

Future Directions Committee Meeting Minutes - DRAFT

Saturday, July 15, 2017 @ 1:30 pm Resurrection Church, Monticello, MN

Welcome: Tevyan Sorensen called the meeting to order at 1:38 pm.

Attendance: *Members:* Tevyan Sorensen (Chair), Shelli Struzyk (Pres), Barb Zeroth (EVP), Christine Sibilleau (AVP), Jane Hanson (COB), Katie Castro (Exec Dir), Illeana Miller (Parli), Shellie Matthes (Mktg), Cat Shuman (Finance/Treas), Julie Hammel (Awards), Nicky Anderson (Restruct), Jen Kinzer(Found/SP), Laura Gaylord (SP/At Large), Cindy Umland (Area 2), Colleen Todd (Area 3), Michelle McGowan (Area 4), Anna Nichols (At Large), Mary Kaminski (At Large), JoAnn Miller (At Large); *Guests:* Jeny Ohr, Kelly Porter, Stephanie Putzier, Amy Pumper

Minutes taken by: Stephanie Putzier

Approval of minutes: March meeting minutes were approved with corrections.

Orders of the day were given.

REPORTS:

Executive Director: Katie Castro – No report

MNWT Foundation: Jen Kinzer – Next meeting will be held August 12 at Pine Country Bank in Rice. The Empower the Future Fundraising campaign is still going on. We only have about 25 more slots open for this. Our Annual meeting will be held at Fall State Friday night following the Executive Council meeting.

Finance Committee: Cat Shuman – Jane Holmberg will continue as the State Store Manager for the 2017-18 year. The store has been to LOTS and MNJOTS and will be at the President/State Delegate Retreat.

Our 1st Trimester promotional is Fun Pasta. Thanks to Cindy Golbuff for heading up this promotional fundraiser. Each chapter should have received a packet with their MNJOTS chapter information packet. Any member can order online through the Fun Pasta website. Chapters will earn 20% of their total order.

The Finance Committee will be hosting two fundraisers at Fall State. There will be a gift card lucky buck auction on Saturday. Please get any donations to Jane Hanson. We will also have a “Sheets Galore” fundraiser during the Project Fair. Jane Holmberg is in charge of this fundraiser.

Online stores for the MNWT logo apparel will return for 2017-18. The first opening will start in August and run through convention.

Thank you to all chapters who have donated to Ways & Means so far this year. Chapters, districts, and individuals are encouraged to donate. Remember: Dues are our biggest revenue source. Please support the membership team by encouraging your chapter and members to renew and add new members.

The 2017-18 budget was prepared by the Finance Committee in May and published in the Treasurer MNJOTS CIP. This will be presented for approval at Fall State convention. If you are interested in serving on the Finance Committee, please contact Cat or join at the next Finance meeting.

The next Finance Committee meeting will be held on Saturday, August 5 at 10:00 am in Monticello. Location is TBD.

An announcement will be made at Fall State that Julie Hammel will be the 2017-18 MNWT State Treasurer.

Marketing Committee: Shellie Matthes – recap given. Minutes available from marketing@mnwt.org.

Membership Management Committee: Sherry Boike – recap given. Minutes available from mmc@mnwt.org.

SUBCOMMITTEE REPORTS:

Restructuring Committee: Nicky Anderson – The next meeting will be Tuesday, July 18 at 7:30 pm via Zoom. If you are interested in joining this committee, please let Nicky know.

- District Structure – Based on information received from the DD Survey, we are getting the District Directors more active during Executive Council meetings. Each District Director is now able to share information on their districts through a non-formal report.
- Requirements for SPM – Restructuring will look at possible alternative requirements to qualify for SPM beyond today's requirements. They will look to bring recommendations forward at a future meeting.

Manual Review: Amy Pumper stepped up to be the chair of this subcommittee.

