



Hello 2024-25 Chapter Presidents!

It has been a great first trimester and I am so proud of all of you. I have truly enjoyed getting to visit with and work with so many presidents over the summer and love how you are supporting each other.

Many of you joined CMVP Shirley and I on our Zoom call in June about Fast Starts. It was a good conversation about how to use the information and make it work for your chapter. We are having the Tri 2 Zoom call on October 29 and I really encourage you to take some time to participate in the discussion. Please reach out if there is a topic you would like to see discussed.

You all had an opportunity to connect with each other in August at the President & State Delegate Retreat. We received such positive feedback and it was good discussion on how to get your chapter recognized and your members engaged. We talked about how important a good, consistent social media presence can be to not only attract prospectives but generate enthusiasm with members. MKVP Michelle is here to support you if you need more ideas.

This trimester, I am asking each of you to Be Present. To me that means showing up, listening to what is being said and what is not being said, and being there for what others need support with. Don't hesitate to ask your members to Be Present for your chapter too. Remind them how important they are and you are a stronger, better chapter together.

If your chapter needs 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!

Tevyan



What would I like to see from you?

- ✓ **Monthly reports** – Thank you to all presidents who have been submitting! Please take the time at the end of the month to complete your monthly report – they help your district director and I know how you are doing and what we can help with
- ✓ **Presidential Pin and Medallion nominations** – I am looking for more nominations of outstanding members for pins and medallions. Nominations for Winter State are due January 2.
- ✓ **Webinars** – be sure to attend and encourage your members to participate – join us on October 29
- ✓ **District Meeting** – make plans to attend and encourage your members to participate at your 2nd Trimester meeting

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Dates to Remember

Last Day Each Month: Chapter Presidents Reports Due

October

- 8:** State Bylaw & Policy Review
- 11-12:** USWT Convention
- 23:** Tri 2 Webinar
- 26:** Make A Difference Day
- 29:** Chapter President Zoom

November

- 1:** Outstanding Awards Nominations Due
- 3-9:** Membership Week
- 14:** MNWT Orientation Zoom
- 15:** Early Bird Renewals Due
- 16:** State Committee Meetings

December

- 15:** All Renewals Due for Tri
- 28:** Tri 2 Closeout

January 2025

- 2:** Tri 2 Success, Programming Report & Recognition Nominations Due
- 24-25:** Winter State Convention

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

— . . — Check In on Your Chapter — . . —

Congratulations! You are a little more than one-third of the way through your year leading your chapter. Your chapter hopefully is progressing forward on your collective goals and you are starting to hit your own stride. Now is a great time to take a checkpoint and adjust course if need be.

Goal Review Take time to review goal progress with either your board or your chapter members. Review each goal to see where you are as a chapter. If you have met your goal or are getting very close, maybe now is time to make that goal bigger. If you have made little progress, look at reasons why. Are you making this goal a priority or providing opportunities to make progress? What activities do you need to help you progress?

Now What? Take a chapter Health Check with your board/ members.

- ❑ **Are you board members active?** Whether you have a full board or it is just a few, the board should be active and present. You can encourage this by asking them to take on specific tasks within the chapter. Ask them for ideas for the chapter and what they are interested in doing. Finally, make sure they fully understand your expectations for their role.
- ❑ **Do you have a mix of Service, Social & Personal events?** Chapters will see the most participation from members when there is a balance of activities. Look at the calendar for the trimester or out into third trimester. If you need to add some activities, make plans now so there is a balance of work and play. You can also pair up a social to follow a service project.
- ❑ **Are you focusing on recruiting new members AND retaining existing members?** While you may feel like you have a good number of members, they come and go and you are best positioned if you are always putting some effort into marketing your chapter.
- ❑ **Are your members engaged in chapter activities?** Member engagement brings energy, resources, and new ideas to the chapter. Make sure that everyone is getting the information about events & meetings in a timely manner. Check in with members...do they like what is being offered or are there other reasons they are not showing up? Let members know they are missed and you need them to participate in the chapter.
- ❑ **Are your meetings positive and does it feel good to be with your chapter?** Check out the Positive Reporting tool in the Leadership Toolbox on mnwt. Support members to bring up questions in a positive way and allow members to express their opinions/ideas. Use an agenda and encourage reports to stick to the facts (Who, What, When, Where & Why). Shorten the business of the meeting and add an activity like a service project, random act of kindness, craft or a speaker. Having well organized activities can feel good. And show appreciation for all who are participating or supporting your chapter!

