

**Executive Council Meeting Minutes**  
**Fall State, Cragun's, Brainerd, MN**

**September 16, 2016**

- President Jane Hanson called the Fall State executive council meeting to order at 1:31 pm.
- Cindy Umland, Living and Learning SPM, read an invocation. IVP Julie Hammel led the Pledge of Allegiance. District 05 Director Barb Zeroth led the United States Women of Today Creed.
- Convention co-hosts Jen Kinzer and Heidi Westerlund gave a welcome.
- Parliamentarian Joanne Larson read the Orders of the Day.
- Minutes of the Annual Convention Executive Council Meeting on May 20, 2016 were approved as written.
- Minutes of the Special Annual Executive Council Meeting on May 22nd, 2016 were approved as written.
- Minutes of the MNJOTS Executive Council Meeting on June 4th, 2016 were approved as written.
- M/K/P (EVP/IVP) I move that we approve the Community Connections State Program Manager Plan of Action.
- M/H/P (IVP/Parli) I move that we approve the NEWSLET State Program Manager Plan of Action.
- M/K/P (EVP/LL) I move that we approve the Women's Veterans Initiative as the new Women's Wellness external foundation for 2016-2017.

**Secretary-Shellie Struzyk**

- Still need donations for the State POA. Have received \$425.00, still need \$429.43. The costs were as follows: \$44.84 for envelopes and rings, \$577.30 for printing and \$232.29 postage for a total cost of \$854.43.
- Thank you so much for sticking with the Google Docs for Staff Reports and Chapter Mailing Highlights. We had a few glitches on Staff Reports, so I really appreciate everyone working with me to get them in!
- I really need a copy of your written report for both Executive Council and the Business Meeting that has your details/expanded report on them. Some are filling them in right away on the Google Doc, others aren't. If I don't get these the minutes will not reflect possible important information for your area.
- The next Chapter Mailing Highlight is due October 10th for the November issue and the next Staff Reports will be for Mid-Year Executive Council due October 15th. I will once again send a reminder with a link. PLEASE use the link I send in the email.
- In front of each DD bag there is a manila envelope to put certificates and papers that you can take with you to keep them from getting wrinkled or torn.
- Jane will you please draw the winners of my challenge baskets? (Fast Starts, submitting meeting minutes, POA donations).

**Administrative Vice President-Lisa Hahn**

- Thank you to the 7 District Directors attending Fall State this weekend. DD 2 Janice Nelson, DD 3 Leslie Goble, DD 4 Shellie Lemmerman, DD 5 Barb Zeroth, DD 6 Jenny Morrison, DD 7 Jenise Teske and DD 11 Cindy Goldbuff.
- I need two volunteers to judge District Excitement this weekend. Julie Marchand will announce the winners. Thank you all for your help.
- President Jane would like to attend District 4, 5, 6 and 10 Fall Meetings. I would like to attend District 6, 7, 9 and 10.
- State Delegate Mid-year evaluations. Send to RR or IVP email electronically.

**Membership Vice President-Julie Marchand**

- Celebration for 1st Trimester Growth. I want to congratulate all the team members (that is you) that made this happen. We had Growth +2!
- Challenge to all Executive Council Members to recruit 3 or more New Members in 2nd Trimester and you will receive a \$5 State Store certificate.

**Chapter Management Vice President-JoAnn Miller**

- TLC Chapter update: Have 4 chapters in 2nd Trimester and 4 chapters in 1st Trimester. Working with DD's to help.
- Gold Team-need help especially in District 9.
- Jane will you please draw the winner of my basket for those that completed their Fast Starts?

**Extensions Director-Cathy Snyder**

- Today at the luncheon the Easter Carver County Women of Today will be holding their chartering ceremony.
- Complete an extension by October 1st and receive \$200 or complete an extension by November 15th and receive \$100 for second trimester from the Minnesota Women of Today Foundation.

- Need Extension Team members to help train new chapters. Passed around a sign-up sheet.

**Internal Vice President-Julie Hammel**

- I will have 2 separate drawings for Exec Council members who complete their STEP and OAP certifications. Results will be given at the Annual Convention Executive Council meeting.
- Are you ready to attend a Fiesta? Join the SPMs poolside from 7-10 pm for the project fair highlighting their programming areas. Complete the Fiesta guide and turn it in at the IVP/EVP table and you will be entered in to a drawing for a personal Fiesta basket.
- Join LL SPM Cindy and I tomorrow in Room 340 at 11:15 am for our forum, "Salsa-ing Your Way Through Certifications."

**Living and Learning-Cindy Umland**

- Executive Council challenge will be the SPMs (including EVP & IVP and Executive Director) against DDs against Staff. First group to get all 3 certifications done will receive an incentive at the following Executive Council.

