

DISTRICT MEETING HANDBOOK

New Format Approved by FDC 2021

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When to Hold a District Meeting

District meetings should be held after State Meeting:

After Annual State – Meeting should be held in June

After Fall State – Meeting should be held in October

After Winter State – Meeting should be held in March or April

Each District will Establish Their Own

- Quorums for a district meeting
- Rotation schedule for chapters hosting district meeting
- Dues schedule
- Policies and bylaws
- Budget

Focus of the District Meeting

- Strengthen the chapters within the district
- Exchange of ideas between chapters within the district
- Networking
- Training
- Enrichment
- Offer recruitment and retention tools

District Board may consist of

- District Director – prepares the agenda; facilitates the district meeting
- District Membership Vice President – promotes membership through the newsletter – including a recap of retention stats
- District Programming Vice President – reports on state programming
- Secretary – records minutes and publishes in the district newsletter
- Treasurer – maintains district funds and publishes a report in district newsletter
- Past DD – responsible for elections and assist DD and board
- Parliamentarian – orders of the day; facilitates policy and bylaw study
- Newslet editor – publishes district newsletter
- Chapter Presidents
- Chapter State Delegates

District Newsletter

- Invitation and district schedule (see samples attached) will be sent to district board 30-45 days before the district meeting date. This will include the date of the meeting with the beginning and ending time of the meeting.
- The schedule will promote the speaker and the roundtable/break out sessions.
- The invitation and district schedule could be posted on a district page on the web site and an event created on the district facebook page.
- A district newsletter will be published no more than 2 weeks before the district meeting. This will include:
 - a. Treasurer report
 - b. Minutes from the last district meeting
 - c. Reports from district officer

- d. Pertinent information from State Convention
 - e. DD report/letter
- Newsletter should be sent to district board including the chapter presidents and state delegates. Each Chapter State Delegate should forward this onto the members in their chapter.
 - Each member of the district should receive a district newsletter.
 - The newsletter should be posted on the district page on the web site.

District Meeting Format

- Each district meeting should last from 1 ½ hours to 2 hours. It is important to publish a beginning and ending time and try to adhere to that time line.
- Registration and meal (optional)

Time Format:

- District Business 20-30 minutes:
 - ✓ This is a focus on the district/chapters
 - ✓ Not repeating information from State Convention – district officers can give a short overview in their reports and information included in district newsletter
 - Introductions (see section below for proper order and how to introduce)
 - Invocation
 - Ice Breaker (optional) – if you do have one, should be name, chapter and a one word response
 - Pledge of Allegiance
 - Creed
 - Orders for the Day
 - Parliamentarian Report – establish quorum
 - Officer Reports; Secretary, Treasurer, Parliamentarian, MVP and PVP
 - Unfinished/New Business
 - Any visiting Executive Council members – total time should be limited to no more than 10 minutes for all speakers, not including State President
 - State President if visiting
- Activity/Social Time/Enrichment Time 30 – 60 minutes:
 - Can include:
 - Chapter of the trimester nominations/Chapter skits
 - Guest Speaker or Activity – see appendix for ideas
- Wrap Up – 15-30 minutes:
 - District Director report – “State of the District” report
 - Recognition of chapters/members
 - Awards from State Convention
 - Upcoming events/Challenges
 - Lucky Buck if holding one
 - If State President is visiting, any pins presented to members
 - Good/Welfare
 - Creed

Sample Agenda

District XX Meeting Agenda: Date

District Business ~ 20-30 minutes (Recommended)

Call to Order

Pledge, USWT Creed

Introduction of Guests

Ice Breaker What's going on? Favorite Activity

District Parliamentarian:

- Establish Quorum
- Orders of the Day
- Report

Business Meeting Reports:

District Secretary

- Approve minutes

District Treasurer

- Presentation of Financial Report

District Membership Vice President

District Programming Vice President

Any additional business (new/unfinished)

Visiting State President

Any visiting Exec Council members – limit total time up to 10 minutes combined for all visiting Exec Council members excluding state president

Part 2 Activity/Social Time/Enrichment time ~ 30-60 minutes (Recommended)

Chapter Sharing Social Time/Skits

Speaker

Activity

Part 3 Wrap Up ~15-30 minutes (Recommended)

District Director Report

Lucky Buck

Awards-chapter skits vote, project of trimester

DD awards

State Awards (Pins if the president is visiting)

Announcements

MNWT Creed

Adjourn

Ideas for Fun Things to Do at District Meetings

On the Mock-Up Meeting agenda, the items are meant for Part 2 of the meeting Activity/Social/Enrichment Time. These ideas are being gathered to share with the DDs to assist in finding ideas for this portion of the meeting.

