



Minnesota Women of Today
2024-2025 MNJOTS CIP
 Chapter Management Vice President
“Success With Sparkle”

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Greetings Chapter Presidents!

Here we are at the beginning of what is going to be a “sparkling” year for the Women of Today organization! Our new MNWT State President Tevyan Sorensen is encouraging all of us as “We Go Together” to have active boards, a mix of events, recruit and retain members, and engage our members with positive energy. I am here to offer help and support to you and your chapters to make sure you have “Success With Sparkle”!

Congratulations to you on your decision to take a leadership role within your chapter! You have the incredible responsibility of leading and growing your team! I am excited for you because together we will help others enrich their lives, we will serve our communities, and we will continue to strengthen this organization to benefit women everywhere!

Are you planning to complete the President Fast Start? This is an excellent way to get you prepared for being President. It focuses on items that you should have ready for your chapter members, such as a chapter handbook, a budget and goals. Need help or ideas with your Fast Start, plan to attend a special zoom meeting June 26. Attending local, district and state meetings is another beneficial learning opportunity. I encourage you to attend the roundtables and use the different training tools available. Remember to ask questions. You will grow and so will your chapter.

SAVE THE DATE! Let’s meet up in Monticello for the President/State Delegate Retreat! Bring your sparkle as we are going to have so much fun and there will be lots of learning... plus a Saturday night Social for those who want to join President Tevyan, AVP Andrea, and myself! Food, fun and a good time will be had by all; check out more information on the back page of this CIP.

If you or your chapter need some guidance; whether it is short term, long term or just some fresh and new ideas, please do not hesitate to give me a call or send me an email message. I am here for you and your chapter!

**Thank you for all you do for the
 Minnesota Women of Today!**

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2023 Dates to Remember

- Last Day Each Month:** Chapter Presidents Reports Due
- Jun 12** – MNWT Tri 1 Webinar
- Jun 26** – President’s Fast Start Zoom
- Jul 1** – USWT Founder’s Day
- Jul 11** – MNWT Orientation Zoom
- Jul 13** – State Committee Meetings
- Jul 15** – All Fast Starts Due
- Jul 15** – 1st Tri Early Bird Renewals Due
- Jul 28-Aug 3** – Membership Week
- Aug 3** – President/State Delegate Retreat
- Aug 4** – USWT Friendship Day
- Aug 6** – National Night Out
- Aug 18-24** – Kid’s Week
- Aug 30** – Tri 1 Closeout
- Sep 1** – 990 Filing/Annual Registration Due
- Sep 2** – Tri 1 Success, Programming Rpt & Recognition Nominations Due
- Sep 22-28** – Women of Today Week
- Sep 27-28** – Fall State Convention
- Oct 23** – MNWT Tri 2 Webinar
- Oct 24** – Make a Difference Day

Please consult the MNWT official calendar at www.mnwt.org under Events to ensure that other key dates are not missed.

~ ~ What is a CMVP & How Can I Help You? ~ ~

Duties of the Chapter Management VP

Promote the use of chapter management tools for supporting local leaders in maintaining healthy chapters. I am here to help you understand the resources available to you as well as how and when to use them when you need support. This includes hosting training offerings such as President/State Delegate Retreat and LOTS. It also includes offering training on Fast Starts, Success, Leadership or other areas when needed either ad hoc or at assembled forums like Trimester webinars, Regional meetings, or Conventions. **Don't hesitate to let me know what you need to know more about!**

Provide oversight for TLC Chapters as they work to be in good standing. Per MNWT Bylaws, a chapter must have at least 10 members to be in good standing. When a chapter falls below this threshold, they are put on a TLC list and are overseen by the CMVP as they look to regain standing. During this time, they will benefit from Membership, Marketing, and Management support from State Staff and District resources as deemed necessary. However, a chapter does not need to be on TLC to benefit from these resources. State Staff and District resources are always ready to help chapters in areas they need. Reach out to let them know what you are looking for or even with what you are struggling. Not sure to whom to go? Contact your DD or reach out to me (cmvp@mnwt.org) and I am happy to help figure out with you who is best to start with. **We are all here to help your chapter sparkle and be successful!**

Supervise the Success System Coordinator. I am here to help if you are looking to learn more about Success or want to participate in Success.

