

Chapter Mailing



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Happy Summer MNWT Members!

As we start to close out our first trimester, it has been a trimester that none of us will ever forget. Even though we are in unprecedented times, it has been heartwarming to see that chapters are starting to find a new groove and a new normal.

Members have been working hard to get the blog updated regularly with new content, working on the Newsletter, and working to get the State Plan of Action ready to be sent to the printers. We are also working on finalizing plans for upcoming conventions, state committee meetings, and other events that we typically host in person are being held virtually or have the potential to be a hybrid. Please know that we are all working together to try to give as much notice as possible, but with things changing daily it can be difficult to know what is the right decision.

We have so much to celebrate from this 1st trimester. We have seen chapters that have been struggling in membership starting to add members, new projects are coming to life, new friendships are being made and we will be officially chattering our two newest chapters that joined us last year. With all that, we have made the decision to still make Fall State Convention a virtual one for our members. Information that we are receiving is fluid and our hope is that it will be the last virtual one for a while. We will still be celebrating all the amazing work and encourage chapters and members to celebrate with us in a way that is safe and what your chapter and members are comfortable with. While we don't have a specific theme, we encourage districts to still show their excitement by thinking outside the box with district excitement,

We are hopeful that we will be able to come together to celebrate our success in the 2nd trimester with a live convention and that we will be giving out many outstanding awards including our most recent Person With Determination award that so many have worked hard to bring to life. We may even be in a new location for convention, so make sure to stay tuned.

While we do not know what the remainder of our year looks like, what I do know is that we are never going to forget this first trimester. Our organization is working hard to adapt and adjust to what our new normal is. Don't forget that your communities still need your help and there are many projects that you can still do and be safe. Please reach out to myself or any other staff member if you need help. We are here to help you succeed.

Thank you for all you are doing in your communities and for our organization. It is greatly appreciated by everyone.

In fellowship,
President Illeana

Membership Team

Chapter Membership VP Jenise Teske

Thanks to all the Chapter Presidents who submitted Fast Starts! You will all be getting a gift at Fall State! It was also good to see all of you at the President/State Delegate retreat. I hope you have all found creative ways to meet for member get-togethers with "social distancing" of course! Please share your events on social media so we all can be encouraged.

Membership VP Tevyan Sorensen

Tweet! Tweet! Thanks to all chapters for submitting their Early Bird renewals. All renewals are due by August 15th and New Member Adds are due by August 31st. We will be reaching out to check in with all chapters at Closeout on Sunday, August 30th. Hopefully you will take our calls and let us know how you & your chapter are RISING up for Tri 1.

I am so looking forward to gathering with you all at the Fall State Convention (keep your fingers crossed). We will be celebrating membership in so many ways and congratulating you all on how you are promoting your chapters and connecting with your members despite all of the challenges!

Speaking of challenges, make sure to check out my MNJOTS CIP for the MVP Tri 1 Challenge. There are several incentives and Success points up for grabs too [Membership VP | CIP](#)

Mini Facebook ONLY Programming Challenge! – Check out the MNWT Membership Facebook page weekly for a chance to win a Fabulous Prize. The details of this contest will only be shared on the MNWT Membership Facebook Page. Need ideas for gathering your flock or attracting new members?? Contact me! mvp@mnwt.org

Administrative VP Michelle Kocak Jones

President/State Delegate Retreat scheduled for August 1st will be virtual. Check your chapter emails for login information and schedule details. If you have already registered, money will be refunded. State Delegate reports are due to AVP Michelle by August 31st. Don't forget to submit Presidential Pin and Medallion nominations to President Illeana by Sept. 2nd.



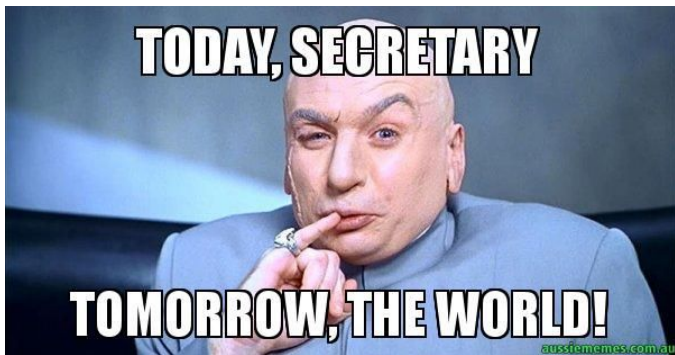
Organizational Rules & Records

Secretary

Barb Monsrud

Do you publish your chapter or district newsletter? Or perhaps someone else in your chapter or district does? Send them my way! Email a copy or the link to secretary@mnwt.org.

