

MNJOTS Executive Council Meeting Minutes

Arrowwood Resort, Brainerd, MN

Friday, June 8, 2019

President Cathy Shuman called the meeting to order at 4:23 PM. Glorie Balfanz, Priority Area SPM, read an invocation. Sally Koltes, District 4 Director, led the Pledge of Allegiance. District 3 Director, Shanna Pratt, led the United States Women of Today Creed. Parliamentarian Wendy Lindberg read the Orders of the Day.

M/S/P (COB/FVP) I move to appoint Glorie Balfanz as acting state program manager for Priority Area.

M/S/P (COB/AVP) I move to appoint Colleen Todd as acting state program manager for Women's Wellness.

Wendy Lindberg, Christne Sibilleau, Lisa Hahn, Glorie Balfanz and Jennifer Auger were installed. There were no minutes to approve at this meeting as the Special Executive Minutes were not yet published.

Staff Reports:

Secretary – Christine Sibilleau (secretary@mnwt.org)

- Chapter Mailing Highlights (CMH) are due the 10th of every month EXCEPT Aug, Dec, and April. These are for the following month - for example, the July CMHs are due June 10th. CMHs, sometimes referred to as articles, are compiled in a shared Google Doc. A link will be shared with Staff, State Program Managers (SPMs), and Committee Chairs prior to the due date. Scroll down to your position, type your article in the corresponding box and close the document (edits are saved as you go, no need to "save"). My goal is to have Chapter Mailings published by the 1st of each month (in the months without a convention) - last year we made the change to only publish an electronic version, available on the MNWT website. A link to the publication is shared with Exec Council and chapters by email to their official MNWT email addresses - Facebook will also be used. Chapters should be forwarding this email to all their members - they can print a hard copy if they'd prefer.
- Staff Reports are also done in a Google Doc - I am thrilled that so many of you were able to complete your reports for MNJOTs this way, even those of you who weren't used to submitting it this way! You'll notice I picked out items from your report to include on the agenda. These are called agenda items or fragments, and used to be provided by you on your Staff Report - did you find it easier to do? I had a chance to visit and train the State Program Managers at their session this morning. Look for a link and reminder two weeks before they are due. PLEASE RESPECT THE DEADLINES!
- Who here would like to win a coffee and wine basket?! I'm kicking off my campaign for State POA donations right now! Anyone who donates \$25 or more to the State POA TODAY will have a chance to win this basket TODAY - there is an envelope at each of your spots - tuck in your cash or check to MNWT and send my way :) I'll draw a name during the "Announcement" portion of the meeting! By the way - a donation of \$50 will earn a chapter 50 bonus points for SUCCESS! Please encourage your chapter and the chapters in your District to donate.
- Shout out to the DDs for completing the Chapter Mileage forms this morning! AVP Illeana and I will work with representatives from the Districts not here this weekend.
- You'll notice every District has a bag on the back table - they contain printed CIPs for chapters, place items for chapters in these bags, use the large envelope for certificates/envelopes to avoid items getting bent and crumpled. We'll be using these at each convention so please leave the outer reusable bag! DDs, take only the brown paper bag and large envelope with you. Chapters getting printed CIPs Remember to disperse those CIP's!

Administrative Vice President – Illeana Miller (avp@mnwt.org)

- Please help me in welcoming the following district directors/representatives or contacts for the 2019-2020 year: District 1 Rep -- Kelly Porter, District 2 Director -- Barb Monsrud, District 3 Director -- Shanna Pratt, District 4 Director -- Sally Koltes, District 5 Director -- Mary Hanson, District 6 Rep -- Melanie Chenoweth, District 7 Director -- Jennifer Auger, District 8 Director -- Cheryl Watson, District 9 -- OPEN, District 10 Contact -- 1st Trimester Jane Hanson, District 11 Contact -- 1st Trimester JoAnn Miller
- District 9 currently has no representative, contact or director. We are currently working on a plan to ensure that those chapters in the district are still connected. Please see me if you know of anyone who is interested in jumping into this exciting role.
- The District Directors present each shared what they are most looking forward to this year.