Success – More than Just Paperwork

Two of the Healthy Chapter Traits are #2 - Have a mix of service projects, socials, and membership events every trimester, and #4 - Have engaged members. And one of the best tools to help your chapter achieve these is the Success program.

What is Success? The Success System is a tool for good overall chapter management. Using the Success System encourages chapters to be well-rounded in all areas of Women of Today. Sections of the Success System include Membership, Meetings, Chapter Management, Programming, Presidential Bonus Points, and during Tri 1, Bonus Bonanza Points.

Who can use Success? All chapters should consider using Success to ensure they are intentionally balancing their activities. Hold membership events to keep your members engaged and active and attract new members into your group. Educate and plan activities in the various Programming areas that are available to Women of Today at the state and local levels plus national. Attend events at all levels. Participate in the trimester activities featured by the State President and staff.

A Little Bit About Me

I am Shirley Viesselman a charter member of the Hutchinson Area chapter for 8 years. I am the COB /Parliamentarian for our chapter this year and have held several different board positions over the years.

I have served on the Exec Council as DD5, Living & Learning SPM, Programming VP and Administrative VP. I've also served on several committees and the Foundation.

My husband, Kane and I will celebrate our 28th anniversary in November. I've been retired for 2 years, and Kane just recently retired. We have 2 grown sons, Casey (37), who lives in Missouri and Cole (34) in Colorado.

Success Coordinator

Hi, this is Sarah Sundine, your Success Coordinator for the 24-25 year. This is my first year as Success Coordinator, but I have served as Records and Recognition SPM back in the day. At that time, I was working with the chapters and state to revamp the Success form to what it is today. The Success form is a good tool for the chapters to use during their planning sessions and year. I can't wait to work with all of you throughout the year.

I have been a member of the Monticello chapter since 2010. I have enjoyed serving on the local, district and state level. I joined Women of Today to meet friends and make an impact in our community. I have stayed with Women of Today for 14 years because it is such an impactful organization that has helped me not only personally but professionally.

Cheers to a successful year together!

MNWT Webinar Night

Make plans to join the MNWT Staff and presenters for the Tri 1 Webinar.

Wednesday, June 12th at 6:00 pm

Topics include:

- Meet the new USWT President and learn about USWT
- Introduction to our new Priority Area - REACH
- Stress Management

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



~ ~ ~ Laying the Foundation ~ ~ ~

Tips for Adding the Sparkle

Area you looking to bring some new sparkle to your chapter or your monthly meetings? In addition to the energy that will come from the structure and organization by completing the tasks in your President Fast Start, here are some ideas you can use to freshen things up..

Allow some creativity at meetings. If your meetings are low in energy, liven them up with a theme or decorations that you use as a door prize. Ask a member to present on a topic or introduce a new skill. Or bring in a simple snack. Anything to shake it up a little!

Add some recognition. This could be an On-Time drawing if starting on time is an issue. Or a candy bar to recognize birthdays during the month. Member of the month recognition is fun but what else can you recognize, like most comments on your chapter Facebook posts?

Check in with your members. Call them or reach out individually and gauge their interest or ask them to help with an activity. Find out when is the best time to hold events. You never know if assumptions have changed and your chapter needs to adapt.

Getting Organized from the Start

Chapter Officer Sheet. Verify the Chapter Officer Sheet has been submitted for 2024-25 or submit online.

Chapter Email. Decide who is responsible for checking the official MNWT chapter email. Confirm how information will be forwarded to appropriate members regarding their responsibilities.

