

**Annual Business Meeting Minutes - Minnesota Women of Today  
Zoom Meeting (Online)  
Saturday, May 16 , 2020**

---

President Cathy Shuman called the 2020 Annual Business meeting of the Minnesota Women of Today to order at 9:10AM. A quorum was established. Sarah Sundine, Living and Learning State Program Manager, read an invocation. Melanie Chenoweth, District 6 Representative, led the Pledge of Allegiance, and JoAnn Miller, District 11 Contact, led the United States Women of Today Creed. Recognition given to guests for introduction later at the awards in the afternoon. Parliamentarian Wendy Lindberg read the Orders of the Day.

Additions to the Winter State Business Meeting minutes held on January 25, 2019 were brought forward to add the names of Cindy Umland and Lisa Hahn as the convention chairpersons as well as correcting the Youth of Today 2nd trimester winning incentive chapter from Monticello to Burnsville. The minutes were then approved as emailed on May 13, 2020 with the amendments noted.

**Secretary – Christine Sibilleau ([secretary@mnwt.org](mailto:secretary@mnwt.org))**

- A huge shout out to Amy Pumper for her work putting together the NEWSLET publications this year - don't you agree that she did a fantastic job with it?!
- Thank you to the chapters and districts who submitted their minutes for review. A little something is coming in the mail to each of you to your chapter's mailing address.

**Administrative Vice President – Illeana Miller ([avp@mnwt.org](mailto:avp@mnwt.org))**

- Holding the position of District Director can be one of the fulfilling positions in our organization. The District Director acts as the voice for the membership on executive council. Please join me in welcoming you 2020-21 District Directors:
  - District 2 -- Andrea Schue (Warroad) ([dd02@mnwt.org](mailto:dd02@mnwt.org))
  - District 3 -- Linda Nindorf (Duluth) ([dd03@mnwt.org](mailto:dd03@mnwt.org))
  - District 4 Rep -- Sally Koltjes (Melrose) ([dd04@mnwt.org](mailto:dd04@mnwt.org))
  - District 5 -- Shirly Vieselmann (Hutchinson Area) ([dd05@mnwt.org](mailto:dd05@mnwt.org))
  - District 6 -- Sherry Boike (Coon Rapids) ([dd06@mnwt.org](mailto:dd06@mnwt.org))
  - District 7 -- Shelli Mathes (White Bear Lake) ([dd07@mnwt.org](mailto:dd07@mnwt.org))
  - District 8 -- Angela Hanson (Eastern Carver County) ([dd08@mnwt.org](mailto:dd08@mnwt.org))
  - District 10 -- Sue Bay (Fairmont) ([dd10@mnwt.org](mailto:dd10@mnwt.org))
  - District 11 Rep -- JoAnn Miller (Byron) ([dd11@mnwt.org](mailto:dd11@mnwt.org))
- Thank you to the 9 State Delegates and 5 District Directors that submitted their Year End evaluations.
- Thank you to the 13 State Delegates that attended LOTS on Saturday May 2, 2020. The winner of the drawing for State Delegates attending is Mercedes Turner of Monticello.
- This year has been a great year spent with some amazing women in this organization. Thank you so much for all the hard work that you have all put into keeping your chapters informed of all that has been happening on the district, state and national level this year. Your hard work did not go unnoticed. I hope that everyone

had fun as we flocked together to fling our way through the 2019-20 year.

