



Minnesota Women of Today
2024-2025 Winter State CIP
Financial Vice President
“Wheel of Treasure”

Connie Fink
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Hello Chapter and District Treasurers!

Remember if you increase your donation to \$50 you can choose a “PIE” on the Wheel! Any donations made by April 15th will also be in a drawing at Annual. If two boards are filled there will be a special activity for President Tevyan at Annual.

Thank you to all who participated in the “Wheel of Treasure” puzzle game at Winter State! It was a lot of fun!

Join me in “Wheel of Treasure” as we work together for a successful year. FVP Connie

mnwt.org

Have you checked out the new & improved website? Go to mnwt.org and you can find a few key documents on the **FVP State Leadership** page. Many other resources can be found on the **Chapter Management Resources** page.

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Challenges

Treasurers: Find the 3 snowflake Icons and email me and you will be entered in a drawing
For the year: If an individual, chapter, or district donates \$50 or more they will earn a spot on the wheel that the president will spin for 2-\$150 Amazon Gift Cards at Annual Convention. One Spot per entity.

Convention Hosting

Look on the Convention page on mnwt.org for new guidelines for hosting convention. Consider hosting an upcoming convention as a chapter or with your district as a fundraiser.

February

- 13-19 **Random Acts❄️ of Kindness Membership Week**
- 26 **MNWT Trimester Webinar**

March

- 1 **March Planning**
- 2 **State Committee Meetings**
- 8 **Finance Committee Meeting**
- 22 **Region 1 Meeting (Bemidji)**
- 29 **Region 2 Meeting (Waseca)**

April

- 12 **MNWT Statewide Day of Service**
- 21-27 **National Volunteer Week**
- 26 **LOTS Training**

May

- 16-18 **Annual Convention**
- 21 **Budget Review**
- 22 **Finance Committee Meeting**

Accountant Position Open

After 5 years as the MNWT Accountant, Mary Hansen has decided to step down at the end of the 2024-25. We are looking for someone with accounting experience to support MNWT. If you are interested, please reach out to President Tevyan (president@mnwt.org) or Tanya at the Chapter Service Center (csc@mnwt.org) for more information.

Thank you Mary Hansen for all you do!

We need YOU for the Finance Committee

Have you ever wondered what goes on at a Finance Committee meeting? Wonder who creates and manages the MNWT Budget? You can find out by becoming a member and being involved in the decision making for budgeting and fundraising for ❄️ the Minnesota Women of Today. Our next meeting is March 8, 2025 via Zoom.

Who do you send what to?

Dues & Insurance MN Women of Today

Chapter Service Center

PO Box 216
Albany, MN 56307
320-845-2250
csc@mnwt.org

MNWT Foundation Donations

MNWT Foundation
PO Box 232
Anoka, MN 55303
Treasurer Mary Kaminski
612-554-2282
Foundation-treasurer@mnwt.org

Make checks payable to:

MN Women of Today

MNWT Foundation



When sending in payment to the CSC or Foundation, it is very important that you indicate what the payment is for.

- Send in the Dues Billing copy when you make payment or put the renewing members names on the check.
- For new members, add them online first and include their name on the payment.
- If payment is for a donation to a programming area or Ways & Means, POA donation, President gift, or any other payment, make note in the memo line for what it is for.

Your accountant and executive director thank you!

STATE STORE

State store sales help support the budget for the year. Items purchased are great incentives for recruiting new members and retaining current ones.

Do your officers wear pins or charms showing that they are holding an officer position? If not, you can implement this and show pride in the positions and leadership roles held. There are also certificates❄️ to use to recognize your members. Gift certificates for the State Store are also available for future purchases.

What would you like to see in the State Store? How much would you be willing to pay? Email me at fvp@mnwt.org with ideas. Links to specific items are *helpful*.

Minnesota Women of Today
Minutes - Finance Committee – Saturday, January 4, 2025
Zoom Meeting

Call to order at 9:30 am by FVP Connie Fink.

Members attending: Amy Pumper, Tanya Rothstein, Jane Hanson, Lisa Hahn, Tevyan Sorensen, Shirley Viesselman, Laura Gaylord, Mary Hansen, Cindy Golbuff, Sharon Erickson, Wendy Homyak, Jennifer Fournier, and Cathy Shuman.