If answered 'NO' to any of these and need help, please reach out! Myself, the staff, the SPMs and your District Director are all here to support you. We can help you and your chapter!

Shout Out to these Chapter Presidents who completed their Fast Start!

- Anna Severson and Christine Sibilleau, Roseau
- Marie Pedigo, Aitkin
- Christina Wynn, Brainerd Lakes Area
- Cindy Sanders, Duluth
- Jeanne Wolbeck, Albany
- Arlene Feldewerd, Avon
- Sarah Midas, Rice
- Amber Schramel, St Cloud
- Jenise Teske, St Joseph
- Amy Solinger, Hutchinson Area
- Sarah Sundine, Monticello
- Abbi Baker, STMA
- Rachal Mueller, Anoka
- Flora Crenshaw, Brooklyn Park
- Kandy Dorlack, Champlin
- Virginia Haberman, Coon Rapids
- Suzanne Lehner, Maple Grove
- Brandy Mausbach, Blooming Prairie
- Dorene Perkins, Burnsville
- Theresa Carpenter, New Hope
- Martha Hoppe & Angela Goetz, New Ulm
- Amanda Ackerman, St James



Connecting to State Resources

Your chapter's board is the leadership team and part of your job is to make sure they have the resources they need to do their jobs. The State officers have great ideas for strengthening and growing the chapter.

Programming

Michelle Kocak Jones and the SPMs have so many ideas and opportunities for you this trimester. Check out their CIPs for details!

PVP Challenge: Submit nominations for Outstanding Program Manager or Project of the Trimester.

November 1 is the deadline for Outstanding Awards – Person With Determination, Outstanding Young Adult, and Women Who Impact. Winners will be honored at Winter State.

Community Connections: Plan an event for Make A Difference day on October 26.

Living & Learning: Check out the book of the tri, "Misdiagnosed" by Jean Sharon Abbott and keep working on your LIFE Street passport.

Women's Wellness: Learn about the first State President and inspiration for Women Who Impact.

REACH: Get info on monthly zooms and ideas for supporting REACH in schools.

Youth of Today: Asking for support of the Outstanding Young Adult scholarship. Get ideas for volunteering with kids.

Which CIP For Who?

- President – President
- AVP – State Delegate
- MVP – MVP
- CMVP – President and Board
- PVP – Programming VP
- Marketing VP – President, MVP, public relations/social media, and newsletter
- FVP – Treasurer
- Extensions – State Delegate/ MVP
- Secretary – Secretary
- Parliamentarian – Parli
- COB – Past President
- PA – President/ State Delegate
- SPMs – PVP and LPMs
- Committees:
- Future Directions – President/ State Delegate
- Membership Management – MVP

Membership

MVP Shellie Lemmerman, CMVP Shirley Viesselman, and Extensions Director Kathy Hansen are here to help you with all things membership!

Membership has tips on Activation this Tri and bringing new activities to your meetings. Check out her amazing Recruiting & Retention challenges...75 NMAs and 75% retention. There is \$ and prizes to be won as well as priority seating at the Winter State luncheon. We can do it!

Chapter Management is all about getting ALL of our chapters to 15 or more members. Shirley has lots of ideas to help your chapter SPARKLE.

Extensions is working hard to bring new chapters to the Iron Range and central Western MN. Reach out to Kathy if you have leads or ideas for an extension.

"Unity is strength... when there is teamwork and collaboration, wonderful things can be achieved"
- Mattie Stepanek



Support Team Highlights

The MNWT Support Staff is here to support you and your local activities. Check out their CIPs for great info and fun challenges in Tri 2. Reach out to them at any time throughout this year.

COB Amy is readying for the Anniversary at Winter State and encouraging all to join the next committee meetings on Nov. 16.

Finance Raffle Tickets are available for Winter State. And donate to "buy a pie" on the wheel.

Secretary Offering word usage tips and encouraging you to send in minutes for review.

Parliamentarian Bylaw & Policy review is Oct 8 by zoom. Continue to send you Bs & Ps in.

Marketing Check out social media tips in her CIP and attend the Tri 2 webinar for Newsletter 101.

