

Executive Council Meeting Minutes

June 4, 2016

MNJOTS, Arrowwood Resort, Brainerd, MN

President Jane Hanson called the MNJOTS Executive Council meeting to order at 2:22 pm. Julie Hammel, Internal Programming VP, read an invocation. Administrative Vice President Lisa Hahn led the Pledge of Allegiance. District 11 Director Cindy Golbuff led the United States Women of Today Creed. Parliamentarian Joanne Larson read Orders of the Day. Minutes of the Annual Convention Executive Council Meeting on May 21, 2016, and of the Special Executive Council Meeting on May 22, 2016, will be approved at Fall State Convention Executive Council.

Training: Kayla Hermann presented a training course on **Finding the Difference in YOU.**

Secretary-Shellie Struzyk

- Chapter Mailing Highlights are due the 10th of June for the July Chapter Mailing that will be sent out the first of July. We are now using a Google Doc for submissions. Ongoing training for this is available. I will send links and reminders when they are due.
- Staff Reports will also be done in Google Docs. Training will be done this weekend and ongoing with help from the web team. I will send links and reminders when they are due.
- Submissions for the State POA are due to me by July 1st. Need donations for printing and postage. Incentives and challenges in my CIP. DD's please promote this to your chapters.
- Chapter mileage information to conventions needed from DD's. I will email you each trimester to get this information. This information is used to calculate the Chapter Mileage Award.
- District Bags will be available at each state meeting. Take the brown paper bag with you from inside the plastic bag. Can also take the envelope in front of the bag that certificates are placed in.

Administrative Vice President-Lisa Hahn

- Thank you to the 7 District Directors attending MNJOTS this weekend:
 - ✓ DD02: Janice Nelson
 - ✓ DD03: Leslie Goble
 - ✓ DD05: Barb Zeroth
 - ✓ DD06: Jenny Morrison
 - ✓ DD07: Jenise Teske
 - ✓ DD08: Kimberly Rowland
 - ✓ DD011: Cindy Golbuff
- Important dates: District Director fast starts due to me July 15th; State Delegate fast starts are due to DDs August 1st; DD reports are due the 5th of each month. The first trimester SD report is due to the DD and AVP on August 31st.
- Exec Council is welcome to submit to my monthly newsletter due the 25th of each month by email.
- I am setting up an email group for SDs to use and will utilize Facebook for networking. DDs will use the email group through personal email and the MNWT email system set up by the web team for sharing information and networking. With additional training will use Facebook as one of the ways to communicate with a link to exec council web pages.

Membership Vice President-Julie Marchand

- May NMA's: 10
- Impact Membership Mondays will be held on August 29, 2016, October 31, 2016, and January 30, 2017. Hold an M-event, a PEP Course or Chapter Social inviting 3 non-members and sign 2 members-receive an incentive at convention. Send me a Facebook message or chapter picture of the event.
- Membership rebates provided by MNWT Foundation for 1st trimester are: a. Earn \$20 rebate when you achieve growth plus 3 members or b. Earn \$50 rebate when you achieve growth plus 5 members. Membership Promotion for 1st Trimester: Hold 2 M-events, sign a member and show growth for the trimester and your chapter will be put in a drawing to receive a party at convention with the State President Jane.
- See my CIP for more information and Keys to retention, very important for chapter growth.
- Will hold a training on Sunday on filling out the Growth Plan form.

Chapter Management Vice President-JoAnn Miller

- Yearly Calendar has been included in the CIP packets.
- Save the date-President/State Delegate Retreat July 23rd in Rice.
- Chapter President Fast Starts are due to DDs by July 15th, 2016.

Extensions Director-Cathy Snyder

- We currently have 2 chapters that are busy trying to complete their extensions. These are Alexandria and Eastern Carver County.
- Other areas of interest include:
 - ✓ St. Joseph
 - ✓ Milaca
 - ✓ Farmington/Rosemount Area
 - ✓ Wabasso
 - ✓ Hutchinson
 - ✓ Bemidji
 - ✓ Minnetonka

- We are looking for a contact person from each area of interest for an extension team. Please let me know if you are interested or know of someone.