**NEWSLET-Amy Pumper**

- The executive council member with the most personal messages will receive an incentive at the next convention. There is also a challenge for chapters and districts and there is an opportunity to buy in bulk to make it easier to purchase messages. I will keep track for you and keep you updated. An envelope is going around for you to get started on your messages.
- Will highlight the chapters and districts in districts 2, 5 and 10 for the February issue with articles due January 14th. State Program Managers will need to get articles to supervisor by January 13th.
- Articles for the February issue are due January 14th. It would be great to have articles from all Staff and State Program Managers to promote your areas! First one in will receive an incentive. Plan ahead and get it in early!

**Public Relations-OPEN**

- Please encourage chapters and districts to submit reports and nominations for the Outstanding Program Manager and Project of the Trimester to the PR email address.
- Women of Today Week is September 18-24. Let's celebrate our organization!

**Records & Recognition-OPEN**

- I will be taking on some of the responsibilities in this area-SUCCESS along with mid-year and year-end evaluations.
- Mid-year evaluations are due November 4th. Electronic submission is highly encouraged. Submit to the RR email address.
- Thank you to those who turned in their SUCCESS verifications in on time. Reminder emails will be sent out earlier for second trimester verifications. Please send your verifications to the RR email. If verifications are not received, chapters could lose points on items needing verification on SUCCESS.

**External Vice President-Brenda Kennelly**

- Please encourage members to spend some time at the project fair from 7-10 pm tonight. All of the SPMs worked very hard to promote their areas to our members.
- If you have been or are currently in a district position, please consider bidding for a State position next year. Julie and I are always available to share more information with you about the positions.
- I would like to introduce your External State Program Managers.

**Breaking Free -Sherry Boike**

- DDs please promote "Buy a piece of the van" and collecting new socks and underwear.
- Please also promote the sale of the luminary bags for the walk at Winter State.

**Community Connections-Kandy Dorlack**

- Nominations for Outstanding Person with Developmental Challenges. Details are in my CIP.
- DDs please help me promote USWT DVA transmittals.
- DDs please promote the items from the Wish List for True Friends for Annual Convention.
- President Jane draws for challenge winners.

**Women's Wellness-Jessy McShane**

- President Jane will you please draw for the First Trimester Challenge Participant winner? We had 31 members participating, with over 80 progress posts! Each time someone posted I put their name in for the drawing.

- The Women's Veteran Initiative is looking for help raising money for awareness. DDs I hope you will help me in getting out the word, and raising awareness and funds for this worthy cause. If you need fundraising ideas, you can find them in my CIP or tonight at the project fair. Thank you!
- Our 2nd trimester challenge is all about finding your perfect sleep number and sticking to it. We will run a trimester long challenge starting October 1st, promoting on our Facebook group why sleep is important, and tips on how to get better quality sleep. Participants will diary sleep hours and post weekly in the group. At Winter State, I will put all participants names in for a drawing at the Business Meeting.

#### **Youth of Today-Illeana Miller**

- President Jane please draw for my trimester challenge.
- DDs please help promote OYA nominations.
- DDs please encourage donations from CIP for Bridge for Youth (Cash or In-Kind).
- DDs please help promote the OYA Sporting Event of a Timberwolves game on Saturday, February 4th. Deadline for tickets is January 4th. Flyer for the event is in my CIP.

#### **Treasurer-Cathy Shuman**

- Expense checks were handed out along with an updated budget, let me know if you have any questions. State meeting mileage: you can claim mileage after attend the meeting if you have driven. The one exception is Annual convention mileage is claimed 3rd Trimester. 2nd Trimester due dates: Jan 2nd for SPMs and DDs to turn in expense vouchers to your supervisor and all vouchers are due to me by January 9th.
- State Store featured items: crystal star, bookmark with charms, and pocket buddy notebook. Best of all is President Jane's colorful mug, and special square rainbow notepad. Check it out.
- 1st trimester fundraisers. Thanks to those that purchased Fun Pasta this trimester. Chapters that earned a profit will receive a check this weekend. There are 2 fundraisers this weekend at convention: a book fair will be held in the pool area on Friday and Saturday; a Gift Card Lucky Buck Auction at the Saturday banquet, so bring your bucks to purchase chances to win. The value of the gift cards currently is \$360. If you would like to increase the total value, Jen Kinzer and I are still accepting gift card and cash donations.
- 2nd trimester fundraisers: World's Finest Chocolate promotion and Raffle fundraiser. Your chocolate orders can be picked up this weekend at the Project Fair and State Store. Chocolate samples will be given out at the Project Fair and additional cases of chocolate can be ordered for delivery most likely in October. Raffle tickets will be available by Mid-Year Exec in November and the prize drawings will take place at Winter State. Tickets will be \$5 each. We are looking for prizes such as hotel, resort, and short-stay vacations. If you have ideas or can help solicit donations, please see me.
- Next Finance Committee meeting is at Bonnie Waller's on Jan. 6th and is the mid-year budget review. January 7th is the Finance Meeting.
- If you are interested in becoming a Finance Committee member, you can let me know.
- M/S/P (Treasurer/LL) I move that we approve 2-year terms on the Finance Committee for Sharon Erickson, Wendy Homyak and Julie Marchand to run from Fall 2016-Fall 2018.

