

Executive Council Meeting Minutes

January 29, 2016

Winter State Exec. DoubleTree, St. Louis Park, MN

- President Terri Dahlberg called the Winter State Executive Council meeting to order at 1:31 p.m. Living & Learning State Program Manager Melissa Redzuan read an invocation. Women's Wellness SPM Barb Zereth led the Pledge of Allegiance. District 10 Representative Jane Hanson led the United States Women of Today Creed.
- Chair of the convention, Charlotte Perz, welcomed Exec Council to Winter State Convention.
- Parliamentarian Michelle McGowan gave Orders of the Day.
- Minutes of the Mid-Year Exec Council meeting on November 7th, 2015, stand approved as printed.

Secretary-JoAnn Miller

- Chapter Mailing Highlights for March are due to me February 10th and April/May ones are due to me March 10th.
- Area meeting staff reports are due to me March 11th.
- Donations still needed to pay for mailing the State Plan of Action. I will have a drawing for a wine and chocolate basket at Annual for anyone who donates \$25 or more.
- Please remember to hand me a copy of your report after you have given it.

Administrative Vice President-Heidi Westerlund

- District Excitement – Each DD will be introduced at the business meeting. Show excitement!
- We have one DD for the 2016-2017 year – Janice Nelson from Lake of the Woods for District 2!
- DD open house at 5:00 pm on Saturday in Courtyard 2.
- Drawing for “Leave a Legacy” for Executive Council. The winter is Anna Nichols!

Membership Vice President-Debbi Benke

- Open for questions and discussion of the MNWT Foundation Rebates – so you can answer chapters' questions!
- Open for questions and discussion of the March Membership Madness event – so you can answer chapters' questions!

Chapter Management Vice President-Christine Sibilleau

- TLC – we covered at the staff meeting and in the individual DD and SPM trainings this morning so I won't go into too much – other than to say thanks to everyone for helping out these chapters. Especially the DDs – it really does pay off!
- I don't know about you guys, but I find it doesn't take much to get off track... If you feel like you need some motivation, or are looking for some training, ideas what to say (or not!) – we'll have a DREAM Team training today in Courtyard 4 from 6-6:30pm, and of course since you're all a part of it, all of Executive Council can join!
- How about some strategies to use in your chapter – the membership team is guaranteeing a SLAM DUNK! Be at Courtyard 4 at 11:40am tomorrow.
- Then LOTS is April 30th – your chapter is likely electing their new board soon – encourage them to pencil LOTS into their planners and get their registration forms sent in. The forms will be in the March Chapter Mailing, on the CMVP web and Facebook page.
- One last reminder – which I will also be mentioning in my report at the business meeting but want to make sure that you can remind your own chapter – is that writers of CIPs aren't including their own calendar anymore. Every CIP packet has the complete calendar from January through May (and a couple for June). I believe it's at the front of the CIP packet. If you get questioned or receive comments, please make sure they are making copies and sharing with their members as needed. This time, I am also going to email it (the same one as in the CIP packet) to all chapters and districts, so it will be super easy for them to forward.

Extensions Director-Julie Marchand

- We have 3 Extensions in Progress –
 - Eastern Carver County – 4 members signed, meetings are continuing
 - Coon Rapids – no members signed yet, meetings are being scheduled
 - Alexandria – 2 members signed, meetings are continuing
- We need Extension Team members to help out with these Extensions in Progress. Do you want to see the Women of Today organization grow? Please Step Out and help with these extensions or File an Intent to Extend and start working on a new extension in a community near you. This will help the organization each the goal of 2020 by 2020.
- CASH INCENTIVES FROM MN WOMEN OF TODAY FOUNDATION - for 3rd Trimester
 - \$200 will be granted to the new chapter if extension is completed by February 29, 2016.

- \$100 will be granted to the new chapter if extension is completed by March 31, 2016.

Internal Vice President-Brenda Sather

- We still have all internal areas of programming open for the SPM positions. Please see EVP Shelli or myself if you are interested in bidding at Annual Convention or if you would like more information – I have some bidding packets with me this weekend!
- Please remember to complete the USWT Outstanding Achievement in Programming and All American Chapter certifications – information can be found in my CIP and forms can be found on the IVP page at mnwt.org – please copy me when submitting to the USWT Program Manager in order to be recognized. The deadline for these certifications is May 10th, 2016.
- M/S/P (IVP/EVP) I move that money raised from the Chapter Banner Contest go to Ways and Means.

