

**Future Directions Committee Meeting –Minutes**  
**March 16, 2019 @ 1:00PM Presbyterian Church, Shoreview, MN**

**Welcome** Jen Kinzer

**Minutes taken by: No volunteer**

**Approval of Minutes:** December minutes – approved

**Attendees:** Members: Jen Kinzer (Chair), Brenda Sather (Pres), Barb Zeroth (Parli), Jane Hanson (Manual Review), Julie Hammel (Awards), Cindy Golbuff (EVP), Tevyan Sorensen (MMC/Past chair), Daina Mirsch-Wenner (Marketing) Jeny Ohr (Rep), Katie Castro (ED), Michelle McGowan (Rep), JoAnn Miller (Rep), Shelly Struzyk (cob),

Guests: Jenise Teske, Wendy Homyak, Sharon Erickson, Melanie Chenoweth, Jessica Schultz, Shanna Pratt, Melanie Chenoweth, Shellie Matthies,

**REPORTS:**

**Executive Director:** Katie Castro – Insurance billing is out. We have a new provider and the rates have increased. An article for the NEWSLET is being planned to further explain the increases to chapters. Conventions-looking for locations to book long term for our conventions.

**MNWT Foundation:** Nicky Anderson-next meeting-April 13 at Bonnie Waller’s house.

**Finance Committee:** Jane Hanson/Mary Hansen

Next meeting is scheduled for May 24<sup>th</sup>. 50/50 Raffle and Bake-less Bake Sale is planned for third trimester.

**Marketing Committee:** Daina Mirsch-Wenner

Manual for Committee Chairs and Sub-Committee Chairs are ready to be approved. The new Website is being worked on and to be launched in the new WT year. Promoting WT needs to be filled. New Buckets of Sunshine Project is Sweet Dreams for Kids.

Next meeting: TBD

**Membership Management Committee:** Tevyan Sorensen

May 4<sup>th</sup> is LOTS. Extension Baskets for Lucky Buck at Annual are Sport, Leisure and Alcohol. Contact Heidi if you can contribute.

Next meeting: TBD

**SUBCOMMITTEE REPORTS:**

**Manual Review Chair:** Jane Hanson

- SPM and Staff Ops Manuals- FVP, Committee Chairs, Special Procedures for Exec Council have been reviewed.
- PEP Courses to be reviewed are Conversation in Power and Laughter Yoga-online vote for approval will be needed.
- Outstanding Awards Manual and Outstanding Awards Ops Manual (Julie Hammel) – Chapter Manual should be ready April 1 and the Ops Manual will need a little more time.

**Awards Chair:** Julie Hammel

- Changes to the Outstanding Awards (WWIA and OYA) were approved at the December meeting. Manuals are still in progress.
- A Task Force was formed in December to look at changes to the PDC Award, chaired by Shanna Pratt. They will be meeting via Zoom between now and the next FDC meeting and bring recommendations.
- A new chair is needed for the 2019-2020 year.

**Go-Green Chair:** Christine Sibilleau

- No Report

**Strategic Plan Chair:** Laura Gaylord (would like a co-chair)

- No progress as yet. A new plan will need to be developed and approved for the 2020 year.

**Task Force Reports**

**Restructuring Chair:** Nicky Anderson

M/S/P Nicky/Michelle I move to allow Area 4 to hold their district meeting at the same time as the Area meeting.

Additional discussion was held to allow other districts to hold their meetings at Area meetings. Nothing formal was concluded and more discussion will be needed for a recommendation.

