

Minnesota Women of Today
Future Directions Committee (FDC) Minutes
2023 – 2024, 3rd Trimester
Saturday, March 16, 2024

Call To Order by Chair Jane Hanson at 12:30pm.

Voting Members in attendance: FDC Chair, Jane H; Past FDC Chair, Wendy H; State President, Amy P; COB, Jenise T; AVP, Shirley V / FVP, PVP, Mary K; Parli, Tawn H; MMC Chair, JoAnn M; Foundation Chair, Nicky A; Manual Review Chair, Cat S; Area 1 Rep, Shelly DeCamp (2025); Area 3 Rep, Bonnie Waller (2025); Michelle McGowan and Carla Hanson

Guests: Michelle Cloutier, Mary Hansen, Tevyan Sorensen, Sharon Erickson, Laurie Lilli, Anna Nichols, Glorie Balfanz, Connie Fink, Flora Crenshaw, Jeny Ohr, Shellie Matthes, Theresa Carpenter, Candi Frick, Bonnie Marten, Jean Wayne.

Welcome & Introductions

12/2/23 were approved as presented.

Reports:

- **MMC Chair (JoAnn M)**
 - MVP reported a trimester base of 904 and 41 NMAs as of 3-13-2024. Closeout will be 4-29 from 5 – 8 pm via Zoom. New Ulm is on TLC but looking good to be off by end of trimester. Fridley chapter submitted a letter intending to end their relationship with MNWT. This is the first indication membership team has learned of an issue so will work closely with them to try to keep the chapter and/or members.
 - LOTS is in Rice on 4-5-2024. Leadership training materials for chapters were approved and forwarded to Future Directions. MNWT Succession Planning was approved and forwarded to Future Directions.
 - The Orientation Task Force has completed the chapter portion and forwarded it on to Future Directions for approval. The TLC and Watch List task force has completed their job and sent it on to Future Directions for approval and to send motions on to Exec Council for approval.
 - March Planning recommendations were reviewed and assigned to areas to be completed.
- **Marketing Chair, MKVP reported by Amy Pumper**
 - MKVP transition in process.
 - Post election issue articles are due 5/2 and personals are due 5/20.
 - The next newslet article will be emailed out with a survey about future newsletters.
 - Nicky A reported that an attorney to help with a new logo would cost \$300-\$400 per hour. It is possible to get an attorney to work pro bono. If someone draws the outline of MN and the items to go inside, and we have the signature of the person drawing the logo, we could trademark and/or use the logo.
 - Decided to discontinue the blog.
 - Will re-assess the position of PR Assistant.
- **Finance Committee Chair, FVP (Jane H)**
 - Finance Committee met on Saturday, March 9. The committee approved to renew the Executive Director's contract for 2024-2025 with no changes, approve Mary Hansen as Accountant and Jane Holmberg as State Store Manager. Webmaster contract runs through May of 2025.
 - Finance also approved "sales tax included" for all items at the State Store! Round up donations still welcome.
 - Looking for ideas for new items at the Store. Email FVP@mnwt.org with any ideas.
 - 50/50 fundraiser to be held at Annual Convention. Winner gets half the pot.
 - Looking ahead for Sheets Galore fundraiser for Fall State. They make great gifts!
- **Foundation Chair (Nicky A)**
 - The next meeting April 13th at 10am at Lisa Hahn's home with a zoom option.
 - RaiseRight is on line and a fund raiser that we are still promoting.
 - We will have lucky buck auctions for extensions at annual; Outdoors and Beverage.
- **Executive Director**
 - No report.