#### **Parliamentarian-Joanne Larson**

- The MNWT Bylaw & Policy review date has been changed to October 22nd and will be held at Billy's Bar & Grill in Anoka. We will meet in the upstairs meeting room. The deadline of October 18th is still in effect. Please have your proposed bylaw and policy changes to me by that date. Hope to see you there. Thank You.
- M/L/P (Parli/LL) I move to change Policy J.9.1 FROM "Shall supervise the Ways and Means State Program Manager on all financial matters." To "Shall supervise the State Store Manger."
- M/L/P (Parli/LL) I move to change Policy J.13.d to remove Ways and Means State Program Manager.
- M/L/P (Parli/CC) I move to remove Policy J.13.t.6 and re-number.
- M/L/P (Parli/AVP) I move to change Policy O.8.a to remove Ways and Means State Program Manager and replace with State Store Manager and remove Internal Programming Vice President from the ex-officio member listing.
- M/L/P (Parli/EVP) I move to change Policy O.8.c.f to remove Ways and Means State Program Manager and replace with State Store Manager.
- M/L/P (Parli/DDo5) I move to add Policy J.14 Other Positions. The Policy would then read:  
14. State Store Manager

- a. He/She shall be approved by the Finance Committee no later than the May (Annual) Finance Meeting.
- b. He/She shall be a member of at least two years upon assuming Store Manager position.
- c. He/She shall be a member of the Finance Committee.
- d. He/She shall be responsible for ordering and sale of the State Store inventory, with the approval of the State President and State Treasurer.
- e. He/She shall be bonded for \$10,000. This bond shall be approved by the Finance Committee.
- f. He/She shall be responsible for any other activities that the State President and State Treasurer deem necessary.
- g. All Minnesota Women of Today products shall be ordered directly through the organization with the assistance of the Executive Director and the State Treasurer.

#### **Chairman of the Board-Terri Dahlberg**

- The ONTO committee will be meeting tomorrow afternoon at 3:30 in Lakeshore 1. If you haven't signed up you are welcome to join us.
- Mid-Year National Convention is coming up on October 7-9 and will be held in Kansas City, MO. If you are planning to attend and I don't know about it, please tell me as soon as possible!
- I have placed an "Exec Council Letter" at everyone's place setting regarding Staff, President and Treasurer filing procedures. NOW is the time to start thinking about this! The go to date for filing comes up fast, December 1st. Please read the letter and if you have any questions, do not hesitate to talk to me. Also, confidentiality is of the utmost importance. Thank you.
- We have a lead for hosts for March Planning, which will be held on Saturday, March 11th, 2017. I will have more details to share at our mid-year meeting.
- I am the lucky Chairman of the Board who is slated to examining redistricting of our chapters. There will be some changes this year. I am not sure yet of the extent of those changes. You have the opportunity to share your opinions by completing the redistricting survey at the Membership table at the Project Fair or by completing the form located on my COB page on our website and sending it to me either by email or snail mail. Of course you can also just send me an email with your thoughts to [cob@mnwt.org](mailto:cob@mnwt.org). Thank you!
- Area Meetings will be held in March and April 2017. I will be meeting with the DDs at mid-year to discuss their responsibilities.
- Nancy Asher from the Missouri Women of Today is planning the service project at Mid-Year National Convention. We will be making and donating children's fleece blankets for various programs in Missouri's WT communities. I'd like to "pass the hat" for donations (cash or checks) made payable to Missouri WT to assist them in this worthy endeavor.
- M/D/P (COB/LL) I move that we approve Noel Ness as Area 2 Rep and Michelle McGowan as Area 4 Rep to the elections committee.
- M/D/P (COB/PA) I move that we approve Christine Sibilleau, Michelle McGowan, Cathy Shuman, Shellie Mathies, Shellie Lemmerman, Colleen Todd, Cathy Snyder, Cindy Golbuff, JoAnn Miller and Nicky Anderson as members of the ONTO Committee.
- M/D/P (COB/IVP) I move that we approve Cindy Umland as Area 2 Rep, Jenise Teske as Area 3 Rep, Michelle McGowan as Area 4 Rep and Dawn Scouton and Kimberly Rowland as General members of the Membership Management Committee.
- M/D/P (COB/LL) I move that we approve Laura Gaylord and Jen Kinzer as Co-Chairs of the Strategic Plan sub-committee of Future Directions.