Agenda. Make sure you use a structured agenda for your meetings so members know what will be discussed and what is expected of them. Don't make it so detailed they don't need to come to the meeting, but enough detail to guide the conversation. Every chapter looks different. Make sure to send it out in advance of the meeting. It's good to remind about any collections or special activities.

Reporting. State Delegates and Programming VPs have Trimester reports due at the end of August. Follow-up to make sure they are aware and know what needs to be done.

Success. Determine who in the chapter will be responsible for compiling the Success submission. Many people may need to contribute but how will it get put together...as a group or sent to one person?

Chapter Mailing. Check out this monthly document that has highlights from the State Officers, SPMs and Committee Chairs. CM is available on mnwt.org under State Publications. This is a great source of information about what is going on and coming up in MNWT.

State Convention. Watch for information this summer about the upcoming Fall State convention. Begin to promote to chapter members along with your State Delegate.

Follow MNWT Administration & MNWT Membership on Facebook. Watch for updates from President Tevyan and her staff on resources available and how to use them. Look for posts from the Membership Team (including me!).

Chapter President Zoom Wednesday, June 26th – 7pm

Join President Tevyan and CMVP Shirley on zoom, as they walk you through the steps to complete your fast starts. Help with your plan of actions. Answer your questions and have some fun “sparkling”!

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

Chapter President & State Delegate Retreat August 3, Monticello

This is one of the best opportunities to network with other Chapter Presidents & State Delegates while also getting great training specifically geared for your position. We will be focusing on Team Building and Positivity in Leadership and some fun activities tucked in. Come for the day of training and stay for a fun Saturday evening social.

Registration forms available on the Event page or President, AVP or CMVP home page.

Chapter President Fast Start – Due July 15th

Complete these steps and submit online or send form to your District Director, CMVP and State President. This is designed to get you moving on goals, activities and important information the chapter will need for a successful year. This is not meant to be a lot of paperwork for paperwork's sake but useful activities and information. Keep it simple and useful for you and your chapter.

1. **Attend or hold a local officer's training in your chapter.** Describe what you do to get your board transitioned from the previous year's board and working together. This may be a format training or a portion of your first board meeting. It will look different for each chapter.
2. **Attend LOTS or district orientation.** Districts aren't having orientations anymore. In addition to attending LOTS, you can count the President Roundtable at Annual Convention, a local training that you do with your outgoing President or Chapter Board, or a training meeting that you do with an experienced member or District Director.
3. **Hold a training session for local program managers.** Whether it is you or the Programming VP, ensure that the LPMs receive training on what is expected of them, how budgeting works and reporting they need to do.
4. **Describe three membership ideas as a starting point that you will try this year.** 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.
5. **Establish measurable goals and write how you will achieve them.** This is a SMART Goals worksheet for Chapter Presidents that can be immensely helpful for this. Make sure to share with your board if not the whole chapter what your goals are for the year.
6. **Develop a yearly calendar of events planning for projects in specific areas.** Determine how many events you want to have in each area for a trimester and plan accordingly. Success can be very helpful for thinking through what you want to be balanced across the various areas.
7. **Compile a chapter handbook (POA) to be handed out to each member.** This reference book has useful information for members about the chapter, how it operates, and its history. This can also be electronically distributed instead of printed.
8. **Work with chapter officers to develop a chapter budget.** Review the Treasurer's manual for helpful hints on what to include and how to setup.
9. **Use a printed agenda at meetings.** See President's manual for example agendas.
10. **Publish a monthly chapter newsletter.** If your chapter doesn't have a newsletter, this is a great opportunity to start one. This can be elaborate or as simple as an email or word document.
11. **Submit first trimester dues postmarked by July 15 for the Early Bird Deadline.** Submit all renewals that you have regardless of how many you have.
12. **Hold, or have scheduled an m-event any time first trimester.** An m-event is one where you are encouraging outside guests and working to recruit new members.
13. **Submit May and June monthly reports by due dates.** 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 give you a chance to let your DD and the State Staff know how things are going for you.

