

## **Falls State Executive Council Meeting Minutes - Minnesota Women of Today Zoom Meeting Friday September 18, 2020**

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President Illeana Miller called the Fall State Executive Council meeting of the Minnesota Women of Today to order at 8:19 pm. Melanie Chenoweth, Living & Learning State Program Manager, read an invocation. Linda Nindorf, District Director 3, led the Pledge of Allegiance and Shirley Viesselman, District Director 5, led the United States Women of Today Creed. Parliamentarian Melissa Redzuan read the Order of the Day. A quorum has been established. The minutes of the Annual Executive Council meeting on May 15, 2020 were approved as emailed on June 5, 2020.

### **Secretary – Barb Monsrud ([secretary@mnwt.org](mailto:secretary@mnwt.org))**

- This trimester I am doing 2 trimester challenges. 1} still taking monthly mins from chapters. 2} send me something that you did this summer that was fun {bonus points if you send pics}
- 12 Chapters & 1 District sent in their Fast Starts. I am happy about this. Did the drawing for the winner.
- 6 Chapters sent in monthly meeting mins. {did drawing for winner}

### **Administrative Vice President – Michelle Kocak Jones ([avp@mnwt.org](mailto:avp@mnwt.org))**

- Thank you to the 7 DD's who completed their Fast Start
- All DD's and one DD rep attended Mini-Jots July 18-19 at AVP Michelle's. Completed some training, Q&A with President Illeana, and social time getting to know one another

### **Membership Vice President – Tevyan Sorensen ([mvp@mnwt.org](mailto:mvp@mnwt.org))**

- 1st and 2nd Trimester Numbers: We ended 1<sup>st</sup> Trimester with 75% retention and 26 New Members. This is great news in our Global Pandemic days. Until last year, we had not had at least 75% 1st Tri retention since 2009. Our 2nd Trimester base is 280. Our goal for retention this trimester is 80% and New Member Adds is 70. These are lofty goals. We will need to work together as a team for us to succeed in this goal. Chapters and members are looking for ideas and encouragement. Where there are walls, lets help knock those down. Remember, we are volunteers. We do what we can, when we can. This year it is up to us to make sure the local chapters and members feel appreciated for what they do and where we can be supportive and clear a path, lets do it!
- Membership Awards: We will be announcing our Chapter Membership awards tomorrow afternoon. Continuing with a new trend, we will present the District awards, now. Two districts had 1<sup>st</sup> trimester growth. Join me in celebrating District 4 with growth +2 and the highest percentage of growth in the 1st trimester with 2%. Let's make some noise for the following districts with 75% retention or higher; District 10 with 75%, District 7 with 83%, District 6 with 85%, District 3 with 86%, and with the highest retention for 1<sup>st</sup> trimester is District 4 with 95%. I have a special certificate for our District 4 Rep. Come on up and get your photo taken for the Newslet. We have some amazing districts in our state. I am excited to recognize even more of you in your 2nd trimester.
- Closeout: We will be meeting on December 30th at 6 pm for a fun fabulous time of food and phone calls. We will most likely continue with the Membership Team at the CSC and staff supporting virtually. More info to come. the 1st Trimester was a lot of fun. We called all of our chapters and received positive feedback and questions from many. And we will be continuing gift card giveaways for chapter members who call in so please encourage Presidents and MVPs to give us a call.
- Exec Council Membership Challenge: Thank you to everyone who participated in my 1<sup>st</sup> trimester postcard challenge. The winner of the fun prize is **Shirley Viesselman!** To go along with our lofty Membership goals, I am calling on each of you to support your District or Chapter with your sleeves rolled up. I am asking each of you to host or co-host a membership event that involves inviting guests and encourages new members. Hold this event before December 15th and send me a quick email letting me know you completed the challenge and I will put your name in a drawing for a really fun gift box.

