

## **MNJOTS Executive Council Meeting Minutes - Minnesota Women of Today**

### **Zoom Meeting**

**Saturday June 6, 2020**

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President Illeana Miller called the MNJOTS Executive Council meeting of the Minnesota Women of Today to order at 3:07 pm. Melanie Chenoweth, Living & Learning State Program Manager, read an invocation. Sally Koltes, District Director 5, led the Pledge of Allegiance and Linda Nindorf, District Director 3, 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))**

- Ladies - in keeping with what was done last year I am still going to roll with having the 10th of the month be the deadline for CMH.
- My first trimester challenge is collecting donations for the MNWT State POA. If I can beat \$900 President Illeana said she would wear MN Vikings Gear for the day!
- DD - Please fill out your chapter mileage forms and send back to me ASAP!
- District bags will once again be available at the exec council meeting - we will go over this more when we can meet in person :)

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

- Reminder that Fast Starts are due July 15th. President/State Delegate Retreat is scheduled for August 1st at St. Henry's Church in Monticello, with the possibility of being virtual. Stay tuned for details.
- The awards tracker is a good tool to use at conventions and to write reports for meetings.
- Review AVP POA in CIP to see the goals we can achieve together.

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

- Let's look at the numbers. The base membership for this year is 882. The retention target for this year is 80%. The recruiting target for this year is at least 3 NMAs for each chapter. The 1st Trimester renewal count is 253 so the targets are 202 or more renewals and 52 or more NMAs. That is an average of one new member per chapter. In order to keep members, chapters need to be communicating and connecting with their members. This will look different for each and that is OK! Plant the seeds now and it will be a beautiful year!
- As a reminder, Early Bird renewals are due postmarked by July 15th. To be recognized, 75% of the renewals need to be received by this date. All renewals are due postmarked by August 15th. Close-out is August 31st and all New Member Adds need to be IN HAND at the Chapter Service Center that night. We will have more information as we get closer about what close-out will look like, but regardless it will be a fun night connecting with members.
- So where are these renewals and NMAs going to come from and when are chapters going to reconnect with their members? Membership Weeks are a great time! The Tri 1 Membership Week is June 28-July 4th. I have a drawing for all chapters or districts that hold an M-event this week and send me a picture. Even better....sign a member at a M-Week event and I will have a fun Thank You! Don't forget Founder's Day is July 1. Combine these for a double whammy! Any event is a great time to reconnect with members and connect with prospects.... Programming service projects, make & take crafts, personal enrichment events, walks in the park or a bring your own coffee social. If you know of a chapter that is struggling to be active right now, let me know and I will help!
- There are lots of ideas, incentives and recognition opportunities for chapters and individuals in my CIP. Please check it out and reiterate these to your chapters and districts. The MVP Challenge is due August 30th. It holds an m-event & invites MVP Tevyan, holds an orientation (regular or mini), invites members to fill out Get To Know You forms, and send out Thinking of You postcards. Success points and a drawing for a gift basket are up for grabs!
- To get moving with membership, I have delivered a challenge for the DDs. Complete it and you will receive a special gift at Fall State. For the Exec Council as well, I have a challenge. You should have all received Thinking of You postcards in the mail to your home. I am asking you to send out 5 postcards to members or prospects and let them know you are thinking of them. Send me a picture or let me know when you are done and you will be entered in a drawing for something fun at Fall State.

- And as an extra incentive, if we have growth for the trimester...254 members between renewals & NMAs...President Illeana will lead us all in SKOL, Vikings in a Viking helmet and braids at the Fall State Business Meeting. SKOL Women of Today!!

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

- President/State Delegate Retreat is scheduled for 8/1/20; location TBD, registration in my CIP
- Fast Starts for Presidents due 7/15; Incentive for chance to win gift at Fall State
- Membership goals--helping to promote ROAR
- Chapters with <15 members--contacting DDs in respective chapters to offer assistance, brainstorm how we can help.