Guests: Terry Earl

Secretary – Jane Hanson will take minutes

State Store Report – Jane Holmberg
a. No report

Finance Report

- Financial reports (Balance Sheet, Budget to Actual) were reviewed.
- M/S/P (Jane Hanson/Amy P) to approve 2024-25 revised budget and take to membership for approval with income of \$103,800.40 and expenses of \$98,601.06 with a profit of \$5,199.34

Chapter Service Center Report – Tanya Rothstein

- The Jackson WT forwarded an invoice from MN Dept of Revenue for \$109.06. Cathy S and Tanya will work to determine what it is for.

Ways & Means Report – Finance Committee

- Donations are going well.
- The drawing for the raffle will be at the banquet at Winter State. Cat, Sharon, Wendy and Lisa will help selling raffle tickets and collecting tickets Friday night and Saturday morning.

Unfinished Business

- None.

New Business

M/S/P (Mary H/Amy P) to accept the Guidelines for Chapters accessing convention donation money and add to financial policies:

Guidelines for Chapters accessing Convention Donation Money

- Chapter/District must have budget approved by Executive Director and FVP or finance committee appointed by FVP showing how many paid registrations are required to break even. Submitted with the MNWT convention agreement.
- A signed convention agreement must be received by Executive Director.
- Budget should be accompanied by a general action plan.
- Chapters/District will be given general guidelines and sample budget to assist in preparing information.
- Money is only available if Chapter/District loses money with a maximum of \$500 with availability of funds.

M/S/P (Cathy S/Cindy G) to accept the Guidelines for Chapters accessing Convention Donation and add to financial policies (listed).

M/S/P (Amy P/Cathy S) to accept the convention scheduling as listed and add to financial policies:

Suggestion for convention scheduling:

1. Regions would have the ability for priority bidding on a convention to pick their own location.
2. This would be offered 18 months before the convention.
3. Convention agreement would need to be signed and approved 12 months before convention.
4. Conventions would alternate year to year. For example, Fall State would be offered to Region 1 and Annual to Region 2 one year and then alternate the next year.

M/S/P (Cathy S/Sharon E) to accept the suggestions for chapters/districts hosting winter state and add to financial policies:

Since this is a MNWT sponsored convention, here are some suggestions.

1. If a Chapter/District wanted to host, they could split profit with WT.
2. All registration money would come through MNWT.
3. Budget and agreement must be approved by Executive Director and FVP or appointed finance committee member.
4. Any losses would be incurred by MNWT.
5. Any profit would be split between hosts and MNWT.
6. This would be a financial incentive for Chapters/Districts to host without the risk of losing money.

Accountant Mary Hansen has given her notice effective at the end of the fiscal year. She has updated the general procedures. Cathy S and Tanya will review, and we will review in March.

Next Meeting is March 8th by zoom at 9:30am.

Adjourn by Chair Connie Fink at 10:48am.

Respectfully submitted by Jane Hanson

Guidelines for Chapters/Districts in bidding for a convention

Steps to preparing to host a convention

1. Select hotel and secure an agreement.
 - a. Make sure they detail how much you will be charged for:
 - Rooms used for breakout sessions
 - Cost of Rooms for business meeting, luncheon and banquet. Is it one charge for the room for the weekend or is each meeting a separate charge.
 - Cost of any audio-visual items needed such as screens, projectors, microphones etc. Check the MNWT contract to see what you need to provide.
 - Cost of meals for luncheon and banquet. Negotiate with the hotel. Many times they will let you pick a lessor priced luncheon item for the banquet.
 - Make sure you have the service fees and gratuities that will be charged on the food – usually about 25%.
 - Are there additional charges for tables used in the Fall State Vendor Fair, or tables for state store, registration, ONTO etc.
 - Is there a minimum that you need to spend on food and beverages; if so, what is that amount and will you be able to meet that minimum.
 - Is there a charge for the bar tender for Friday/Saturday night party or before the banquet. Does that include a service fee and gratuity?
 - Cost of rooms for President, Chairman of the Board and Executive Director. Will they give you any of these rooms for free? Make sure you know the amount of taxes added to the rooms.