**Programming Task Force:** Stephanie Putzier

- Status Update
  - MNWT approved the motion to combine the IVP/EVP to make one PVP position beginning with the 2019-2020 year.
  - Recommendations to eliminate the R & R SPM and replace with a Success Coordinator (supervised by the CMVP) and move responsibilities Individual Evaluations to PVP, eliminate PR SPM and replace with PR assistant (supervised by the ED) and additional duties to the Marketing Committee, and eliminate the NEWSLET SPM and replace with NEWSLET Editor (supervised by the State Secretary) will be proposed for approval by the Executive Council at Annual Convention.
  - A letter to the chapters to approve 2 additional bylaw motions was presented and approved by FDC. M/S/P Jane/Wendy I move to approve the letter to the chapters as presented. The bylaw motions are: I move to strike "NEWSLET Editor" in Article XV. Section 2 and replace with "Executive Director". This would now read "The Executive Director shall be permitted to enter into a contract for the publication of the NEWSLET in the name of the Minnesota Women of Today with prior approval of the contract by the Finance Committee." And I move to strike "Internal Vice President" in Article XV. Section 3 and replace with "State Secretary". This would now read "The NEWSLET Editor shall be permitted to enter into a contract agreement in the name of the Minnesota Women of today with NEWSLET sponsors and advertisers with the approval of the State President, State Secretary and Accountant.
  - The approval of several documents were made. The following manuals are updated and ready to be given to Manual Review for a final approval: Programming Vice President, NEWSLET Editor Ops Manual, PR Assistant Ops Manual, Success System Coordinator Manual, LPM Manual.

- The following forms were presented and approved by the FDC committee: Chapter Officer Sheet, Success Form, Success Guidelines, Program Manager Online Report, Program Manager Trimester Report, State Program Manager Bid Form, Intent to File for a Coordinator position. All motions were made individually, examined for changes/corrections and approved. Motions made by Jane Hanson/Daina Mirsch-Wenner.
- Additional documents were approved: Chapter LPM orientation, PVP Fast Start, 2019 LPM Fast Start, LPM Sign-up Sheet, Programming Overview, Manual Review Schedule and Success Power Point. All motions were made individually, examined for changes/corrections and approved. Motions made by Jane Hanson/Nicky Anderson.
- The 3 year programming review process/schedule and the programming Emphasis months were sent by to the Programming Task Force for further discussion and recommendation.
- The following Flow charts were presented and approved by the FDC committee: Programming Task Force organization chart, MNWT Committees Flow Chart and Reporting Procedure and Communication Flow Chart. All motions were made individually, examined for changes/corrections and approved. Motions made by Daina Mirsch-Wenner/Jane Hanson.
- Additional documents that are not yet ready for approval, but will be completed by Jen and sent for FDC approval prior to Annual are: Individual Evaluation Forms, Intent to Bid Form, District Officer Sheet, District Director Fast Start, Glossary of Terms & Acronyms, Program Manager Contact Sheet, State Program Manager Report Form, and PVP Fast Start. Additional time may be needed for the Programming Brochure.

**Online Trainings Chair:** Open/Tevyan Sorensen (Webinar)

- Tevyan (Webinar)-Next Webinar will be in June. Ideas are Buckets of Sunshine Project, PR/Marketing, Fast Start.
- Jen (other online trainings) Joanne Larson and Shanna Pratt continue to work on the Member Orientation/Power Point.
- The Success Power Point could be uploaded as an online training now that it has been approved.

**OLD BUSINESS**

- **Policy O recommendations – Jen-** the Policy O recommendations were approved at the Mid-Year Executive Council meeting in November.
- **Review of Website: Jen** Jen is reviewing the website for items that need updates, broken links and other suggestions. These will be given to the webteam.

**NEW BUSINESS**

**March Planning Recommendations**

**Recommendation 1**

**Remove Google Doc Format for President and DD monthly report. Remain an online form as it was before.**

Discussion: The Google Doc format is too cumbersome for DDs and President to use. There is too much unnecessary information with the current document to sift through. Additionally all information is available to all individuals with access to the document. **Action:** Send to Restructuring Task Force for discussion and recommendation.

## **Recommendation 2**

### **Create an online video tutorial for how to complete an evaluation.**

Discussion: Good idea Action: Send to Online Training Sub-committee for development and implementation.

## **Recommendation 3**

### **Create an online video tutorial for how to complete SUCCESS.**

Discussion: Good idea Action: Send to Online Training Sub-committee for development and implementation. Note: A Success Power Point was updated through the Programming Task Force and could be used.

## **Recommendation 4**

### **Review whether or not we need both the Buckets of Sunshine & the Priority Area or can eliminate one.**

Discussion: Inconclusive, so it was decided to send to the Programming Task Force for further discussion and recommendations. Action: Send to the Programming Task Force for discussion and recommendation.

## **Recommendation 5**

### **Review the number of years we have the Priority Area.**

Discussion: Need to decide the result of recommendation 4 first. Action: Send to the Programming Task Force for discussion and recommendation.