— . . — Opportunities to Connect — . . —

Are you looking to learn more for yourself or others to better support your chapter? MNWT offers a number of ways to get training or resources to support yourself and your chapter members. Here is a quick primer to help you understand what is available and what you can expect. If you have a learning idea, please reach out to me.

Conventions. Winter State convention will have a fun membership celebration, Let's Make a Difference! Earn points to get your shot at some great deals for you & your chapter. And we will be celebrating the 75th Anniversary of MNWT. You won't want to miss the fun and the learning opportunities at the roundtables for Presidents & State Delegates as well as Saturday training sessions. Look for event information with more details on what is being offered to come out with registration information.

Orientations. Getting your new members up to speed on how your chapter operates is one of the best ways to make sure they engage. Use the new chapter orientation from the website in their first trimester. And encourage members to attend the a state orientation in their 2nd & 3rd trimester of membership. All members are welcome to attend at any time.

MNWT Orientation Zoom November 14 at 6:00 pm

Geared to members in their first year of membership after a chapter orientation. All members are welcome to attend. Come learn about Women of Today beyond your chapter and all that is offered.

MNWT Webinar Night October 23 at 6:00 pm

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

Topics are:

- **The 5 W's of Reporting** – Who, What, When, Where & Why
- **Newsletter 101** – The basics of a chapter newsletter, simple & effective
- **How to Host Convention** while having fun & making money
- **MNWT.ORG basics** – Simple tips for using the website

Look for zoom link on mnwt.org member page or on Facebook event.

Trimester Webinars. Each trimester in the month following conventions, a 2-hour webinar is offered on various topics. These are often lead by staff members on topics to enhance experiences for your chapter.

District & Regional Meetings. District meetings are held each trimester and Regional meetings are held each spring. In addition to business, an enrichment or training is part of the agenda. These will focus on an activity or skill that you can take back to your membership.

Chapter Mailing & CIPs. The staff & SPMs prepare information relative to their positions to help you with tips, ideas for activities, upcoming events, and challenges. All to help you in your chapter. Next Chapter Mailing is November.

"Zoom" get-togethers. Some of the state staff will offer trimester calls to get others from around the state together to connect and learn from each other by sharing their concerns and what is working for them.

Trimester Closeout. Jump on the zoom with other chapter presidents & MVPs to hear about how their trimester went, what they have coming up and what challenges they are facing. It's a great night to support each other and get new ideas. Tri 2 closeout is Saturday, December 28 from 5:30-8:30. *And you can win gift cards for calling in!*

Chapter President Zoom Oct 29 at 7:00 pm

Join myself and CMVP Shirley with tips and help with all of your questions. Share your great ideas with other presidents & see what ideas you can get from them. Let's all work TOGETHER!

By working *TOGETHER*, pooling our resources and building our strengths, we can accomplish great things. --- Ronald Reagan

— . . — Connecting With Members — . . —

Connecting with the members in your chapter is your most critical role as a chapter president. This comes in many forms. It can be in your communications (or lack thereof), your meetings, attention to details with activities and in your recognition programs. Take an inventory of your touchpoints with your chapter members and evaluate if it is enhancing your members' experiences. How else can you add to their membership that will strengthen their engagement and commitment?

Communication Tips

Here are ten tips to enhance your communication you're your chapter members:

Be Clear and Concise. Clearly articulate your message and keep it to the point to ensure understanding.

Listen Actively. Communication is a two-way street. Encourage members to share their thoughts and listen to understand before responding.

Provide Regular Updates. Keep members informed about the chapter's activities and any changes. Let them know how they can sign-up or participate.

Use Multiple Channels. Utilize various communication channels such as email, social media, newsletters, and meetings to reach different members effectively. Be consistent in usage so members know where to go for information.

Be Approachable. Create an environment where members feel comfortable approaching you with questions or concerns. And that you will be receptive and responsive.

Tailor Your Message. Understand your audience and tailor your communication to resonate with their interests, concerns, and preferences.

Lead by Example. Demonstrate effective communication skills in your interactions with members. Your behavior sets the tone for communication within the organization.

Seek Feedback. Encourage members to provide input for you to improve your communication strategies.

Monthly/Trimester Chapter Recognitions. A simple recognition such as Member of the Month or Trimester can go a long way to encourage participation. It can be a simple card or certificate or may include an incentive or gift.