- Manuals to review and status:
 - Living & Learning Chapter Manual will be combined with the PE Manual. Cindy Umland will assist with this.
 - Membership Manual – Jen Kinzer and Terri Dahlberg continue to work on this.
 - M-Night Manual – no report
 - PR Manual – no report
 - R&R Manuals – no report
 - SPM Ops Manuals – Tevyan is working on these.
- PEP Courses to review: No report on these at this time.
 - Change (video)
 - Live Out Loud
 - I Am Beautiful
 - Lead Out Loud
- Outstanding Awards Manual – We will work on separating this out into an Ops Manual and Awards manual.

- The two new PEP Courses are in queue to be uploaded to the website. They are already on the Rental Form. These are Laughter Yoga and Improv.

Go-Green: Christine Sibilleau -- The objectives we established are to reduce the paper usage throughout the organization (state and in chapters), to be more efficient and to promote recycling options.

In addition to being part of the new chapter officer report form, we also asked District Directors to remind chapters that opt-outs of most state publications are available, and that members have access to these publications by the week following convention. Don't forget - Districts, Exec Council members and committee chairs, you also have the option to opt-out of CIPs and/or Chapter Mailings - simply email the Chapter Service Center.

This year's State POA will be accessible from mnwt.org - woo hoo! - which allows chapters to have the option to opt-out of paper copies of these as well. We expect to have this year's opt-out numbers for you in our next report.

We are working on putting together a breakout session on how digital filing/archiving can work in your chapter.

Stop by our table at the project fair for information on recycling!

Awards Chair: Julie Hammel – The Women Who Impact award has officially moved over to the Women's Wellness area. At Fall State, Julie will meet with the External SPMs and EVP, Barb Zeroth, to discuss information to put in CIPs, Facebook, and MNWT SPM pages regarding awards. Julie will add information to chapter mailings highlighting due dates for these awards.

Strategic Plan: Jen Kinzer & Laura Gaylord – Copies of the plan were handed out and discussion was held over what is due now, completed, and coming up due. If an item is due Winter 2017, please begin reviewing it now. Below are a few recaps of items discussed:

- Goal 1a – This will fall under the Healthy Chapter Subcommittee led by Anna Nichols.
- Goal 2a – Jen Kinzer and Terri Dahlberg continue to work on this. It is taking longer than anticipated.
- Goal 2b – We need to begin working on this.
- Goal 2d – Shellie Matthes will make sure some of the "Why's" that she received during the Marketing Committee meeting as member testimonials.
- Goal 3a – Tevyan Sorensen will follow up on this.
- Goal 3b – We will have Cathy Snyder review the recommendations.
- Goal 4a – A Programming Task Force was formed. This will be led by Mary Kaminski. Stephanie Putzier will be on her committee.
- Goal 4b – We will review the evaluation of programming to potentially ask the questions:
 - Are members getting what they need?
 - How do we know we are doing the right thing for our members?
 - How do we know if our members are actually participating?

- Goal 6a – We will review the possibility of Facebook Live Training.
- Goal 6c – This will fall under the Online Trainings Subcommittee. A group break out session was held to determine what people want to know. Tevyan Sorensen, Laura Gaylord, Jen Kinzer, and Cat Shuman will all work on this.

Online Trainings Chair: OPEN – We are looking for a chair for this subcommittee. Please let Tevyan Sorensen know if you are interested.

- Webinar Trainings – For our October training, we are looking to have two to three topics for 30 to 60 minute time slots.

Chapter Structure: Anna Nichols

- Health Chapter Training – By our next meeting, we hope to have a definition of what a healthy chapter is. Subcommittee Members: Anna Nichols, Julie Hammel, Stephanie Putzier, Jane Hanson

Train the Trainer: OPEN

- This subcommittee is not currently active.

International Chapters: OPEN

- This subcommittee is not currently active.

Convention Review: OPEN

- This subcommittee is not currently active.