**Membership Vice President – Lisa Hahn ([mvp@mnwt.org](mailto:mvp@mnwt.org))**

- Welcome the 45 new members this trimester. They join the 300 members who renewed their membership. We had 18 chapters with 75-99% retention and 16 chapters with 100% retention. We had 2 chapters with an In-Chapter extension plus 22 chapters sent in renewal information by the early bird deadline. We ended the trimester at 74 % retention (and 882 members. We are down by 59 members from last trimester. We know it was a struggle to add new members as we were all trying to Social Distance ourselves, but we have high hopes in the coming months we will be able to gain all those members back and then some. The future is bright and we will RISE to the occasion and grow our numbers by leaps and bounds when we can start getting together again.
- Thank you to the 6 chapters who emailed me photos of their Membership events. New Hope, Monticello, St. Cloud, Sauk Rapids, Duluth and Burnsville. The winner of the Membership incentive is Duluth. They will be receiving a Target Gift Card plus an extra Target Gift Card for having a Flamingo at their event. There were 3 other chapters that had a Flamingo at their event. They were Burnsville, St. Cloud, and Sauk Rapids who will be receiving a Target Gift Card in the mail as well. Thank you to all the chapters for sending in the fun pictures.

**Chapter Management Vice President – Barb Zerth ([cmvp@mnwt.org](mailto:cmvp@mnwt.org))**

- Congrats to all the Chapter members who were able to attend LOTS this year via zoom. We had 25 chapters attend. Continue to work together as a Board online to keep connected and learn together, especially if this is a new position for you. Until we can meet in person it is very important to stay connected with your members any way you can, to keep them engaged. Also remember to reach out to staff or other members for any help.
- The winner of my gift card for attending LOTS goes to: Sharon Scholl of Monticello.

**Extensions Director – Jenise Teske ([extensions@mnwt.org](mailto:extensions@mnwt.org))**

- Thank you for all your support and input in completing 2 extensions this year.
- Two and Under Chapters, St. Joe and ROD, extensions team working with their board members to complete training and help them be successful and healthy chapters.
- Lucky Buck Baskets--will work together with MNWT Foundation to have "Exploring Minnesota" basket at the Fall Gala--I will be posting ideas for donations.

**Programming Vice President – Melissa Redzuan ([pvp@mnwt.org](mailto:pvp@mnwt.org))**

- I have very exciting news, all five areas of programming has been filled, please help me welcome your 2020-2021 State Program Managers: Community Connections - Tawn Hanson, Living & Learning - Melanie Chenoweth, Priority Area - Jennifer Auger, Women Wellness - Shanna Pratt, and Youth of Today - Glorie Balfanz.
- Projects of the Tri, Outstanding PMs – will be presented at online Awards Ceremony; certificates will be mailed after conventions to individual winners and chapters.

- Thank you to all chapter members, for their commitment and hard work getting in their service hours and involvement in their community.

#### **Living and Learning SPM—Sarah Sundine ([ll@mnwt.org](mailto:ll@mnwt.org))**

- Congratulations members, we hit or came close on all of the goals that were set out at the beginning of the year. Thank you to the 89 members that completed the Living and Learning Certification, 98 members that completed the Health and Wellness Certification and 96 members that completed the Personal Development Certification this year.
- Thank you to the four Districts and Chapters that completed a PEP course this trimester, they all look great and one was even done via Zoom! Congratulations to District 2 for winning the incentive, it will be in the mail.
- Thank you to the 3 members that completed the Gratitude journal and sent an e-mail for completion. Your incentives will be mailed.
- Thank you to the 2 members for participating in the 3rd tri book club. The winner for participating in the discussions is Michelle Kocak Jones of the Monticello chapter. Your incentive will be mailed.

#### **Priority Area SPM / Wishes and More - Glorie Balfanz ([priority-area@mnwt.org](mailto:priority-area@mnwt.org))**

- Working with Wishes and More has been a fun and rewarding experience. Chapters and districts have supported them throughout the year and they appreciate it. With the current situation Wishes and More and Women of Today will have to be creative in fundraising. I can not wait to witness from afar what Wishes and More Fans come up with in our 3rd and final year with them as our Priority Area. During this crazy time they are still taking applications for wishes and are writing checks for memorials to families that have lost their child before they could see their wish come true.
- In Trimester 2 you collected items for the Wishes and More Annual Ball. Cat Shuman and I volunteered as Women of Today members that night and saw the items you donated for the Silent Auction. That was a fun night and Wishes and More raised \$160,000.00 with your help.
- In Trimester 3 we raised \$874 in monetary and in kind donations. Thank you for all your efforts this year.
- The 3rd Trimester challenge was: Anyone that donates to Wishes and More with their time, talents, items or money will have a chance to win a prize at this convention. To be entered into this drawing for a prize the chapter would have to let me know about your participation. Please remember that as SPMs we do not know what you are doing unless you tell us! The winner for the Trimester 3 Challenge is Stefany Nikolaus from the Anoka Chapter.

