

Executive Council Meeting Minutes

June 7, 2015

MNJOTS, Arrowwood Resort, Brainerd, MN

President Terri Dahlberg called the MNJOTS Executive Council meeting to order at 11:02 am. Melissa Redzuan, Living and Learning SPM, read an invocation. Administrative Vice President Heidi Westerlund led the Pledge of Allegiance. District 8 Director Stacy Pearson led the United States Women of Today Creed. Parliamentarian Michelle McGowan read Orders of the Day. Minutes of the Annual Convention Executive Council Meeting on May 15, 2015, and of the Special Executive Council Meeting on May 17, 2015, will be approved at Fall State Convention Executive Council.

Training: Jen Kinzer presented a training course on **The Wisdom of Wolves**.

Secretary-JoAnn Miller

- Chapter Mailing Highlights are due the 10th of June for the July Chapter Mailing. I will send a reminder out on June 9th. This is for the Chapter Mailing that will be sent out the first of July.
- Thank you district directors for your chapter mileage sheets. If you have not turned yours in yet, please do so ASAP.

Administrative Vice President-Heidi Westerlund

- Thank you for a wonderful weekend my DDs! Let me introduce:
 - ✓ DD02: Tanna Engen
 - ✓ DD03: Jessie McShane
 - ✓ DD05: Ileana Miller
 - ✓ DD06: Terri Miller
 - ✓ DD08: Stacy Pearson
 - ✓ DD09: Deana Ries
- Important dates: District Director fast starts due July 1st; State Delegate fast starts are due August 1st; Chapter President fast starts due July 15th.
- Exec Council—Articles for DD newsletter are due the 25th of each month.

Membership Vice President-Debbi Benke

- We have signed six (6) NMAs in May (Thief River Falls, 1; Morris Area, 1; Anoka, 1; Eden Prairie, 1; Winnebago, 2!)
- The Foundation is supporting our rebate program. Chapters signing three (3) new members and achieving 75% retention will earn a \$20 rebate! Chapters signing four (4) new members and achieving 100% retention will receive a \$45 rebate.
- Earn 50 Success points when you hold an M-event, a PE Course or a Chapter Social (utilizing PR and NEWSLET) with at least one (1) non-member attending the event during one of the “Investing in Membership” weeks of July 5-11th or August 9-15th AND sign three (3) new members during July and August. Check out my CIP for more information about these weeks!
- I invite you to the first Membership Webinar on August 4th at 6:30 pm – Investing in our Membership! Tell your chapters about it and register to take part in the Membership Webinar! Find it on the MNWT home page.
- Chapter renewals are very important again this year as we want to maintain current membership and continually add new members. Early Bird Renewals are due July 15th and the membership renewals are due POSTMARKED to the CSC by August 15th. My membership goal for this year is to grow by 15! I know that this seems like a stretch; however, this goal doesn't even come close to even hitting the 2020 by 2020 goal. Please help your chapters and districts get these renewals in – be positive and upbeat – and add new members too!
- We have heard from the 2020 by 2020 subcommittee and a newsletter has been created. See the CIPs to check out the 2020 by 2020 newsletter.

Chapter Management Vice President-Christine Sibilleau

- I am so excited to not only let you know that the yearly calendar is printed but ALSO it will have a new look – the web team and I are working together (mostly the web team but I'd like to think I had some input too!) and came up with a calendar that is identifiable by area, whether your role is membership or programming or on a committee – you will be able to easily pick out calendar items that pertain to you! The calendar I shared with you today is the Executive Council calendar – it has additional dates than the general membership one that pertain only to Executive Council and staff – this one is still in black and white – I will share the color version this week once it is completed. We also have enhanced the online and Google calendar to be more interactive – you will be able to click on links, etc. I hope you find these useful in your position this year! Keep in mind this is the official calendar for the year, the dates must be respected as printed - any changes must be approved - however, let me know of any additions you may have throughout the year.
- Now that the yearly calendar is almost completed, a main focus this year will be to assist President Terri in her goal to train all chapters! DD's – encourage the chapter presidents in your district to complete their Fast

Start. We talked about these yesterday. During DD and SPM visits, we identified who are TLC chapters, who is the DREAM (a.k.a. Gold) Team, their role and yours as a member of the Exec Council. Thanks to those who've already shown interest in being part of the DREAM Team – I'll be connecting with you soon about that.