### **Chapter Management Vice President – Jenise Teske ([cmvp@mnwt.org](mailto:cmvp@mnwt.org))**

- President/State Delegate retreat held online online this year
- Drawing winner to be announced at business meeting
- TLC chapters for Trimester 2: Straight River, Savage area (1); Hawley, Staples-Motley, Hawley, Montevideo, Eastern Carver County, Eden Prairie (2); Virginia, Willmar (3)

#### **Extensions Director – OPEN ([extensions@mnwt.org](mailto:extensions@mnwt.org))**

- **No report**

#### **Programming Vice President – Anna Nichols ([pvp@mnwt.org](mailto:pvp@mnwt.org))**

- I have a very special motion to present. You should all have a copy of the WW SPM POA at your table for reference. I move that we approve Jeny Ohr as the 2020 – 2021 Women's Wellness SPM.
- I had a 1st trimester chapter programming report challenged for the DDs. The following completed my 1st trimester challenge and received a fun gift; DD3, DD7, and DD8. Thank you. For those that did not complete this challenge I am extending it to you through the second Trimester.
- For my 2nd trimester challenge; everyone in this room who completes the MNWT Annual Programming Review Form will be entered into a drawing for something fun. AND every DD or Rep who has 15 or more members from their district complete the MNWT Annual Programming Review Form which is due by October 15th will be entered into a second drawing for something fun.
- Calling all DDs, Reps, SPMs, and most of the staff... Your Mid-Year Evaluation is due November 8th. It needs to be sent to me, not your supervisor. This can be done using the online form or simply email me the word form. If you are using the online form, keep a copy of what you entered. It will also need to be included in your Year End evaluation. A few of you may have noticed I included the District Reps in this. Yes, this form is available to them also. Everyone who submits an evaluation will receive a review of their goals and performance from their supervisor including encouragement and tips specific to their needs. If their supervisor chooses they may send the Mid-Year Evaluation out for a second review. Hopefully by now everyone in this room knows who their supervisor is, so I won't go over that list. I do want to mention the Chapter Presidents Mid-Year Evaluations will be reviewed by the CMVP. If you have questions about that see Illeana or Jenise after this meeting. To recap. The Mid-Year Evaluation is due November 8th. It is submitted to the PVP. Your supervisor will look over it and respond with encouragement and support. If you have any questions or need help with the Mid-Year Evaluation, I am only a phone call or email away.

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

- I had several challenges out to the chapters and members. I will have Illeana draw from the mini challenges. I have one for June, one for July and one for August.
- You have two post-its - on one I want you to write something that is bothering you right now. Now I want you to look at it and now destroy it - rip or or crumple it. On the second post-it I want you to write a word of encouragement. Now keep that one with you all weekend.

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

- I had 5 different ways members and/or chapters could be entered into a drawing first trimester and would like to take a moment and have Illeana draw the winner

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

- Remind your chapters, Outstanding Award Nominations are due on November 1<sup>st</sup>. I have a challenge for District Directors to get a nomination from at least one of your chapters for the Lois M. Christensen Women Who Impact award. For each chapter in your district that submits a nomination, you'll be entered in a drawing for a special gift! So, keep encouraging your chapters to submit nominations!
- There was a WW participation drawing for the 1st trimester and I would like to take a moment and have Illeana draw the winner. No peeking.
- The USWT DVA PM will be attending the Winter State Convention. She has requested to hold a fundraiser where she would sell pins for \$2 and notepads for \$3 that weekend. All proceeds would go to stop domestic violence. With that, I have a motion prepared. I move that we allow the USWT Domestic Violence Program Manager to sell pins for \$2 and note pads for \$3 at the 2021 Winter State convention where all proceeds would support domestic violence.
- **M/S/P (WW/FVP) I move that we allow the USWT Domestic Violence Program Manager to sell pins for \$2 and note pads for \$3 at the 2021 Winter State convention where all proceeds would support domestic violence.**  
**m/s/p FVP - Mary Hansen**

### **Youth of Today SPM - Glorie Balfanz ([yt@mnwt.org](mailto:yt@mnwt.org))**

- See my business meeting report for an update on all accomplishments and participation in Youth of Today. First Trimester I choose to recognize each participant of the challenges with a thank you note and small token.
- I would like to send each chapter that I have not heard from in Trimester 1, a handwritten note asking them what they have done for Youth of Today this year. In August/September I sent a handwritten note to each chapter that had done something for Youth of Today. Some had emailed me with information, some sent Trimester Reports or Project of the Trimester Reports. Others I found from Facebook or attending meetings. Yes, I stalked them! I hope by writing a personal note to each chapter I will get more chapters to let me know what they are doing .
- I need all of your help tomorrow during my business meeting report. You each have a copy at your table. When I am giving my report if you could all read with me the bold sections that say "After all this is Women of Today. We find a way" It would help make my report even better. Let's all practice with the first sentences of number one."I am so proud to be part of Women of Today. Because of you we are still making a difference in our communities and beyond. Even in 2020. I have confidence that we will in 2021 also. **After all this is Women of Today.We find a way"**

### **Community Connection SPM - Tawn Hanson ([cc@mnwt.org](mailto:cc@mnwt.org))**

- Persons with Determination(PWD) nominations are due November 1st. My goal is to have at least 3 entries to be able to award an honoree at Winter State 2021. I need everyone in the room to help promote to the chapters in order to meet this goal.