Living and Learning-Melissa Redzuan

- L&L Challenge 2nd trimester on “Culture, Traditions or Holidays.” Wedding Traditions. Share your experience of wedding traditions or an extraordinary ritual or traditions that you see or witness at a wedding. Two chapters submitted pictures and report – Eden Prairie and Savage Area.
- Promote LL certifications and Personal Development certifications. Goal is 120 certifications by year-end. For 1st trimester I have 41 certified in LL and 14 in Personal Development individual certifications. Second trimester, I have 16 certified in LL and 17 in Personal Development with total of 71 certifications to date. Keep pushing for 3rd trimester to reach goal of 120 certifications.
- 15 PEP course chapter certifications. To date I have 5 chapter active in 2nd trimester.
- Ten entries for Effective Writing and Speaking competitions. Topic featured in my CIPs. One entry for effective writing.

NEWSLET-OPEN

- “Be the Light” personal messages are available. Envelope is going around. If you have a pre-paid package, please indicate on your sheet that this is paid. Deadline is Feb 1st for inclusion in the Winter State edition if you don't get to me today.
- Article deadline for NEWSLET is May 23rd for Annual Convention edition.

Public Relations-Anna Nichols

- I need to utilize Terri for a moment. We are drawing for the district and chapter PR participation prizes. The winners will be announced at the business meeting.
- Now I want to take to moment to thank all of the District Directors and Reps for utilizing PR 2nd trimester. We had a great trimester. 100% of the districts had chapter PR activity in 2nd trimester. Unfortunately, 0% of the districts had 100% participation of my chapter challenge and by default no districts completed the challenge. They still did a great job promoting Women of Today this trimester. I'd like to give all of the DD's and Reps a big hand.
- For second trimester I created a very challenging challenge for all of you, to increase your Facebook likes by 25%. I worked hard at this task and ended at 19%. Some of you amazing women did it! We had 3 members of executive council complete the PR challenge. The District 3 and District 10 Facebook pages each ended 2nd Trimester with a 25% increase. The District 9 Facebook page ended 2nd trimester with a 61% increase. Thank you everyone for promoting yourselves 2nd trimester.
- Please go and vote for your favorite chapter brochure tonight between 5pm and 10 pm. It's free to vote.
- I'd like to take a moment to talk about Internal PR. Public Relations is more than the way we communicate with the public. It starts with the way we communicate in our chapters. I spent the last four months creating an Internal PR brochure for all of you. Please take time to look over it and share the information inside of it. To be a strong organization, an organization worth promoting we need to nurture our members. Our words and our actions make the difference in how someone perceives our organization. I will be including this brochure along with all of the other tools I developed this year in a PR tool kit that will be sent out to districts in February and chapters in March. If you have any questions on Internal PR or need help with Internal PR issues in your chapter or district, please talk to me this weekend.

Records & Recognition-Sarah Sundine

- I received 0 DPM reports. There are no DPMS for Records & Recognition. District Directors please encourage you District IVP to submit the Records & Recognition DPM reports. If they do not complete it, please consider doing it yourself and submitting it to me.

- Twenty chapters submitted SUCCESS against my goal of 30 chapters. If every chapter that was represented on Exec Council submitted SUCCESS we would be close to my goal of 30. Please encourage your chapter to submit SUCCESS if they haven't already, it is not too late. Third tri SUCCESS is due May 2nd. If your chapter has not submitted in the last three years there will be an incentive for submitting SUCCESS. (have Terri draw a chapter name for the 2nd trimester basket)
- Thank you to the 7 Staff, 5 SPM & 8 DDs that completed mid-year evaluations. You should have received them in an e-mail from me. If you did not receive your evaluation please let me know. Year-end evaluations are due to me April 18th. Please consider completing a year-end evaluation even if you did not submit a mid-year evaluation. (have Terri draw chapter names for mid-year evaluation basket)

Ways and Means-OPEN

- Third Trimester promotional sales will be Fun Pasta. Thank you to Sharon Erickson for helping with this.
- Emphasis this trimester at the state store will be Women of Today jackets. Goal is to sell at least 30. Pre-order today.
- Consider a personal donation to the Ways and Means area. Budget was \$3000 and at less than \$1000. Also under budget for state store sales by \$4,000. Need your help in reaching goals set at the beginning of the year.
- Workers are needed for the State Store. Please see myself or Shirley to get your name on the list!