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

- **No report**

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

- To fulfill my need of giving away fun stuff that may include wine, I created a DD challenge for the 1st trimester. This is a really easy challenge. It is open to DDs and Reps. All you need to do is help me increase the number of chapters that submit Trimester Programming Reports at the end of the trimester. How? Work with your chapters; support, nudge, encourage, bribe, whatever works in your district. Each district has a specified number of chapters that need to report at the end of the trimester. Once you meet that number, you win fun stuff. Every DD that completes my challenge will win something fun that may include wine. Here are your magic numbers. DD 8 and DD 11 you each need two (2) chapters to submit the trimester programming report at the end of 1<sup>st</sup> trimester. DD 3, DD 4, and DD 6 all need three (3) chapters to submit the trimester programming report at the end of 1<sup>st</sup> trimester. DD 2, DD 5, DD 7, and DD 10 all need four (4) chapters to submit the 1<sup>st</sup> trimester programming report.
- Moving right along, I have some fabulous Programming Report information for everyone. The due date for the 1st trimester is September 2nd. If you are interested in learning what the report is and what is involved in completing the report the June 24<sup>th</sup> webinar has a great training planned. Please share with your chapter members and encourage them to login and learn something new.
- It is that time of year when we get ready to vote for our next Priority Area Organization. We are in the final process of checking the credentials of the organizations to be voted on. This means I cannot announce who they are just yet. I do have dates for you... Expect an email early July with an introduction to all of the organizations. We are hoping to have three. Save the date, July 8, 2020 at 6:30 pm. All of the organization's up for voting will be presenting at a special Webinar just for members. I highly encourage this to be promoted to all of our chapters and members. This is a great time to learn about the organizations and ask them questions. At Fall state we will be voting on the new May 2021 – April 2024 MNWT Priority Area.

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

- Hi everyone for the first trimester I am challenging chapters to complete a PEP course. I also am challenging individuals to read one of Sarah Knight's books. I do put a disclaimer that she has a bit of a potty mouth but she is a great writer who has inspired me on my journey.
- I am also doing mini challenges for each month. June is moving your body. July is trying new food. August is making a list of 10 things that you want to accomplish in the next five years. Everyone who participates in any challenges has their name or chapter entered into a drawing for fall convention.
- I encourage everyone to come and take part in my impromptu competition. It is always a fun time.

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

- My trimester challenge is not only for the LPM but for all members and chapters. I will hold a drawing at Fall state and individuals and/or chapters can qualify for chances by completely steps of the challenge as well as mini challenges that I may put out on Facebook, through email, or when I make visits (if it is ever allowed).
- This year my goal is to start collecting items for the Wishes & More Annual Ball at Fall State in order for the organization to have a better idea of the prizes they have available for the Ball. This was at the

recommendation of past SPM Glorie. Items to donate.....think of what you'd bid on at a silent auction: wine, liqueur, sports memorabilia, tickets, DIY spa items, things that we can build themed baskets!

- This year the Marketing committee will no longer have a separate Bucket of Sunshine project. Committee chair, Jeny Ohr, and I will be working together to have one project that will support Wishes & More. Since this is our last year supporting Wishes & More.....we are going to make this our BEST YEAR YET.....keep your eyes peeled for more information in my Fall CIP and at Fall State. Project Fair!

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

- One of my goals for this year is to help reduce the stigma associated with mental illness. My first trimester challenge is designed to help work on that goal. The challenge is for any/all WT members to send me an email sharing their struggle with mental health/mental illness or how it has impacted their life in some way. Those that give me permission will have their story shared anonymously on our Programming Facebook page. All entries will go into a drawing for a gift basket at Fall State. Please share your story via email and encourage other members to do the same!
- Another goal I have for the year is to get at least three nominations for the Lois M. Christensen Women Who Impact award. Please be sure to encourage chapters to submit a nominee. Nominations are due by Nov. 1<sup>st</sup>. I have a special challenge for District Directors. Any DD that has a nomination from their district will be entered for a prize basket at winter state.
- Please encourage members/chapters to visit my booth during the Fall State Project fair. I'll be challenging them to a trivia game regarding important women in history. I'll be raising funds to go toward the Women Who Impact honorarium, and everyone who donates will be entered to win a gift basket.