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

- Expense checks were handed out along with an updated budget. Let me know if you have any questions. Remember that you can claim only expenses incurred prior to handing in your expense sheet. The exception will be in Trimester 3 for Annual convention
- State Store featured new items: president Illeana's new mug – it even comes with a spoon, a garment bag and now pens with the soft tip for using on phones & tablets in a multitude of colors. The store will be open on Saturday.
- MNWT Clothing is now available for purchase. We have partnered with Warroad Threads and there is a good selection of sizes and colors to choose from. I will have a challenge during Trimester 2 for members to post FB pictures and comments to be entered into a drawing.
- Trimester 2 fundraisers will be a Zoom-a-thon Ways & Means fundraiser during the events on Saturday. Thelma and Louise are going to be assisting with this. For every \$10.00 donation the member/chapter will be entered into a drawing for a state store gift certificate of \$25.00.
- The Raffle fundraiser that the Finance committee supports that usually has the drawing at Winter State will be postponed. We will kick off the raffle at Winter State and hold the drawing at Annual convention.
- The next Finance Committee meeting will be via Zoom on Saturday, January 9, 2021. A mid-year budget review will be held prior to that meeting.
- If you are interested in becoming a Finance Committee member, let me know. We meet 4 times a year and are always looking for new members.
- **M/S/P (FVP/CC) I move to appoint Anna Ostenberg-Buchanan to the MNWT Finance Committee for a 2 year term. m/s/p CC - Tawn Hanson.**
- **M/S/P (FVP/COB) I move to approve the 2020-2021 MNWT budget with a total income of \$84,505.00, total expenses of \$84,160.00 with a net income of \$345.00 m/s/p COB - Cat Shuman.**

### **Parliamentarian – Melissa Redzuan ([parli@mnwt.org](mailto:parli@mnwt.org))**

- We will VOTE on our priority area during business meeting saturday morning, the two organization that we are going to vote are; Crescent Cove and Ronald McDonald House, Upper West
- Policy and Bylaw review are October 24 2020 via zoom. More details to come in the MNWT Administration facebook page or will be emailed to chapters.
- Please check MNWT State Parliamentarian CIP for the 2nd trimester challenge, I am excited about this one and looking forward to receiving it from chapters and districts. This 2nd trimester i am emphasizing the guidelines on 'how to present a motion' at chapter meeting and district meeting as well.
- The Winner of my 1st Trimester Challenge is.....to be announced at Business Meeting.

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

- Please save the date for the online USWT Mid-Year Convention to take place Oct 2-3. USWT President Angie Dietz-Robinson posted a welcome letter and invitation on the USWT website. I'd love to have you register as part of the Minnesota delegation. Watch for updates on the schedule and registration information.
- Check your place for breaking news about ONTO Flower Sales. You should find an information sheet and a form to submit messages to go with the flowers you order. Deadline for orders is January 1st and delivery will take place at Winter State convention.
- Great news! ONTO shirts have been delivered this weekend and they are available for sale at \$10 or \$11 depending on size. You should have an order form with the details at your place.
- Since we are in the midst of election season for state and national offices, I'd like to invite you to think about an exec council position for next year. It's not too early to start thinking about it. Please take a look for some paperwork that I provided for each of you. I'd be happy to meet with you at any time to answer questions. Filing for staff positions begins December 1st; SPM bids take place at Winter State convention; District Directors are elected by their district members usually at the spring district meeting.
- **M/S/P (COB/CC) I move to approve the following members to the ONTO Committee for 20-21: Jenise Teske & Angela Hanson m/s/p CC - Tawn Hanson.**