Thanks to each District and Chapter that sent in your Fast Start and Minutes. I truly appreciate it. I hope you can all attend the Fall Convention to be recognized. Be sure to check out my Secretary CIP for the 1st Trimester Challenge. It can be found here: [Secretary CIP](#)



Parliamentarian

Melissa Redzuan

Check out my 1st trimester challenge "What is a Parliamentary Procedure?" The chapters or members that submit their answers to me at email parli@mnwt.org will have a chance to be entered into a drawing at Fall State. Please on a look out for our Bylaws and Policies review date announcement

Programming

Programming VP

Anna Nichols

Programming Reminders from the PVP!

At each convention our amazing SPMs will be awarding one member the Outstanding Programming Manager of the Trimester Award and one chapter the Project of the Trimester Award. They cannot award these without your help. We need you to nominate your members and projects.

Anyone can submit a nomination, even you. Nominations for 1st trimester are due September 2nd. See my CIP for more information [Programming VP CIP](#).

Submit a chapter nomination for one or more of the Outstanding Awards before September 10th and your chapter will be entered into a drawing for a \$20 MNWT State Store Gift Certificate!

Mini Facebook ONLY Programming Challenge! – Check out the MNWT Programming Facebook page weekly for a chance to win a Fabulous Prize. The details of this contest will only be shared on the MNWT Programming Facebook Page.

1st Trimester Programming Report Challenge– Complete your 1st trimester programming report the last week of August for a chance to win a Fun and Functional Prize for your chapter

Living and Learning

Melanie Chenoweth

I am thrilled with how many people participated in my June challenge. Thank you! July is a new food or cuisine and August is a list of 10 things that you want to accomplish in the next five years. I had one chapter do a PEP course and have received a few certifications. Don't forget to tell me when you do a challenge so that you can be entered in the drawing for a prize. [ll@mnwt.org](https://www.mnwt.org)

Priority Area - Wishes & More

Jennifer Auger

Wishes & More is still busy making wishes come true for kids. A special thanks to District 4 rep, Sally Koltjes, who was able to find a painter in her area. Elizabeth from WAM requested help locating someone to go into a home and paint a room.....within 12 hours of asking for help Sally had a number for me....great work!! A great time was had at the first Brew Justice League fundraiser at Boom Island Brewing. Thanks to the members and friends that came out to volunteer and drink a pint to support Wishes & More. Look for more STICKY information, but a hint....if you have stickers laying around the house or see some great sales.....pick them up.....we will have fun spreading smiles with Stickers at Winter State!

Youth of Today Glorie Balfanz

Hello Again to all of you who are "Young at Heart". Young at Heart is my theme this year so I plan to begin all of my correspondence with that phrase, so you know that it will be something about Youth of Today.

I hope you enjoy getting to know more about Children's MN. I will continue to send emails to your chapter and post on Facebook information about them and how we can help.

I hope you have found an Outstanding Young Adult to nominate for the OYA Award. Please look at the MNWT website under YT for more information, or email me at yt@mnwt.org. I would be glad to help or find someone who can.

Community Connections Tawn Hanson

Is your chapter looking for something new to do? How about checking out Habitat for Humanity. Habitat gives families a hand up by helping them to acquire affordable, clean and safe housing. Recipients must complete home repair and management classes. They must put in sweat equity hours and they still have a mortgage. There are many ways to help. If you don't want to swing a hammer on a build, maybe you could provide a meal for a build crew, or a donation of money to help buy supplies CC@mnwt.org

Women's Wellness Shanna Pratt

August is an emphasis month for the USWT Domestic Violence Awareness programming area. I encourage chapters to reach out to local DVA facilities/shelters to see what items they could use. Or, host an educational forum to learn more about what kind of support may be available in your area. September is National Suicide Prevention Month. Take the time to discuss suicide prevention, mental illness stigma, and help that is available. Use the hashtags #SuicidePrevention or #StigmaFree. If you have questions or need ideas, email me at ww@mnwt.org