Extensions Director-Julie Marchand

- We have received Intent to Extend forms from Kenyon/Wanamingo and Silver Creek/Maple Lake.
- We have six areas of interest:
 - ✓ Hopkins/Minnetonka
 - ✓ Farmington
 - ✓ Owatonna
 - ✓ Little Fork
 - ✓ Alexandria
 - ✓ Eastern Carver County (Eden Prairie want to do)
- I have three names of women from Alexandria that have shown interest in MNWT. I plan to contact the Alexandria women that are interested in forming a chapter there and then set up an extension team to work on that extension. I will contact Avon chapter to see if they are interested.
- We are looking for a contact person from each area for the extension team. I will be sending out an email to all DDs requesting names to be on the extension team.

Internal Vice President-Brenda Sather

- R&R SPM position is still open.
- Programming Evaluations for SUCCESS and R&R due to me by July 1st. My goal is to receive 30.
- SUCCESS Toolkit is complete and included in Chapter and DD CIP bags.
- Theme for the Project Fair at Fall State will be “Tools for Healthy Chapters”

Living and Learning-Melissa Redzuan

- L&L Challenge on “Culture, Traditions, or Holiday”. Chapters choose what they want to learn about. Information and examples and ideas will be featured in my CIPs. My goal is receive 10 entries per trimester.
- Goal to receive 120 L&L Certifications and 15 PEP course chapter certifications by year end.
- Goal to receive 10 entries in each of the Impromptu Speaking, Effective Speaking and Effective Writing competitions. Competitions topic available in L&L CIPs.
- Receive 3 nominations for Lois M. Christensen Women Who Impact Awards. Promote at the Fall State Project Fair, L&L CIPs and other publications.

NEWSLET-Kimberly Rowland

- NEWSLET articles and “Be the Light” personal messages due September 25th for the post-fall state convention issue to be published in mid-October.
- NEW this year! Discounted bulk purchasing options for NEWSLET “Be the Light” paid personal messages and no fee for photo submissions with articles.
- Any chapter submitting at least 1 article for publication by September 12th will be in a drawing that will take place at Fall convention; 1 entry per submission.
- Each person submitting 1 “Be the Light:” personal messages by September 17th will be in a drawing that will take place at Fall convention; 1 entry per paid personal message.
- Any chapter submitting 15 “Be the Light:” personal messages by September 17th will be in a chapter drawing that will take place at Fall convention; 1 entry per 15 paid personal messages.

Public Relations-Anna Nichols

- Facebook page posts. Seeking 100% participation from Executive Council. Refer to my handout.
- Project Fair at Fall State will focus on easy and affordable PR ideas along with drawing for a wine basket.
- 1st Trimester District Challenge includes utilizing Facebook and sharing PR information to chapters. See CIP for more details.
- Founder's Day is July 1st and goal is to have at least 20 chapters participating. See CIP for details.

Records & Recognition-OPEN

- Position is open.
- Success Toolkit is available.
- Programming Reviews are due July 1st.
- Verifications for SUCCESS submissions due from you by September 2nd.
- DPM Fast Starts due August 1st.
- Mid-Year Evaluations – not too early to begin thinking about them.

Ways and Means-Sue Ellen Toppings

- 1st & 2nd Trimester Promotional Fundraisers are Cherrydale Farms and Yankee Candles. Details are in my MNJOTS CIP.
- State Store items available at each convention AND online! Orders available outside of conventions by ordering directly. Shipping costs will apply. Pre-orders for delivery at conventions. Just email wm@mnwt.org.
- Convention Flocking will be a fun way to raise money for Ways & Means and will be a silly occurrence at conventions this year! See my CIP for full Flocking details, and then plot your first attack!
- \$5 for Friendly Service is a raffle drawing where the winner will receive the personal service offered. Several services will be available to win at each convention. This weekend, a \$5 for Friendly Service drawing offered, "Coffee & Donuts Sunday AM," was awarded to Stacy Pearson! A second \$5 for Friendly Service was to pack your car at the end of the weekend. Brenda Sather won this! Email me what service you'd like to donate or what you'd like to see offered.

