



**Hello 2024-25 Chapter Presidents!**

It has been a great trimester and I am so proud of all of you. It has truly been a trimester of working together and supporting each other. I enjoyed the visits I made and am looking forward to seeing you at conventions, Regional and District meetings and LOTS.

Many of you joined CMVP Shirley and I on our Zoom call in November about Chapter Meetings. It was a good conversation about what works for your chapter and how to do more with the time you already have. We are having the Tri 3 Zoom call on March 11 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.

I am hearing wonderful things about connections and sharing when you get together for district meetings. I am looking forward to that same connection at our upcoming Regional meetings. If you have never been to one, give it a chance this year and I know you will walk away with energy and new ideas.

This trimester, I am asking each of you to Be Positive. To me that means having a confident, can-do attitude. It means looking for how to say "Yes" and find a way to make it work before jumping to a "No". Don't hesitate to ask your members to Be Positive for your chapter too. This comes up this time of year around roles for the next WT year. Ask them what their concern is and see if it is something that can be overcome. It won't work in all cases but at least they know you cared enough to try.



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 for this so we know how best to support you
- ✓ **Presidential Pin and Medallion nominations** – Recognize outstanding members with pins and medallions. Send in for Regional Meetings by March 2 and for Annual by May 2.
- ✓ **Webinars** – be sure to attend and encourage your members to participate – join us on February 26
- ✓ **District Meeting** – make plans to attend and encourage your members to participate at your 3<sup>rd</sup> Trimester meeting

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**Dates to Remember**

**Last Day Each Month:** Chapter Presidents Reports Due

**January**

**24-25:** Winter State Convention

**February**

**13-19:** Membership & Random Acts of Kindness Week  
**26:** Tri 3 Webinar

**March**

**1:** March Planning  
**2:** State Committee Meetings  
**5:** MVP Zoom  
**11:** Chapter President Zoom  
**13:** MNWT Orientation Zoom  
**15:** Early Bird Renewals Due  
**22:** Region I Mtg – Bemidji  
**29:** Region II Mtg – Waseca

**April**

**5:** True Friends Clean-Up  
**11:** MNWT Foundation Mtg  
**12:** MNWT Day of Service  
**15:** All Renewals Due for Tri  
**20-26:** Volunteer Recognition Week  
**26:** LOTS  
**29:** Tri 3/Year End Closeout

**May 2025**

**2:** Tri 3 Success, Programming Report & Recognition Nominations Due  
**16-17:** Annual Convention

# Check In on Your Chapter

**Congratulations! You are just under one-third of the year left leading your chapter. Your chapter hopefully is progressing forward on your collective goals and you are seeing results. Now is a great time to take a checkpoint and see where you need to put some extra focus or even back off.**

**Goal Review** Take time to review goal progress with either your board or your chapter members. With a few months left in the year, what do you have left that you want to accomplish? Are you making this goal a priority or providing opportunities to make this happen? What activities do you need to meet your goal?

## **Now What? Do a Trimester Check In.**

- ❑ **Are your board members active?** Now can be a great time to get board members involved at a different level. Take the opportunity to ask them to take on a bigger help or to assist you in a new way. This may be just the taste of a new role they need to step up in a new way in the future.
- ❑ **Do you have a mix of Service, Social & Personal events?** Are your members hibernating for winter? There are a number of built-in opportunities to get them involved. Look at M-Week and plan a Random Acts of Kindness event. Plan a Galentines outing for Feb 13 or gather for the Tri 2 webinar. Get inspired by International Women's Day on March 8 or the start of spring on March 20. And plan a chapter service or community project for April 12<sup>th</sup> joining MNWT chapters all over the state in a Day of Service.
- ❑ **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?** Shorten the business of the meeting and add an activity like a service project, random act of kindness, craft or a speaker. 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). 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 finish strong!**

## **Should I repeat as President?**

It can be very tempting to repeat as your chapter president when all of your members are saying no and have good reasons. You probably had good reasons for saying no when you were asked as well. However, the transition of leaders and having new people take the reins is good for chapters.