Chapter & District Support

Financial VP Mary Hanson

Thank you to all those chapter and district treasurers out there that sent in their fast start. Be sure to look for your recognition at Fall State. The State Store is open even if you cannot access it through the web site, you can email statestore@mnwt.org with any orders that you may have, there are Success Points available for ordering this trimester. The Finance Committee approved a new relationship to have MNWT logo clothing items available to be sure to watch for updates on how to get your order in

Chairman of the Board Cat Shuman

Congratulations to USWT President Cindy Sanders and her team for a great year and a fine celebration with the online national convention! Thanks to the Minnesota delegation that participated in various events. There were over 35 members plus those on USWT staff who joined for Saturday events including the business and elections meeting and the awards ceremonies. Congratulations to all the award winners! You should be receiving awards and incentives soon through your chapter's mailing address..Kudos to the MNWT members who will be serving nationally in the coming year: COB Cindy Sanders, Secretary JoAnn Miller, and DVA Program Manager Kathy Hansen.

Please remember to complete an order for your 2020-21 ONTO Shirt, which you can find on the COB web page with this link: [ONTO Order Form](#). Please make check to "MNWT" and mail to the address on the order form. The profit from ONTO shirts helps with expenses related to national conventions.

Thank you to the state committee chairs and members for being part of the July 25th first trimester meeting. Also thanks to any other members that joined the online meetings. Your presence is always appreciated.

Executive Director

Katie Castro

Hello Chapters! A couple of reminders for you: Be sure to file your chapter's 990-n postcard with the IRS no later than September 1st using this link: [990 Postcard Link](#) Use the link under the "Ready to File" section.

Please also be sure to file your chapter's Annual Renewal with the MN Secretary of State's Office by September 1st using this link: [MN SOS Link](#)

Be sure to forward to me your filing confirmation emails at csc@mnwt.org.

Thank you to all chapters that have completed their Chapter Officer forms for the year. If you have not yet completed yours, or need to do an update, you can do so using this link: [Chapter Officer Form](#)

Reminder that the CSC office hours are Tuesday, Wednesday and Thursday from 11:00 AM - 4:00 PM. Please let me know if there is anything I can do to

Committees and Foundation

Future Directions

Brenda Sather

Thank you to everyone who attended the July 27th Future Directions meeting. I am amazed at the work that continues to be made in many areas of our organization. We were able to approve some updates to forms and manuals as well as spent time identifying goals for completion dates on our new strategic plan. Another major project is under the Restructuring Task Force in which they are looking at ways to enhance member experiences with district and area meetings. Lots of unique, fun and out of the box thinking is happening there. Watch for more formal reports as we proceed through the year.

We continue to search for a chair for the Awards Subcommittee. This person works closely with the programming Vice President in coordinating the awards given at Winter State. There are several current members willing to help out with entry reviews, award presentations, and overall general tasks but we are looking for someone who can lead the coordination. We do have someone willing to train the new chair. Please let me know if you have organization and project lead experience and want to help out.

Membership Management Committee

Michelle Cloutier

The entire Membership Team is so happy to see our members stay connected in so many ways during these times.

Thank you to everyone who was a part of the State Committee Meeting on July 27th! Membership Management is still in need of Area Reps and General Members. Contact Michelle at mmc@mnwt.org for more information.

We have our fingers crossed that we will be able to have our Fall State Convention in person. I have fun things planned for our First Timers. I hope to see you there.

If you are looking for ideas involving membership, check out MVP Tevyan's Facebook Page.

And don't forget to follow the State Committee's Facebook page! We will be sharing information through-out the year for each of the committee chairs. Along with our new #Friendship Friday post. It's all about finding the joy, loving you, kindness and friendship!

Foundation Chair

Nicky Anderson

We are still looking for donations for the Cheryl L Anderson Art Auction- if you have a piece of art to donate please let Wendy Homyak, Jessica Schultz or Nicky Anderson

Do you shop on Amazon? Remember to go on Amazon Smile a percentage of that comes back to our foundation.

Would you like to become a sustaining member of the foundation? Here's your chance. It's only \$25.00 to become a sustaining member. We accept Venmo and we have a square now. So if you're interested please contact Bonnie Waller or Jane Hanson.

Digi-Sense - Online Meeting Best Practices

In this time of increasing distance meeting and lessening of social cues learned and experienced by in-person contact, it is important to learn and observe best practices for online meetings.