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

- I have chosen to share information about the Children's MN Foundation. The foundation supports one of the largest freestanding pediatric health systems in the US. With 2 hospitals, 12 primary care clinics, 6 rehab clinics, and 9 specialty clinics. I am in contact with the foundation and working on how MNWT can help them. I would like to help them with money, time and in kind donations. My first goal is to collect masks for them. If possible, I would like someone from the foundation to come to the Fall State Project Fair. I will have information for members to take back to their chapter about Children's MN at the Project Fair.
- I have 2 challenges and one incentive this trimester. Challenge 1: Chapters who complete their Youth of Today Fast Start and email me a copy or let me know they did it will be entered into a drawing for a prize given out at Fall State. Challenge 2: Chapters that participate in Kid's Week will be entered into a drawing for a prize given out at Fall State. The chapter must email me with what they did to be eligible for a chance. Incentive: Chapters that participate in the OYA Sign Fundraiser will have a chance at a wine and cheese basket given out at Fall State.
- **M/S/P (COB/LL) I move that the Youth of Today SPM hold a buttons and cards fundraiser from Fall State through Annual 2021 to support the OYA Scholarships. m/s/p LL-Melanie Chenoweth.**
- **M/S/P (COB/FVP) I move that the Youth of Today SPM hold a craft fundraiser from June 7th through Fall State to support the OYA Scholarships.**

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

- The Persons with Determination (PWD) award is an updated, modernized version of the Outstanding Person with Developmental Challenges award. It acknowledges that not all challenges are developmental and that everyone's journey to overcome adversity is unique. This award is designed to honor an individual who has persevered and forged new paths through obstacles to become an integral part of their community. My goal is to have at least 3 entries to be able to award an honoree at Winter State 2021.
- I am putting out a challenge to every member, chapter and District to send at least a \$5 donation to help fund the PWD award and honorarium. For every donation in \$5 increments, the contributors name will be entered into a drawing for a gift basket.

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

- Fall State convention will see the finance committee doing their annual Gift Card Lucky Buck. Jane Hanson and Lisa Hahn are co-chairing this event and looking for gift cards to be donated. Please get them or myself the gift cards so that we can make this a successful Ways & Means fundraiser.

Also at Fall State convention will be Howard Soap Co of Minnesota. They will be selling Herbal Skin care products and candles.

Please help promote these fundraisers.

- Budgets have been handed out to all exec council members. Let me know if you have any questions
- Expense Voucher training has been done and handouts were given to help, please let me know if you have any questions.
- **M/S/P (COB/CC) I move to renew the following members of the Finance Committee for another 2 year term: Lisa Hahn, Cindy Umland, Cathy Shuman, Laura Gaylord, Jane Hanson, Jane Holmberg, Sharon Erickson, Wendy Homyak and Brenda Sather.**

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

- Policy and Bylaw review -date and time to be determined at later date, email to chapters and facebook announcement.
- We will hear motions at MNJOTS, chairman of the board Cat Shuman
- Robert Rules- Parliamentarian challenge 1st trimester "What is parliamentary procedure?"
  1. A procedure to authorize an officer to make a decision.
  2. A set of rules for running a successful meeting.
  3. A way to give rights to the most important people.
  4. A set of rules that only officers must follow in a meeting.

Chapters that submitted their answer will be entered into a drawing at Fall State. This question will be posted on the MNWT Administration FB page after MNJOTS.