2. Prepare a budget (sample attached). Prepare for 60, 70, 80 members to see how many registered members you need to make money. Remember some expenses such as the meeting rooms, decorations, programs will cost the same no matter how many members attend.
3. Briefly list out your plans for the convention; think about decorations, programs, music etc.
4. Make sure you have reviewed all the necessary rooms needed and anything else that you will need to provide as hosts.
5. Submit MNWT contract, copy of hotel contract and sample budget and plan to the Executive Director and FVP (or finance committee member if appointed by FVP) for approval.
6. Remain in communication with Executive Director throughout process for assistance and suggestions for a successful convention

Minnesota Women of Today

	2024-2025		
	Actual	Budget	Proposed Budget
Income			
40 SALES	-	-	
402 STATE STORE SALES TAXABLE	1,215.40	5,000.00	2,500.00
403 STATE STORE SALES NON-TAXABLE	155.28	100.00	200.00
404 STATE STORE GIFT CERT (NON-TX)	(5.00)	100.00	100.00
Total 40 SALES	1,365.68	5,200.00	2,800.00
42 WAYS & MEANS	-	-	
420 W & M DONATIONS	2,001.50	4,500.00	3,000.00
Total 42 WAYS & MEANS	2,001.50	4,500.00	3,000.00
422 FINANCE COMMITTEE	-	-	
4221 FINANCE COMMITTEE FUNDRAISER	985.30	6,500.00	3,000.00
Total 422 FINANCE COMMITTEE	985.30	6,500.00	3,000.00
43 MEMBERSHIP DUES	-	-	
431 STATE DUES	22,285.00	42,030.00	42,030.00
432 NATIONAL DUES	2,550.00	4,625.00	4,625.00
Total 43 MEMBERSHIP DUES	24,835.00	46,655.00	46,655.00
433 CHARTER FEE & EXTENSION	20.00	-	60.00
44 PROGRAMMING	-	-	
444 PERSONAL ENRICHMENT	65.00	150.00	150.00
4441 PE VIDEOS	75.00	100.00	100.00
445 COMMUNITY CONNECTIONS AWARDS	-	60.00	60.00
4492 O/S YOUNG ADULT	125.00	200.00	125.00
4494 PERSON WITH DETERMINATION	25.00	100.00	25.00
4495 WOMEN WHO IMPACT	125.00	100.00	125.00
Total 44 PROGRAMMING	415.00	710.00	585.00
45 CONVENTIONS	-	-	
453 FALL STATE	11,685.00	-	11,685.00
454 WINTER STATE	-	-	8,500.00
455 MNJOTS	5,346.40	6,000.00	5,346.40
456 LOTS	-	2,000.00	2,000.00
457 MID YEAR EXEC	1,070.00	1,000.00	1,070.00
4581 PRES/SD RETREAT	429.00	800.00	429.00

Minnestoa Women of Today

	2024-2025		
	Actual	Budget	Proposed Budget
4583 MARCH PLANNING	-	500.00	500.00
4584 ANNUAL CONVENTION	-	100.00	-
Total 45 CONVENTIONS	18,530.40	10,400.00	29,530.40
47 NEWSLET	-	-	-
471 PERSONAL MESSAGES	25.00	100.00	75.00
473 NEWSLET RETURNS	-	15.00	5.00
Total 47 NEWSLET	25.00	115.00	80.00
48 INSURANCE-CHAP LIABILITY	529.00	12,000.00	12,000.00
480 OTHER INCOME	-	-	-
4801 NAMETAGS (also ref w/569.5)	315.00	400.00	335.00
481 MISCELLANEOUS INCOME	-	600.00	600.00
482 MEMBERSHIP LATE FEE	10.00	100.00	50.00
4821 ANNUAL REGISTRATION LATE FEE	120.00	100.00	120.00
4822 990 LATE FEE	180.00	100.00	180.00
4823 INTEREST	553.39	275.00	750.00
Total 480 OTHER INCOME	1,178.39	1,575.00	2,035.00
483 DONATIONS	-	-	-
483.1 POA - DONATIONS	350.00	450.00	350.00
Total 483 DONATIONS	350.00	450.00	350.00
490 MARKETING	-	-	-
490.2 MARKETING PROJECT FAIR	105.00	200.00	105.00
490.4 MARKETING PROMOTIONS	-	300.00	100.00
Total 490 MARKETING	105.00	500.00	205.00
495 NATIONAL CONV FUNDRAISING	-	-	-
4951 ONTO	1,455.00	2,500.00	2,500.00
Total 495 NATIONAL CONV FUNDRAISING	1,455.00	2,500.00	2,500.00
497 OTHER	-	-	-
4975 STATE PRESIDENT GIFT (IO)	85.00	-	-
4980 ANNIVERSARY EVENTS	272.00	-	1,000.00
Total 497 OTHER	357.00	-	1,000.00
Total Income	52,152.27	91,105.00	103,800.40