Internal Vice President-Julie Hammel

- Still have open SPM positions; NEWSLET, PR and R&R.
- Living and Learning is up for program evaluation this year. The evaluation can be found on the MNWT website homepage. Online submission or PDF version is available. Program evaluations are due August 1st, 2016.
- Theme for the Project Fair at Fall State will be "Fiesta."

Living and Learning-Cindy Umland

- Goals: 200 Living and Learning and 15 PEP course certifications. 100 USWT Personal Development and 100 USWT Health & Wellness certifications.
- Women Who Impact Award nominations are due on November 1st, 2015. See my CIP and Living and Learning webpage for more information.
- Impromptu competition at Fall State Convention: the deadline to enter is September 1st and the cost is \$5.00 to participate.

NEWSLET-OPEN

- Position is currently open.
- "Be the Difference" by telling someone that *You're the Difference!* Personals are \$2.00 each or 12 for \$20.00. Use the online submission complete the form, and send your payment to IVP Julie Hammel.
- Article submission deadlines for the NEWSLET this year are: Post Fall State Issue-September 10, 2016; Post Winter State Issue-January 14, 2017; Elections Issue-February 20, 2017; Post Annual Issue-May 6, 2017.
- Personals submission deadlines are: Post Fall State Issue-September 20, 2016; Post Winter State Issue-February 1, 2017; Elections Issue-February 20, 2017; Post Annual Issue-May 23, 2017.

Public Relations-OPEN

- Position is currently open.
- Sample proclamations for Founder's Day and Women of Today week can be found in the MNJOTS CIP for PR.
- Founder's Day is July 1, 2016. Celebrate with an M-event utilizing PR and submit USWT Founder's Day Form. This is worth 50 SUCCESS Bonus Points.
- Day at the Diamond is September 11, 2016. Game time is 1:10 pm. See President Jane throw out the first pitch at approximately 12:30 pm. Tickets are \$29.00 each and need to be purchased by August 12th. There are only 100 tickets available.

Records & Recognition-OPEN

- Position is currently open.
- SUCCESS verifications are due no later than September 2, 2016. Email reminders will be set out in late August.
- Mid-year Evaluations are due postmarked no later than November 4th.

External Vice President-Brenda Kennelly

- I am still looking for Community Connections SPM. If you know of someone who would be interested, please let me know.
- Make sure you come and visit all the booths at the Fall State Convention project fair. We will have fun incentives and prizes for doing so.
- Community Connections and Priority Area-Breaking Free are up for evaluation. You can find them on the website as an online submission or PDF. DDs please promote these to your chapters. They are due August 1st, 2016.

Community Connections-OPEN

- Fast Starts for LPMs and DPMs are due August 1st. See the CC CIP for more details.
- There will be a booth for Community Connections at the Fall State Project Fair.
- Please remember when submitting transmittals and service hours that Domestic Violence projects and events of any kind are under the Community Connections programming area, not Women's Wellness.

Breaking Free-Sherry Boike

- I have a 1st Trimester Challenge to encourage people to get more involved with Breaking Free. See my CIP for details.
- Breaking Free is always in need of items. Please see my CIP for more details on what you and your chapters can do to help these women.
- Please stop by my booth at the Fall State Project Fair. I will have information about Breaking Free and it will help you qualify for my 1st Trimester Challenge.

Women's Wellness-Jessy McShane

- My theme this year is "Clear Your Mind of Can't." Replace the "Can't" with "Can" and or "Will."
- I am offering a first trimester healthy challenge. Part one: Snack Attack; Part Two: Walk 10,000 steps. See my CIP for the details.
- I will have a booth at the Fall State Project Fair with more information about a foundation for Women's Wellness as well as information about March of Dimes.

