



Minnesota Women of Today
2024-2025 Winter 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, heading into our final trimester of this “Sparkling” year. This has been a year of changing things up... adding a little sparkle to your meetings through a random act of kindness project, a speaker or learning something new.... and we are seeing success, with higher attendance and new members. Thank you for your willingness to try something new along with your dedication to the MNWT and to your communities.

In preparation for the new year, all chapters will want to think about how they can keep up the momentum that has been started this year. This includes growing your chapter leaders and engaging all of your members. A smooth transition to the new board is important to maintain continuity from one year to the next.

This trimester there will be opportunities for developing leaders in the chapters. All incoming Board members and LPM’s are encouraged to sign up for LOTS. This is a great way for the new board to bond together and learn new skills. It is also a great opportunity to network with other Presidents, State Delegates, Secretaries, Treasurers, Membership Vice Presidents, and/or Programming Vice Presidents across the state. Getting to know others who are going through the same experiences or struggles as you, can help with making your year go smoothly.

You’ll also find practical ideas for addressing challenges in your chapter. These are not all inclusive, yet they are meant to give you ideas on how to address common issues. If your chapter needs support in any of these areas; please do not hesitate to give me a call or send me an email message.

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

What’s Inside

Greeting	1
Dates to Remember.....	1
What’s in Your Toolbox.....	1
MNWT Webinar	2
Chapter President Zoom	2
Local Officer Training Session (LOTS).....	2
Success Tips on Submission.....	2
Where Does the Chapter Need Reinforcements.....	3
Success CIP.....	4
2 nd Tri Presidential Success Points.....	4
LOTS Registration Form.....	5

2024 - 2025 Dates to Remember

- Last Day Each Month: Chapter Presidents Reports Due**
- Jan 24-25: Winter State Convention**
- Feb 13-19: Random Act of Kindness Wk**
- Feb 13-19: Membership Week**
- Feb 26: MNWT Trimester Webinar Night**
- Mar 1: March Planning**
- Mar 2: State Committee Meetings**
- Mar 13: MNWT Orientation Zoom**
- Mar 15: 3rd Tri Early Bird Renewals Due**
- Mar 22: Region 1 Meeting – Bemidji**
- Mar 29: Region 2 Meeting - Waseca**
- Apr 15: All Renewals Due for Tri 2**
- Apr 26: LOTS Training**
- Apr 29: Tri 2 Closeout**
- Apr 30: STEP Certifications Due**
- May 2: Tri 2 Success Due**
- May 16-18: Winter State Convention**

What’s In Your Toolbox?

There are many “tools” available to chapters for strengthening and engaging your members. On the surface it may seem like “extra” but when used with the intention to drive growth, they can make a difference.

Orientations – Help others to understand processes, acronyms and operations of the chapter and/or MNWT

Newsletter/Chapter Communication – Provide a place members can consistently go, to know what is coming up and how to engage

Success – Serves as a planning tool when used early in the trimester or year to be intentional about chapter activities

Local Program Managers – Plan events for programming areas so there is a balance of activities for the chapter. They do not have to do all of the work.

Board Meetings – Provide a time to get officers connected for planning and strategizing regarding the chapter. Even without a full board, getting in sync before meeting with all members can minimize detailed planning and chatter during the general meeting.



MNWT Webinar Night

Make plans to join the MNWT Staff and presenters for the Tri 3 Webinar.

**Wednesday, February 26th
6:00 pm**

Topics include:

- True Friends & MNWT
- MNWT Website
- Heartstrong Monticello – Bringing AED's to your community

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

Chapter President Zoom **Tuesday, March 11th – 7pm**

Join President Tevyan and CMVP Shirley on zoom, for a fun hour sharing ideas and successes. We'll talk through your questions and have some fun "sparkling"!

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

SUCCESS Submissions

Success is a great tool for chapter boards to use, to help them be a well-rounded chapter.

I want to thank the 15 chapters in Trimester 1 that submitted SUCCESS and 16 chapters in Trimester 2.

A few tips for turning in Trimester 3 SUCCESS.

- Please complete the actual SUCCESS form
- Be sure to indicate on your supporting documents by highlighting and labeling matching the SUCCESS form.
- If there is more than 1 thing on a page, as long as you mark it appropriately, you do not have to send in the same page for each item.
- Only the front page of your newsletter is necessary

This should reduce the number of supporting pages. Most important, be sure to label your supporting documents to the SUCCESS form.

