



MINNESOTA WOMEN OF TODAY

Future Directions Committee



3rd Trimester 2020-2021 Meeting Minutes March 20, 2021 ~ 12 pm ~ Online

Call to Order: 12:12pm by Chair Jen Kinzer

Voting Members: President Illeana Miller; COB Cathy Shuman; Exec Dir Katie Castro; AVP Michelle Kocak Jones; FVP Mary Hansen; PVP Anna Nichols; Parli Melissa Redzuan;; Mktg Chair Christine Sibilleau; MMC Chair Michelle Cloutier; FD Chair Jen Kinzer; Foundation Chair Nicky Anderson; Area 1 Carolyn Fortier; Area 2 Barb Zeroth; Area 3 Shellie Matthes; Area 4 Jane Hanson; General Member Jeny Ohr; General Member Joanne Larson; General Member Melanie Chenoweth;

Non-Voting Members: JoAnn Miller, Michelle McGowen, Jessica Schultz, Daina Mirsch-Wenner, Ann Marie Sathoff, Colleen Todd, Jenise Teske, Tevyan Sorenson

WELCOME

- Reminder to put name and chapter in the chat box. Cat Shuman agreed to help with minutes.

APPROVAL OF MINUTES: November 21, 2020 Approved as presented

Add to minutes: The following email vote was approved in January.

Motion made by Nicky Anderson/seconded by Mary Hanson to approve the policy changes to district and area meetings as presented by the Restructuring Task Force. Approved 11 yes, 4 no response.

District meeting Policy motions

*I move that we delete policy G.1 and replace with a new Policy G.1

To read: Each district will hold three (3) meetings throughout the year after the state meetings, to be held in June, October and March or April.

Discussion: Each district shall hold a district orientation to be held in June (after MNJOTS) and three (3) other meetings throughout the year, to be held no more than 60 days prior to state meetings with the third trimester meeting to be held no later than April 30.

*I move that we delete Policy G.2 “District board training should be held after MNJOTS” and number accordingly.

Area meeting Policy motions

*I move that we replace “Area” with “Regional” in Policy H Area Meeting Registration to read: Regional Meeting Registration.

*I move that we replace “Area” with “Regional” in Policy H.2 Area meeting reports are due within two (2) weeks of the area meeting to the Administrative Vice President, Financial Vice President, and Chairman of the Board.

To read: Regional meeting reports are due within two (2) weeks of the Regional meeting to the Administrative Vice President, Financial Vice President, and Chairman of the Board.

*I move that we replace “Area” with “Regional” in Policy L.8 Candidates for State President are not allowed to travel for campaign purposes other than to spring caucuses at the Area meetings.
To read: Candidates for State President are not allowed to travel for campaign purposes other than to spring caucuses at the Regional meetings.

REPORTS:

Executive Director: Katie Castro

- Annual Convention in person.

MNWT Foundation: Nicky Anderson

- Raised \$1415 at the fundraiser in February.
- Lucky Buck for Chapter Grants at Annual Convention.
- Next meeting April 17

Finance Committee: Mary Hansen

- Next finance meeting – May 28, 2021, via zoom. Budget meeting will be held prior to finance meeting to set 2021-2022 budget
- Current W&M fund raiser is “Passport through Minnesota”. Details on the MNWT web site.
- Finance committee will be selling Fudge at Annual convention. Pre-orders will be taken but must be picked up at convention. I haven't started to promote this yet but will be doing soon.

Marketing Committee: Christine Sibilleau

Membership Management Committee: Cat Shuman gave the report for Michelle Cloutier.

These motions were recommended and approved by Future Directions:

- M/S/P Tevyan Sorenson/Mary Hansen – to approve the new version of a Member Orientation presentation, including updates from the MMC meeting; presentation to be reviewed annually per the MVP Operations Manual.
- M/S/P Tevyan Sorensen/Jeny Ohr – to approve the 4 SMART goal worksheets for Chapter President, State Delegate, State Program Manager, and District Director to be used in conjunction with individual entries and position trainings.

SUBCOMMITTEE REPORTS:

1. Manual Review: Jane Hanson, Chair

M/S/P Jane/Nicky I move to approve the Manual Review Schedule as updated.

- Manuals

M/S/P Jane/Cat I move to approve the Extensions Manual as updated.

Additional forms will be added as they are revised.

M/S/P Jane/Mary Hansen I move to approve the Marketing VP Manual as presented.

- Membership Manual-will be updated next year.