Membership Vice President – Lisa Hahn (mvp@mnwt.org)

- Our May base is 944. There are 261 members due first trimester. Welcome aboard to the 8 new members in the month of May.
- Foundation Incentive is to have 75 percent retention and sign 3 or more new members to receive a special gift from Foundation.
- Membership Mondays. Hold an event on July 29th to have your chapter name entered into a drawing for Membership Surprise gift.
- The trimester challenge is a Scavenger Hunt.

Chapter Management Vice President – Barb Zeroth (cmvp@mnwt.org)

- Encourage your Chapter Presidents and State Delegates to attend the 27th Annual President and State Delegate Retreat on Saturday August 3 in Monticello. The form is in my CIP and will be on the website. Those who attended Annual Convention received a copy of the form to "save the date" at the President and State Delegate roundtables.
- I will be passing around a copy of the Annual Executive Council Calendar and State Calendar for your reference throughout the year. These will also be found on the MNWT website.
- This year as I am also learning in my new position on how best to help our chapters have healthy chapters, I am encouraging all of you to plan visitations to chapters to share your excitement and expose them to the positive atmosphere of a council member. I would love to hear how your visitations go and if any follow-up visit may be needed.
- This leads into my plan for this year to have contact with or visit chapters that are around 15 members, in hopes to retain and grow members within the chapters and keep them off the TLC list. We currently have one chapter on the TLC list and with my focus on chapters with under 15 members, we have 31 chapters, that I would like to connect with and see how things are working within their chapters. That sounds like a lot and as exec council members, I know we all have plans to connect to chapters in some way or another. We Can Do This! Thank you!

Extension Director – Jenise Teske (extensions@mnwt.org)

- St. Joseph has 6 members so far, need four more to charter. I will be attending at least one event per month, communicating with Cathy Snyder/Lisa Hahn for updates and to encourage progress

- Looking for chapters/volunteers for extension teams in Princeton, Roseville communities to 'build bridges' as well as ideas for other communities to Make Connections
- Communicating with Kathy Hanson/chapter President of Mora/East Central WT chapter to continue training, guiding in growth
- See my CIP for challenge to Two and Under chapters to have a chance to get a gift at Fall convention

Programming Vice President – Melissa Redzuan (pvp@mnwt.org)

- The following State Program Manager areas are still open for 2019-2020: Community Connection. If you know of anyone who may be interested, please let me know. If you give me a name and that person signs up, you both will receive a gift. We welcome Michelle Kocak Jones as Youth of Today SPM and Sarah Sundine for Living and Learning at Annual Convention.
- Have 10 Programming Vice Presidents and 10 Local Program Manager complete their fast start.
- We are planning a wonderful project fair for Fall State Convention. This year's theme is: 'Making the Journey'. There will be a shoe making contest, the details are in my MNJOTS CIP.
- Purpose is to develop training materials about programming and how to use it in chapter/districts, revamp the evaluation of programming to realize how programming can be better interest and assist chapters and districts.

Living and Learning SPM—Sarah Sundine (ll@mnwt.org), Report given by Melissa Redzuan

- 1st trimester book read is The Gifts of Imperfection by Brené Brown. There will be a book discussion at Fall State Convention w/ a Zoom meeting so those not at convention can participate. There will also be book discussion questions on Facebook starting in September. Everyone that participates in the book discussion at convention or through Facebook will be put in a drawing to win a copy of next trimester's book.
- There are two reflection questions in the CIP that go along with the book. If members do the reflection and e-mail me they will get an incentive at convention.
- Focused on Living and Learning Certification this trimester, if a member leads a fellowship activity and sends me an email on what they did, they will get a bonus incentive.