Regional Meeting Membership Training

The membership team will be putting together a fun interactive training on all facets of ROAR and how to grow your chapter including the importance of how we communicate with each other. We'll have information for you to take back to your chapters.



Local Officer Training Session - LOTS

LOTS is offered each year to provide position training for newly elected chapter officers & Local Program Managers along with Board Training.

Who is LOTS for?

Any board member for the new WT year (2025-26) should plan to attend. This includes President, Membership VP, Programming VP, Secretary, Treasurer, and Parliamentarian. Also, Local Program Managers are offered in-person and virtual position training. LPMs who attend in-person are welcome to stay for the afternoon Board Training session.

What should I expect?

This is a full day from 9am-4:30pm. After a welcome session to get the day started, attendees breakout by position to trainings lead by Staff or others who are versed in that position. They will review the responsibilities of your position, how to get your year started and what to expect from your state counterpart. We will then regroup for lunch. Following lunch, we'll have a team building activity and work on best practices for well working boards, including setting chapter goals, communication, calendars and action plans.

What if we don't have a full board?

Invite a general member to attend in the open spots and bring the information back. Rather than miss out on the training and information that can benefit your chapter, this is a great opportunity for a member to attend and learn about this position. You never know if they will become so interested they decide to fill the position. Regardless, there is one more person in your chapter that is versed in chapter operations.

How do we get training if we can't attend?

Whether it is one person or your full board that cannot attend, the training materials for each position are available for purchase. Use the registration form to request materials and they will be sent after LOTS is held. You may also reach out to a staff member to request specific support.

LEADERSHIP TRAINING AT LOTS!!

Are you taking a position in 2025-2026 that you have already held at least two times AND attended LOTS training for it already?

Leadership Training will be offered again this year as an alternative to position training for those members who will be serving for at least the third time in the same position and have previously attended LOTS training for that position.

This training will focus on:

- Leadership Styles
- Motivating Others
- Positive Communication
- Positive Reporting
- Succession Planning

Select "Leadership Training" and indicate your office when registering. Space is limited and priority will be given to Chapter Presidents and VPs.

~~Where Does The Chapter Need Reinforcements~~

Even the most active and energetic chapters can use a little support. We all have areas of our chapter that can use a little shoring up ...or even a full-on remodel. Look at the areas below for hotspots in your chapter and you will find ideas for actions you can take to build for success. Not sure where you need support or what to do next, reach out to CMVP Shirley or your DD for help.

Low membership (new members or renewing members)

- Hold an M-night and encourage all current members to attend.
- Use all of your resources for promotion including social media, newspapers, flyers, etc.
- Focus on personal contact with members and prospects – extend personal invitations, call to get an rsvp, offer to give them a ride.

New members not becoming active

- Offer orientations for new members or build into a chapter meeting. Contact DD or CMVP for help with one or two or an orientation outline. Extend to all members – reach out personally.
- Implement a Big Sis/Little Sis program where the new members have a mentor or connection.
- Look at overall communications within chapter. Is it easy for new members to find out what is going on and how to get involved? Are the events welcoming to them? Switch it up if you need to.

Lack of member enthusiasm

- Implement a chapter awards program. Keep it simple and have fun acknowledging your members.
- Look at how members are recognized for their contributions. Offer a way for all members to recognize each other. Plan some fun, easy projects or events.
- Introduce fun into chapter meetings. Have a break during the meeting so members can get to know each other. Use creative ice breakers or a little personal growth activity.
- Talk to members and find out what they would get excited about and what they are missing.

No volunteers for projects

- Make sure there is support for the projects being offered. If not, find out what projects do they want to do and would they volunteer for? This could be a survey but it may need to be one-on-one conversations or as a group where you can get people together.
- Find out what other roadblocks to participation are. Are there too many projects? If so, scale back. Are they on dates that work? If not, see if you can move to a more convenient date and time.

Meetings aren't well prepared or attended

- Use an agenda for all to follow along and take notes. Include the basic information, but not all of the details. Try sending out ahead of time so members can prepare.
- Use parliamentary procedure to keep the meeting orderly and moving along.
- Table "committee" work for outside the meeting. Don't try to plan things in detail with the full chapter.
- Keep side chatter to a minimum.
- Have an educational or interesting activity to encourage attendance. You can incorporate a random act of kindness project, a speaker or learning something new.

