

**Fall State Executive Council Meeting Minutes**  
**Zoom Meeting (Online)**  
**Friday, May 15, 2020**

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President Cathy Shuman called the meeting to order at 2:38PM.

Sarah Sundine, Living & Learning State Program Manager, read an invocation. Illeana Miller, Administrative VP, led the Pledge of Allegiance, and Mary Hansen, District 5 Director, led the United States Women of Today Creed.

Parliamentarian Wendy Lindberg read the Orders of the Day. A quorum has been established.

The minutes of the Winter State Exec Council meeting on January 24, 2020 were approved as emailed on May 14, 2020.

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

- Last call for articles for the June Chapter Mailing! I'd love to get this issue out by June 1st, so please enter your chapter mailing highlight tonight or tomorrow morning before you lose access tomorrow afternoon when the webteam starts making changes to MNWT email and Google Drive accounts for the incoming Executive Council. If you must submit after that, please email it to me at [c\\_and\\_co@centurylink.net](mailto:c_and_co@centurylink.net) in the next few days!
- I think that every year on Exec Council is memorable - but wow what an adventurous year we have had - and I am so glad to have been on this adventure with all of you!

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

- Thank you to the District Directors, Reps and Contacts this year. With their assistance we are coming into the 2020-21 year with a full slate of DD/DD Reps. Thank you ladies for all your hard work. The incoming District Directors will be announced at the Business Meeting.
- Drawing for incentive for the 13 state delegates that attended LOTS (1-13)

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

- District Directors- as you hand the reins over to the new DD's please make sure they are aware of the Growth Plan that should be completed for each district and sent to [mvp@mnwt.org](mailto:mvp@mnwt.org) for the new year.
- District Awards: Trimester growth: District 2 had trimester growth +1. District 10 had trimester growth + 3. District 10 had the highest % of growth for the trimester. The following Districts had 75-99% retention. District 2 had 80% retention, District 5 had 79% retention, District 7 had 76% retention, District 8 had 81 % retention and District 11 had 91 % retention. The District with 100 % retention was District 10.
- The Membership Monday challenge was truly a challenge this trimester and as such was extended to the last week of April. The chapters that participated will be read at the Business meeting and the winner will be announced. The incentive will be mailed out at the end of convention.

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

- Thank you District Directors for all your hard work and FUN with your chapters this year. Especially for reaching out and helping with any TLC chapters in your district.
- Elk River and Albany came off the TLC list. We have 3 chapters in their 2nd trimester on TLC and 7 Chapters starting their 1st trimester. A lot of those chapters are sitting at 9 members. We need to continue to work together and work with your incoming DD to help those chapters make new connections.

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

- St. Joseph will have at least 11 members now with the transfer from Fridley
- R-O-D has close to 25 members

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

- Good Morning! Welcome to our Virtual Annual Convention. The installation of the SPM for 2020- 21 will take place today at the awards ceremony. This year I am happy to announce that we have 5 SPM position filled and all bids heard at Winter State for;
  - Community Connections - Tawn Hanson, New Hope
  - Living and Learning - Melanie Chenoweth, Coon Rapids
  - Priority Area- Jennifer Auger, New Hope
  - Women Wellness- Shanna Pratt, Aitkin
  - Youth of Today- Glorie Balfanz, Monticello
- Thank you to my amazing, supportive, understanding, SPM. I sincerely honored working with you this year and getting to know you. Now, I am biased but I do think I got the best SPMS!!
- Thank you to President Cat Shuman for trusting me to be your PVP this year, I have learned so much from you! And thank you for asking ... now please welcomed SPMS

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

- Thanks for a great year!

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

- Thank you for the support during my first year as SPM. I learned a lot from each of you.

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

- Thank you.
- 16 members participated in the 3rd Trimester Challenge.
- Information will be given tomorrow on the Bike Helmet Collection.
- Way to go MN, there was 36 USWT Health and Wellness certifications.

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

- Thank you for a great year!