Make Facemasks	Make Birthday Bags	Wine Tasting
Self-defense class	Spa activity	Chilli Cook-Off
Inst-pot how to	Other how to make (cook) things	Cupcake/cookie decorating
Cupcake Wars	Things in a Jar	Minute to Win It
Game Night (Bunco)	Quarter Bingo (dollar or more per card)	Scavenger Hunt
Trivia Night	Murder Mystery	Silly Supper
Backwards Night	Purse Bingo	Glass Etching
Glass Painting	Make/Take items	Seasonal items to make/do
Make laundry Soap	Make Facials	Zoomba
Walk/Hike/Active	Make Tie Blankets	Diversity Awareness
Personality Types	Nutrition	Financial Planning
Meditation	Yoga	Activity to support a Statewide Programming area
Project Fair		

Tips on Finding Speakers

- County Extension Office
- Community Education Office
- Foundations
- Ask Executive Council for suggestions for speakers
- Health care facilities
- Clinics
- Colleges; departments such as multi-cultural center, women's center etc
- Members
- Many local business owners would come to a local women's group, given the chance to promote their business

District Meeting Planning

1. CHOOSE A DATE
 - A. Weekday evening or Saturday morning/afternoon
 - B. Avoid conflicts with chapter meeting dates or MNWT meeting dates (committees, President/State Delegate retreat, etc)
 - C. To be held after State Convention
2. SELECT A THEME
 - A. Create a “fun” atmosphere
 - B. Coordinate with District Director
3. SEND OUT INVITATIONS
 - A. Sent out by hosting chapter
 - B. Incorporate theme
 - C. Include information on: time, place, menu, cost (advance and at door), directions, RSVP instructions (to whom and by when). Also clarify that money must accompany RSVP to count as advance registration.
 - D. Send as close to 30-45 days in advance as possible to allow chapters time to promote at meetings.
 - E. Send to District Officers, Chapter Presidents, State Delegates, as well as any State Executive Council members in the district. Also, to the AVP and State President.
4. FOOD
 - A. Optional, but most members enjoy a meal or snack.
 - B. If held in a restaurant, prearrange food to allow for a standard registration cost.
 - C. Plan for enough time to serve and finish the meal.
 - D. If a meal is not provided, a dessert and beverage is appropriate.
 - E. Plan for plenty of beverages.
 - F. If serving buffet style, plan for more than one serving line to make the best use of time.
5. COST
 - A. Check District Bylaws, some include guidelines for cost.
 1. Dessert/beverage is generally \$2.00 advance / \$3.00 at door and meals increase from that point.
 - B. Clarify whether District or Chapter receives profits or covers shortfall. Can be an effective District fundraiser.
6. MEETING DAY
 - A. District Director will supply agenda, awards and will be responsible to START ON TIME.
 - B. Hosting Chapter is responsible for nametags (theme related), set up of Head Table (review details with DD), table decorations, door prizes (optional).
7. FOLLOW-UP
 - A. Hosting chapter submits report of profits/losses to DD within 30 days.

Hosting A District Meeting

Hosting a district meeting is done by each of the chapters chosen by the district policies, so each chapter is only responsible for hosting once every two years. The following is a time-line and check sheet to use, to help you coordinate the district meeting with the District Director. Remember, although you are hosting the district meeting, it is still the District Directors meeting. More importantly – have FUN!

Two Months Prior to the Meeting

1. Confer with the District Director on the type of meeting place that will be needed (number of rooms, type of meal, space, etc.).
2. Reserve the area/rooms.
3. Decide on the theme of the meeting.
4. Determine type of meal, approximate cost. (Set price of registration with the District Director, check bylaws to see if there is a minimum or maximum amount you can charge).
5. Create invitation and obtain email list from the District Director. Invitations must be sent out 30-45 days prior to the district meeting.
6. Invitations must include: date, time, place, type of meal, cost, directions, RSVP date, contact person and phone numbers to call.

One Month Prior to the Meeting

1. Confirm with District Director arrangements made thus far.
2. Plan decorations, signs as needed.
3. Plan a Ways and Means Fundraiser for the District Treasury (ideas include “duck” ponds, Chinese auction item, try to obtain donated gift, estimated funds to be raised \$25.00) if this is something your district wants to do.
5. Provide the Women of Today Creed and American Flag (if the chapter does not own a set, please make arrangements with the District Director.)
6. Make/purchase nametags that will be used for the meeting.
7. Work on local media promotion of your district meeting. This could include a press release to the local paper, cable TV station, flyers around town etc.