External Vice President-Shellie Strzyk

- I am still looking for Women's Wellness SPM. If you know of someone who would be interested, please let me know. I will contact the March of Dimes Foundation regarding materials for the Project Fair and Visitation. As of now we do not have an additional foundation for this programming area.
- We have a perspective YT SPM but will not have POA and appointment until Fall State. We do have a foundation for this programming area in SAVE: Suicide Awareness Voices of Education. I will be getting materials from them for the Project Fair as well.
- Shaping up well. I know Brenda has a plan for Breaking Free. I have been in contact with SAVE and working with them on getting materials for Youth of Today and a visitation set up with them. MaryAnn is also working hard on her booth. Might need help figuring out the Women's Wellness Booth, will be working on it.
- Will really be working to educate, encourage, and receive service hours and transmittals. Would like to try and get together with chapters if necessary to train.
- M/S/P (EVP/Ways and Means) I move that we allow the Youth of Today SPM or a representative to sell chances on baskets at the Fall State Convention project fair on Friday night to raise money for the Outstanding Young Adult Award.
- M/S/P (EVP/Ways and Means) I move that we allow the Youth of Today SPM or a representative to hold a "Jail and Bail" event at the Fall State Convention Saturday night party to raise money for the Outstanding Young Adult Award.
- M/S/P (EVP/DD2) I move that we allow the Priority Area SPM to sell chances on a basket at the Fall State Convention project fair on Friday night to raise money for Breaking Free.

Community Connections-Mary Ann Johnson

- Fast Starts for LPMs and DPMs are due July 1st.
- Have LPMs and DPMs sign up for a drawing to be held at Fall State.
- I'll be collecting Wish List items for True Friends.

Breaking Free-Brenda Kennelly

- DDs please encourage DPM/LPM Fast Starts and reports.
- Everybody that visits my booth at Fall State will receive an incentive. Breaking Free will have their book for sale at the booth; each book purchased will get an entry to win a basket. Breaking Free LPMs/DPMs that introduce themselves at my booth get a special incentive.
- Warm Start Clothing promotion: Fall State collection Friday afternoon/evening and Saturday morning.
- Hygiene product packing service project at Fall State; watch for room assignment.
- All monetary donations this year will go towards the purchase of a van with a cost of at least \$20,000.

Women's Wellness-OPEN

- I still haven't had any luck finding an SPM. Will reach out to DD's after MNJOTS. Had one person ask me questions about it, but not very optimistic.
- Will offer a drawing for a basket for chapters/districts that submit LPM/DPM reports and transmittals. Can be in the drawing more than once.
- Will be looking for ideas and suggestions on what to have at the Project Fair. Will likely have something set up to gather LPM and DPM information. Will have small incentive for LPM and DPMs that come to the booth.
- March of Dimes. Working on getting the correct contact information to get possible fundraising information and correct March for Babies information.

Youth of Today-OPEN

- I will be setting it up to try and get a comprehensive list of DPM and LPM contact information during the project fair. Will put together some sort of incentive for any that stop in and provide information.
- Will offer a drawing for a basket for chapters that submit a calendar of events for Kid's Week and submitting LPM/DPM reports.
- Have a contact person from SAVE that will be getting me materials about this foundation to have at the project fair. Would also like to do 2 Lucky Buck Baskets at the booth again with proceeds going to OYA Scholarship Fund. Will do motion at Exec. Council to get approval.
- We will have the Jail and Bail Event again with all proceeds going to OYA Scholarship Fund. Will do motion at Exec. Council to get approval!

Treasurer-Shirley Halgrimson

- DD and SPM Fall State Expense Vouchers are due to supervisors by August 29, 2015. Please be sure to submit these to your supervisor in time so that you can receive your expense check at Fall State.
 - ✓ Staff Fall State Expense Vouchers are due to me by September 4th, 2015.
 - ✓ Blue voucher – for state president – can turn in at any time for reimbursement
 - ✓ Tan voucher – for District Directors
 - ✓ Pink voucher – for State Program Managers
 - ✓ Yellow voucher – for state staff
 - ✓ Green voucher – used for all other expenses such as business cards, rent and other business related costs. Executive Director will fill out when needed.
 - ✓ Purple voucher – can be used by certain staff at cost plus 10% to purchase incentives, certificates, etc., from the state store. This amount comes out of their budget.
- The 2015-2016 budget has been approved with a deficit of \$3,922.00 and will be approved by membership at Fall State.
- Due date for Annual Registration will be September 1st instead of October 1st with a \$10 late fee assessed if not done by September 1st, 2015.
- Due date for 990 filing has changed to September 1st with a \$10 late fee if not done by then. Notices will go out to those chapters who have not completed and another \$40 late fee will be assessed if not done by October 1st.
- Transmittals are needed to help reach my goal of 75% participation. First trimester transmittals are due to me by September 1st, 2015.