Before the meeting begins, remove distractions from anything that might be offensive or inappropriate from your surroundings. A good space to attend a digital meeting is well lit from in front or above your device (lighting from behind – like sitting in front of a window – will turn you into a shadow), has access to an outlet in case you need to power your device, and is remotely free of distraction caused by your surroundings (open doors, closets, etc.) and others. Because moving around during a live video feed is distracting to other participants, choose a conference location to attend your meeting that you can anticipate being in for the entire meeting. If you must move during the meeting, turn off your camera and mic until you are able to get comfortable again. The same principle goes for eating during meetings. Beverages seem to be acceptable, but you may want to rethink your mid-meeting snack until your video and audio is turned off.

Just like any other meeting, be prepared and be on time. It is appropriate to announce yourself when you arrive at a time that doesn't interrupt the speaker/presenter. This helps anyone taking minutes or notes to identify who is on the call. When it comes time for you to speak, state your name and continue with your comment. Some video conference moderators (the person running the meeting) prefer that questions are submitted by chat. If you know this to be true about your video conference, prepare questions about the content ahead of time and have them ready to enter in the

chat box (usually located to the right of the screen displaying participants videos).

Many of us join meetings from our homes, if yours is anything like mine, it can be a little noisy sometimes. Being mindful of the noise in your space is not only in good taste, but it shows respect to the other people on the call. Muting your mic when the meeting begins to lessen the amount of ambient noise on the call/video is the best way to limit the natural noise that occurs in any setting. If you would like to comment during the meeting, pressing the space bar while you're speaking is a good way to contribute to the conversation for a short amount of time; releasing the space bar then returns you to a muted status. Simply hold it down while talking, then release it when you're through commenting. If you take over the presenter role, make sure that you turn your sound back on. An alternative to completely muting the call is to wear headphones with a microphone.

Sometimes we are not able to comply with best practices for online meetings, but due to the content of items discussed at the meeting, it is important that we attend. In that case, it is best to log in to the meeting, announce your presence to the moderator or presenter in either the chat or verbally, mute your microphone, turn off your camera, and listen to the meeting.















Through this introduction to best practices for online meetings, I hope that you can introduce some new techniques, etiquette, and a little Digi-Sense to your next online meeting!

Tips for successful VIRTUAL MEETINGS with Google Meet

- Send an agenda to everyone before the meeting.
- Make one person the moderator of the meeting.
- One person takes notes on a shareable doc.
- Mute your mic if you're not speaking.
- Use the chat to ask questions and share resources.
- Moderator calls on people to unmute microphones.
- Make a copy of the chat transcript before closing.
- If using video, look at the camera, not the screen.

Text by Karly Moura @KarlyMoura. Infographic by Matt Miller @jmmattmiller. Icons by The Noun Project.

August MNWT Calendar

August 1, 2020		2020 MNWT President/State Delegate Retreat at Saint Henry	Making connections Click here for more information. Click here to contact the person responsible for this activity.
August 2, 2020		USWT Friendship Day	Recognize the importance of the fellowship among chapters Click here for more information. Click here to contact the person responsible for this activity.
August 4, 2020		National Night Out	Click link for specific details Click here for more information. Click here to contact the person responsible for this activity.
August 8, 2020		2020 Q1 MNWT Foundation Meeting at TBD	MNWT Foundation supports the programs of MNWT by developing financial and non-financial resources while providing oversight and distribution of funds raised Click here for more information. Click here to contact the person responsible for this activity.
August 15, 2020		All Renewals due	Envelope must be POSTMARKED by the 15th for SUCCESS Click here for more information. Click here to contact the person responsible for this activity.
August 15, 2020		2020 Q2 MNWT Finance Committee Meeting at TBD	"Responsible for providing financial designations, preparing annual budget and meets four (4) times each year." Click here for more information. Click here to contact the person responsible for this activity.
August 16, 2020 - August 22, 2020		Kid's Week	Celebrating the joy of children with fun events all week Click here for more information. Click here to contact the person responsible for this activity.
August 30, 2020		Membership Closeout	Last day of the trimester; 1st Trimester Close Out Click here for more information. Click here to contact the person responsible for this activity.
August 30, 2020		Membership VP Challenge due	1st Trimester: See MVP MNJOTS CIP for details Click here for more information. Click here to contact the person responsible for this activity.
August 31, 2020		All Certifications due	"Living & Learning, Personal Enrichment, Health & Wellness, Personal Develop. certifications due to Living & Learning SPM" Click here for more information. Click here to contact the person responsible for this activity.
August 31, 2020		Chapter President Monthly Reports due	Click for PDF or complete online form. Chapter President monthly reports due to DD [Online form submissions viewable by appropriate supervisors]. Click here for more information. Click here to contact the person responsible for this activity.
August 31, 2020		Founder's Day Participation Forms due	Submit completed form to PR Coordinator who will forward to USWT Click here for more information. Click here to contact the person responsible for this activity.
August 31, 2020		Membership New Member Adds due	"Email, phone or mail CSC - must have new member info IN HAND to Chapter Service Center" Click here for more information. Click here to contact the person responsible for this activity.
August 31, 2020		State Delegate Reports due	State Delegates: submit 1st Trimester report to your DD and AVP Click here for more information. Click here to contact the person responsible for this activity.