Project and Program Manager of the Trimester. Consider nominating chapter projects and members for these Programming Awards. Nomination forms can be found on the PVP home page of mnwt.org. They are due at the end of the trimester for recognition at Conventions.

Presidential pins and medallions. Each year, the State President awards Presidential Pins to our deserving members along with medallions awarded to chapter presidents and state delegates. Receiving a Presidential Pin is a high honor as no more than 75 MNWT members will receive a pin this year.

Please take 5-10 minutes each trimester to complete nominations for your outstanding members. Once a trimester, I will select members from the nominations received to be awarded the Presidential Pin. Inspire others and share what your members are doing to support your chapter.

Newsletter Recognition. Any member can take out a Personal in the NEWSLET to recognize a fellow member. If you don't have a similar section in your chapter newsletter, consider adding a section for members to give each other a high-five. Check out the Marketing VP page for information on NEWSLET Personals.

Send a card or make a call. When you want to say "thank you" or "I appreciate you", the most meaningful way can be a simple note in the mail or a phone call. People will appreciate the extra effort on your part.

Trimester Closeout Chat

We are looking for you to join the Tri 2 Closeout chat on Zoom on Saturday, December 28 from 5:30-8:30pm.

You can join the zoom at anytime during the Closeout and stay for as short or as long as you want. You will find out presidents and chapter mvps along with myself and several staff members.

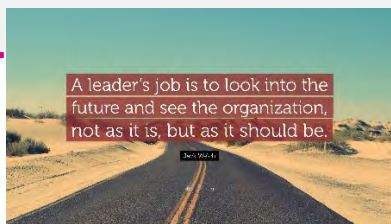
It is a great opportunity to get help or advice, brag about your chapter or just listen. See you in December!

Resources for Presidents

I am here to support you as you are the one who holds your chapter together and strengthens our organization. Here are few resources to help you in Tri 2. If you are looking for something else, please reach out as I am here for you...because **WE GO TOGETHER.**

CommUNITY Award

Each trimester any chapter can have MNWT recognize non-MNWT people or businesses for their contributions to the chapter in the 2024-2025 year. This can be anyone 18 years or older; a family member or friend or someone in the community such as a business owner or city official who goes out of their way to support your chapter. A certificate will be given to your chapter at convention for you to award to your recipient. If you would like me to help present your award, let me know.



Succession Planning

Do you have a long line of members ready and willing to be the Chapter President each year? If so, count yourself lucky but most chapters are beating the bushes each year to find a new President candidate.

Your chapter can get ahead of this by implementing an annual succession planning process. This is where a group of members reviews the chapter membership to identify possible chapter leaders and work to prepare them for those roles. This preparation takes time and is best done out in the open with the cooperation of your members.

Materials are available on the mnwt.org site or staff members are available to help your chapter get started or to tell you more. Reach out to myself or CMVP Shirley.

Fun & Effective Chapter Meetings

- Have an agenda
- Decide on a purpose of the meeting
 - Specific business
 - Socialize with members
 - Learn something
 - Build WT skills-training/orientation
- Recognition of members or others
- Fundraising
- Service project
- Decide on time/length of meeting
- Know what members expect or would like from meetings...ask them!
- Plan a theme or focus for meetings. Think about attire, food, activities.
- Food? Does this work with location?
- Encourage attendance...on-time drawings, name tag prize, door prize
- Engage members with speaking parts
- Be positive, approachable & open to new ideas
- Manage the room...limit side chatter,
- Communicate before & after the meetings

Tri 2 Presidential Success Bonus Points

During M-Week (Nov 3-9), hold an event AND sign a member. Verified by MVP – 50 pts

OR

Donate \$25 or more to Outstanding Young Adult Scholarship. Verified by YT SPM – 25 pts

OR

Donate \$25 or more to USWT Ways & Means.

Verified by FVP – 25 pts

OR

Submit article to NEWSLET for Post-Winter State edition.

Verified by MKVP – 25 pts

OR

Volunteer or hold a service project on Make A Difference

Day, Oct 26. Verified by PVP – 50 pts

OR

Sell two or more books of Winter State Raffle Tickets.

Verified by FVP – 25 pts

OR

Submit the Program Manager Trimester Report.

Verified by PVP – 25 pts

(Maximum 100 points)