**Burnout is real.** When you repeat the same position, you can easily fall into a rut where you are going through the motions and not looking for new opportunities for the chapter.

**Don't put all of the eggs in one basket.** When leaders stay in their position too long, one person becomes too critical and if they need to step away, all chapter momentum can halt. Make sure that there are others that can step into each role so the chapter is not dependent completely on just one.

**High bars are not real.** When one member leads for too long, the presidency can become daunting to do it like she does. But that is not the case, we all have learning curves and with support other members can do the job and make it her own!

**Variety is good.** Leadership changes often bring opportunity for new ideas and new approaches, even other new leaders.

**Be purposeful in a second tour.** Sometimes a second year can be good with an intention. Use this time for training or preparing someone for the next year,

# 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 to help.

## 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 and have at least 2 members attend the Feb 26 webinar.

April 12 is the MNWT Statewide day of Service. Do something with your chapter in your community and let us know about it!

**Community Connections:** Make plans to join me on April 5 in Annandale for the True Friends clean-up. And get your Community Connections Awards nominations in by April 15.

**Living & Learning:** The book of the trimester is Joy Baker and Patty Wetterling "Dear Jacob". Join me at Annual Convention where they will be the luncheon guest speakers.

**Women's Wellness:** February is Teen Dating and Violence Awareness month.

**REACH:** Get info on monthly zooms and ideas for supporting REACH in schools. February is Priority Area Emphasis month.

**Youth of Today:** Get ideas for volunteering with kids and consider having YT SPM Cheryl join one of your meetings.

## Which CIP For Who?

- President – President
- AVP – State Delegate
- MVP – Membership VP
- CMVP – President and Board
- PVP – Programming VP
- Marketing VP – President, MVP, public relations/social media, and newsletter
- FVP – Treasurer & Ways & Means/Fundraising
- Extensions – State Delegate/ MVP
- Secretary – Secretary
- Parliamentarian – Parli
- COB – Past President
- PA – President/ State Delegate
- SPMs – PVP and LPMs
- 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 Maximizing Retention this Tri and encouraging you to participate in MWeek with a Random Acts of Kindness event. Check out her amazing Recruiting & Retention challenges focused on growth. There is \$ and prizes to be won as well as a Silly Supper for your chapter hosted by State Staff. We can do it!

**Chapter Management** is all about getting ALL of our chapters to 15 or more members. Check out her CIP for developing and engaging members to help strengthen your chapter.

**Extensions** has a new chapter in the Iron Range and working on two more. Reach out to Kathy if you have leads or ideas for an extension.

## 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 3. Reach out to them at any time throughout this year.

**COB** Amy is preparing for Regional Meetings and elections. Contact her if you need help building your board for the coming year.

**Finance** FVP Connie has a challenge for Ways & Means donations and is promoting the open Accountant position for 25-26.

**Secretary** Liz is looking for your minutes to review. She also has tips for making your minutes informative and succinct!

**Parliamentarian** Jeny wants to remind you it is not too late for a Bylaw and Policy review this year. Send in your current Bs &Ps to the MNWT repository so you always can access a copy.

**Marketing** Michelle wants you to check out the new Marketing awards and submit a testimonial about MNWT for the website.

# — . . — 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.

**Conventions.** Annual convention is a time to celebrate the year and to move into the new year. We will have a wonderful guest speaker at the luncheon along with many awards and recognitions. You won't want to miss the fun and encourage your successor to join the roundtables for Presidents & State Delegates on Saturday to get the year of to a great start. 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 a state orientation in their 2<sup>nd</sup> & 3<sup>rd</sup> trimester of membership. All members are welcome to attend at any time.