#### **Executive Director-Katie Castro**

- Mid-Year Executive Council will be held on Saturday, November 5th at the Holiday Inn in Maple Grove. We are moving to a one-day format for this event to keep it affordable, and to try to avoid people needing to take Friday off. A tentative schedule will be available shortly. I will need to have your registration and payment no later than Friday, October 7th. A small room block will be available both Friday & Saturday night.
- Winter State will be held January 27-29, 2017 at the DoubleTree Park Place. Watch for my CSC newsletter and Google form the week of January 2nd. A tentative schedule has been distributed today. Pre-Convention forms from SPMs and Staff are due to me Friday, December 2nd
- Annual 2017 will be at the Sanford Center in Bemidji. Full information will be available at Winter State.
- Late fees for both the 990N and Annual Registration have been assessed. I will be available at the Project Fair from 7:00-8:30 pm to assist chapters that have questions or need assistance with either of these filings.
- I have reached out to a couple of Districts about hosting Fall State 2017. Priority Bids for Annual 2018 are open to Section 3 South (Districts 9, 10 & 11) and are due to me by Friday, January 13th, 2017.

- M/C/P (ED/DD11) I move that we allow Dawn Kaiser , the brunch speaker to sell books at the Project Fair and at the brunch.
- M/C/P (ED/IVP) I move that we allow Pam Brokemeier of the Monticello chapter to add a \$5 "Make and Take" to her enrichment session on Saturday.

**Presidential Assistant-Nicky Anderson**

- Each of you should have received a 12 x 12 inch scrapbook page. I'm requesting that each DD/SPM prepare a scrapbook page (front and back) including pictures of your wonderful year.
- If you would like to order a picture the forms are on the table in front of you. Please fill out and return back to me with the money.

**MNWT Foundation Chair-Jen Kinzer**

- Unfortunately, the Foundation Retreat was cancelled because we didn't have enough registrations. Any registrations received will be refunded. We are working on ideas for a different fundraiser and will keep you posted.
- The MNWT Foundation is currently participating in the Amazon Smile program. See my CIP or Project Fair Booth for details.
- Become a member of the Sapphire Club. There are two levels, \$500 and \$100. You have 3 years to complete your pledge. See me for more information or visit at the Project Fair. Other donations are being accepted also for sustaining membership, Outstanding programs, scholarships, grants, etc.
- Chapter Grant applications are due December 1st.
- Annual Meeting will be held at Fall State following Exec. Council.

**Future Directions Committee Chair-Tevyan Sorensen**

- You are making a difference...a 19% difference through MNJOTS. That's how many chapters opted out of paper Chapter Mailings and CIPs starting with MNJOTS. Even more chapters and districts have opted out starting with the Fall State CIPs. It's not too late to make a difference. Contact Katie at the CSC to opt out of printed CIPs and Chapter Mailings.
- Laura Gaylord is chairing the Strategic Plan sub-committee with help from former chair Jen Kinzer. They are reviewing the plan now and identifying actions that need to be taken. Contact Laura to find out how you can get involved with this important effort to refresh the blueprint for our future.
- The Statewide Committees will hold their winter meeting on Saturday, December 10th at Star Bank in Eden Prairie. Registration & Refreshments will begin at 10 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 Chair-Wendy Homyak**

- If you weren't able to attend the Committee Meetings, here are a few things you may have missed.
  - Our next Out and About night is on Thursday, November 10th. Let's have a social media blitz posting and encouraging your event for the evening. Remember to use #MNWT.
  - 2020 x 2020 is still our vision. Continue to submit your pledges online. As we focus on our new year, we will have a Picture Perfect Party at Annual Convention. More details at the business meeting tomorrow.
  - Looking for a subcommittee to be a part of? Both the Leadership and 2020 x 2020 subcommittees are looking for members. Please contact me at [mmc@mnwt.org](mailto:mmc@mnwt.org).
- Our next meeting will be on Saturday, December 10th in Eden Prairie.

**Marketing Committee Chair-Sharon Erickson**

- No Report

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

**Ongoing Business**

**New Business**

**Announcements-None**

Living and Learning SPM Cindy Umland read a benediction.

Women's Wellness SPM Jessy McShane led the Minnesota Women of Today Creed.

The meeting was adjourned at 3:47 pm.

**Respectfully Submitted,**

**Shelli Struzyk, Secretary**