



Minnesota Women of Today
2025-2026 Fall State CIP
Programming Vice President
S.M.I.L.E. Simple Moments Influence Lives Everywhere

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Hello all Programming Peeps. Trimester 1 just flew by with all the summer activities. As I am embracing my first time on state staff, I am learning that our members are more amazing than I thought. Having the opportunity to read all the submissions for the Project of the Trimester and Outstanding Programming Managers, I get a snapshot of all the great things that our organization accomplishes across the state. This organization celebrates amazing people, and as a member, you are a leader in that goal. Keep reaching out and creating ripples across Minnesota.

In Friendship, Sue

MNWT Calendar

October

- 22** MNWT 2nd Tri Webinar
- 25** Make a Difference Day

November

MNWT Emphasis Month: WW

- 1** Outstanding Young Adult (OYA) nominations due
- 1** Women Who Impact (WWI) nominations due
- 1** Person with Determination (PWD) nominations due

December

MNWT Emphasis Month: CC

- 31** Living & Learning and US WPD Certifications due

January

MNWT Emphasis Month: LL

- 2** Outstanding Program Manager nominations due
- 2** Project of the Trimester nominations due
- 2** 2nd Trimester Programming Reports due
- 2** Bidding SPMs Plan of Action due
- 23-24** MNWT Winter State Convention

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

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The SPM CIPs are now combined with the PVP CIP along with some of the common information across all areas.

Individual SPM CIPs can still be accessed from those links and the SPM pages.

2026-2027 STATE PROGRAM MANAGERS NEEDED

Are you passionate about a specific programming area? Would you like to share your talents with others? Are you interested in trying something new? **Consider becoming a State Program Manager!**

Potential SPMs that bid at the Winter State Convention will receive training to help them prepare and get them ready for Annual 2026. Getting started early is the key to a great start. Please get in touch with me at pvp@mnwt.org to learn more about the exciting role of a State Program Manager.

Trimester Programming Awards



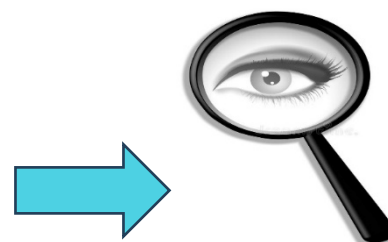
Each Trimester, all 5 SPMs will recognize a wonderful project and an outstanding programming manager in their area. They review nominations sent in by chapters and districts around the state. Receiving the Outstanding Project of the Trimester and the Outstanding Programming Manager Award is truly an honor and one to be proud of.

As your chapter PVP, consider sending a project of the trimester in each of the five areas every trimester.

Even if your chapter doesn't have a local program manager (LPM), nominate a member performing exceptional work in any of the programming areas. Everyone has an opportunity to win this award.

I SPY . . . a reader of my CIP!

Text an image of this picture to the right for a special gift from me at Winter Convention to me at 507-236-0402. Include your name and chapter to receive a gift from me at Winter Convention.



Next Priority Area

We are starting the process to find out next MNWT Priority Area which will start in the year 2027-2028.

Please get in touch with me at 507-236-0402 or pvp@mnwt.org with your suggestions.

Programming Certificates

Each trimester, your chapter will receive a certificate with the total dollars and hours that you reported to the state. You can send me an email with those amounts by programming area, use the trimester report, or the new programming spreadsheet.

REPORTING YOUR EFFORTS

Streamline Your Chapter Meeting Reporting

Putting a little effort in ahead of a meeting can save time and effort during the meeting. By following the tips below, you will reduce the length of the business portion of your meetings and amplify the positive atmosphere within your chapter.

