



Minnesota Women of Today
2024-2025 Fall State CIP
 Chapter Management Vice President
Success With Sparkle

Shirley Viesselman
 320.298.5162
 cmvp@mnwt.org
 www.mnwt.org



Hello Chapter Presidents!

Here we are in Trimester 2 already. I hope you are enjoying your year so far and your chapters are sparkling! With fall comes cooler weather, warm sweaters and everything pumpkin spice. The transition from Tri 1 to Tri 2 is also a great time to reorganize and do some planning with your board. In this CIP, you will find a set of suggestions for following up on your Fast Start to make sure you keep the momentum. Check it out!

I was so excited to see so many members attend the President/State Delegate Retreat in August. It was a fun interactive day. We were glad so many chapters shared their marketing tools, banners, newsletters, fliers, brochures, etc. A lot of pictures were taken and idea shared. We created some fun random acts of kindness projects and sent sparkle boxes home with each chapter. All this along with great discussion and training. Please be sure to reach out with other training ideas you would find helpful.

I'm here for you... ready to help you and your chapter sparkle. Thank you for all you are doing for the Minnesota Women of Today! Shirley

Chapter Project and Meeting Ideas

One of the five Healthy Chapter traits is to have a mix of service projects, socials, and membership events every trimester. Providing activities along multiple avenues gives everyone an opportunity to find something to interest and engage them. Service initiatives are at the heart of Women of Today and connect your chapter to your community. Socials connect your members to each other. While Membership events are fun ways for others to get introduced to the chapter and your members. There are many ideas for activities for your chapter on the MNWT website. From the Member Homepage, click on Projects. There are listings for Fundraisers, Service Projects, and Socials. These listings may not have all the information you need to hold the events, but gives you an idea for your chapter to sparkle.

It is also a good idea to take a look at your monthly meetings and change them up a bit. How about spending the 1st half hour of your meeting time doing a craft, learning something new, or maybe a random act of kindness or a speaker. Then start your meeting. The key to this is making sure that you are promoting your meeting and activity to entice people to attend. And then follow up after the meeting with pictures of the activity and members having fun.

Reach out and we can help with ideas on how to execute your meetings and events, to encourage participation, or even provide additional help.

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2024 - 2025 Dates to Remember

- Last Day Each Month:** Chapter Presidents Reports Due
- Sept 22-28:** Women of Today Week
- Oct 16:** Membership Zoom
- Oct 23:** MNWT Tri 2 Webinar
- Oct 26:** Make a Difference Day
- Oct 29:** Chapter President Zoom
- Nov 1:** Outstanding Award Nominations Due
- Nov 3-9:** Membership Week
- Nov 14:** MNWT Orientation Zoom
- Nov 15:** 2nd Tri Early Bird Renewals Due
- Nov 16:** State Committee Meetings
- Dec 15:** All Renewals Due for Tri 2
- Dec 28:** Tri 2 Closeout
- Dec 31:** STEP Certifications Due
- Jan 7:** Tri 2 Success Due
- Jan 24-25:** Winter State Convention



MNWT Webinar Night

Make plans to join the MNWT Staff and presenters for the Tri 2 Webinar.

Wednesday, October 23rd – 6pm

Topics include:

- The 5 W's of Reporting
- Newsletter 101
- Hosting Convention
- Website Q & A

Look for the link on the mnwt.org member page to register.

Chapter President Zoom

Tuesday, October 29th – 7pm

Join President Tevyan and CMVP Shirley on zoom, as they walk you through chapter meeting agenda best practices. Answer your questions and have some fun "sparkling"!

And, there just might be a special drawing for those that attend.

Removing Barriers to Membership Engagement

Engaged members are those that are participating in activities at least once a trimester. If you are struggling with engagement or participation in individual activities, it can have a significant impact drain on chapter energy. Engaged members drive more Hands, more Time, more Resources, more Energy, and more Ideas!

Set a clear purpose & vision. If you feel like your chapter is in a bit of a rut or going through the motions, refocus on your purpose and the difference the chapter wants to make for the community and your members. This could be an overall direction & goals or something specific you are all working towards for the year. Rally members around this and generate excitement.

Communicate clearly & timely. Members need to know what is going on and what the opportunities are. And they need to know how to know it and with enough lead time to plan accordingly. Make sure you have a consistent communication method that works for all members and that you are planning events out 1-2 months in advance.

Allow for WT/Life balance. Just like we all need work/life balance, Women of Today/life balance is important. Review the chapter calendar to ensure you are spacing out activities to allow for active participation without chapter activities taking over a member's whole calendar.



STEP Up Membership Participation

Success Through Enthusiastic Participation (STEP) is a USWT program to promote growth and activation of individual members. Chapters can use the STEP programs to encourage member participation across the various avenues of service, personal growth and membership and the levels of the organization – chapter, district and state.

While members are encouraged to fully complete the STEP requirements to certify at the appropriate times, chapters can get creative with the program. You could:

- Have a challenge for all members to complete STEP I or II in one trimester. This would encourage participation and provide a venue to introduce some new activities in your chapter.
- Make all activities optional and challenge members to complete as many as possible.

Regardless of whether members complete the requirements and submit to USWT for recognition, the intent is to get members to participate. You could even create your own options for members as well. Make sure you are recognizing their efforts and have fun while encouraging learning more about the organization and participation!