All Chapter Presidents who complete and submit their Fast Start will be recognized by President Tevyan and entered in a special drawing for something from me at Fall State.



Minnesota Women of Today 2024-2025 MNJOTS CIP Success System Coordinator

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mnwt.org

»» SUCCESS ««



- Points to claim first trimester only:**
- Attend the United States Annual Convention in Arizona
 - Attend LOTS (I know this has already happened)
 - President/State Delegate Retreat (25 points for president, 25 points for state delegate)
 - Submitting a Plan of Action to your District Director (this is 50 points!)
 - Bonus Bananza Points (copy of Articles of Incorporation, proof of insurance for current year, proof of Annual Renewal with MN Secretary of State (email confirmation) and proof of 990N filing with the IRS for last fiscal year (email confirmation))

"A journey of a thousand miles begins with a single step." ~ Sun Tzu

Happy Summer! I am excited to be your Success Coordinator for the 2024-2025 year. I joined the Monticello Women of Today in 2010 and couldn't imagine where I would be without my involvement in the organization. I have served on the local, district, and state levels. I will age myself when telling you I was the Records and Recognition SPM. I don't remember the year, but that position has evolved, and is now the Success Coordinator.

Some may think of success as a competition for convention to see where you rank among your peers. However, it is so much more than that if used as a chapter management tool. You should review it now to see what you can do to plan and have a successful year. It will guide you on different areas you should be working on. If you have questions at any time, please reach out to me. I have a passion for helping others on their journey to success. All of us can learn from each other throughout the year to be successful.

For the tool to succeed, planning and collecting information throughout the trimester is much easier than waiting until the end to collect everything. Find a system that works for your chapter, as what works for one may not work for all. Some chapters have one person who organizes all the activities and paperwork, whereas another chapter will use a team of members. There is no right or wrong way to manage it throughout the trimester.

Success documentation needs to be submitted by 9/2/24.

Sarah Sundine



1st Trimester Presidential Success Bonus Points

- Submit Chapter Officer Sheet by June 30th (25 points) – Verified by CSC
Or
- Donate \$25 or more towards printing the State POA (25 points) – Verified by Secretary
Or
- Submit at least 3 Fast Starts (25 points) or 5 or more Fast Starts (50 points) – verified by CMVP
Or
- Submit results of financial audit completed in 2024 to FVP (25 points) – Verified by FVP ** See FVP CIP for additional details
Or
- Submit Outstanding Program Manager Nomination (25 points) – Verified by PVP
Or
- Submit a picture of the City or Mayoral Proclamation for the chapter to MKVP (25 points) – Verified by MKVP
(Maximum 100 points)

32nd ANNUAL MNWT PRESIDENT & STATE DELEGATE RETREAT 2024



Prepare to join Chapter Presidents and State Delegates from all around the state at the 32nd Annual MNWT President & State Delegate Retreat as “We Go Together”!

Join President Tevyan, AVP Andrea and others from the 24-25 MNWT Staff for a sparkling fun day of learning and sharing together.

Saturday, August 3, 2024

Resurrection Lutheran Church

9300 Jason Ave NE, Monticello MN 55362

- Position Training
- Leadership Development
- Team Building
- Focus on your chapters
- Light Breakfast, Lunch, Snacks
- **Optional Saturday night social**

For additional information contact:

Shirley Viesselman 320.298.5162, cmvp@mnwt.org Tanya Rothstein csc@mnwt.org

Coming in early or staying on Saturday night? A room block is being arranged at the Super 8 by Wyndham in Monticello. Check back for details to come!

MNWT PRESIDENT & STATE DELEGATE RETREAT 2024

Name _____ Phone (____) _____

Address _____ City _____ Zip _____

President State Del Chapter _____ District _____

Email Address _____

____ Early Bird Registration by July 20 (\$13) ____ Registration postmarked after July 20 (\$16)

Registration includes light breakfast, lunch and snacks

Make checks payable to: MNWT

Write President/State Delegate on memo line

Mail to:

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