Youth of Today-Ileana Miller

- DDs please help me create a contact list of DPMs in your district and also LPMs.
- DDs please assist in promoting the challenge for this trimester located on page 4 of my CIP.
- Make sure to visit the YT booth at the project fair; There will chances sold for a gift basket with proceeds going to the OYA Scholarship fund.
- The Jail and Bail event will be held (pending approval) at the Friday Night Party at Winter State. More details to come! All proceeds will go to the OYA Scholarship Fund.

Treasurer-Cathy Shuman

- Individual budget sheets will be given to each Exec Council member. Training on Sunday afternoon.
- Expense vouchers are submitted each trimester to claim expenses that are budgeted for your position. Training on Sunday afternoon, which will include the due dates for expense vouchers.
- Welcome to Jane Holmberg, our first State Store Manager! A mini state store is here at MNJOTS, take some time to check it out. A couple new items are being previewed this weekend.
- State Ways & Means will be managed by the Finance Committee. For 1st trimester we will continue with the "Fun Pasta" promotional orders, and 2nd trimester will be "World's Finest Chocolate." A look ahead at Fall State fundraisers: The Book Fair will be back Cragun's and will hold a Gift Card Lucky Buck. Need donations of gift cards to make this a success.
- The 2016-2017 budget proposal includes \$97,025 in income and \$105,883.31 in expenses, leaving a deficit of \$8,858.31.
- M/S/P (Treasurer/COB) I move that we appoint Cindy Golbuff and Laura Gaylord to the MNWT Finance Committee for a term of 2 years.
- M/S/P (Treasurer/AVP) I move that we approve Jane Holmberg as a member of the Finance Committee for the 2016-2017 year.

Parliamentarian-Joanne Larson

- Hello my name is Joanne Larson and my theme is "Pencil in Parli."
- We will be reviewing the State By-laws and Policies on October 28th, 2016, location to be determined. Please send me your proposed by-law and policy changes by October 18th for the review and let me know if you plan to attend by emailing me at parli@mnwt.org.
- Please send in your district by-laws and policies and encourage your chapters to do the same for me to review. They can be sent in either by email or snail mail.

Chairman of the Board-Terri Dahlberg

- Welcome to three amazing new committee chairs. Teveyan Sorenson-Future Directions, Wendy Homyak-Membership Management and Sharon Erickson-Marketing. They have already been working hard to ensure a successful year with the State Committees.
- The first meeting of the new-year will be on July 30th in New Ulm.
- Looking for volunteers to serve on the ONTO committee to support President Jane's trips to National Convention. Anyone can join! See me if interested.
- Also looking for election reps in Areas 2 and 4. See me if interested.
- Pre-orders for ONTO shirts are being taken now! Get your rainbow on! Shirts are \$13.00 and \$15.00 depending on the size. Order now for delivery at Fall Convention.
- Annual Convention is June 9th-12th in Lincoln, NE. If you haven't registered but are interested in attending, please see me.
- M/S/P (COB/Exec Dir) I move that we accept the following people to the Social Media Committee: Melissa Redzuan, Wendy Lindberg, Dawn Scouton, Heather Simenstead and Shelah Heien.
- M/S/P (COB/WW) I move that we approve Tawn Hanson as an Elections Representative for Area 3.
- M/S/P (COB/WW) I move that we approve Tana Engen as a member of Future Directions as Area 1 Representative.

Executive Director-Katie Castro

- Fall State 2016-Hosted by Aitkin. "South of the Border Vacation" will be September 16-18, 2016 at Cragun's in Brainerd Lakes. Registration form in CIP and online. Notify Katie by August 22nd 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:
 - ✓ Annual 2017-working with District 2 in Bemidji Area.
 - ✓ Fall State 2017-no priority bid received; bids not open to entire state and due August 21, 2016.
 - ✓ Winter State 2017-working with Double Tree to reduce costs and looking at other possible locations.
- Mid-Year Executive Council Meeting-weekend of November 4-5, watch for further information.
- Officer Sheets-DDs to assist with getting their chapter sheets submitted immediately. DDs are also asked to complete and return the District Officer Sheet ASAP.
- Chapter Service Center is open Monday, Wednesday and Thursday 12:00-5:00 pm and Tuesday from 3:00-8:00 pm. Katie is planning to be

on vacation July 26-August 8; further information will be relayed to Executive Council as plans are finalized.