#### **Women's Wellness SPM - Colleen Todd ([ww@mnwt.org](mailto:ww@mnwt.org))**

- You have been educated, supportive and encouraging. Thank you everyone for supporting TBI and Brain Health and the MNBIA this year. They were so impressed at Winter State when Sue came to visit.
- We donated 8 bike helmets and raised \$855. That will give MNBIA the buying power to buy 106 bike helmets to give away this summer at clinics. A shout out to the White Bear Lake

chapter for posting on social media during Brain Injury Awareness month.

#### **Youth of Today SPM - Michelle Kocak Jones ([yt@mnwt.org](mailto:yt@mnwt.org))**

- OYA Scholarship incentive winner for the 3rd trimester is the Aitkin Chapter. An incentive will be mailed to YT LPM Denise Wille. Thank you for all donations this year!
- Coaster orders will be delivered at Fall State.
- A big thank you to Maggie Holmberg for all of her guidance and assistance to support the Boys and Girls Club of MN this year!

#### **Financial Vice President - Amy Pumper ([fvp@mnwt.org](mailto:fvp@mnwt.org))**

- Shopping the State Store can be done any time as Jane Holmberg our store manager will take email and Facebook orders. Some featured items are new stylus pens, garment bags, President Cat's limited-edition mugs, and the star ornament in president, Cat's colors. Thank you to everyone who has purchased from the state store this year! Look for updates to the store on our website coming soon! I would like to thank Jane Holmberg for all she has done with the state store this year!
- Ways & Means donations for 3rd trimester totaled \$865.00 and the grand total for the year came to \$2851.99. Thanks to chapters, districts, and individuals for helping out this trimester with some great donations. I offered a challenge for 3rd trimester for any donation of at least \$70. A huge thank you to those that met the challenge: St. Cloud, STMA, Greenbush, New Hope, JoAnn Miller, and Windom. The winner of the wine and chocolate basket is the St. Cloud chapter.
- Reminder to chapters and districts to complete a financial audit after the end of your fiscal year. Helpful guidelines are in the Local Treasurer Manual and a worksheet can be found in my Winter State Chapter Information Packet and the Treasurer's webpage.
- The Finance Committee is holding their annual budget and finance meeting on Friday, May 22nd via zoom. The budget meeting starts at 3:00 pm and finance meeting at 6:00 pm. Please let me know if you need the link. You don't have to be a committee member to attend; however, I strongly encourage you to think about joining the Finance Committee. You will play an important role in helping set the budget and assisting with the financial planning for the MN Women of Today. Please contact me and I will be happy to answer your questions. I want to take this opportunity to thank the members of the finance committee for their efforts this year – you have been a great support system and have a wealth of knowledge that I am grateful for.
- Thank you everyone for allowing me to serve in this position this year!

#### **Parliamentarian – Wendy Lindberg ([parli@mnwt.org](mailto:parli@mnwt.org))**

- There are 32 of 55 chapters joined, a quorum has been established.
- Thank you to the five chapters that submitted their bylaws and policies this Trimester for review. I have a gift for you that will be handed out to MNJOTS or FALL STATE DD Bags - pending our next in person meeting.
- M/S/P (Parli/Duluth) BYLAW VOTE. I move to add the following bylaw to Article XXI, adding Section 5. "The Bylaw review committee may edit punctuation, formatting, and spelling errors within the bylaws of the Corporation, without vote, so long

as the edits do not change the intent and purpose of the bylaws written.”