Minnesota Women of Today

2024-2025

	Actual	Budget	Proposed Budget
Expenses			
50 NATL DUES	1,410.00	4,625.00	4,625.00
502 CHARTER & EXTENSIONS	-	-	
502.1 CHARTER & EXTENSION EXP	-	40.00	40.00
Total 502 CHARTER & EXTENSIONS	-	40.00	40.00
503 MEMBERSHIP PROGRAMS	-	-	
503.1 NEW MEMBER PACKETS	-	300.00	300.00
503.3 MEMBERSHIP PROGAMS	-	75.00	75.00
Total 503 MEMBERSHIP PROGRAMS	-	375.00	375.00
51 COST OF SALES	-	-	
5101 STATE STORE COST	1,146.19	2,000.00	2,000.00
Total 51 COST OF SALES	1,146.19	2,000.00	2,000.00
516 STATE STORE MANAGER	-	-	
5162 STATE STORE MGR-REGISTRATION	112.00	320.00	320.00
Total 516 STATE STORE MANAGER	112.00	320.00	320.00
5241 FINANCE COMMITTEE FUNDRAISER	-	200.00	200.00
53 CHPTR SVC CTR	-	-	
531 PAYROLL	-	-	
531.1 PAYROLL EXPENSE	11,501.01	18,500.00	18,500.00
531.2 UNEMPLOYMENT-MN/FUTA	20.00	80.00	80.00
531.4 FICA/MEDIC MATCH	879.81	1,500.00	1,500.00
531.5 WORKERS COMPENSATION	8.00	200.00	200.00
Total 531 PAYROLL	12,408.82	20,280.00	20,280.00
532 CHPTR SVC CTR EXP	-	-	
5311 TRAINING-EXEC. DIRECTOR	-	200.00	200.00
535 GEN OFF SUPPLIES/MISC	66.74	200.00	200.00
536 MILEAGE - CSC	52.40	125.00	125.00
537 MILEAGE - CONVENTIONS	51.80	125.00	125.00

Minnesota Women of Today

	2024-2025		
	Actual	Budget	Proposed Budget
538 OFFICE EQUIPMENT MAINT	503.46	600.00	600.00
5381 OFFICE EQUIPMENT PURCHASE	-	150.00	
5383 EQUIPMENT LEASE	417.10	1,000.00	800.00
539 EXEC COUNCIL EQUIP/MAINT	552.00	200.00	700.00
5391 PHONE, INTERNET, CLOUD HSTG	595.27	1,000.00	1,000.00
5393 POSTAGE - CSC	574.51	900.00	800.00
5394 RENT - CSC	2,800.00	4,800.00	4,800.00
5395 GEN OFF CHAPTER SUPPLIES		-	
Total 532 CHPTR SVC CTR EXP	5,613.28	9,300.00	9,350.00
Total 53 CHPTR SVC CTR	18,022.10	29,580.00	29,630.00
5397 GEN LIABILITY INSURANCE	2,654.33	12,000.00	12,000.00
5399 WEBSITE	-	-	
5399.1 WEBMASTER SERVICES	875.00	1,500.00	1,500.00
5399.2 WEBTEAM CONVENTIONS	112.00	320.00	320.00
5399.3 WEBSITE EXP - DOMAIN	357.00	500.00	400.00
5399.5 WEBSITE TECHNOLOGY	248.28	500.00	300.00
Total 5399 WEBSITE	1,592.28	2,820.00	2,520.00
54 AWARDS	-	-	
541 PRES TRIMESTER AWARDS	1,368.63	1,500.00	1,400.00
542 YEAR END AWARDS	-	500.00	500.00
543 EXEC COUNCIL YEAR END GIFT	-	200.00	200.00
544 MEMBERSHIP INCENTIVES	61.58	300.00	300.00
Total 54 AWARDS	1,430.21	2,500.00	2,400.00
546 EXTENSION EXPENSES	-	-	
5462 EXTENSION INCENTIVES	-	100.00	100.00
Total 546 EXTENSION EXPENSES	-	100.00	100.00
547 PROG/AWARDS	-	-	
5474 PE VIDEOS	11.10	20.00	20.00
5476 PERSONAL ENRICHMENT	130.76	65.00	150.00
5481 O/S YOUNG ADULT	-	100.00	100.00
5482 PERSON WITH DETERMINATION	-	200.00	200.00
5484 WOMEN WHO IMPACT	-	100.00	100.00
5486 FIRST TIMERS	27.90	-	30.00