Subcommittees:

- **Go Green (Open)**
 - No report. Position tabled for now.
- **Manual Review (Cat S)**

- ✓ Manuals on 2023-2024 review schedule:
 - Local Officer Manuals – State Delegate (2020) - okay
 - Other Manuals – Extensions (completed in 2021-2022 needs a few updates); PE Manual (2003)
 - SPM/Assistant Manuals – WW, Priority, SPM Spec Procedures (all SPM manuals completed in 2022 by Anna Nichols) – all okay
 - State Officer Manuals – President (2020), COB (2020), PA (2020), Accountant (2020) – these are okay; Executive Director (COB working on this) **reviewed**
- ✓ Manuals being reviewed for 2023-2024:
 - PR Assistant (2019) – Jeny Ohr **reviewed**
 - State Store Manager (2016) – Jane Holmberg, Jane Hanson (**both reviewed**)
 - Extensions Director OPS (2015) – Andrea Schue, Jenise Teske (**JT reviewed**)
 - Marketing Committee (2010)– Shellie Matthes, Allie Staley
 - MMC Chair OPS (2010) – JoAnn Miller, Tawn Hanson, Michelle Cloutier
 - FDC Chair OPS (2010) – Jane Hanson, Wendy Homyak
- ✓ Manuals needing review:
 - Local Officer Manuals – Chapter President (2017), Vice President (2017), LPM Manual (2019) – schedule for Tri 3
 - Other Manuals – Outstanding Awards Ops Manual & Guidelines – schedule for Tri 3 (Tevyan); PE Manual (2003) – schedule for Tri 3
 - SPM/Assistant Manuals – Success Coordinator (2019), NEWSLET Editor (2019) – schedule in 2024-2025
 - Staff Manuals – most reviewed in 2020; Parliamentarian (2014 + 2022 addendum) – schedule for Tri 3 **reviewed Jan 24 (Tawn)**; Exec Director – should be reviewed asap **reviewed Feb 24 (Jenise/Tanya)**
- ✓ PE Courses up for 23-24 review:
 - Fish (video)
 - 212 Degrees
 - Improvise This! (due 23-24)
- ✓ I could use helpers for the following reviews in Tri 3 or into new year – let me know if interested:
 - Parliamentarian OPS (Tawn) - **done**
 - Chapter manuals for president, vice president, LPM (**Tevyan help**)
 - Outstanding Awards OPS Manual & Guidelines
 - PE Manual
 - PE Courses (above)
 - Fast Start Forms (Cindy U)
 - Mary Hansen has volunteered to work with Cat next year.
- Online Training (Open)
 - Webinar Update Webinar February 28, 2024; President Amy facilitated the Laughter Yoga and there were 35 people attending and very well received.
 - Final Webinar June 26, 2024 – Current staff will work on topics.
 - Jenise Teske will chair this subcommittee next year.
- Strategic Planning:
 - Currently in a holding pattern. *This subcommittee is responsible for preparing a long-term document that identifies the current status of our organization, where it wants to go in the future and what it needs to do to get there. A new plan should be developed and introduced for 2030 - 2040. These activities should begin in 2027.*
- Winter State Awards (Jenise)
 - Winter Awards given at Convention and good publicity in Burnsville paper.
 - Mary Kaminski will chair this subcommittee next year.

Task Forces:

- Project Upload (Cindy Umland)
 - Task force is complete
- Forms Review (Cat S)
 - Cat reported that as Anna Nichols agreed to chair this task force next year, they would work together to create a list and bring back recommendations to next FD meeting. (includes DD, LPM, Membership VP, President, Programming VP, State Delegate, SPM, Treasurer)
 - Anna Nichols will chair this task force next year.

- Convention (Wendy H)
 - She has received the results from the convention survey and the committee will meet to discuss and bring a recommendation back to next FD meeting.
 - Wendy Homyak will chair this task force next year.
- Success (Cat S/Cindy S)
 - It was suggested that the Success Coordinator will chair this task force and work on any needed recommendations.
 - Sarah Sundine will serve at the success coordinator next year and chair this task force.
- Restructuring (Nicky A)
 - No report.
 - Wendy Homyak will chair this task force next year.
- Programming
 - It was decided to form a programming task force to be chaired by the PVP.
 - Members volunteered are Jeny O and Mary K.

Ongoing Business:

- Strategic Plan
 - Reviewed and updated Action Items and Dates were reviewed and updated. A new strategic plan will be forwarded to incoming FD Chair.

New Business:

- March Planning Recommendations

Recommendation: Recommend we take a look at the date of the 1st trimester district meetings.