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

- First trimester state committee meetings will be held online on July 25<sup>th</sup>. Marketing will begin at 9:30 AM, Membership Management begins at 10:30 AM and Future Directions begins at noon. Meeting links and materials will be sent to all committee members. Any other members that are interested in participating can request an invite to join the meeting so please help pass the word. I'm hoping to have a form set up on the website for any members to sign up.
- **M/S/P (COB/FVP) I move to approve the following appointments to the MNWT Membership Management Committee: Area 1 - Andrea Schue, Area 2 - Shirley Viesselman; General Member - Jeny Ohr.**
- **M/S/P (COB/CC) I move that to approve the following appointments to the Future Directions Committee: Area 1 - Carolyn Fortier, Area 2 - Barb Zeroth, Area 4 - Jane Hanson; General Members - Jeny Ohr, JoAnn Miller.**
- **M/S/P (COB/CC) I move to approve the following appointments to the MNWT Marketing Committee: Area 1 - Shanna Pratt, Area 2 - Melanie Chenoweth, Area 3 - Amy DeNoyer-Hickey, Area 4 - Amy Pumper; General members - Wendy Homyak, Deb Froemming, Cathy Snyder; and Members by virtue of position (but not included in Policy O) - Newslet Editor Jessica Schultz, PR Assistant Jeny Ohr. M/S/P (COB/CC) I move to approve the following appointments to the MNWT ONTO Committee for 2020-2021: Andrea Schue, Glorie Balfanz, Shanna Pratt, Sherry Boike, Linda Nindorf, JoAnn Miller, Michelle McGowan, Shellie Matthes, Wendy Homyak, Sharon Erickson, Lisa Hahn, Amy Pumper, and Sally Koltjes.**

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

- The Web Team is actively working on updates to the EC Login area of the website. I discovered a few links to wrong forms as well as additions that need to be uploaded. Reminder that any issues should be communicated through me.
- If you haven't reviewed your webpage for errors, please do so. Please also take note of items that will be uploaded to your page when they are sent to me for posting.
- Fall State 2020 is planned for September 18-20 at Arrowwood Lodge in Brainerd. I will be sending a tentative schedule to you in the next couple of weeks.
- The best way to communicate with me is via email at [csc@mnwt.org](mailto:csc@mnwt.org).
- I am seeking hosts for Fall State 2021; please contact me for details.
- Reminder that the chapters need to file their 990n with the IRS and their Annual Renewal with the MN Secretary of State by September 1st to avoid late fees.

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

Hello, MNWT Executive Council Friends!

- **Staff Directory**—an email will be attached to this with the directory of all staff, SPMs, DDs and Committee chairs.

Please check your name and information to be sure it is accurate. If there are any changes, I NEED TO KNOW by **END OF DAY Sunday**. This week, hard copies will be made and mailed out to everyone AND edited and emailed

- **Gifts.** I am asking for \$20.00 from staff, \$15.00 from Exec Council, \$10.00 from your chapters to help me fund the treats (and tricks) that I may bestow on the President this year. Anyone who has already, or contributes to this by NEXT FRIDAY will be entered into a gift drawing that I will announce the winner via email on Saturday and send a treat your way! The following payment methods can be used:

Venmo: @Wendy-Lindberg      Paypal: wendylindberg1217@gmail.com      CashApp: \$WHOPageantDesigns  
In person: at MNJOTS or Fall State      Mail: send it to 3831 227th Ave NW  
St Francis, MN 55070

- **Secret Sis.** Secret Sis – Those who sent me forms to participate have been assigned. You will see an email coming from my daughter (Samantha Lindberg) with the assignment of your secret sis and the form she filled out. Take a little time this week to come up with a sneaky and clever way to just say hello without letting her know who you are. 😊
- **Ornament.** At the Mid-year Executive Council meeting, you will be asked to have a tree ornament with you to give to President Illana with YOUR theme on it. Please start thinking about what you will want to do to highlight your role on her RISE team.
- **Quilt square.** Quilt square. More information on this is in my CIP. More information to come at Fall state
- **Pictures.** There are a lot of things that we will want to share with Illeana throughout the year. One of the great ways to do this will be with PICTURES. Please, share with me all the photos you get during the MNWT year. Not just with President Illeana in them, but also of just you, your teams, and chapters etc. You can email them to me with the PA@mnwt.org address, or when on Facebook, tag me (Wendy Lindberg and/or Wendy Hauger) on photos of your chapter, district, and area events. (Tagging can be done simply by adding a @Wendy Lindberg or @Wendy Hauger to your descriptions or comments portions of your Facebook posts)