- Lastly, I wish to take a moment to thank President Cat for this opportunity to be a part of her state staff.

#### **Chairman of the Board – Brenda Sather ([cob@mnwt.org](mailto:cob@mnwt.org))**

- Year End National Convention will be held online in June. Watch the website and your chapter emails for more information. What a great opportunity for you to join a National meeting and of course to “see” Thelma and Louise.
- The Minnesota Women of Today policies require that districts have at least 4 chapters. There were two districts that this impacted – District 1 and District 9. After much discussion, motions were presented. The results were \_\_\_\_\_  
(passed that moved Hawley, Red Lake Falls, and Thief River Falls from District 1 to District 2 leaving District 1 vacant. Hanska and New Ulm were moved to District 10 and Montevideo to District 4 leaving District 9 vacant. No other changes to districts were made. The Districts were left vacant as a temporary move to bring us in compliance with our policies and allow further discussions and hopeful extensions.)
- Committee Chairs were approved yesterday: Brenda K. Sather as Future Directions Chair; Christine Sibilleau as Marketing Chair and Michelle Cloutier as Membership Management Chair.
- We also appointed Jeny Ohr as Public Relations Assistant Coordinator, Rita Johnson as Success System Coordinator and Jessica Schultz as NEWSLET coordinator.
- M/S/P (COB/Duluth) I move that we go into a Committee of the Whole.
- M/S/P (COB/Duluth) I move that we go out of the Committee of the Whole.
- After the business meeting, promptly at 11 AM we will begin the elections portion of our meeting.

#### **Executive Director – Katie Castro ([csc@mnwt.org](mailto:csc@mnwt.org))**

- Please remember to file your Chapter Officer Sheet for the coming year using the link found on the Member Home Page. Please also note that you must indicate if you wish to receive paper copies of the CIP packets for the year.
- Reminder that chapters can begin filing their 990n for fiscal year ending May 31, 2020 on June 1st; these must be filed by October 1st per MNWT Policies. You should also remember to file your Annual Renewal with the MN Secretary of State’s office by October 1st.
- Seeking convention hosts for Annual 2021 at Arrowwood Resort in Alexandria, as well as Fall State 2021. Please contact me for more information.
- MNWT has Go To Meeting available for chapters to use for chapter and board meetings. Please use the link on the Member Home Page to request a meeting date and time.
- Official chapter emails are being used frequently to communicate vital, important information. If you do not know how to access your chapter email, please contact Katie at [csc@mnwt.org](mailto:csc@mnwt.org) for assistance.
- Watch for the 1st trimester dues billing to arrive via email in June.

#### **Presidential Assistant – Barb Berndtson ([pa@mnwt.org](mailto:pa@mnwt.org))**

- If chapters & districts have not sent a \$10.00 check towards Cathy’s year end gift, it is not too late, please make out to MNWT with Presidential year end gift written in memo. Also, if you have not sent me your scrapbook page please, please still do so. These scrapbooks will mean the world to Cathy for years to come!
- I hope you all continue to extend a hand of fellowship this coming year, making connections through Women of Today.

#### **Foundation and Committee Reports**

##### **Foundation Chair - Nicky Anderson ([foundation@mnwt.org](mailto:foundation@mnwt.org))**

- The Foundation is hosting a Fall Gala October 17th 2020 held at Arrowwood in Brainerd. Registration is \$70.00. We need 15 more registrations by June 1st to hold the Gala.
- Scholarship deadline is July 1st. Have any art you would be willing to donate? The MNWT Foundation is seeking donations for their annual Art Auction at Fall State to benefit the Cheryl L Anderson Scholarship.
- Amazon Smile benefits the MNWT Foundation with a percentage of sales. If you shop Amazon, please sign up to be a part of Amazon Smile.
- Our next meeting is tentatively scheduled for August 8th, 2020, 10:00 in Sartell at Lisa Hahns. Please let me know if you would like to attend.
- Currently the foundation offers different grants / Loans for Extensions. The committee is reviewing them and looking at other opportunities we can offer intent to extends teams / chapters and new chartered chapters – this includes grants / loans for both. More info to come.
- Yesterday the foundation met with the primary body and voted on some bylaw and policy motions.