Priority Area SPM / Wishes and More - Glorie Balfanz (priority-area@mnwt.org)

- Meet with previous Priority Area SPM in the near future to get information on contacting
- Wishes and More. To find out their needs.
- Coordinate with State President, PVP, and previous SPM to visit the foundation.
- Find ways to connect with the Priority Project LPMs.

Women's Wellness SPM - Colleen Todd (ww@mnwt.org), Report given by Melissa Redzuan

- CIP will be distributed in the coming weeks.

Youth of Today SPM - Michelle Kocak Jones (yt@mnwt.org)

- Listed ideas for August 12-16 Kids Week including picnic night, best storyteller contest, and ice cream sundae making and asked chapters to send me an email or Facebook what activities their chapter did during this special week. Also listed a site (www.verywellfamily.com) for ideas.
- Requesting nominations for 11th and 12th grade students for the OYA Scholarship challenging each member to donate \$1 toward the scholarship at Fall State. For each \$1 donated their name will be entered into a basket drawing. For those sending me their \$1's prior to convention (by Sept. 15) they will receive double entries into the drawing. I mentioned that if every member donated just \$1 we could easily provide a scholarship.
- Will have a representative from the Boys and Girls Club of St. Cloud at our Friday night Project Fair at Fall State to showcase the organization. Asking all members to donate new socks at the booth to receive a sweet treat and a chance at an incentive basket.

Financial Vice President - Amy Pumper (fvp@mnwt.org)

- Budgets – I have handed out the budgets to all exec council members. Let me know if you have any questions.
- Expense Vouchers – The training has been done and handouts were given to help and I am available to answer questions.
- State Store Update – Jane Holmberg from St. Cloud is continuing on in this position. She is looking for ideas of items to have available in the store. Please make sure you stop at the mini store here at MNJOTS.
- State Ways & Means – this includes trimester promotionals, donations, and special fundraisers.
- 1st trimester promotional – will be Cards for a Cause. We will earn up to \$13 per box sold.
- Fall State fundraisers – There will be a Gift Card Lucky Buck, is being chaired by Jane Hanson. Jane and I are looking for donations of gift cards from any member. Maybe you have unused gift cards you could give to us or purchase one at any value to donate. The more gift cards, the more successful we can make this fundraiser. Pending availability, Howard Soap Company will be at Fall State as well as massages.
- Donations are being promoted in my CIP.
- We are promoting a Canterbury Park Volunteer Opportunity to earn money for the MNWT - details are in my CIP.
- 2019-20 Budget Proposal – the Finance Committee prepared and is recommending a budget with total income of \$93,275 and total expenses of \$93,184, which leaves a profit of \$91
- Thanks to all of you for all you do to ensure a profitable year!

Parliamentarian – Wendy Lindberg (parli@mnwt.org)

- Save the date!! State Bylaw and Review has been set for October 19th, 2019. Watch for further details on the state Parliamentarian Facebook page and at fall state.
- Submission deadline for state by-law recommendations will be October 1. You can submit via email at parli@mnwt.org.
- Check out my CIP for your first Trimester Parliamentarian challenge. To qualify you must like the Facebook page, answer the challenge questions asked, and submit answers via Facebook. Winner will be awarded a camera worthy prize at fall state. New Facebook posts and info to come soon!
- Focus this trimester is the districts! Get your district off to a great start by reviewing your bylaws early on in the year.
- Be sure to submit your district bylaws and policies for review and suggestions. Those completing it by day 1 of fall state will be placed in a drawing for a prize.