September MNWT Calendar

Date	Category	Event	Description
September 1, 2020		990N filing due	due to IRS. File by this date to avoid MNWT late fee of \$10 Click here for more information. Click here to contact the person responsible for this activity.
September 1, 2020		Friendship Day Participation Form due	Friendship Day participation form due postmarked to USWT Membership VP (copy MNWT Membership VP) Click here for more information. Click here to contact the person responsible for this activity.
September 1, 2020		State of MN Annual Registration due	Due to Sec. of State's Office. Instructions how to complete found on Executive Director's page Click here for more information. Click here to contact the person responsible for this activity.
September 2, 2020		Impromptu Competition registration due	Impromptu at Fall State registration due to Living and Learning SPM Click here for more information. Click here to contact the person responsible for this activity.
September 2, 2020		Outstanding Program Manager Nominations due	Submit nominations to respective area's State Program Manager for Fall State Convention Click here for more information. Click here to contact the person responsible for this activity.
September 2, 2020		Presidential Medallion Nominations due	"Use online submission form, email or mail in your nominations due to State Prssident for recognition at Fall State Convention" Click here for more information. Click here to contact the person responsible for this activity.
September 2, 2020		Presidential Pin Nominations due	"Use online submission form, email or mail in your nominations due to State Prssident for recognition at Fall State Convention" Click here for more information. Click here to contact the person responsible for this activity.
September 2, 2020		Programming Reports due	Program Managers: submit programming activity and donations received or made in 1st trimester report to PVP Click here for more information. Click here to contact the person responsible for this activity.
September 2, 2020		Project of the Trimester Nominations due	Chapters: Submit nominations to respective area's State Program Manager for Fall State Convention Click here for more information. Click here to contact the person responsible for this activity.
September 5, 2020		NEWSLET articles due	"Submit articles and photos to be published for post-Fall State issue; via online submission form, email or mail to Newsletter Editor" Click here for more information. Click here to contact the person responsible for this activity.
September 5, 2020		SUCCESS due	1st Trimester: Keep track of SUCCESS points as you go and EMAIL at the end of each trimester to Success Coordinator Click here for more information. Click here to contact the person responsible for this activity.
September 18, 2020 - September 20, 2020		2020 MNWT Fall State Convention at Arrowwood Resort in Baxter	MNWT State Conventions are held three (3) times per year Click here for more information. Click here to contact the person responsible for this activity.
September 19, 2020		Cheryl L Anderson Art Auction at Arrowwood Resort in Baxter	Annual Silent Art Auction held at Fall State Convention to fund the Cheryl L Anderson Scholarship Award Click here for more information. Click here to contact the person responsible for this activity.
September 20, 2020 - September 26, 2020		Women of Today Week	Celebrate the Minnesota Women of Today this week Click here for more information. Click here to contact the person responsible for this activity.
September 26, 2020		NEWSLET personals due	Write a personal ad message to someone and send to NEWSLET Editor for post Fall State issue Click here for more information. Click here to contact the person responsible for this activity.
September 30, 2020		Chapter President Monthly Reports due	Click for PDF or complete online form. Chapter President monthly reports due to DD [Online form submissions viewable by appropriate supervisors]. Click here for more information. Click here to contact the person responsible for this activity.
September 30, 2020		Membership New Member Adds due	"Email, phone or mail CSC - must have new member info IN HAND to Chapter Service Center" Click here for more information. Click here to contact the person responsible for this activity.