



Minnesota Women of Today

Membership Management Committee (MMC)
Minutes 2023 – 2024, 3rd Trimester
Saturday, March 16, 2024, 10:00 am, Star Bank, Eden
Prairie, MN



Call To Order: 10:00 AM

Members in Attendance: Amy Pumper (MNWT President, Byron), Anna Nichols (Leadership Subcommittee Chair, New Hope), Connie Fink (Area 3 rep, Monticello), Glorie Balfanz (MNWT MVP, Monticello), Jenise Teske (MNWT COB, St. Joseph), Jeny Ohr (General Member, Coon Rapids), JoAnn Miller (MMC Chair, Byron), Michelle Cloutier (General Member, Burnsville), Michelle McGowan (Area 4 Rep, Byron), Tawn Hanson (Past MMC Chair, New Hope), Tevyan Sorensen (CMVP, Burnsville), Wendy Homyak (General Member, Champlin) / **On Zoom:** none

Guests in Attendance: Bonnie Martin (Maple Grove), Bonnie Waller (Anoka), Candi Frick (MNWT Secretary, Brooklyn Park), Carla Hanson (Maple Grove), Cathy Schuman (Monticello), Jane Hanson (FDC Chair, Madelia), Jean Wayne (Coon Rapids), Jeny Ohr (Coon Rapids), Laurie Lilli (Champlin), Mary Hansen (MNWT Accountant, St. Cloud), Mary Kaminski (MNWT PVP, New Hope), Nicky Anderson (Staples-Motley Area), Sharon Erickson (Champlin), Shirley Viesselman (MNWT AVP, Hutchinson), Theresa Carpenter (MNWT District 8 Rep, New Hope) / **On Zoom:** Diane Grant (Byron), Michelle Kocak-Jones (Monticello)

Welcome:

- **Secretary for Meeting:** Anna Nichols
- **Introductions:** Name and Chapter
- **Meeting Reminders:** none
- **Approval of Minutes:** 2nd trimester MMC minutes approved as presented.

Reports:

- **MVP (Glorie Balfanz):** The 3rd Trimester Base is 904. As of 3-13-2024 we have 41 NMAs. We have 3 chapters with an In Chapter Extensions already. There are new members from some of the TLC chapters and Watchlist Chapters.
 - **Promotions:** The Foundation is offering; \$30 Rebates to chapters that achieve Growth +3 or 4 in Tri 3, \$50 Rebates to chapters that achieve Growth +5 or more in Tri 3, \$5 State Store Gift Certificate to each chapter that achieves 80% Retention, and \$5 State Store Gift Certificate to each chapter that achieves Growth +5 or more.
 - **Membership Challenge:** Hold a Chapter Social during Membership Week or 3rd Trimester. For an extra chance for prize say how you used the Vision Packet this past MNWT year. Email mvp@mnwt.org to be included in the drawing.
 - **Dates/Renewals/Closeout:** Close Out will be held via ZOOM 4-29-2024 from 5 to 8pm. Chapters that join the ZOOM will be put in a drawing for gift cards worth \$10. A drawing will be held every 1/2 hour starting at 530pm.
- **CMVP (Tevyan Sorensen)**
 - **TLC Updates:** New Ulm on TLC, look good to come off at end of trimester. Fridley voted to close. We will be working with them to support staying a chapter. Emails were sent to all chapters with a tri 3 base of 15 or less with ideas for recruiting and retention. St. James has requested help working an information/recruiting table at their Easter Egg Hunt. Brooklyn Park and Greenbush have been offered extra support as they have experienced low retention this year.
 - **Lots:** May 4, 2024, in Rice, MN. New Leadership training offered as an alternative to those who have taken a specific position training 2 or more times. Online LPM training offered.
 - **Chapter Operations Training Sessions:** 2 ½ hour training to be held after each Regional Meeting. Low registration for Region 1 training. May cancel and work one on one with those registered.
- **Extensions (Andrea Schue)**
 - No Report

Subcommittees:

