

**Winter State Executive Council Meeting Minutes
Minnesota Women of Today
Doubletree Park Place Hotel, St Louis Park, MN
Friday, January 24 , 2020**

President Cathy Shuman called the meeting to order at 1:26PM.

Sarah Sundine, Living & Learning SPM, read an invocation. Melissa Redzuan, Programming Vice President, led the Pledge of Allegiance, and Kelly Porter, District 1 Representative, led the United States Women of Today Creed.

President Cathy introduced the chairpersons of the convention.

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

Minutes of the Fall State Executive Council meeting held on September 20, 2019 were approved as emailed on January 16, 2020.

Corrections were made that Lisa Hahn joined the Mid Year Exec Council meeting by Zoom. The minutes of the Mid Year Exec Council meeting held on November 9, 2019 were then approved as emailed on January 20, 2020 with the corrections noted.

Secretary – Christine Sibilleau (secretary@mnwt.org)

- Thank you to all who helped with the CIP stuffing this morning.
- One last reminder to either give me or go back and update any changes made to the exec council or business meeting staff reports, including the filling in of blanks - in order to have accurate minutes.
- It will be time to put together the next Chapter Mailing right away after convention! Thanks to Barb Z, Amy, Brenda, Barb B, Sarah, Glorie, Michelle, Jen, Daina and Heidi for submitting your article! If I didn't say your name - that means I need yours! [As of Tuesday night] Please update your article ASAP following convention to make it in the February issue :)

Administrative Vice President – Illeana Miller (avp@mnwt.org)

- If you know anyone that is interested in taking the next step in their WT journey, please let me or your DD know. We are still looking for DDs for 9 district directors for next year.
- DD's will come up and give a brief report on what they have planned for 3rd trimester.
- District Excitement will be in full swing this weekend, so keep an eye out for all the fun that these ladies have planned.

Membership Vice President – Lisa Hahn (mvp@mnwt.org)

- 2nd Trimester Numbers: We ended 2nd trimester with 78.5% retention and 65 new members. Great job everyone! Our second trimester base was 936. We ended the trimester at 941. We did it. We grew by 5 members. We are continuing in a positive direction. Let's keep the momentum going.
- Membership Awards: We will have the DD's come up at the luncheon. The chapters will be coming up to receive the certificates/awards from the fabulous DD's. I will be announcing the district awards now. Trimester Growth: District 5 had trimester growth + 30 and District 11 had trimester growth + 1. The district with the highest % of growth was District 5. The following districts had 75% retention or higher: District 7 had 76% retention. District 5 had 84% retention. District 2 had 87% retention, Districts 10/11 had 88% retention, District 3 had 91% retention.
- Close Out: Staff will be meeting on April 30th at 6 pm for a fun time of food and phone calls. We will continue with the north and south close out locations. Everyone is welcome to join in the fun.
- Membership Monday

Chapter Management Vice President – Barb Zeroth (cmvp@mnwt.org)

- Currently there are 5 chapters on TLC. They are: Elk River (9), Albany (9), Virginia (8), Jackson (9), Willmar (8).
- What can you as an Executive Council member do to help our chapters? EVERYTHING! While being on Executive Council can often be exhausting, I know that it is very easy to forget our chapters. I challenge each one of you to attend at least one event, one meeting, or even help co-chair an event this last trimester to reconnect with your chapter. By re-establishing these connections, we will not only show that while our state positions are critical to the organization, we have not forgotten the roots of the organization, our Chapter members.

Extensions Director – Jenise Teske (extensions@mnwt.org)

- Two Chapters have completed Extensions and filed an 'Intent to Charter'--St. Joseph and Rogers-Otgsego-Dayton.
- Wilmar--no report
- Incentives to complete charter as follows: by 9/30, \$300, by 10/31, \$200 or by 11/30, \$100. Unable to grant these incentives but special compensation will be granted at luncheon by MNWT Foundation to new chapters.