STEP forms can be accessed from the MNWT website on the CMVP page or the forms listing. The pdf version or online version can be completed. If completing pdf version, send to the CMVP who will forward to the USWT Membership VP.

USWT STEP

STEP I – To be completed within a members first 120 days of membership, to familiarize the new member with local, state & district activities

STEP II – To be completed within the first 12 months of membership, to activate at the local, district & state levels

STEP III – For a member in years 1 to 5

STEP IV – For a member in years 6 or more

STEP III & IV are intended for continuous activation across the various levels of the organization.

STEP completion is recognized on SUCCESS entries as well as by the USWT Membership VP.



~ ~ ~ Maintaining Speed After a Fast Start ~ ~ ~

Congratulations to the 19 Chapter Presidents who completed their Fast Start in the first trimester. Whether or not you completed the actual paperwork, there are several activities that you probably did to get your chapter moving. The start of the second trimester is a time you can either lose momentum or use the foundation you have already laid to zoom ahead.

- 1. Check in with your board members.** Take time to check with each board member individually to see what questions they have or what help they may need for the second half of the year. Have they reviewed their goals and adjusted as needed? Do they have plans for the upcoming months? Are they feeling supported? Discuss what you can do to work together to make this a great trimester. This may look different for each board member.
- 2. Attend District Meeting, Webinar and Convention for training/enrichment opportunities.** Take advantage of the MNWT offerings for additional training or enrichment that you can take back to your chapter. These are designed to help you with specific areas of your chapter as well as your own personal growth. Have a need that is not being addressed, reach out to your District Director or myself to see what might be available to support you.
- 3. Review your Membership and plan to meet your chapter's needs.** Think about what your chapter could use some energy around (recruiting, orientation, activation, or retention) and get creative with doing something new in one or more of these areas. Work with your MVP! Need ideas in one of these areas, CMVP Shirley and MVP Shellie are here to help!! Reach out to us.
- 4. Review where you are on your chapter goals and adjust accordingly.** Check in on progress of your goals you set at the beginning of the year. Not making the progress you want? Work with your board or chapter and see where you can make changes. Blowing your goals out of the water? Change up your goal to set the bar higher or set a different goal in another area that might now need attention.
- 5. Review your calendar.** Check in to make sure you are getting to the activities you had planned and adjust as needed. And firm up the plans for the rest of the year that were ideas when you put the calendar together. This is also a great opportunity to engage some new people as chairs or hosts. Pair them up with more experienced members for new opportunities.
- 6. Work with MVP on Member Orientation or Training.** Work with chapter MVP or your members to identify something about Women of Today or another topic like leadership or communications that you could deliver an orientation or training on. This could be incorporated into a chapter meeting or a standalone event. Orientations are about educating on something unknown and does not have to be for new members only.
- 7. Review budget to actuals.** Work with chapter treasurer to complete a mid-year review of the budget and adjust as needed.
- 8. Conduct a mid-year member survey.** Check in with chapter members to see if the year is on course for them or if they have any feedback. An example member survey is available on mnwt.org.
- 9. Submit President monthly reports.** Go to the President page on mnwt.org to submit directly on or before the last day of the month. It's only a few questions and gives you a chance to let your DD and the State Staff know how things are going for you. It's also a great way to ask for help!
- 10. Have Fun!!**



PEP Courses

Do you know how easy it is to get a Personal Enrichment Program (PEP) from the Chapter Service Center? You can go onto the mnwt website under forms and click on PEP Course Rental. You need to complete the form, make a deposit, and the Chapter Service Center will get you all the materials needed for the course.

If you have an idea for a course you would like to create that is not available through the state you would complete the course outline to get it evaluated and approved.

This is a fun way to connect with your chapter members and/or guests to grown and learn as a group while getting 50 success points.

PEP Courses Available by MNWT

Laughter Yoga

212 Degrees - The Extra Degree

Pulling Together: High Performance Teamwork

I am Beautiful

Conversation Power in Action

FISH

CHANGE: Adapting to It, Living with It, Surviving It

Live Out Loud

Lead Out Loud

Hello Chapter Members

I hope you have found value in organizing and planning your first trimester using the Success form as a chapter management tool. If this was your first time, it may seem a little overwhelming. There are several things that you can do at any time in the year. If you didn't complete something in the first trimester, make a goal to grow as a chapter and challenge yourselves to try something new in the second trimester. Please reach out to me at any time if you have questions on the form or what is expected.

Sarah

2nd Trimester Presidential Success Bonus Points

- During M-Week (Nov 3-9), hold an event and sign a member. Verified by MVP – 50 pts
- Donate \$25 or more to Outstanding Young Adult Scholarship. Verified by YT SPM – 25 pts
- Donate \$25 or more to USWT Ways & Means. Verified by FVP – 25 pts
- Submit article to NEWSLET for Post-Winter State edition. Verified by MKVP – 25 pts
- Volunteer or hold a service project on Make A Difference Day, Oct 26. Verified by PVP – 50 pts
- Sell two or more books of Winter State Raffle Tickets. Verified by FVP – 25 pts
- Submit the Program Manager Trimester Report. Verified by PVP – 25 pts

(Maximum of 100 Points)