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

- New Board members are needed for the 2020-21 year, contact Jen or Nicky Anderson if interested. We meet about 5 times per year. Attendance at all meetings is strongly encouraged but not required.
- Scholarship deadline for the Cheryl L Anderson and Straight River Scholarship is approaching-July 1<sup>st</sup>. Applications can be found linked from the MNWT Foundation page or Contact Nicky or Wendy Homyak for information.
- Cheryl L Anderson Art Auction held at Fall State-Art Donations needed-Contact Nicky, Wendy or Jessica Schultz.
- Donations are needed for the MNWT programs. Become a sustaining member for \$25. Give a tax deductible donation at any time, designated for a certain event or program or undesignated and we will put it to use where it is most needed. Make a plan in your chapter, district or personal budget to support the MNWT Foundation. Contact Jane Hanson Treasurer or Bonnie Waller for more information.
- The next meeting of the MNWT Foundation Board is August 8th at Lisa Hahns in Sartell, beginning at 10:00 AM. A reminder to the Exec Council that the Annual Meeting will be held at Fall State following the Exec Council meeting. As members of the primary body of the MNWT Foundation, you should plan to attend.

## Future Directions Committee Chair - Brenda Sather ([fdc@mnwt.org](mailto:fdc@mnwt.org))

I'm looking forward to my year as Future Directions Chair. One of the areas that I will be emphasizing and working with is the newly updated strategic plan. This document should really drive many of our decisions that we make concerning the future of our organization. I will be sharing this with you as the year moves on.

As a reminder the Future Directions committee advises and makes recommendations to you as Executive Council on the organization's structure, administration and programming as well as develops long range planning objectives, considers changes that are proposed by members, and finally supervises the implementation of those changes.

We have the following sub committees in place per Policy O: Manual Review, Go Green, Strategic Plan, Winter State Awards, and Online Training.

We have the following current task forces in place: Programming, Restructuring, Persons with Determination Awards, and Forms Review.

All meetings are open to the general membership so contact me if you are interested in being a part of this team.

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

Good afternoon everyone!

- Click [here](#) to view the handout I wished to share with you as part of my staff report - this is a brief overview of the Marketing committee - our members, active subcommittees, task forces, and contacts. Please reach out to me if there is something you see here that you would like to know more about to use in your role this year.
- If you haven't been to a Marketing Committee meeting, I think you'd be surprised (and impressed) by the great team we have working on promoting our awesome organization - as well as the progress they continue to make.
- One of my goals is to present a webinar and a convention forum/training session - one focusing on the use of different Social Media platforms, scheduling and sharing Facebook posts, and using hashtags. While the other one will be on using Google Drive for storing and archiving files for chapters, districts and at the state level. I am open to additional presentations for individual chapters or districts (or even Exec Council groups) - please reach out to me if you are working with a chapter or district that misses the session or could benefit from extra training on either of these (Social Media and Google Drive cloud storage). Come find me, or shoot me a text or email, if you have a suggestion anytime during the year for a training topic in Technology, Social Media or Marketing.

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

- MMC has openings for Area Reps & General members to serve a one-year term on the committee. This involves working on task forces to develop tools and support training at chapter, district or state events. Contact Michelle at [mmc@mnwt.org](mailto:mmc@mnwt.org) if you are interested.
- MMC will continue to encourage attendance of our First Timers at state conventions and other events.
- MMC will focus on the MNWT Strategic Plan in areas that have been identified as responsibilities falling under MMC.
- MMC will continue to work with State Staff and the membership team to assist with closeouts, contact with chapters, and as needed.

### **President of the MN Women of Today—Illeana Miller ([president@mnwt.org](mailto:president@mnwt.org))**

- Thank you to the 12 chapter presidents that attended the makeup session for the president roundtable at convention. It was great to see so many of you.
- I will be hosting our 1st of many facebook live sessions on Friday night, June 19th. Make sure to like the MNWT Admin page for regular updates.

Melanie Chenoweth, Living & Learning State Program Manager, read the benediction. District 7 Director, Shellie Matthes led the MM Women of Today Creed. The meeting was adjourned at 4:47pm.

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