• **Leadership (Anna Nichols)**

- Leadership Training Materials for Chapters: The three (3) existing documents have been updated and clerical errors have been corrected.
 - ❖ **M/S/P (Anna Nichols/ Michelle McGowan)** I move we approve the Following documents: Growing in your Leadership Role, The Negative Effects of Can't, and Positive Communication Skills, to be sent to the FDC committee for final approval.
- MNWT Succession Planning Handout: The existing Succession Planning document has been updated with the new MNWT header and language that is more consistent with the current MNWT climate.
 - ❖ **M/S/P (Anna Nichols/ Tawn Hanson)** I move we approve the Succession Planning for Chapters to be sent to FDC for final approval.
- Positive Reporting Training: The new training document can be used to support reporting on all levels of MNWT. The hope is to create a more uplifting dynamic at state, district, and chapter meetings.
 - ❖ **M/S/P (Anna Nichols/ Tawn Hanson)** I move we approve the Positive Reporting document to be sent to FDC for final approval.
- Leadership Toolbox: With the approval of the previous documents along with the addition of two new documents and two activities, I present to you the Official Leadership Toolbox Series.
 - ❖ **M/S/P (Anna Nichols/ Glorie Balfanz)** I move we approve the Following documents: Introduction: Being a leader, Setting Goals, Positive Gossip, and The Power of Our Words to be sent to the FDC committee for final approval.

Task Forces:

• **Membership Orientation/Training Task Force (Tevyan Sorensen)**

- Updates to New Member Letter process: We now have three letters that will be mailed to new members following each of their first three trimesters. The templates are drafted and we are proposing the MMC committee is responsible for this process with oversight by the Membership VP.
 - ❖ **M/S/P (Tevyan Sorensen / Tawn Hanson)** I move we approve the updated New Member Letter Process and 3 New Member Letters to be sent to FDC for final approval.
- Chapter Level Orientations: A Chapter level Membership Orientation has been drafted. The first slide is instructions on timing and how to update and use the deck. The Membership VP would be responsible for reviewing and updating the deck at the beginning of each year. Chapters could use this as a basis for delivering an orientation for new members in their first 60 days as well as any other members who want the information.
 - ❖ **M/S/P (Jeny Ohr / Tawn Hanson)** I move we approve the new chapter orientation template to be sent to FDC for final approval.
- Next Steps:
 1. Complete and roll out MNWT/District level Orientation
 2. Review trainings at Assembled meetings (Conventions, Regional Mtgs, etc.) and see where there is opportunity to enhance or for new content
 3. Review event planning and registration forms to communicate trainings for assembled meetings earlier
 4. Develop Orientation Retreat

• **Membership Recognition (Tevyan S):** Chapter rosters were sent out to each chapter (using MNWT email) to review years of service for their current members. We have received updates from about 15 chapters and we will continue to work on getting these updates made as well as send reminders or reach out to all chapters. This will be the basis for our recognitions at Fall State 2024.

- Next steps:
 1. Complete distributing Certificates for 2023-24
 2. Finalize process for going forward
 3. Finalize a pin design and funding
 4. Finalize a gift and funding.

• **Define TLC and Watch List (Anna N):** We have come up with a definition and plan to implement. A TLC chapter is defined as any chapter that ends the trimester with less than 10 members and/or has non-payment of dues over 120 days. A Watch List is defined as a tool for the membership team to address concerns, brainstorm solutions and offer support. Any chapter who ends a trimester with 15 or less members and/or has had zero contact with either the district or State level for 1 entire trimester and/or has any known internal conflicts and/or any chapter that requests extra support shall be placed on the watch list. - ❖ **M/S/P (Anna Nichols/ Jeny Ohr)** I move we send the full TLC and Watch List definition proposal to FDC for approval.

Ongoing Business: none

New Business:

• **Review March Planning Recommendations sent to MMC (JoAnn Miller)**

- Train Chapters to extend. Training DDs to work with Extensions Director: Refer to membership team to train and work with DDs and Chapters. No further action required by MMC.
- Form a Taskforce to find a better way to handle member deaths: A new task force unofficially named 'Glorie's Group' has been established with Glorie Balfanz as chair and Cathy Schuman, Connie Fink, Anita Smoley, and the Executive Director as members. The purpose of this taskforce is to establish a unified process to handle member deaths without penalizing chapters' retention, a process for special situations such as a chapter on TLC or if the loss will put the chapter on TLC, and possible statewide recognition of members that have passed including how those deaths would be recognized. They will review the USWT procedures as part of this process to see how that could potentially be incorporated into the new MNWT processes.
- Reinforce and encourage mini orientations. Simplify new member orientations: Refer to staff to develop communications for chapters. No further action required by MMC.

Adjourn: 11:11 am