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

- Mid Year Executive Council is scheduled for November 7th at Arrowwood Lodge. You have information at your place, and I will send a Google registration form. Cost will be \$35.00 and you can give me your payment today if you like, otherwise you can mail it.
- I am still working on Winter State arrangements, Registration will be going out via email soon. The planned schedule will look like a normal Fall State schedule with Project Fair, Saturday night party after the banquet and Fellowship Brunch on Sunday morning.
- I am seeking hosts for Fall State 2021 here at Arrowwood and Annual 2022 at Arrowwood Alexandria. Please see me for further information.
- I still need to collect money for name tags and clothing from a few people. If I show that you owe money you received an email from me this week. I would appreciate getting these taken care of ASAP - thank you!
- Please be sure to clean up your official email boxes; with so much virtual activity more and more emails are being sent and we want to make sure you receive all communications. Also, I need everyone to check their black list and make sure you do not have any official mnwt.org emails blocked. I also need each of you to make sure that you have [katie@mnwtcsc.net](mailto:katie@mnwtcsc.net) in your safelists.
- Reminder that the very best way to communicate with me is via email; that way I have any requests in front of me in written form when I am sitting at my desk.

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

- Things you want to know about Mid Year are on the letters on your table.
- At your spot there are stickers to replace WW and Future Directions in the directory.
- Thank you to all who have made a contribution to President Illeana's gift and appreciation fund. It's not too late for you to donate now. Anyone giving me their contribution from now to Jan. 1 will be entered into the exec council drawing to win a gift. Those who submitted now to Sept. 1 have been entered into this trimester drawing. The winner is: Shirley Viesselman.
- Quilt Squares galore! I would LOVE it if you all would LOVE to make a 7x7 quilt square. Make it painted, make it printed, circut, sew, glue gun....WHATEVER! Just be sure it can be washed. Leave a 1" margin on all sides...and give it to me. Now until Jan. 1 and I will give you another present in a drawing.
- SMILE! POSE! Wave to the CAMERA! I need your photos. Send to my email or tag me on facebook so I can get them for a picture book for Illeana.
- Listen carefully at the business meeting for a challenge. Find out more about Illeana in this Trimester's get to know your president.

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

- Our Annual Lucky Buck Auction to benefit Chapter Grants will be held at Winter State. We are now seeking donations for our baskets.
- Chapter Grant applications are due December 1<sup>st</sup>.
- The MNWT Foundation is currently participating in the Amazon Smile program. See my CIP for details.

- Give to the Max Day is Nov 19<sup>th</sup> please check out my CIP for more details.

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

- The upcoming FDC Meeting will be held on November 21st. I encourage you as a member of the exec council to attend one of these meetings. It is a great way to experience what is happening with our organization behind the scenes. Whether an official member of the committee or not, we are happy to have you attend and offer input.
- A new state officer position of Marketing VP is being proposed as part of the MNWT staff for the 2021-2022 year. Members of the Restructuring Task Force have been working on the details.

**Marketing Committee Chair - Christine Sibilleau ([marketing@mnwt.org](mailto:marketing@mnwt.org))**

- You, as members of Exec Council will soon have a whole other level to connect to members and chapters across the state! You will be asked to contribute content monthly for these eBlasts using an EmailMe form. We are proposing a weekly content schedule:
  - Membership [ROAR] - 1st week
  - Events [combine social events and state meetings, include committee meetings] - 2nd week
  - Publications [chapter mailings, NEWSLET, CIPs, website, social media, blog] - 3rd week
  - Programming [combine volunteer and personal development] - 4th & 5th week
- Public Relations Assistant Jeny Ohr has sent out press releases to the local city newspapers of the SPMs.
- Social Media Team Lead Jeny Ohr has been keeping very busy with blog posts!
  - 11 chapters and 19 staff members were highlighted in the 1st Trimester
  - 2nd trimester will concentrate on E(Encourage)
  - Emails have gone out for writing up Outstanding Young Adult and Person with Determination Awards
  - Some stats: 2018 (709 visitors), 2019 (813 visitors ), 2020 (526 visitors so far)
- Webteam will discuss Instagram at the next meeting.

**Membership Management Committee Chair - Michelle Cloutier ([mmc@mnwt.org](mailto:mmc@mnwt.org))**

- MMC still looking to add committee members. Will be starting our focus on taking inventory of orientation materials used within the organization.
- There will be a First Timers Zoom meeting Friday night to welcome new members to convention.
- Promote MMC Challenge of emailing Michelle your chapters orientation materials to be entered into drawing at Winter State.
- MMC will be working with MVP with focus on Tri 2 of recruiting

Melanie Chenoweth, Living & Learning State Program Manager, read the benediction. District 10 Director, Sue Bay led the MM Women of Today Creed. The meeting was adjourned at 10:10pm

**Meeting Minutes submitted by Barb Monsrud, 2020-21 State Secretary**