- 1) Suggest we expand the time frame for 1st district meeting to include July.
- 2) Refer to restructuring Committee?
- 3) Action: Send to Restructuring Task Force.

Recommendation: Look at paperwork required for MNWT; reducing and simplifying

- 1) Are there forms no longer needed
- 2) Can forms be updated to be less redundant and more user friendly?
- 3) Jeny Ohr has a spreadsheet of all forms
- 4) Train staff on importance of forms
- 5) Train members on importance of reporting
 - a) Who fills out what form and when
 - b) Purpose of forms/paperwork
- 6) Action on changes to forms and training: send to Forms Review Taskforce.

Recommendation: Making State Plan of Action from past 5 years available to all members.

- 1) Form a Task Force to
 - a) Support prospective Exec Council members in exploring past CIPs, POAs, etc.
 - b) Can we make them accessible without divulging personal information?
 - c) Older POAs have phone numbers etc
 - d) Beginning with the next year, staff POAs will no longer in in the State POA; on staff pages only
 - c) Action: Incoming FD Chair will work with ED Tanya and bring back a recommendation.

Recommendation: Update Living & Learning form

- 1) Remove option of adding custom items from Living & Learning SPM
- 2) Possibly add one or two optional ideas
- 3) Update SPM Ops manual as necessary.
- 4) Possibly move to forms for review
- 5) Action: move to programming task force.

Recommendation: Add email address to application form for Outstanding Young Adult Award (in cases of unclaimed scholarship).

- 1) Refer to Forms Review Committee (I think it was referred to Foundation)
- 2) Action: Foundation Chair Nicky A and President Amy will work on.

Recommendation: Have the option of having State Program Manager, for their respective Outstanding Award nominations, be one of the judges, unless they are a nominator.

1) Refer to Manual Review Committee

2) This would allow SPM to be more involved in the process.

3) Update various OPs manuals, as necessary

M/S/P (Tevyan S/Amy P) to update awards operations to include SPM as a possible judge for their respective award area.

4) Action: moved to the Winter State Awards Chair and manual review to update manuals.

Recommendation: Change times of Chapter Mailings issues to reduce the work for the Secretary during convention month

1) Refer to bylaws/policies for current practice

2) Review 2 options of CM schedule:

a) 1st issue of year in July (due date June 15th) with minutes from Annual Exec Council & Business Meeting; 2nd issue in August (due July 15th) with minutes from MNJOTS Exec Council; 3rd issue for September/October (due date August 15th); 4th issue in November (due date October 15th) with minutes from Fall State Annual & Exec Council; 5th issue in December (due date November 15th) with minutes from Mid-Year Exec Council; 6th issue for January/February (due date December 15th); 6th issue in March (due date February 15th) with minutes from Winter State Exec Council & Business Meeting; 7th issue in April (due date March 15th); 8th issue for May/June (due date April 15th).

b) 1st issue for July/August (due date June 15th) with minutes from Annual Exec Council & Business Meeting; 2nd issue for September/October (due date August 15th) with minutes from MNJOTS; 3rd issue for November/December (due date October 15th) with minutes from Fall State Exec Council & Business Meeting; 4th issue for January/February (due date December 15th) with minutes from Mid-Year Exec Council; 5th issue for March/April (due date February 15th) with minutes from Winter State Exec Council & Business Meeting); 6th issue for May/June (due date April 15th).

3) Send to Exec Council or General Membership for vote

4) Refer to Manual Review for updates to Secretary OPs manual.

5) Action: created a Chapter Mailing Taskforce to review and make a recommendation. Chair Anna Nichols; committee members JoAnn Miller and Candi Frick.

2024-25 Committee Members:

- o Mary Hansen will be the Area 2 Rep and Theresa Carpenter Area 4 Rep for a 2-year position.
- o Bonnie Martin and Sharon Erickson will be general members for a 1 year position.

Introduced incoming 2024-25 FD Chair, Cathy Shuman.

Next Meeting: TBD

Adjourned at 1:30 by chair Jane Hanson.