External Vice President-Shellie Struzyk

- Please help us get attendees for the Forum on Transmittals and LPM/DPM Reporting.
- Robin Petermeier has stepped down as YT SPM. I will cover the position for the remainder of the year.
- M/S/P (EVP/District 11 Rep) I move that Minnesota Women of Today allow Eden Prairie Chapter to hold a Juice and Muffin Breakfast on Saturday morning at Winter State with proceeds going to Breaking Free.

Community Connections-Mary Ann Johnson

- DDs please promote nominations for the Community Connections Year-End Awards. Details are in my CIP.

Breaking Free-Brenda Kennelly

- DDs please promote volunteering and attending the February 24th Graduation Dinner Celebration. Details are in my CIP.

Women's Wellness-Barb Zereth

- Encourage members and chapters to participate in the healthy lifestyle challenges.
- Pick the winner of my 2nd Trimester Challenge basket.

Youth of Today-OPEN

- Terri would you please draw for the winner of the 2nd Trimester Challenge Basket
- DDs please help promote attendance for the OYA Fundraiser-Timberwolves Game

Treasurer-Shirley Halgrimson

- Budget review was held 1/8/16 at Bonnie Waller's in Coon Rapids. After all adjustments were made we are still showing a \$3,319.88 deficit.
- Third trimester promotional will be "Fun Pasta." Please see the Ways and Means and Treasurer's CIPs for more information. A huge thank you to Sharon Erickson for taking over this promotional – it is greatly appreciated!
- If you have not turned in your sold or unsold raffle tickets along with all money, you must do that ASAP. The drawing will be held during the luncheon on Saturday.
- Thank you to everyone who turned in their expense vouchers for the 2nd trimester, Due dates for the 3rd trimester expense vouchers are:
 - Expense vouchers due from DDs to AVP Heidi April 27th.
 - Expense vouchers due from SPMs to IVP Brenda or EVP Shellie April 27th.
 - All expense vouchers due to me May 6th. These NEED to be turned in by this time to ensure we get all expenses in the 2015-2016 fiscal year.
- Transmittal due dates – May 2nd, 2016, for the 3rd trimester. Please remind your chapters that even if they haven't turned in any for the year they can still do it this trimester. I only received 32% of chapter submissions for this trimester!

Parliamentarian-Michelle McGowan

- If you have any motions that you will need for the Business meeting, please let me know.
- I have a basket drawing I need some help with.

Chairman of the Board-Laura Gaylord

- Many of you have preordered flowers for delivery at the Luncheon tomorrow – Thank You. If you have not already done so please return

your filled-out flower tags and any money due to me by the end of this meeting if at all possible.

- Thank you to everyone who has purchased an AWESOME orange ONTO shirt.
- Did not get a chance to order ONTO flowers or an ONTO shirt? No problem, stop by the ONTO table tonight from 7:30 to 9:00 pm or tomorrow from 8:00 to 9:30 am. There are still flowers available but are going fast so don't delay if you are interested. Limited sizes of ONTO shirts are also available.
- M/S/P (COB/District 11 Rep) I move to approve Wendy Homyak as the 2016-2017 Membership Management Committee Chair.
- M/S/P (COB/District 10 Rep) I move to approve Sharon Erickson as the 2016-2017 Marketing Committee Chair.
- M/S/P (COB/CC SPM) I move to approve Tevyan Sorenson as the 2016-2017 Future Directions Committee Chair.
- M/S/P (COB/District 10 Rep) I move to approve Leslie Goble as Area 1 elections representative.

Executive Director-Katie Castro

- Dues – 3rd trimester dues billings have not yet been received, but will hopefully be in and sent out prior to February 15th. Submit corrections immediately.
- Insurance – Payments past due on credentials. Policy coverage will be sent to paid chapters with the dues billing. Put form in 2016 permanent VIP papers file.
- Priority Bids for Fall State 2017 are open to Section 3 South (Dist 9, 10 & 11) and are due to me by Friday, April 29th 2016 to be presented at the Fall State 2016 Business Meeting in September.
- As I did not receive a priority bid for Annual 2017, bids are now open to everyone. Bids are due to me by Friday, April 22, 2016. I already have possible locations for both of these conventions in 2017; please see me for more information.
- MN JOTS 2016- Training session for next year's Executive Council scheduled for June 3-5, 2016, location TBD.
- Annual Convention 2016 – In the absence of a bid, this convention will be hosted by MNWT, weekend of May 20-22 in Mankato at the Hillton Garden Inn and Verizon Center. I would appreciate assistance from chapters or districts to host events at Annual. Please see me for more information.
- M/S/P (Executive Director/CC SPM) I move that we allow Health Source of Eden Prairie to do Seated Chair Massage at Winter State 2016 will all proceeds going to Ways & Means.
- M/S/P (Executive Director/District 10 Rep) I move to allow the USWT store to sell items at Winter State 2016.