- 1. Write it down** and give a copy to your secretary. If you know you have to talk at a meeting, take 5 minutes before you arrive to write down your thoughts. If you find out last-minute you need to report on something, write it down. **Find the time to prepare your thoughts and avoid missing key points or rambling on.** To avoid forgetting important details, use the 5 W's as a checklist: who, what, when, where, and why.
- 2. Train others.** It is a good idea to train chapter members on writing reports, especially those who tend to ramble or overlook important details.
- 3. Set time limits.** Most reports should be 1 minute or less. When it comes to a presentation or a longer report, never assume. Ask your president or supervisor how much time you have. Most of us have no idea how long it takes us to say something. **At your next meeting, time yourself and others reporting in your area, and use that as a starting point to retrain yourself in reporting more effectively.**
- 4. Positively redirect questions and discussion.** When reporting something that will require feedback, say it in a way that keeps the discussion online. Ask people to call, email, or talk to you after. If it needs to be discussed at that moment, make sure time is scheduled for that discussion ahead of the meeting, and let others know how much time is available. **When you run out of time, do not be afraid to table a discussion for later.**
- 5. Keep your reports positive.** Key negative words to avoid when reporting are: ONLY, DID NOT MEET, UNDER OUR GOAL, BUT, and NOT ENOUGH TO PARTICIPATE.

FAQ

Q: Why should I complete the MNWT Trimester Programming Report? How?

Your MNWT Trimester Programming Report is part of the official records of your chapter. By completing your chapter's report, you are including your chapter in the official MNWT programming totals. The more information we have, the better we can serve you and your community. It also allows us greater ability to promote your communities and recognize your members.

The secret to simple and easy reporting is having **one place** to record your projects and events. Consider adding a section to your monthly agenda called "Celebrating our Accomplishments". List all the projects completed since your last meeting. Include funds raised, funds donated, in-kind donations, and service hours. **What if it's just a motion to donate money?** Include those as well when it is time to complete your trimester report. **What if it doesn't fit into MNWT programming?** It does. Everything your chapter does for your community, its members, and with other organizations is part of programming.

At the end of each trimester, use the "Celebrating our Accomplishments" section of your general meeting minutes to fill out the MNWT Trimester Programming Report. The entire report should take approximately 5 minutes to complete and can be completed online.

Q: What if I miss sending in a report?

Although we ask you to send in a report at the end of each trimester, you can submit information at any time. The only firm date is the year-end date. All information for the current year must be submitted by May 1, 2026, to be counted as an MNWT 2025-2026 project, event, or fundraiser.

RANDOM ACTS OF KINDNESS

In keeping with President Shirley's theme of Creating Ripples, I share a post on Facebook each Sunday with ideas for Random Acts of Kindness to give you motivation to create a ripple that week. Check it out on the **MNWT Programming** page.

Here is a recap of the what was shared during Trimester 1.

- Visit a little library and donate a book
- Hold a door open for someone
- Go on a litter walk in your neighborhood
- Run an errand for a family member/friend that is busy
- Write a kind message on a mirror with a dry erase marker
- Leave quarters at the laundromat for a stranger
- Surprise a neighbor with fresh baked cookies
- Donate old towels or blankets to an animal shelter
- Let someone go in front of you if they only have a couple of items
- Find a free little pantry in your community and make a donation
- Write or email a former teacher that made a difference in your life
- Sign up to donate blood
- Give an extra generous tip



TRI 2 WEBINAR – OCTOBER 22

Each trimester, MNWT offers online training through a webinar, held the last week of the second month of the trimester. The second Webinar will be held on Wednesday, October 22 from 6 to 8 pm.

THE TOPICS ARE:

6:00—The Value of Board Meetings—The difference between committee work, board meetings and chapter meetings

6:30—Activation—How to inspire members to get involved

7:00—Conflict Resolution

Register on mnwt.org Member Homepage to be sent the zoom details.

TRI 2 PRESIDENTIAL SUCCESS BONUS POINTS

- **Submit a project for the Project Library** (50 pts – verified by CSC)
- **Deliver an MNWT 10-minute orientation at a chapter meeting** (25 pts – verified by Mtg Minutes)
- **Participate in Membership Week and sign a new member** (50 pts – verified by MVP)
- **Submit an article to the NEWSLET** (25 pts – verified by NEWSLET editor)
- **Submit an Outstanding Award Nomination** (25 pts – verified by SPMs)

Maximum 100 points