Programming Vice President – Melissa Redzuan (pvp@mnwt.org)

- 3 programming areas are up for evaluation- Community Connections, Living and Learning and Priority Area. I have put this information in my Winter CIP and also plan to promote in Programming FaceBook.
- Please checkout the amazing job my SPMs has done this 2nd trimester.i could not have been proud of them this year! Two opportunities to see their accomplishment; at CONNECT friday and SPM's FORUM on saturday. Also check out the Mask Display from MN Brain Injury Alliance at the foyer and come and meet with rep from MN Brain Injury Alliance.
- I have very exciting news, we have receive paperwork and plan of actions for all five programming areas and we will hear all five bids this afternoon.

Living and Learning SPM—Sarah Sundine (ll@mnwt.org)

- Please consider doing the effective speaking competition to set an example with your chapter members. The topic is: What Brings Joy to Your Life? You need to prepare a 4-6 minute presentation that will be presented at Annual Convention. I tried to pick a topic that could be fun and easy to work with.

Priority Area SPM / Wishes and More - Glorie Balfanz (priority-area@mnwt.org)

- No report

Women's Wellness SPM - Colleen Todd (ww@mnwt.org)

- No report

Youth of Today SPM - Michelle Kocak Jones (yt@mnwt.org)

- No report

Financial Vice President - Amy Pumper (fvp@mnwt.org)

- Expense checks were handed out - let me know if any questions. 3rd trimester due dates: April 27th from SPMs and DDs to their supervisors - all due to Katie by May 1st.
- State Store featured items: Cathy's limited edition mugs, star ornaments, the 70th anniversary wine glasses, hand fans, USB ports, new MNWT bags and more. The store takes cash, checks, or credit cards.
- 3rd trimester fundraisers: We have the finance raffle that will be drawn for the luncheon, we are looking into having fudge at annual convention and will have a 50/50 raffle at the annual convention banquet. We will be selling raffle tickets at the Connect session and on Saturday morning before the banquet and to sweeten the deal, anyone purchasing tickets at those events will have their name entered for a chance to win two anniversary wine glasses and a bottle of wine.
- Robyn Farm, USWT Treasurer, will have the national store open this weekend and she is taking orders for decals and notecards – there is information in my CIP on this.
- At this time, I would like to draw for the wine and chocolate basket that will be presented at the business meeting for those

who donated at least \$70 during 2nd trimester. I would also like to challenge the staff against DDs/SPMs to donate the most to state Ways & Means during 3rd trimester. Let's meet our goal!

- Thank you to Cindy Golbuff who participated in the Facebook challenge on fundraising – there is a gift in the the DD bag for her.
- The next Finance Committee meeting is Saturday, March 7th in Monticello at 10 AM – the location will be announced soon.

M/S/P (FVP/DD5) I move that Cindy Golbuff be allowed to sell 100 boxes of Walnut Grove Fudge for \$6 per box at Annual Convention to benefit Ways & Means (sold to us at \$3 per box).

Parliamentarian – Wendy Lindberg (parli@mnwt.org)

- State Bylaws and Policies Review was October 18th at 6pm in the Anoka Hennepin Credit Union community room in St. Francis, MN. Thank you to those in attendance. They received a gift from me at Mid-Year.
- From that, a few motions and an announcement of a Bylaw edit have been created. I have some of those motions now:

M/S/P (Parli/FVP) I move that Policy J: Officers' Duties, part 5: Programming Vice President, Subsection F: "Shall distribute information regarding individual reports and promote participation and judging at mid-year and at year-end."

Be changed to: "Shall distribute information, promote participation, and coordinate judging for mid-year and year-end individual evaluations."

M/S/P (Parli/PA) I move to add POLICY Section A, Policy 4 "The Bylaw review committee may edit punctuation, formatting, and spelling errors within the policies of The Minnesota Women of Today, without vote, so long as the edits do not change the intent and purpose of the original policy."

