.mnwt.org/pdfs/otherPDFs/bof/mnwt_pwdnomination-2020.pdf). Tawn also has a fun challenge for all chapters. Send her an email sharing how your chapter supported Habitat for Humanity 2<sup>nd</sup> trimester to be entered into a drawing for a gift basket.

### **Living and Learning (LL): Melanie Chenoweth, ll@mnwt.org**

Second trimester Melanie has many fun challenges for you. For chapters, complete one of her mini challenges at a general meeting and share with her what you did to be entered into a drawing. For individuals, read a personal development book and share with her what you read and if you would recommend it. Melanie also has several mini challenges that can be found in her CIP.

### **Priority Area (Wishes and More): Jennifer Auger, priority-area@mnwt.org**

Second trimester Jennifer is focusing on STICKERS! Wishes & More is always using stickers. They use them to decorate bags and envelopes, they use them in gifts to children, and so many more ways. As a chapter collect as many sticker packets as possible and mail them to Jennifer or bring them to Fall State to be part of an exciting Buckets of Sunshine event.

### **Women's Wellness (LL): Jeny Ohr, ww@mnwt.org**

Join me in welcoming Jeny as our new WW SPM. Jeny will be promoting National Alliance on Mental Illness Minnesota (NAMI), along with supporting the Women Who Impact Award. Take time this trimester to submit and Amazing women in your community for this outstanding award. A pdf of the Women Who Impact nomination can be found here [http://www.mnwt.org/pdfs/otherPDFs/bof/mnwt\\_wwinomination-2019.pdf](http://www.mnwt.org/pdfs/otherPDFs/bof/mnwt_wwinomination-2019.pdf)

### **Youth of Today (YT): Glorie Balfanz, yt@mnwt.org**

Second trimester Glorie is focusing on Shine Bright for Cancer Kids. Funds raised for this area will go directly to the Cancer Kids Fund with the Children's MN Foundation. She is also promoting the Outstanding Young Adult Nominations. Submitting a nomination for a local youth is a great way to say thank you and support your community's young adults. A pdf of the Outstanding Young Adult nomination can be found on our website here [http://www.mnwt.org/pdfs/otherPDFs/bof/mnwt\\_oyanomination-2019.pdf](http://www.mnwt.org/pdfs/otherPDFs/bof/mnwt_oyanomination-2019.pdf)

## **Presidential SUCCESS Points**

### **Trimester 2, 2020-2021**

Sign at least ONE new member during Membership Week (November 29-December 5)  
25 points

### **AND/OR**

Ave at least two chapter members attend Trimester 2 Webinar on 10/28  
25 points

### **AND/OR**

Hold a Public Membership event during Women of Today week (September 20-26) Invite the Membership VP to get credit  
25 points

### **AND/OR**

Submit Program Manager Trimester Report by January 2nd  
25 points

### **AND/OR**

Submit a nomination for Outstanding Young Adult, Women Who Impact and/or Person with Determination Award by November 1st deadline  
50 points

### **MAXIMUM 100 POINTS**

For more information about SUCCESS see mnwt.org under Success Coordinator or CMVP.

## **2021-2022 SPMs Wanted**

This is the right time to start thinking about next year. Do you have a passion for a specific programming area? Do you want to learn new skills, and share your talents with others? Contact me at 763-300-2053 or [pvp@mnwt.org](mailto:pvp@mnwt.org) to find out what it takes to be an SPM. Potential SPMS that bid at Winter State convention will receive one on one training to help prepare you for the bidding process and Annual 2021, AND I will have a special gift for you as a thank you for your dedication to MNWT.