## MNWT Orientation Zoom March 13 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 February 26 at 6:00 pm

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

### Topics are:

- **True Friends & MNWT** – Learn more about the MNWT history or working with True Friends and the camp in Annandale as we prepare for clean-up on April 5
- **MNWT.ORG basics** – Simple tips for navigating and using the new website
- **Heartstrong Monticello** – We will be joined by the founder of this organization that brings AEDs to his local community. He will have ideas for what you can do in your community.

Look for zoom link on [mnwt.org](http://mnwt.org) Events/Training & Webinars page.

**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 in Tri 3. 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 March and is emailed to chapter email.

**"Zoom" get-togethers.** Some of the state staff 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. All are welcome for MVP Zoom on March 5.

**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 March 11 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!

When women get **TOGETHER** as a group, it is immensely powerful. --- Annie Lennox



# — . . — 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 Conundrum

When working with chapters on challenges they are having in their chapter, it often comes down to communication problems. Here are a few situations and things to think about for your chapter.

**I didn't know so I did what I thought needed to be done.** When working on a project or with a board, make sure there are opportunities to communicate. We often avoid meetings or even written communications for lack of time but find a way to connect and work together efficiently and effectively. Spending a little time reviewing where you all are and planning next steps can save everyone time in the future.

**We covered that at a meeting so no need to cover again.** Not all members can make meetings all of the time. Make sure you have a way for them to find out what is going on or to sign up to be involved with activities. This could be as simple as an email after meetings with a quick update and who to contact for each upcoming event or registration/rsvp links.

**She knows what she's doing so no need to include others.** Providing updates allows for all to learn and also for others to provide input on how that activity or project fits into the chapter big picture. It also gives others a chance to learn and perhaps take on new roles in the chapter.

**Whether it is written, face-to-face or via virtual connection, communicating status and planning can avoid unnecessary confusion or stress and provide opportunities to learn and for others to engage.**

## Retention Reminders

**Retaining existing members is key.** Existing members are the lifeblood of a chapter and they deserve your time and attention. When you recognize people are hesitant to renew or you see a growing trend, you want to check in and see if there is an issue that can be addressed.

**Variety is the spice of life.** Change for change's sake is not recommended, but often we all need to mix it up. Ask your members if they need a change. This helps others to learn and not be dependent on one person and keeps a member from getting bored doing the same thing all of the time.

**Recognition matters.** Even long-time members like to be recognized. It helps to feel valued and can also motivate others. Make sure you spread out the kudos but remember to say "thank you" or "I appreciate you" even when members are doing what they always do.



## Trimester Closeout Chat

We are looking for you to join the Tri 3/Year End Closeout chat on Zoom on Tuesday, April 29 from 6:00-8:00pm. You can join the zoom at any time during the Closeout and stay for as short or as long as you want. You will find other 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. We will also be making check-in calls starting at 7pm to chapters we haven't heard from. Be on the look at for a call.

# 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 3. 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.

The best way to lead people into the future is to connect with them deeply in the present.

James M. Kouzes

## 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.

## What will you do in 2025-26 or beyond?

### Our organization needs leaders like you!

**Have you considered becoming your next district director?** Talk to your current DD or AVP Andrea!

**Or maybe sharing a passion of yours by being an SPM is in your future?** Talk to PVP Michelle about what is involved!

**Need something less formal?...**how about State Committees?!? Volunteer to be your Area representative for Marketing

Committee, Membership Management Committee or Future Directions? Talk to COB Amy for more information!

Showing interest now can help prepare you for a role in the future. A great way to learn about all of these positions is to attend the upcoming March Planning/State Committee weekend.

## Tri 3 Presidential Success Bonus Points

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

OR

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

OR

*Submit a March Planning recommendation to the COB by Feb 10<sup>th</sup>.* Verified by COB – 25 pts

OR

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

OR

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

OR

*Submit your chapter scrapbook page to the PA and/or contribute to the President Year-End gift by April 6.*  
Verified by PA – 25 pts

**(Maximum 100 points)**