



Programming Vice President
Make the Journey and Leave Your Footprints

Melissa Redzuan
Programming Vice President
12481 Alise Pl
Eden Prairie MN 55347
(952)6490937
pvp@mnwt.org
www.mnwt.org

MNJOTS CIP 2019-20

Dear Programming Vice Presidents,

I am excited to welcome you to the New Year with Women of Today. First thing first, let me introduce myself to you. My name is Melissa Redzuan, and I will be serving as the Programming Vice President for MNWT for the year 2019-2020.

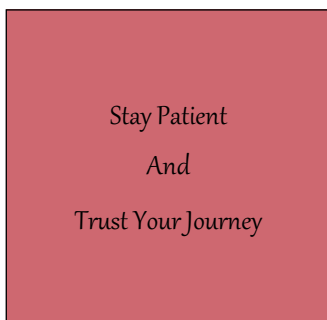
I have been a member of MNWT since 2007 and have served in several different positions from chapter level, district level to the state level. In June 2005 I moved from Malaysia to Minnesota with my husband of 19 years. We have three beautiful daughters, Amirah (age 16), Alleyah (age 13) and Amilia (age 7).

I currently work at Eden Prairie School District as a Special Education Paraprofessional. This role is both challenging and fulfilling which is a great combination.

I am excited to be serving as Programming Vice President this year, and I hope together we can “Make the Journey and Leave Your Footprints” as we tackle the new changes in programming this year.

In Friendship,

Melissa



Important Dates

JUNE

MNJOTS	7-9
DD’s monthly report due to AVP	5
USWT Annual Convention... ..	13-16
Webinar	27

JULY

USWT Founders Day... ..	1
Statewide Committee Meetings.....	27
Early Birds Renewal to CSC... ..	15
SPM Fast Starts Due to PVP.....	15
Programming VP Fast St Due to PVP	15

AUGUST

SPM Monthly Report Due.....	1
USWT Friendship Day	5
National Night Out.....	6
Kids Week... ..	18-24
1 st Trimester Closeout.....	31
Programming Trimester Report Due.....	31

These dates are part of MNWT official calendar that can be located at www.mnwt.org under events section in both PDF printable and online format.

(these is just a draft I will make the changes after we finalize the dates)

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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 MNWT is currently seeking applicants to be appointed to these positions.

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 or president@mnwt.org if interested in any of these new positions.

MNWT STATE PROGRAMMING

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

Meet your 2019-2020 State Programming Managers

Living and Learning - Sarah Sundine

Sarah’s theme this year is ‘Connect. Grow. Discover,’ promoting self-improvement or empowerment. Her goal is for all of us to connect, grow and discover new things about ourselves and others this year. Please join her this year as we Connect. Grow. Discover. Together!

Youth of Today - Michelle Kocak Jones

Michelle theme this year is ‘The Future is in our Hands’. It is our responsibility to help produce productive, responsible, caring youth to become the same as adults. Please join her by extending our hands and help build the future we all want to see for our youth and children. Michelle chose Boys and Girls Clubs are her foundation to promote.

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.

Community Connections - OPEN

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

Priority Area- Wishes and More (2nd year) - OPEN

This area is approved by the State membership for a three-year revolving cycle.

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.

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. Also promote LPM Fast Start. (included in this CIP)
- Complete the Vice President 's Fast Start. (included in this CIP)
- 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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Chapter Programming Vice President and Local Program Manager Fast Start

Chapter Programming Vice President Fast Start

Give an orientation for the local program managers under your supervision. This orientation can be provided by you, your chapter, or district. Include an overview of the new programming reporting guidelines.

Set three specific goals for your PVP position. Provide a copy to your chapter president and send a copy to me at pvp@mnwt.org.

Write a letter of introduction to me at pvp@mnwt.org.

List all program managers for filled areas, including name, address, email, and phone number.

List program managers that sent you their preliminary trimester programming report for their specific area.

**Submit your Fast Start by July 15
to get entered into a drawing to be held
at the Business Meeting during Fall State Convention**

**Local Program Manager Fast
Start**

Attend an orientation - district, local, LOTS or one-on-one with the chapter programming vice president or outgoing local program manager. Date attended:

Write down your goals or plan of action for the year. Sent it to the programming vice president or chapter president. Date sent:

Write to your district director (or district program manager). Introduce yourself and share your goals and ideas for the year. Date sent:

Submit a preliminary LPM trimester report activity to your programming vice president by the fast start due date. Date preliminary LPM trimester report sent:

Review the Local Program Manager manual to educate yourself on being an LPM. (optional)
Date Reviewed:

**Submit your Fast Start by July 15
to get entered into a drawing to be held
at the Business Meeting during Fall State Convention**

'Make the Journey' to the Project Fair and Join us at Fall State Convention 2019-2020

Be sure to stop by the Project Fair at the Fall State Convention where each SPM will be showing off their skills and creativity celebrating their programming areas.

Do you want to be part of the project fair? 'Do you have what it takes to be the next shoe designer'?

We are seeking ideas for fun, creative, think outside the box creations that wow us at project fair and to be voted by the members attending the project fair. The winner will be crowned as the best of the best!

Here is how you can participate;

1. Decide if you want to compete as an individual or as a team (with other members of your chapter).
2. Find an old used shoe (it can be a flip flop, canvas shoes, flat shoes, high heels) or get one at a garage sale, Goodwill, Savers, etc.
3. Decorate the shoes with sequins, beads, ribbon anything you want - there is no limit to what you can use! This is the time to unleash your creativity and to think outside the box. Remember, your design will be on display at PVP table and to be judge by members at the project fair.
4. Entries (decorated shoe) must be present at the project fair. If you cannot attend the convention, you can send your entry with a chapter representative or your District Director.

If you have any questions, please email me at pvp@mnwt.org

Designers let's get to work! Make it work everyone!!-Tim Gunn



Minnesota Women of Today
1st Trimester SUCCESS Presidential Bonus Points
2019 – 2020

\$50 donation to the State Plan of Action (POA)

50 points
and/or

Submit a completed Programming Trimester Report for 1st Trimester

50 points

and/or

Complete the membership scavenger hunt challenge for first trimester from the Membership Vice President's CIP and post your chapter picture on your Facebook page and tag MVP Lisa Hahn.

50 points

and/or

Participate in MNWT Cards for a Cause fundraiser and sell or purchase 4 boxes of cards

50 points

and/or

Participate in MNWT Canterbury fundraising partnership by working as a volunteer for 10 hours or more (combined total of any number of chapter members). Include list of names and hours.

50 points

Maximum of 100 Bonus Points

ADDITIONAL Presidential Bonanza Bonus Points (100 points) if all five copies of the following are submitted with your documentation

- Sales and Use Tax Permit
- Articles of Incorporation
- Proof of Annual Registration for 2019
(A copy of the email confirmation from MN Secretary of State)
- Proof of Insurance for the current year
- Proof of 990 filing for the fiscal year June 1, 2018 through May 31, 2019
(A copy of email confirmation from IRS dated after June 1, 2019)

Maximum of 100 Presidential Bonanza 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.