- Katie can always use an extra set of hands for filing and other housekeeping in the CSC; please let Katie know if you are interested and available.

Presidential Assistant-Nicky Anderson

- Review Exec Council directory and make changes. We will add the other positions as they get filled.
- Each of you will get a 12 x 12 inch scrapbook page at Fall State Convention. Please fill the page on both sides with pictures and mementos of your position this year. We will then compile them into one large scrapbook and give to President Jane at Annual. DDs will get pages for your chapters, please distribute.

MNWT Foundation-Jen Kinzer

- Become a member of the Sapphire Club. Donate to the Outstanding programs.
- Foundation Fundraiser-Relaxation Retreat, October 15-16 at Eagle Lake.
- New Board members are needed for the 2016-17 year, contact Jen or Nicky Anderson if interested.
- Scholarship deadlines approaching July 1st.
- Cheryl L. Anderson Art Auction held at Fall State-Art Donations needed, contact Jen or Dawn Scouton.
- The next meeting of the MNWT Foundation Board is August 5th at Jodie Meyer's House beginning at 6:45 pm. Annual Meeting will be held at Fall State following Exec Council.

Future Directions Chair-Teveyan Sorenson

- The Future Directions sub-committees are continuing with momentum from last year. Both Restructuring and Go Green have monthly meetings scheduled through the summer.
- Manual Review is looking for members to support the position manuals as well as PEP courses that need review.
- Chairs are needed for Strategic Plan and Train the Trainer. See my CIP for details or contact Teveyan at fdc@mnwt.org.
- The Statewide Committee meetings will hold their summer meeting on Saturday, July 30th at the American Legion in New Ulm. Registration & Refreshments will begin at 10:00 am, Marketing at 10:30 am, Membership Management at 11:30 am, Lunch at 12:30 pm and Future Directions at 1:00 pm. Committee members should plan to attend or contact your committee chair to ensure a replacement is identified. All members are welcome to visit. Earn SUCCESS points for your chapter!

Membership Management Committee-Wendy Homyak

- Our first Out and About Day/Night will be on Tuesday, July 12th, 2016. Spread the word and have fun with your chapters!
- The Leadership and 2020 x 2020 subcommittees are in need of committee members. We love to brainstorm and put new ideas out there. Contact Wendy Homyak if you have an interest.
- I am excited for a focus on Retention in membership this year. Please see my CIP for some training on how we can ROAR...Recruit, Orientate, Activate, Retain. It will be the key to a great year!

Marketing Committee-Sharon Erickson

- First trimester State Committee meeting is July 30th at the New Ulm American Legion. You can find the address in my CIP. Registration and Refreshments will start at 10:00 am.
- The new Buckets of Sunshine this year is "The Firefly Sisterhood." Their purpose is to unite breast cancer survivors with those recently diagnosed. Please check out the special CIP that gives a much more in depth description of the organization.
- We have two openings for sub-committee chairs for Marketing. We are looking for someone to be the Expo Coordinator Sub-committee Chair and Social Media Review Sub-committee Chair. You can contact me at marketing@mnwt.org if you are interested.

President of the Minnesota Women of Today-Jane Hanson **Ongoing Business**

- None
- #### **New Business**
- None

Announcements-None

Internal Programming VP Julie Hammel read a benediction. Women's Wellness SPM Jessy McShane led the Minnesota Women of Today Creed. The meeting was adjourned at 4:08 pm.

Respectfully Submitted,
Shelli Struzyk, Secretary