Lack of response to materials/communications

- Check what is being shared is done so in a timely manner. Provide ample time for members to plan to attend events.
- Make sure members understand the importance of responding and the impact when they don't get back to you.
- Let them know they are important and WE NEED their involvement.

Internal problems

- Examine attitudes and try to get everyone focused on what is best for the health of the chapter.
- Check that all members have an opportunity to participate and feel welcome to do so.
- If one person is at the center of the issues, try to talk it out with them. Focus on "I" statements.
- Ask for help from others, like District Director or CMVP.



SUCCESS

SARAH SUNDINE - 2024-2025
763-443-8905 - SUCCESS@MNWT.ORG



Hello Chapter Members

The start of a new year is a great time to reflect on your past year and set goals for the new year. If you didn't complete something in the first two trimesters, make a goal to grow as a chapter and challenge yourself to try something new to finish off the year. Please reach out to me at any time if you have questions about the form or what is expected.

Sarah

Thank You to the 15 Chapters that Submitted Success 1st Trimester:

- Aitkin
- Anoka
- Avon
- Blooming Prairie
- Brainerd Lakes
- Burnsville
- Champlin
- Coon Rapids
- Duluth
- Hutchinson
- Maple Grove
- New Hope
- Sauk Rapids
- St Joseph
- STMA

Points To Claim Third Trimester Only

- Growth for the Year
- Attendance at Regional Meetings
- Submit success in all three trimesters

**Points to claim yearly
(this can be done any trimester)**

- Conduct a Chapter Survey
- Hold a By-law review and send changes to MNWT Parli

Third Trimester Success is Due by May 2, 2025

Email to success@mnwt.org

Presidential SUCCESS Bonus Points

Camp Friendship/True Friends cleanup day, April 5th, have 2 or more members participate. **Verified by CC SPM – 50 pts**

During M-Week/Random Act of Kindness Week (Feb 13-19th), hold an event or complete a RAK project. **Verified by MVP/CMVP – 25 pts**

Submit a March planning Recommendation to the COB by February 10th. **Verified by COB – 25 pts**

During M-Week (Feb 13-19th) sign a new member. **Verified by CSC – 50 pts.**

Submit the Program Manager Trimester Report. **Verified by PVP – 25 pts.**

Submit your chapter scrapbook page to the PA and/or contribute to the state president Year end gift by April 6th. **Verified by PA – 25 pts.**

(Maximum of 100 points)





Prepare for Success at
L(ocal) **O**(fficer) **T**(raining) **S**(ession)
 Saturday, April 26, 2025
 Resurrection Lutheran Church,
 9300 Jason Ave NE, Monticello MN 55362

Schedule

9:00-9:30 Registration
 9:30-9:45 Welcome
 9:45-12:00 Position/Leadership Training
 12:00-12:45 Lunch and Pictures
 12:45-3:45 Board Training/Team Building
 3:45-4:00 Evaluation

Registration includes printed materials, light breakfast, lunch and snacks.

For additional information contact:
 Shirley Viesselman 320.298.5162, cmvp@mnwt.org
 Tanya Rothstein 320.854.2250, csc@mnwt.org

Position Training

Lead by Staff or others who are versed in that position, review the responsibilities of your position, how to get your year started and what to expect from your state counterpart.

Board Training

After a fun team building activity, we'll be training in best practices for working together as a board to develop goals, positive communication and an action plan for your chapter.

Leadership Training

Offered as an alternative to Position Training for those serving for at least the third time in the same position and previously attended LOTS training for that position.

LOTS 2025 Registration

Chapter: _____ Name: _____
 Email: _____ Phone: _____

Indicate # of Registrations

_____ Early In-Person Registration (\$16/ea by 4/5) _____ *Virtual LPM Registration (\$5/ea)
 _____ Late In-Person Registration (\$22/ea) _____ **Printed Materials (\$18/ea)
 * Includes emailed materials only **Includes printed materials and postage – mailed week after LOTS

Names of Attendees:

Chapter President _____ State Delegate _____
 Membership VP _____ Secretary _____
 Programming VP _____ Treasurer _____
 LPM (In Person) _____ Parliamentarian _____
 LPM (Virtual) _____

Leadership (Name & Position) _____

Printed Materials: Check all requested

President _____ Membership VP _____ Programming VP _____ Local Program Manager _____
 State Delegate _____ Secretary _____ Treasurer _____ Parliamentarian _____

Make Check Payable to MNWT Mail to: Shirley Viesselman, PO Box 43, Hutchinson MN 55350