Parliamentarian-Michelle McGowan

- The State Bylaw and Policy Review will be held October 30 at 7:00 at the Chapter Service Center in Eden Prairie. If you want to attend but can't, let me know and we can set up a Go-To Meeting.
- Please let me know ahead of time if you have any motions and if they are for Exec Council or the Business Meeting.
- Send me your Chapter and/or District Bylaws and Policies for review and get entered in a drawing for a party basket.

Chairman of the Board-Laura Gaylord

- I am looking for ONTO Committee members. The ONTO committee promotes and fundraises for National Convention. Several events are done during the year, like the flower sales at Winter State in which the proceeds go to the National Convention expenses. I am looking for members to join me in the next adventure. If you are interested, please let me know.
- Have you heard about the latest, hottest fashion statement in the MNWT? It is President Terri's ONTO shirt of course. They will have Terri's logo and theme on the upper left and YOU have the opportunity today, this very weekend to be the first to fill out your 2015-2016 ONTO shirt order form. I have copies with me this weekend and you can also find a form in my CIP. Please help to promote them to your chapters and districts.
- March Planning will be Saturday, March 12, 2016, and I am looking for a chapter/district to host. Please see me if interested and pass the word along.
- The statewide committee will again be meeting in different areas of the state each trimester. The first meeting is Saturday, July 25th, in Monticello. Second trimester date is December 5th and trimester 3 is March 19th.
- One last reminder that the USWT National Convention is next weekend, June 11th through the 14th, in Fargo, ND. Nicky Anderson from the Staples/Motley chapter will be running for National President. Hope to see many of you there as we celebrate along with the USWT the accomplishments of the past year and also welcome in the USWT

president and support our very own President Terri as she kicks off her year on Sunday morning.

- M/S/P (COB/Parli) I move that we approve Heather Goble as Area 1 Representative, Sharon Erickson as Area 2 Representative, Alicia Parsley as Area 3 Representative and Kin Seaman as Area 4 Representative on the Marketing Committee.

Executive Director-Katie Castro

- Fall State 2015: Aitkin Women of Today hosting "Oktoberfest" September 18-20, 2015, Cragun's in Brainerd Lakes. Registration forms in CIP and on website. Notify by August 25th if not attending or partial attendance. Friday box lunch will be available. Watch for CSC Convention Newsletter to arrive the second week in August.
- Convention Bid Update: Working with a couple of chapters/districts on bids for Annual 2016 and Fall State 2016. Looking to have bids at Fall State for both.
- Mid-Year Exec Meeting: Weekend of Nov. 6-7 at the DoubleTree Park Place
- Officer Sheets: DDs ask missing chapters to get in immediately. DDs are also asked to return the new District Officer Sheet to the CSC by June 18th.
- Chapter Service Center is open Monday, Wednesday and Thursday from 12:00-5:00 and Tuesday from 3:00-8:00.
- Katie is tentatively planning to take a vacation week sometime in July; further information will be relayed to Executive Council as plans are finalized. Also, Katie can always use an extra set of hands for filing and other housekeeping items in the CSC; please let Katie know if you are interested and available.

Presidential Assistant-Colleen Todd

- Review Exec Council directory and make changes.
- The more pictures I get from your chapter events the better it will be; examples, socials, projects, meetings and M-nights. You can email them to me at pa@mnwt.org or send them to my home address on my CIP.
- Each chapter, district, and exec council member will receive two scrapbook pages at Fall State to make pages for President Terri. These should be returned at Winter State to me.
- Donations needed for President Terri's year-end gift. I am asking for a \$10.00 donation from each chapter and district. Make checks out to MNWT and send them to me.