- Announcement of bylaw addition at the business meeting.

Chairman of the Board – Brenda Sather (cob@mnwt.org)

M/S/P (COB/DD4) I move that we appoint Cathy Snyder as Election rep for Area 3 and JoAnn Miller as Election rep for Area 4.

- Motion Needed to approve election area representatives from Area 3 and Area 4.
- ONTO Flowers are being sold this weekend. Stop by the ONTO Table tonight or in the morning to purchase if you have not. If you did purchase and need to pay, please stop by the table or see me. T Shirts are also for sale. Wine glasses will be sold at the ONTO table
- Is there anyone who will help me to distribute flowers at the Luncheon. I will need at least 5 to 6 people.
- March Planning is March 14th at Arrowwood Resort in Brainerd. Recommendations for the booklet that will be presented that day are due to me by February 14th.
- Area Meetings have been finalized and details are in my CIP. Thank you to the DDs who worked hard to get these ready so soon.
- Re-districting is still on the table and being discussed. (I will have to fill in this area after talking more at our staff meeting.)

Executive Director – Katie Castro (csc@mnwt.org)

- We continue to add new online forms in the Email Me forms format.
- Insurance billing will go out in February.
- Dues billing for 3rd trimester not yet received; will be sent out in February.
- DDs - please make sure each of your chapters is accessing their chapter emails. If they don't know how, have them contact me.
- Be sure to keep your Facebook posts "fresh". Also, posts should be third person.
- Seeking host for Fall State 2020 at Arrowwood Lodge in Brainerd.

Presidential Assistant – Barb Berndtson (pa@mnwt.org)

- Reminder DDs - District donation of \$10.00 for President Year End gift needs to be to me by April 1st

- ALL Exec Council – I need your 12x12 scrapbook page by April 1st

Foundation and Committee Reports

Foundation Chair - Nicky Anderson

(foundation@mnwt.org)

- LAST CHANCE to win a diamond necklace and bracelet? You can be entered into the drawing for the Diamond Platinum fundraiser with a contribution of \$40 or more each spot will cost you only \$40.00. If you would like to double your chances at winning the necklace and bracelet, you may increase your spot to \$70.00. We will be doing the drawing at the banquet tomorrow night. Stop at the foundation table to get in on this drawing.
- Tomorrow we will be awarding a Chapter Grant. We will be holding a Lucky Buck Auction on Saturday at the Luncheon to fund the Chapter Grants Fund.
- Our next meeting is scheduled for Saturday, April 25th, 2020 at Bonnie Waller's House beginning at 10:00. Please let me know if you would like to attend.
- Are you interested in becoming a sustaining member of the foundation? Its \$25.00 a year. If you sign up this weekend at the foundation table you will be put into a drawing for a Echo Dot.
- The foundation will be sponsoring a Gala Fundraiser on October 17th, 2020 at Arrowwood in Brainerd. The cost is \$55.00 per person. Find out more info at the business meeting on who are performance is. This is going to be a great event you won't want to miss.

Future Directions Chair - Jen Kinzer (fdc@mnwt.org), given by Chairman of the Board, Brenda Sather

- We are in the process of updating the Strategic Plan. At the last FDC meeting we decided on four goals for the Strategic Plan. Groups were organized to further develop each goal with detailed language to be incorporated into a new Strategic Plan. What will this plan look like? Come to the March FD meeting, where all will be revealed and the plan will be approved.
- We are looking for help reviewing Manuals and developing new PEP courses. Interested? Contact Jen to volunteer or for more information.
- Our next FDC meeting will be held on March 21st at 1:00 in conjunction with MMC and Marketing, at the Monticello Resurrection Church. Everyone is welcome to attend. Contact Jen or watch the committee Facebook page for more details.