##### **Future Directions Chair - Jen Kinzer ([fdc@mnwt.org](mailto:fdc@mnwt.org))**

- The Restructuring Task Force has been discussing potential ideas for district and area meetings. In order to help them with that discussion they have created a survey via Survey Monkey that will soon be available to all members. Watch for information coming your way about the survey and/or check the website for information about completing this survey.
- 2000-2021 Webinar series will kick off in June. The topics are Fast Starts, Outstanding Awards, and Membership. Please stay tuned for more information about the June Webinar.
- At the last FDC a new Strategic Plan was presented and approved. Please look for copies of the new Strategic Plan on the website.
- A new Manual Review Schedule was approved at the March FDC meeting. We also approved several new officer manuals including: chapter treasurer, secretary and state delegate manuals, and several executive council officer manuals. The FDC voted to produce the updated chapter manuals online only. Copies of the manual will not be distributed in CIPs as in the past but can be found online. However, copies will be available in the state store for purchase.
- The Presidential Pin nomination form has been updated and approved by the FDC. Please look for the updated nomination form.

- FDC approved a March Planning recommendation to distribute CIPs and State POA online. Chapters will only receive a hard copy if requested.
- A Task Force was formed a little over a year ago to study our current People with Developmental Challenges Award. The Task Force spent time during the last year considering this award and discussing how this award might be updated to reflect changes and be inclusive of others who have faced challenges in their lives. The Task Force, led by Shanna Pratt, recommended a new Award called the Person with Determination Award, which was approved yesterday by the Executive Council.
- Thank you to my FDC. I have enjoyed the last two years as your chair. I look forward to supporting the new chair in the 2020-21 year on the FDC committee.

#### Membership Marketing Chair - Heidi Westerlund

([mmc@mnwt.org](mailto:mmc@mnwt.org))

- Thank you to the 45 new members for 3rd trimester! You would have received a New Member Packet with a \$5.00 coupon to the State Store. What will your first purchase be!?
- During this trying time, please stay focused in staying connected with you chapter members. Zoom, call, have a distance meeting at a park, whatever follows the guidelines at that time. This will be extremely important to keeping connected!
- Join a Committee!! It is extremely rewarding, and you learn a lot about our organization. You will be glad you did!

#### Marketing Committee Chair - Daina Mirsch-Wenner

([marketing@mnwt.org](mailto:marketing@mnwt.org))

- The **Marketing Committee for 2020-2021** is close to complete; however, we still need an Area 3 Representative. So if you are in districts 7 or 8 and are interested in marketing, you are eligible to hold this position. An Area Rep just has to attend the 3 meetings (one each trimester), and vote on any motions presented. Please contact [marketing@mnwt.org](mailto:marketing@mnwt.org) if you are interested. All positions will be approved by MNJOTS, so please let me know if you are willing to take on this role prior to June 1.
- We have been working on ways to get our organization known in a number of different ways with different **MNWT Marketing Committee taskforces** that will continue next year, too. Those include: Non-Member Videos & Podcasts, Increasing Membership (working with MMC), posting Chapter Events on [www.mnwt.org](http://www.mnwt.org), and getting all our forms online. We will also be working on the 2020 Strategic Plan by the Future Directions Committee that focuses on marketing, which includes Developing the Statewide MNWT Brand, and Streamlining MNWT Marketing. Under the MNWT Brand item, we will be implementing a plan for chapters to use the MNWT branding, examining our current logo, and reviewing the current MNWT brand. Under streamline marketing, we will be developing an app, creating a marketing plan for the state organization, and creating marketing strategies for chapters to adopt. If you are interested in helping us with these items, please contact [marketing@mnwt.org](mailto:marketing@mnwt.org) -- you need not be a member of the committee, as everyone who is interested may join us and/or volunteer for any of these taskforces.
- We have sent out our first **MailChimp eBlast** to all our chapters. A taskforce is setting up a program to communicate more frequently using this tool. Please consider signing up now to

receive these communications in the future. You will find a link in the footer of every webpage.