Chairman of the Board – Brenda Sather (cob@mnwt.org)

- Motions for committee members and election area reps

- There are several duties that I am responsible for as COB.
 - First and most importantly, I am here to help support and encourage the current state president. I've been in her shoes and know what she is going through!
 - I also serve as elections committee chair and work with next year's elections (yes, it isn't too soon to be thinking about it). I am the person you can talk to if you are contemplating running for any offices.
 - I am also the lucky winner to be the chair for the 70th anniversary celebration at Winter State. I seriously am looking forward to a great party and plans are already underway.
 - On a more difficult level, I will also chair the committee that will be looking at redistricting. This was supposed to happen last year but due to limited responses to a survey, there was a decision to postpone until this year. Our bylaws require districts to have at least 4 chapters and we have 2 that currently have 3. Although not a fun project, it does need to get done.
 - Finally I supervise the Future Directions, Marketing and Membership Management state wide committees. There will be a lot of initiatives going on this coming year so I will make sure to be sharing these regularly with the Executive Council.
- In closing, I just want to share a quote: "Maybe it's not only about finding the pieces of who we are; maybe we also need to drop the pieces of who we are not. What's left is your arrow...follow it!"

M/S/P (COB/DD6) I move to approve Shanna Pratt, Area 1 Representative; Sharon Erickson, Area 2; Tevyan Sorenson, Area 3; Michelle McGowan, Area 4; and Shellie Matthes, Wendy Homyak, Deb Froemming, Lisa Hahn, Jessica Schultz and Jeny Ohr as general members for the marketing committee.

M/S/P (COB/DD5) I move to approve Joanne Larson as Area 1 representative, Melanie Chenoweth as an at-large representative, Jane Hanson for Manual Review, Christine Sibilleau for Go Green on Future Direction Committee.

M/S/P (COB/PA) I move to appoint Rita Johnson as the Success Coordinator.

M/S/P (COB/MVP) I move to appoint Jeny Ohr as the Public Relations Coordinator.

M/S/P (COB/DD5) I move to support Robyn Farm and Cindy Golbuff in the event that they seek a National position.

Executive Director – Katie Castro (esc@mnwt.org)

- Insurance certificates have been mailed out; if a chapter needs a certificate for a specific event showing an additional insured, please contact Katie for assistance.
- The Chapter Service Center hours have changed effective June 1. The office is now open Tuesdays, Wednesdays and Thursdays from 11:00 AM to 4:00 PM.
- Fall State will be September 20-22 at Arrowwood Lodge in Brainerd.
- I have received the 1st trimester dues billing and will be sending it out the week of June 10th both electronically and in the mail. If you need a copy, please contact Katie in the CSC.
- Reminder from the Web Team that you are NOT to change the Google or Dropbox (where applicable) password that you are given. You may only change your email password. Also, please do NOT change your official Facebook page profile picture; all pages use the MNWT logo.
- I'm here to help! Please call or email me with any questions or concerns.
- DDs - If no CIP pack, then chapter opted out.
- I will send out Google form to ask Executive Council if they choose to opt out of printed CIPs.

Presidential Assistant – Barb Berndtson (pa@mnwt.org)

- Everyone should have received their Exec Council polo/jacket this weekend. Did everyone get theirs okay?
- Emails were sent out to those participating in Secret Sis. Let me know ASAP if you did not get yours, gifts should be clearly marked who they're for and placed on the table. Gifts will be passed out during our break.
- It is customary to give our State President a gift at each Executive Council meeting - a reminder if you haven't already done so, I am collecting a \$20 donation from each of you to acquire funds for these gifts. Thank you to those who've taken care of this already! If you're unsure if you have or not, check in with me, I have a list with me from whom I received.
- Nametag pouches
- Journal circulating

Foundation and Committee Reports were given by Secretary Christine Sibilleau

Foundation Chair - Nicky Anderson (foundation@mnwt.org)