Membership Marketing Chair - Heidi Westerlund (mmc@mnwt.org), given by Chairman of the Board, Brenda Sather

- Please show Extra Excitement anytime there is an announcement about Membership Goals, our new Extensions, or Challenges met. Lead by example, especially at the business meeting. We really want the 70th Anniversary to be a huge celebration!
- As always, please remember to ask for help from Heidi as she is out and about around the state and can really show up and help with any meeting, project, or training needed.

Marketing Committee Chair - Daina Mirsch-Wenner (marketing@mnwt.org), given by Chairman of the Board, Brenda Sather

- 70th Anniversary MNWT Lapel pin/button will be available given to each member at the luncheon along with a card to attach promoting the 70th

Anniversary; remaining pins will be sold at the state store for \$3.00 each

- **Great Nonprofits:** members will be given the opportunity to share their story at WS2020 Connect, and a link will be sent via email for members to share their stories
- **MNWT Publications Standardizations** was approved as an EC Only webpage template; be sure to use this template for all your publications
- **Fall State 2019 Expo Wrap-Up Report:** \$210 raised; 6 vendors (2 non-paying); discussion on next year's Expo was considering the fee and Wendy Homyak said she would help with the vendor portion; however, we are still looking for a chair for the Fall State 2020 Expo at Arrowwood Resort;
- **MNWT Statewide BOS Project Sweet Dreams for Kids:** PJ Party at Winter State will show a video/movie, have treats, be held in the courtyard Friday prior to Party; and have a collection of PJs & monetary donations; the presentation will be held during the Business Meeting this weekend.
- **MNWT Statewide BOS Project** will henceforth be the MNWT Priority Area; we still need to go thru the B&Ps, and look at how the Marketing Committee can promote the BOS while working with the Priority Area SPM; please still complete the [USWT BOS form](#) for your chapter by 04/30/2020.
- **Use hashtags!** #mnwt #mnwtwinterstate, #mnwtwinterstate2020, #mnwt70yearsstrong
- **Online Forms Update** we only have 14 of the 61 forms left to complete, so progress is going well! All forms should be online by the end of this WT year.
- **Next Marketing Meeting:** 11AM-12:30PM on Saturday, March 21, 2020, Location TBD by Jen/Heidi

President of the MN Women of Today—Cathy Shuman

- Year-end Individual Evaluations – includes Chapter Presidents, State Delegates, Staff, DDs, and SPMs. Newly revised forms are now available on the PVP webpage (version marked “approved by FDC 2019”). Submission deadline is April 24th (emailed to PVP).
- The Winter State Chapter Information Packets are stuffed and ready with your DD bags. This includes a “Making Connections Packet” for 3rd trimester with the theme “Shine Among the Stars óóó” (using star templates). The State Plan of Action is also in the packet, if chapters requested a paper copy. **District Directors:** Please make every effort to hand out CIPs this weekend to chapters that are at convention. And please distribute CIPs, POAs, and Connection Packets as soon as possible for those chapters not present (mail if necessary).
- Once again, there will be an electronic Table of Contents posted on the website for easy access to all Winter State CIPs from one location. If you haven't tried this yet, give it a shot – very nice.
- This weekend we are celebrating our 70th Anniversary. I'm happy to have you all here to join in the celebration. Please check out the Memorabilia Room with various items from the past 70 years and visit the State Store for some new items including a limited edition of 70th anniversary wine glasses. At the luncheon, each attendee will receive a commemorative pin and there will be a special program.
- **ACTIVITY:** 1 negative – 3 positive

Ongoing Business

None

New Business

We heard SPM bids from Melanie Chenoweth for Living & Learning, Jennifer Auger for Priority Area, Shanna Pratt for Women's Wellness, Glorie Balfanz for Youth of Today and Tawn Hanson for Community Connections.

Announcements

None

Sarah Sundine, Living & Learning SPM, read the benediction. Cheryl Watson, District 8 Director, led the MN Women of Today Creed. The meeting was adjourned at 5:05PM.

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