- This last trimester the Web Team challenged you to a **Website Scavenger Hunt**. There were only eight (8) participants, but it was well received by those doing it. The participants were put into a drawing and Brynn Olson from Warroad Area Women of Today won the basket. You can find the scavenger hunt on the Web Team's webpage; it gives the participant a great introduction to the website. One participant said, "This would be a fun activity for all new members...." -- we agree!

#### President of the MN Women of Today—Cathy Shuman

- Year-end Individual Evaluations:
  - Thank you to the 7 chapter presidents, 9 state delegates, 5 district directors, 4 state program managers, and 4 staff members that submitted a year-end entry. I appreciate the time you took to capture your year and look at all you accomplished. Please share your work with the person that will follow you in your position. Please join in later and enjoy the awards ceremony and recognition for your hard work.
- Incentives:
  - Thank you to the chapter presidents that submitted a Year-end Entry: Rachal Mueller, Anoka; Michelle Cloutier, Burnsville; Melanie Chenoweth, Coon Rapids; Joanna Borkenhagen, Fairmont; Rita Johnson, New Hope; Sandy Trossen, Sauk Rapids; Andrea Schue, Warroad Area. Your incentives will be mailed to you.
  - Thank you to the chapter presidents that completed the 3rd trimester president's challenge: Michelle Cloutier, Burnsville; Linda Nindorf, Duluth; Amy DeNoyer-Hickey, Fridley; Rita Johnson, New Hope; Andrea Schue, Warroad. Your incentives will be mailed to you.
  - I offered an incentive drawing for chapter presidents for each time they attended president-to-president sessions and president roundtables at conventions. There were 95 slips in the drawing representing all those that showed up. The winner of a \$25 Amazon gift card is Amy DeNoyer-Hickey of Fridley Chapter and that will be mailed to you.
  - Thank you to the 30+ members that sent me a virtual birthday cake during the month of April as part of the revised 3rd trimester membership challenge. It was a day brightener each time I opened one of those emails or saw one on Facebook. I donated \$100 to Second Harvest Heartland Food Bank for all the beautiful cakes I received! Winners of incentives are:
    - First Cake Sent – Frances Nelson, St Joseph (and the cake had Kit-Kat candy bars on it)
    - Most Unique – Amy Pumper, Byron (she made a mini cake in one of my president mugs)
    - Chapter sending the most cakes – New Hope
 Incentives will be mailed to you.
- Thank you to everyone for making this a memorable and remarkable third trimester and year! Please make sure that you come back online for the afternoon awards ceremonies. Awards for 3rd trimester and for the year end will be part of the program. We will find out how many hours were donated and how much we contributed to our communities and the foundations that we

serve in Women of Today. We definitely made a difference in many lives during the 2019-2020 year.

- Remarks - "Joy of Giving"

**Ongoing Business**

None

**New Business**

None

**Announcements**

- There will be a short break before the Annual Elections meeting which will begin promptly at 11 AM. You do not have to leave the meeting, just keep yourself muted.
- Join in for the MN Women of Today Annual Convention awards session starting at 1 pm this afternoon. The online meeting link is included in the Virtual Annual Meeting email.
- Members of the incoming Executive Council to watch for an email with meeting information for tech setup to take place tomorrow morning.

Sarah Sundine, Living and Learning State Program Manager, read the benediction. Ileana Miller, Administrative Vice President, led the MN Women of Today Creed. The meeting was adjourned at 10:27AM.

**Meeting minutes submitted by Christine Sibilleau, 2019/20 State Secretary**