2. Awards: Tevyan, Anna, Jen

reported that the process worked well and would recommend recording presentations in advance even for in-person awards; that way the audio and video timing will match

3. [Go Green](#): Christine Sibilleau, Chair

working on a plan to reduce paper and posts for social media

4. Strategic Plan: Jen Kinzer, Chair

- Jen presented the updated Strategic Plan and noted some revised dates submitted from MMC. M/S/P Mary Hansen/Tevyan Sorensen to approve the plan as presented with the revised dates from MMC.

5. Online Training: Jen Kinzer, Chair
 - Next Webinar: schedule for 2021-22: dates set for June 23, 2021/Oct 27, 2021/Feb 23, 2022. Some topics suggested at March Planning were Project of the Trimester, SMART goals
 - Membership Orientation Training Video/Power Point project update-this was approved earlier; recommend to send final version back to MMC to add audio to the PPT before putting online.
 - Webinar Presenter Checklist – Approval needed

TASK FORCE REPORTS:

1. Restructure: Nicky Anderson, Chair
 - Marketing VP position Updates/Manual – the OPS manual was approved; they provided training for Marketing VP candidate at March Planning
 - District and Area Meeting Recommendations – trained at March Planning with AVP and COB on new formats and materials
2. Programming Task Force: Cat Shuman, Chair
 - Nothing new at this time.
3. Forms Review: Cat Shuman, Chair
 - PEP Course Evaluation Form Update – Jen presented new form. M/S/P Mary Hansen/Cat Shuman to approve the form as presented with standard formatting to be incorporated.
 - Extension forms (Intent to Charter/Extensions Progress) update –
 - M/S/P Cat Shuman/Mary Hansen to approve the Intent to Charter form with standard formatting to be incorporated.
 - M/S/P Cat Shuman/Michelle McGowan to approve the Extensions Progress form with standard formatting to be incorporated.
 - Program Manager Contact form update – this form needs to be updated with current state programming areas
 - Intent to Chair Statewide Committee form update – M/S/P Cat Shuman/Katie Castro to approve updated form with standard formatting to be incorporated.

ON-GOING BUSINESS: None at this time

NEW BUSINESS:

New Committee Members, Subcommittee Chairs and Task Force Chairs: Several Sub-committees, Task Forces and including the FDC chair positions are open. Please contact Jen if you are interested in serving in one of these areas in the upcoming year.

March Planning Recommendations

1. Move training session held at conventions for District Directors and State Program Managers from Friday morning to late Friday afternoon. Send to Convention Task Force for discussion. Illeana agreed to chair this task force and Wendy, JoAnn, Wendy, Melanie and Katie will assist.
2. Put the annual programming review on hold for one year to re-evaluate the process. M/S/P Cat/Jeny I move to put the programming review on hold for one year. The possibility of an easier to use form for the review was discussed. Sent to Restructure Task Force for review and discussion.
3. Add other alternatives to the qualifications to be eligible to serve as a State Program Manager. (Reference: Bylaw Article X, Section 5. E.) Sent to Restructure Task Force for review. FDC to vote on recommendation prior to Annual Convention so it can be introduced at Annual Convention and voted on by the membership at Fall State, as this is a bylaw change.
4. Update or change the Living & Learning certification form each year. Melanie Chenoweth will chair this task force. Jeny, Michelle M, Tevyan, Illeana

5. Change the structure of the mid-year and year-end evaluation forms. Create a SMART goal training on the website. Jen Kinzer is working on one. Place greater emphasis on training for goals and the evals.
6. Revise where the mid-year and year-end forms are submitted for evaluation. Recommendation: Send to Future Directions for Restructure or a task force to review and clarify the procedure for reviewing mid-year entries and year-end entries. It would be helpful to have this done by Tri 1 of 21-22 year.
7. Provide initial training for newly-appointed persons in the Coordinator/Assistant positions on who they report to, their job duties, and technology use. This information should be covered in the Manuals for these positions. Website operations/email/FB training is needed. Will be added to the Webteam schedule. The NEWSLET Editor and Public Relations Assistant Supervisor should be under the Marketing VP position for new year.
8. Offer monthly training about online tools to members. To Online trainings subcommittee for discussion.
9. MNWT should charge for any online attendance that normally requires an in-person fee. Send to Convention Review and then on to finance for approval if needed.

Next Meeting: Summer 2021; Location and Date: TBA

ADJOURN: 1:52 pm.