## **Recommendation 6**

### **Recommend dropping the rule that Executive Council members need to complete a Mid-Year Evaluation to be reimbursed for expenses for the remainder of the year.**

Discussion: M/S/P Jane/Daina I move to remove the requirement for Executive Council members to complete a Mid-Year Evaluation for reimbursement of expenses and strike the requirement from policy m.4.c. Action: Send to Parliamentarian for implementation.

## **Recommendation 7**

### **For the three months that the Chapter Mailing are not sent out: September, January and May. Have the months changed to the month following convention that is skipped-October, February and June.**

Action: recommend changing the publishing deadline to the 15th rather than the 1st allowing more time after a convention to submit information for the Chapter Mailing.

## **Recommendation 8**

### **Make it a part of every convention schedule to have a set time for District Director's to have for a District Gathering.**

*Discussion: Good idea, but will schedule allow?*

Action: Move to Convention Task Force for further discussion. It can begin immediately at Annual Convention.

## **Recommendation 9**

### **Have all 3 conventions at a designated location with hosts like we do for Winter State (1 in the South, 1 in the Middle and 1 in the North.)**

Discussion: May need to move in this direction. Katie is already working on securing locations. Action: Move to the Convention Task Force for further discussion.

## **Recommendation 10**

### **Make Staff Retreat and Mid-Year Exec Online Meetings.**

Discussion: Staff Retreat and Mid-Year Meetings are important to attend in person, so we may not be ready to hold these two meetings online. However, some other meetings such as March Planning may have the possibility of an online option. More discussion is needed and a recommendation needs to be presented before further action can be taken. Action: Send to a Task Force.

## **Recommendation 11**

### **Incorporate Marketing into the MNWT Exec Council**

**a) Develop a Marketing Strategic Plan (Daina has created a plan.)**

**b) Have MMC and Marketing work together to develop ideas to increase membership**

Discussion: create a Marketing VP-send to Restructuring for discussion.

Discussion a) Marketing Strategic Plan should be a part of the MNWT Strategic Plan and the plan created by Daina will be sent to the Strategic Plan Sub-committee to be included in discussion.

Discussion b) Makes sense. No real action to take, just discussion between two chairs to work together.

**Recommendation 12**

**Utilize online tools more effectively (Note: this works well with #6 on the current Strategic Plan.)**

**a) Incorporate all printed materials into online tools...we are currently working hard to do this, but I don't think it's on the Strategic Plan currently.**

**b) Make all forms Google Forms/Sheets/Docs instead of PDFs. Including MNWT Chapter Growth Plan**

**c) Schedule annual Exec Council training for online tools. (Just like we do MNJOTS, we need to do online training for tools.)**

**d) Recruit an Online Training Team Lead! (Currently, we are only concentrating on Webinars for organizational items, which is a start; however, we need to create or find videos that show members how to use our tools effectively.)**

Actions:

a) Send to Strategic Plan Sub Committee for discussion.

b) Send recommendation to Restructuring Task Force for discussion and include the Growth Plan for discussion and approval.

c) Refer to staff for discussion at Staff Retreat.

d) The committee is set up to create more training videos, etc. No chair means no one is responsible to oversee activity. We do have a Membership orientation/power point being worked on. Send to Online Training Subcommittee.

**Recommendation 13**

**Utilize a standard format for ALL publications (including POAs & CIPs) that uses the MNWT Branding.**

Discussion: Develop a template that is optional to use as it might not be appropriate for all documents. Daina to develop.

**Recommendation 14**

**We would like to incorporate the Project of the Trimester submissions (whether or not the submission has received the award) into the Project Table on the website. In order to do this, we will need to do the following:**

**a) Combine the Project Table Submission (OPTS) form into the Project of the Trimester (POT) form; this means that the following fields need to be added: Link to Supplemental Documentation; Estimated Cost Members Needed; Estimated Time**

**b) Replace the PTS link on the website with a link to the POT form**

**c) Currently, it is the responsibility of the SPM to submit the POT winner to the Web Team, but that has not happened in the past; so by doing this, the Web Team will have the ability to pull the information needed and put it onto the website.**

Action: Send to the Programming Task Force to address and make recommendations.

**Meeting Adjourned:** 5:00 pm Next meeting date and location to be determined.