One Week Prior to the Meeting

1. Confirm with the District Director all guests and the number of reservations by chapter.

During the Meeting

1. The host chapter is responsible for the set-up of the room. Be sure to provide a head table and a table that can be separate from the rest that can be used as a PRESIDENT’S ROUNDTABLE during the meal.
2. The host chapter could hold a door prize/drawing. Sometimes it is the decorations that are used for the drawing.
3. The host chapter is to work with the District Treasurer during the registration.
4. Run the Ways and Means project (during registration and/or meal or whenever the DD would like this held).
5. Assist the District Director in other matters as needed.

6. The host chapter is responsible for the registration costs of the District Director and invited State Officers. Check your local policies and bylaws to see if any district officers are also included in this.

Conclusion

1. Check the district bylaws/policies to see where the profits of the District Meeting go; to the District Treasury or if the chapter keeps.
2. The Ways and Means fundraiser monies are kept separate of the District Meeting funds, and given to the District.
3. Thank you for all your work on this district project.

Introductions At A District Meeting

The following people should be introduced at a district meeting IN THIS ORDER:

- Local District Board (optional)
- Chapter Presidents (optional)
- Exec Council members:
 - Visiting District Directors; name, chapter, and district
 - All SPMs: name, chapter, and area
 - All state staff: name, chapter, position
- Any National officers: name, chapter and area
- Any past Minnesota Women of Today State Presidents: name, chapter, years served
- Ask all Key Women to Stand and be recognized
- If the state president is visiting, she is introduced LAST:
 - Introduced as either the 7__th President of the Minnesota Women of Today or 20XX-20XX Minnesota Women of Today State President, _____
 - You can also include her theme and any personal remarks you would like to add
 - All members need to stand to applaud when the State President is introduced.

What To Do When A State Guest Visits

State President

Mileage: Mileage to one district meeting is covered by her state budget. Reimbursement should be offered by a district/chapter for mileage of other requested visits. If money is not available to cover mileage, invite her to come, but advise her in advance that you are unable to reimburse mileage.

Introduction: Always introduce the state president to your group, last in the introductions. Mention her name, home chapter, her theme and perhaps some personal comments about her or her work as state president. If introducing a number of people, the state president should be your final introduction, and all members should stand.

Registration: The state president and a riding companion do not pay for registration – it is the responsibility of the hosting chapter.

Gifts: A gift is not required or expected. If you choose to present a gift, consider something practical; a batch of homemade cookies or something which she can use during the year – stamps, note cards around the theme etc. You may wish to give her something small which reflects your theme or you may check with the AVP or presidential assistant for other ideas.

Other staff members and state program managers

- Mileage:** These individuals have NO MONEY in their budgets for mileage to district or chapter events. If money is available in your district/chapter budget, a check to help defray mileage would be greatly appreciated. The state pays 10 cents per mile but any amount would be appreciated. This is more valuable than any “thank you” gift. These individuals like to attend your functions to help you and share their special skills, but it is possible the cost of travel may be a hardship. If money is NOT available for mileage in your budget, continue to invite these people to your functions, but advise them in advance that you will not be able to cover mileage. One rule of thumb is that if your district invites an Exec Council member, then money for mileage is appropriate if available. If the Exec Council member contacts you and asks to come then mileage could be given if available.
- Introduction:** Introduce any state staff members and state program managers with their name, home chapter, position and possibly theme.
- Registration:** No invited state officers or state program managers pay registration – this is the responsibility of the hosting chapter.
- Gifts:** Again, gifts are not necessary. If you choose to present a gift, something practical is a good choice – a baked item or a “Driver’s Survival Kit” – pop and a snack may be appreciated.

Press Release Template



MINNESOTA WOMEN OF TODAY

PRESS RELEASE
FOR IMMEDIATE RELEASE

FOR INFORMATION CONTACT: (Put a local contact name and phone number here)

The Anytown chapter of the Minnesota Women of Today are hosting the District XX Women of Today meeting on _____(date) _____(starting time) at _____(location).

The guest speaker will be _____ (speaker name) from _____.
She/he will be speaking on _____.

The Anytown Women of Today is a community service and leadership training organization. Everyone is welcome. For more information, please contact (name) at (phone number).

The Women of Today is the most dynamic, fastest growing young person's organization in the country. Women of Today members are action-oriented and interested in the betterment of their community through community service and leadership training. To find out more about Minnesota Women of Today, please contact our Chapter Service Center at 952-406-8578 or visit our web site at www.mnwt.org.

The Minnesota Women of Today is a great organization available for women age 18 years and above, who wish to make new friends; learn and establish leadership skills; and voluntarily contribute to our communities, states and nation. Our organization has been making a difference in the lives of many for over 70 years. The Minnesota Women of Today is a member of the United States Women of Today.