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

- Final expense checks for 2019-20 year are being sent out by Katie - let me know if any questions.
- The state store is always open for business – just contact our store manager, Jane Holmberg and she will take care of you. New in the store are the garment bag selling for \$10 and stylus pens for \$1.50. Don't forget to pick up your stare ornament in Cat's colors. The online store is being

worked on – watch for the items to be updated soon!

Please note that if you send orders to Jane, they may not be shipped out until June 15th for COVID related concerns.

- I want to thank those from Exec Council that served on the State Finance Committee this past year – please wave to be acknowledged. The Finance Committee is holding their annual budget and finance meeting on Friday, May 22nd via zoom. The budget meeting starts at 3 pm and finance meeting at 6:00 pm. Please let me know if you need the link to join the meeting.
- M/S/P (FVP/DD5) I move to amend Policy M.3. Extension Expenses as follows: Delete M.3. a. and replace with:
  - a. Each District Director shall be reimbursed at current Executive Council rate, round trip for mileage at the following pro-rated amounts for each completed extension:
    - 1.) Fall State Meeting - Two (2) chapter visitations.
    - 2.) Winter State Meeting – One (1) chapter visitation.
  - b. Manuals for newly extended chapters will be provided by the State Store Manager at no cost to the chapter.

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

- Thank you to all who encouraged their chapters to submit bylaws and policies this year.
- Remember that there will be a bylaw vote at this weekend's Business meeting.

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

- Thank you to everyone who contributed to March Planning. Recommendations and actions have gone to the appropriate committees. If you have any questions, please reach out to one of the committee chairs. It was nice to be able to get together before the Shelter at Home order was put in place.
- Thank you to the District Directors for your work on the Area Meetings. Although it wasn't what we all expected, like true Women of Today members we figured out a way to make it happen.
- M/S/P (COB/PVP) I move to approve Brenda K. Sather as the 2020-21 Future Directions Committee Chair.
- M/S/P (COB/Mktg) I move to approve Christine Sibilleau as the 2020-21 Marketing Committee Chair.
- M/S/P (COB/FVP) I move to approve Michelle Cloutier as the 2020-21 Membership Management Chair.
- M/S/P (COB/PVP) I move to appoint Jeny Ohr as Public Relations Coordinator, Jessica Schultz as NEWSLET Coordinator, and Rita Johnson as SUCCESS System Coordinator for 2020-21.
- Redistricting has been a discussion for our organization for the past few years and due to our policies, that require districts to have at least 4 chapters, the following motions are being brought to address this.
- M/S/P (COB/FVP) I move to transfer the chapters of Hawley, Red Lake Falls and Thief River Falls into District 2, leaving District 1 vacant.
- M/S/P (COB/MVP) I move to transfer the chapters of Hanska and New Ulm to District 10 and Montevideo to District 4 leaving District 9 vacant.

- It is with much sadness that I sign off my last staff report with you as Chairman of the Board; however, I look forward to continuing working with the organization as Future Directions Chair (and being able to relax a little bit more this next year.)

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

- Chapter Officer Sheets
- 990 & Annual Renewal Filings
- Email & Google Cleanup
- Convention Hosts Needed
- Go To Meeting Available for District Meetings

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

- If you have not sent a \$10.00 check from your district towards Cathy's year end gift, it is not too late. For all exec council - 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!
- It has been a pleasure to be amongst you on exec council. Thank you for the smiles and many memories! Thank you for all you have done to make connections through your position-job well done-kudos!!

#### **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.
- After today's exec council the primary body of the foundation will be meeting to vote on some new bylaws / policies. One which will include changing our fiscal year to better align with the MNWT.

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

- The Restructuring Task Force has a survey coming to the membership via Survey Monkey, please watch for it.
- Chapter officer manuals were recently updated and approved. Chapter Treasurer, Secretary and State Delegate were approved to appear online through our website. These manuals will not be distributed to chapters in CIPs as has been previous practice. Manuals may be purchased at the state store. It was approved by the FDC to distribute updated chapter manuals in a similar fashion in the future.
- 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. Through those discussions and with the hard work of the Task Force, led by Shanna Pratt, the following motions are being brought to you today for approval.