Minnesota Women of Today

	2024-2025		
	Actual	Budget	Proposed Budget
Total 547 PROG/AWARDS	169.76	485.00	600.00
55 NEWSLET EXP	-	-	
551 NEWSLET PRINTING	503.84	1,800.00	1,200.00
552 NEWSLET POSTAGE	425.28	1,000.00	900.00
553 NEWSLET RETURNS	-	15.00	5.00
556 NEWSLET - EDITOR CONV REGIS	112.00	320.00	320.00
Total 55 NEWSLET EXP	1,041.12	3,135.00	2,425.00
56 CONVENTION	-	-	
560 CONVENTION GUESTS	112.00	100.00	112.00
563 FALL STATE	7,625.23	-	7,625.23
564 WINTER STATE	-	9,000.00	9,000.00
565 MNJOTS	5,813.75	6,000.00	5,813.75
566 LOTS	-	600.00	600.00
567 MID YEAR EXEC	957.91	750.00	957.91
5671 PRES/SDEL RETREAT	359.17	400.00	359.17
5672 MARCH PLANNING	-	200.00	200.00
5675 CONVENTION STIPEND	650.00	1,300.00	1,300.00
5676 CONVENTION STIPEND ACCOUNTANT	112.00	320.00	320.00
Total 56 CONVENTION	15,630.06	18,670.00	26,288.06
569 OFFICER EXPENSE	-	-	
569.01 INCENTIVES/SUPPLIES	1,327.60	4,315.00	4,315.00
569.04 MILEAGE EXPENSE	600.00	4,078.00	4,078.00
Total 569 OFFICER EXPENSE	1,927.60	8,393.00	8,393.00
5692 MISC. COUNCIL	-	-	
569.5 NAMETAGS - EXEC COUNCIL	265.20	400.00	300.00
569.6 PAST PRESIDENT EXPENSE	56.25	150.00	150.00
Total 5692 MISC. COUNCIL	321.45	550.00	450.00
58 MEETINGS	-	-	
580 FUTURE DIRECTIONS CHAIR - REG	-	320.00	220.00
582 MILEAGE- FOUNDATION VISITS	-	10.00	10.00
5842 MEMB MGMT COMM - REG	112.00	320.00	320.00
5889 MARKETING COMM - OTHER EXP	-	100.00	100.00
Total 58 MEETINGS	112.00	750.00	650.00

Minnesota Women of Today

	2024-2025		
	Actual	Budget	Proposed Budget
5852 MNWT ANNIVERSARY EVENTS	469.81	-	950.00
586 OTHER EXPENSES	-	-	-
5861 MISCELLANEOUS EXPENSE	-	25.00	25.00
5863 BANK-SQUARE-PAYPAL FEES	29.26	100.00	50.00
5864 BONDING	-	169.00	169.00
5866 LEGAL COSTS	41.00	30.00	41.00
5868 FIRST TIMERS	112.00	350.00	350.00
5892 Voided Checks (memo only)	-	-	-
Total 586 OTHER EXPENSES	182.26	674.00	635.00
588 PAPER & PRINTING	-	-	-
587 PAPER/PRINTING/STATIONERY	-	500.00	250.00
5881 PLAN OF ACTION PRTG & PSG	-	300.00	-
Total 588 PAPER & PRINTING	-	800.00	250.00
59 NATIONAL	-	-	-
591 USWT CONVENTION EXPENSE	700.00	1,750.00	1,750.00
594 ONTO	1,238.30	750.00	1,500.00
595 US AMBASSADOR (I/O)	65.00	100.00	65.00
596 NATIONAL SPEAKER FUND	150.00	150.00	150.00
Total 59 NATIONAL	2,153.30	2,750.00	3,465.00
60 EXPENSES - OTHER	-	-	-
601 DEPRECIATION/OFFICE EQUIP	-	285.00	285.00
Total 60 EXPENSES - OTHER	-	285.00	285.00
Total Expenses	48,374.47	91,052.00	98,601.06
Net Operating Income	(48,374.47)	(91,052.00)	(98,601.06)
Net Income	3,777.80	53.00	5,199.34