MNWT Foundation-Jen Kinzer

- New board members are needed for the MNWT Foundation Board. We meet approximately four times each year and would love to have new members join us. Contact chair Jen Kinzer or Vice Chair Nicky Anderson if you would like to join the Foundation or would like more information.
- Endowment fund, participate in Lucky Buck Auctions at conventions, provide funding to the Foundation through your place of employment or make a donation to any one of our funds, such as the Outstanding Awards, speakers, equipment or undesignated. Our current Endowment fund is the Sapphire Club. The purpose of this endowment is to provide funding for the Chapter Rebate program. Thank you for your financial support. In turn, we give away thousands of dollars each year to support the MNWT and their members. For example, MNJOTS is subsidized by funding from the Foundation.
- Scholarship application deadlines for the Cheryl L. Anderson and the Straight River Scholarships are July 1st. Details are included in your CIPs in an article from Scholarship Chair Jodie Meyer. If you have any questions please contact Jen or Jodie. An Art Auction will be held at Fall State Convention to benefit the Cheryl L. Anderson Scholarship Fund. If you have items to donate, please contact Jen or Jodie.
- The Annual Meeting of the MNWT Foundation will be held at Fall State immediately following the Exec Council meeting. Thank you in advance for your required attendance.
- The next Foundation meeting will be held August 7, 2015, at Nancy Dvorcek's house. Pizza dinner at 6 and the meeting will be at 6:45 pm.

Future Directions Chair-Dawn Scouton

- We are excited for a new year in Future directions! We'd love to have you join us at our next meeting on July 25th in Monticello. Details to come!
- We are in need of a few subcommittee chairs. If you are interested contact Dawn.
- We are always in need of committee members. Come and have your voice be heard and help with planning for the future of the organization! Contact Dawn if interested.

Membership Management Committee-Wendy Lindberg

- The first MMC meeting will be July 25th in Monticello. Location to be announced soon. Committee meetings for the day begin at 10 am!

- Don't forget to participate in Out and About Night with Women of Today and get your chapters out and active in your communities to drum up interest and excitement for Women of Today. The first out and about night will be July 9th. Share this event with me (Wendy) and get a special treat at Fall State.
- Leadership Subcommittee chair is needed. Contact me (Wendy Lindberg) for information/interest.
- Come be a part of our subcommittees. Leadership and 2020 by 2020 are on the hunt for members to help out. Contact me (Wendy L) for information.

Marketing Committee-Lisa Hahn

- The state Marketing Committee focuses on getting the word out about the Minnesota Women of Today and its mission. Marketing includes subcommittees and members that help carry out an overall media relations plan for the organization and its member chapters. Subcommittees include: Expo, Promotionals, Statewide Project, Web Development, Branding, and Social Media Review.
- These Exec Council members are part of the Marketing Committee by virtue of their position: State President, Internal Vice President, Chairman of the Board, current and immediate past Public Relations SPMs, and NEWSLET SPM. In addition, the Webmaster, Web Assistant, current and immediate past Marketing Chairs, and up to eight general members belong to this committee. Lisa is looking for at least four more general members for the Marketing Committee. If anyone else from Exec Council is willing to be on the Marketing Committee, please let COB Laura know so she can have you appointed at MNJOTS this weekend. Thank you to Heather Goble (Area 1), Sharon Erickson (Area 2), Alicia Parsley (Area 3), and Kim Seaman (Area 4) for volunteering to be the Area Reps for the Marketing Committee.
- The 2015-2016 Statewide Buckets of Sunshine Project is Ruff Start Rescue. There is a page in your CIPs with more information about this wonderful program.
- The state committee meetings for first trimester will be held on Saturday, July 25th, in Monticello starting at 10:00 am, and a location is being secured. Any member is welcome to attend the committee meetings. We are going to continue the complimentary lunch as it went over so well last year.
- Your state committee chairs, Wendy Lindberg, Dawn Scouton, and Lisa Hahn are excited to have you join us this year. We look forward to seeing your smiling faces.

President of the Minnesota Women of Today-Terri Dahlberg

Ongoing Business

- Breaking Free is having a graduation on July 14th. Will be asking for donations of time and money and will send an email to Exec Council.

New Business

- M/S/P (Secretary/Breaking Free) I move that we add policy J.13.t.1)d) Shall promote Domestic Violence Awareness (DVA) as a Community Connections area. We would then renumber d), e), f), and g) to e), f), g), and h).

Announcements-None

Learning and Living SPM Melissa Redzuan read a benediction. Public Relations SPM Anna Nichols led the Minnesota Women of Today Creed. The meeting was adjourned at 2:31pm.

Respectfully Submitted,

JoAnn Miller, Secretary