Presidential Assistant-Colleen Todd

- Please complete your 12x12 scrapbook pages (front and back) and return them to me ASAP.
- If you haven't made your donation for President Terri's year-end gift, please get it to me.
- Send pictures (electronic if possible) to me when President Terri visits your chapter or district.

MNWT Foundation-Jen Kinzer

- Become a member of the Sapphire Club. There are two levels \$500 and \$100. You have 3 years to complete your pledge. Other donations are being accepted also. Sustaining membership. Outstanding programs, scholarships, grants, etc.
- Tomorrow we will be awarding a Chapter Grant and several Membership Rebates. The total amount being awarded this weekend is just over \$4,000. We will be holding a Lucky Buck Auction on Saturday at the Luncheon to fund the Chapter Grants Fund.
- Our next meeting is scheduled for Saturday, April 16, 2016 at Bonnie Waller's House beginning at 10:30. Please let me know if you would like to attend.
- Amazon Smile is a program which will benefit the MNWT Foundation. If you shop Amazon, please sign up to be a part of Amazon Smile and we will earn a percentage of sales.
- Planned Giving is a part of the MNWT Foundation. You can be a part by remember the MNWT in your Planned Giving plans. Brochures are being updated and will be available later this spring.
- 2016-17 is a year that the Foundation plans a Fundraiser. In the past we have attended a Comedy Night, Plays, a Harbor Cruise, etc. Have an idea? Contact Jen. We are looking for an event for the year.

Future Directions Chair-Dawn Scouton

- Thank you to those members that joined us for our meeting in December. We had a great turn out and discussion. We'd love to have you join us at our next meeting on March 19th in Eden Prairie.

- We are in need of a few sub-committee chairs for our International Chapters and Train the Trainer. If you are interested contact Dawn for more information
- 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! There are also members coming up for renewal. You don't need to be a member of the committee to attend.
- Subcommittee updates

Membership Management Committee-Wendy Lindberg

- If you weren't able to attend the Committee Meetings, here are a few things you may have missed that you want to know about:
 - Extensions are looking for assistance in Eastern Carver County, Coon Rapids and Alexandria. Please see Extensions Director, Julie Marchand if you would like to help out.
 - To send your renewals and new member adds for the month and trimester, please send them to csc@mnwt.org
 - The 2020 subcommittee welcomes Wendy Homyak and Sharon Erickson as the new co-chairs.
 - If your new members who have joined this organization have not received new member welcome packets, please let the chapter service center know.
- How you can help with membership needs for this Trimester:
 - Assist with an extension
 - Make sure that your chapters are keeping in touch with the Membership Vice President to see if there are any new member prospects available to you.
 - Buy a candy bar from the 2020 by 2020 committee to help raise funds for them.
 - Participate in Extensions encouragement day on the 25th of each month.
- Our next meeting will be Saturday, March 19th at Star Bank in Eden Prairie.

Marketing Committee-Lisa Hahn

- Statewide Buckets of Sunshine project Formal presentation.
- Check out the MNWT Marketing CIP and webpage for information on marketing, branding, and Facebook. HandsOn Twin Cities Volunteer Expo takes place on Saturday, February 27th at the Mall of America – looking for volunteers to help.
- The state committee meetings for third trimester will be held on Saturday, March 19th at the Star Bank in Eden Prairie.

President of the Minnesota Women of Today-Terri Dahlberg

Ongoing Business

New Business

- M/S/P (DD 6/District 10 Rep) I move that the 2020 by 2020 subcommittee be allowed to sell candy bars at Winter State and Annual Convention 2016.
- SPM Bids were heard and accepted by:
 - Youth of Today (YT) by Illeana Miller of Monticello

Announcements

- Katie Castro asked for feedback on holding MNJOTS 2016-2017 at Cragun's or at Arrowwood in Brainerd. Please let her know which you prefer.
- L&L SPM Melissa Redzuan read a benediction.
- District 6 Director Wendy Homyak led the Minnesota Women of Today Creed.
- The meeting was adjourned at 4:54 pm.

**Respectfully Submitted,
JoAnn Miller, Secretary**