OLD BUSINESS:

- Review Policy O and POA page 48 – Jen Kinzer has worked on a breakdown of committees/subcommittees. A Task Force will be formed to fine tune this information for the policy and POA. No changes will be made for the POA this year. Task Force Members: Jen Kinzer, Tevyan Sorensen, Shellie Matthes, Sherry Boike, Shelli Struzyk, Jane Hanson, Katie Castro, and Ileana Miller. Discussion included reworking Policy O with the following breakdown for Committees. Task Force will continue to refine these definitions and what falls under each.
 - **Statewide Committees** - A group made up of members and officers, organized each year and meeting at regular intervals (at least three times) each year for the purpose of supervising the discussion and implementation of ideas brought forward from other committees, task forces, officers or members. A Statewide Committee shall have the authority to approve Special Committees, Sub-committees and Task Forces. *Proposed: Future Directions, Finance*
 - **Secondary Committees** - A group made up of members and officers, organized each year and meeting at regular intervals (at least three times) each year for the purpose of maintaining a specific area of the organization with the assistance of sub-committees

and task forces when necessary. A Secondary Committee reports directly to a Statewide Committee and the corresponding supervising officer. *Proposed: Marketing, Membership Management*

- **Standing Committees** - A group made up of members and officers, organized each year and meeting at least once each year to accomplish a specific task, but may meet additionally with online meetings and/or email discussions. Each committee is assigned an officer or committee supervisor and shall report to that supervisor as described. *Proposed: Bylaw/Policy Review, Programming Review, Winter State Awards, Statewide Project, Credentials, Success System Appeals*
- **Special Committees** - A group made up of members and/or officers, who are organized for a specific purpose. They may meet several times either in person or online or via email discussion. This group meets for a timeframe as directed by the statewide or secondary Committee, but usually no more than 2 years, and shall be dissolved once the task is completed. *Proposed: Convention Review, Restructuring Committee, Branding, International Chapters, Train the Trainer, 2020 by 2020*
- **Sub-committees** - A group made of members from a statewide or secondary committees that are formed yearly for the purpose of accomplishing a certain task as directed by the chair of the statewide committee. *Proposed: Manual Review, Strategic Planning, Online Training, Go Green, Expo, Social Media, Web Development, Promotions, Leadership*
- **Task Forces** - A group of member(s) directed to perform a short term study (usually less than one year) of a specific topic as directed by the Future Directions Committee Chair and/or State President and/or Chairman of the Board. *Proposed: Programming Report Form, Convention Review, Restructuring, Chapter Structure*
- Review Policy O 4 & 5
 - Committee Chair Reimbursement: Jen Kinzer has developed some recommendations for Finance. A variety of discussion was held on this which will be taken back to the Finance Committee. In addition, she will have a personal discussion with each current committee chair as well as the past 1-2 chairs. The Future Directions Committee has no formal recommendation.
 - Additional recommendations for ByLaw/Policy Review (These will be given to Parliamentarian)
 - Mileage for Gold Team needs to be moved to another Policy. It is currently a part of Policy O.7. I recommend that this section goes into the Policy M Officer Expenses, Policy N Finances? Or it could go under the section about the CMVP and talk about Gold Team Policy J4.
 - Add Foundation Chair as a member of the FD committee
 - Executive Council Member Reimbursement: We will discuss what is required by Executive Council members at the next meeting. Julie Hammel is spearheading this information.

- Moving all BOF forms to Google Forms – This is currently in progress. Some forms would need to be updated every year, which could be cumbersome.
- Programming Report Changes – Ileana Miller will remind chapters/districts to update their policies regarding the Programming Report changes that began this year. This will most likely affect the State Delegate and Programming Vice President areas.

NEW BUSINESS:

- M/S/P (Jane Hanson/Jeny Ohr) I move that we update Policy T.4.a.3 to remove “plaques” and replace with “certificates”. This policy would then read “Certificates shall be presented to the gold key winners.”
- POA page 19 “Programming Review” – should this be a Standing Committee? The Task Force will review and reference and policies that may be affected.
- Committee CIPS – we discussed combining the Marketing Committee, Membership Management Committee, and Future Directions Committee CIPs into one. This would come from the Future Directions Committee chair with 1 page information from the Marketing and Membership Management Committee. A trial will be performed with the Fall State CIP.

Meeting Adjourned at 3:40 pm.