- M/S/P (FDC/DD5) I move to strike Policy T Awards 16 and replace with the following:

16. Person with Determination Award

- a. The Person with Determination Award is designed to honor an individual who has persevered and forged new paths through obstacles to become an integral part of their community
  - b. In order to hold a competition there shall be no less than three (3) entries received by the publicized deadline date.
  - c. The applicants must be over the age of 18.
  - d. Entry fee and awards:
    - 1) The entry fee for the Person with Determination Award shall be \$25. Entry fee shall cover all judging and presentation expenses.
    - 2) Honorees shall receive an award.
    - 3) The Awards Committee will present at Winter State
    - 4) Three (3) nominees are needed to award an honorarium.
  - e. Completed nominations and fees shall be due to the Awards Chair postmarked by November 1.
- M/S/P (FDC/Mktg)I move to amend Policy 12r.1.)g.) to remove “People with Developmental Challenges” and replace with “Person with Determination.”  
The policy will then read: Shall promote the Person with Determination Award including presentation of the award at Winter State and shall serve as a member of the Awards Committee.
  - M/S/P (FDC/Mktg) I move to amend Policy O 3. B. 4.) d.) to remove “Person with Developmental Challenges” and replace with “Person with Determination”.  
The policy will then read: The Winter State Awards Subcommittee shall oversee the Outstanding Young Adult, Person with Determination, and the [Lois M. Christensen} Women Who Impact Awards presented at Winter State.

**Membership Marketing Chair - Heidi Westerlund**

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

- Thank you to all that served on the committees this year! We accomplished a lot, namely the Strategic Plan (thanks Jen Kinzer!)- We appreciate everyone’s hard work this year!

**Marketing Committee Chair - Daina Mirsch-Wenner**

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

- The **Web Team is changing**. Welcome Julie Hammel who will be our new Web Assistant, as Bonnie Olmanson is retiring from the position after over 10 years; we wish Bonnie all the best in her future endeavors. Welcome, too, to our two (2) new Web Techs: Jeny Ohr and Shellie Matthes.
- The Web Team will be working Saturday after the awards portion is completed to change over the website and online tools for the **2020-2021 WT Year**. Members of the new

Exec Council will have scheduled appointments with specific members of the Web Team on Sunday morning from 9AM-10AM. Everyone required to participate should have received an online login; if you have not, please contact Katie at [csc@mnwt.org](mailto:csc@mnwt.org). It is the Web Team's goal to have the website reflect the new Exec Council by Sunday morning.

- If anyone knows someone who would be willing to be an **Area 3 Rep for the MNWT Marketing Committee**, please have them contact [marketing@mnwt.org](mailto:marketing@mnwt.org). Most all other positions are filled for the 2020-2021 WT year.
- The **MNWT Marketing Committee** is excited to continue work that was started last year, and has a lot on the plate this upcoming WT year. Please remind any members you know that the MNWT Statewide Committees are open to anyone interested!

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

- Year-end Individual Evaluations – Congratulations and thank you to those district directors, state program managers, and staff members that submitted a year end entry. You certainly have a lot to be proud about and I hope you took the time to tell your story. Your efforts will be rewarded on Saturday at the awards celebration session.
- This weekend we will be celebrating our accomplishments for the 2019-2020 year. We are setting history with the unusual circumstances that interrupted the last trimester of our year and will continue to impact us for some time yet. My sincere thanks to every Exec Council member for hanging in there and doing your best right up to April 30th and beyond.
- Annual Convention gifts for exec council members are coasters with Cat’s logo on it. Year-end Exec Council plaques were displayed and presented. These gifts will be distributed by Fall State.

**Ongoing Business**

None

**New Business**

None

**Announcements**

None

Sarah Sundine, Living and Learning State Program Manager, read the benediction. Shanna Pratt, District 3 Director, led the MN Women of Today Creed. The meeting was adjourned at 4:01PM.

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