- New Board members are needed for the 2019-20 year, contact Nicky or Jen Kinzer if interested. Terms begin in September.
- Scholarship deadlines approaching-July 1st.
- Cheryl L Anderson Art Auction held at Fall State-Art Donations needed-Contact Nicky or Terri Dahlberg.
- As you plan out chapter, district and personal budgets for the year, please remember the MNWT Foundation. Sustaining memberships
- The next meeting of the MNWT Foundation Board is August 10th at 10:00 in Rice at the Lions Building. Annual Meeting will be held at Fall State following Exec Council.
- Foundation is doing a service Auction. You can buy tickets at the from Foundation members. Tickets are \$5.00 a piece. If you would like to sell or buy tickets contact Nicky or Shellie strzyk.
- Would you like the opportunity to win a diamond necklace and bracelet? You can be entered into the drawing for the Diamond Platinum fundraiser with a contribution of \$40 or more. Only 70 spots are available and each spot will cost you only \$40.00. If you would like to double your chances at winning the necklace and bracelet, you may increase your spot to \$70.00. This fundraiser is only available for one year, with the drawing being held at Winter State 2020 in honor of the 70th Anniversary for MNWT. Please see foundation chair Nicky Anderson if you would like to purchase a spot, visit the foundations table this weekend or talk to Shelli to purchase your spot.

Future Directions Chair - Jen Kinzer (fdc@mnwt.org)

- The first FDC meeting will be July 27th at 1:00. There are lots of tasks to complete this year, but some of the highlights will be developing a new Strategic Plan, Redefining the OPDC Award, and continuing our evaluation of programming.

- Chairs are needed for the following sub-committees and Task Forces: Strategic Plan, Winter State Awards, Programming Task Force and Online Trainings.
- FDC is a great committee meeting to attend and to become involved in. There is always something going on and a need for members to serve on our sub-committees and task forces. Contact me at fdc@mnwt.org if you would like to become involved or would like more information about Future Directions.

Membership Marketing Chair - Heidi Westerlund (mmc@mnwt.org)

- If your chapter has an incentive for members to be a first timer, you need to report that at your chapter membership meeting! The more members that attend a convention, the more they know about our organization! We have a great time, and they need to experience that great time, along with learning so much more about our organization
- Call me if you have a need for the MMC chair. Orientation, Activation, Retention... I can come to your chapter membership meeting, and do whatever you need of me. Take advantage of this opportunity!
- If you have scheduled an M-Night, let me know. If it works out in my schedule (give me a heads up), I can be there! Just let me know... I will give a presentation, you can leave it to me!

Marketing Committee Chair - Daina Mirsch-Wenner (marketing@mnwt.org)

- We have a great team working on promoting our awesome organization for this special anniversary. Including, the Social Media Team, who is sponsoring Throwback Thursday on Facebook. We are asking members to post pictures of past events, conventions, socials, or anything involving you as a member, then post it on Facebook (or your preferred social media platform) using #MNWT70YearsStrong. When we find these posts, we will share them on the MNWT Facebook page, and the photos may be used during our 70th Anniversary Celebration at Winter State 2020.
- Statewide Buckets of Sunshine Project Subcommittee Chair Wendy Homyak is busy working on new project ideas for your chapter to help us promote Sweet Dreams for Kids. One of these ideas is a pajama party. Please see her MNJOTS CIP for ways your chapter can participate this year. Sweet Dreams for Kids has donated over 15,000 new pajamas to various hospitals in Minnesota and other Children's Hospitals around the country.
- 2019 Fall State Expo: Co-chairs Lisa Hahn, Wendy Homyak, and Shanna Pratt are busy organizing this event at the upcoming convention. PVP Melissa Redzuan and AVP Illeana Miller are developing new ideas to make this a more interactive experience. Be sure to prepare your expo space to be attractive enough for members to stop by.
- New Website Look & Functionality: After much feedback from members and non-members, we will be introducing a new website that will be geared more towards non-members for promotional purposes. If you're a member, don't fret because you will find everything that's already there...you may just need to look in a new place. We roll out the new website on Founder's Day...July 1!

President of the MN Women of Today—Cathy Shuman

Ongoing Business

None

New Business

Youth of Today - Kids Week is officially August 18-24th, but chapters can choose to participate August 12-16th instead.

Announcements

None

Glorie Balfanz, Priority Area SPM, read the benediction. District 7 Director: Jennifer Auger, led the MN Women of Today Creed. The meeting was adjourned at 5:56 PM.

Meeting minutes submitted by Christine Sibilleau, 2019/20 State Secretary