

## Executive Council Meeting Minutes

May 20, 2016

### Annual Exec, Hilton Garden Inn, Mankato, MN

- President Terri Dahlberg called the Annual Executive Council meeting to order at 1:13 p.m. Internal Vice President Brenda Sather read an invocation. Public Relations State Program Manager Anna Nichols led the Pledge of Allegiance. District 11 Representative Amy Pumper led the United States Women of Today Creed.
- Parliamentarian Michelle McGowan gave Orders of the Day.
- Minutes of the Winter State Exec Council meeting on January 29th, 2016, stand approved as printed.

#### **Secretary-JoAnn Miller**

- Thank you to those who donated for the mailing of the State POA third trimester.
- Please remember to give me your written reports.
- DDs, you may take your names out of the frames at the end of today's meeting. SPMs and staff, you may take your AFTER the business meeting tomorrow. Do NOT take the frames, as they will be used by future secretaries for name plates.

#### **Administrative Vice President-Heidi Westerlund**

- District Excitement – Each DD will be introduced at the business meeting. Show excitement!
- I will be introducing the 2016-2017 DDs at the business meeting.
- Those districts without a DD for next year will be asked to stay after the business meeting to meet and find a DD or representative.

#### **Membership Vice President-Debbi Benke**

- District Directors, please make sure that the new District Directors are aware of the Growth Plan that should be completed for each district and sent to [mvp@mnwt.org](mailto:mvp@mnwt.org) for the new year.

#### **Chapter Management Vice President-Christine Sibilleau**

- LOTS attended by 39 incoming board members from 12 chapters. A huge thanks to staff members that were involved in reviewing manuals and training at LOTS – and especially Debbi and Terri for holding roundtables/forums. District 5 were the best hosts to work with!
- There are four TLC chapters that can use extra support coming into this trimester. If you have the time, please reach out to them and share with the new staff any needs you think they have.
- A huge thank you to each one of you who helped in one way or another with a chapter struggling on TLC, pre-TLC, or post-TLC – it is each one of ours' responsibility, and any assistance makes a difference!

#### **Extensions Director-Julie Marchand**

- Eastern Carver County and Alexandria are still in progress
  - Eastern Carver County – 5 members signed, meetings are continuing
  - Alexandria – 3 members signed
- Cash incentives from MN Women of Today Foundation will be given at the luncheon tomorrow.
- Coon Rapids completed the extension and held their charter ceremony on 2/29/16 with 14 members and Lakefield completed extension 4/12/16 with 15 members.

#### **Internal Vice President-Brenda Sather**

- I feel like a broken record, but SPMs are still needed for four of the Internal Programming areas. As a reminder, the Ways and Means position was recommended to be eliminated and the duties assumed by the Finance Committee with a State Store Manager. If you are interested or know of ANYONE who is willing to consider a State Program Manager position, please let me know.

#### **Living and Learning-Melissa Redzuan**

- I received 42 LL certifications this trimester for a total of 130 meeting my goal of 120 for the year. I also received this trimester 41 Personal Development, 23 Health and Wellness and one PEP course. Thank you to everyone who helped to achieve this.
- We have received one entry for the Effective Speaking competition Stop by tonight at 7:00 to support this event.

#### **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 May 23<sup>rd</sup> for inclusion in the Annual edition if you don't get to me today.
- Article deadline for NEWSLET is May 23<sup>rd</sup> for Annual Convention edition.

#### **Public Relations-Anna Nichols**

- I need to utilize Terri for a moment. I'm not doing my participation drawings this time. I did those earlier in the day. I have created a scrapbook that showcases some of the fabulous PR the MNWT chapters have been doing. I have included at least one PR item from every

chapter that participated this year. EVERY chapter sent something for a participation rate of 100%.

- Now I want to take a moment to thank all of you for helping me meet my goals by promoting yourselves and your local chapters. Please don't stop now. We need to continue to promote loud and strong at a local level to grow. Look at what your chapter is doing at a local level. Are you including your chapter name on 100% of your event flyers and handouts? Are you including photos, stories, and results to your posted public events? How often are you submitting articles with photos to your local paper? Does your chapter have a hashtag? And most important, are you using #MNWT? Don't let the idea we may not have a PR SPM next year discourage your chapters from continuing on this positive PR patch we started this year. Again, thank you all for helping me this year; my only job was to promote you and the state and you all made it very easy for me.

#### **Records & Recognition-Sarah Sundine**

- 17 chapters submitted SUCCESS against my goal of 30 chapters. It has declined every trimester this year. We brought some recommendations to March Planning but I feel we need a group of members actively reviewing the SUCCESS program and trying to revamp it. If they would like help, I will work with next year's staff on what SUCCESS should look like. If done properly, it should be a great chapter management tool that does not need to be overwhelming and complex to put together.
- There were 24 members that turned in year-end evaluations. The judging was held on May 1<sup>st</sup> with six members volunteering to judge. Thank you to the 14 members of Exec Council that turned in year-end evaluations. Remember to pass them on to the person taking your position this weekend so they can use it as a tool to have a successful year.
- On May 1<sup>st</sup>, we recorded the two webinars I put together this year; one on SUCCESS and one on year-end evaluations. They will go through the process and then be placed on the website to help members in the future that want to complete SUCCESS or year-end evaluations.

#### **Ways and Means-OPEN**

- Women of Today jackets are here. Thank you to those who ordered.
- The state store is in need of workers. Please see Shirley or myself if you are able to help out this weekend. There are a couple of new items so check it out.
- Personal donations – I would like to challenge each executive council member to consider a personal donation to the organization for a WM donation. This year has been challenging and sales low, so anything is appreciated.

#### **External Vice President-Shellie Struzyk**

- All I will tell you is that the transmittals that came in were VERY impressive. Will it be green and yellow or will it be purple?
- We still have Community Connections and Breaking Free open. We will have a bid for Women's Wellness today.

#### **Community Connections-Mary Ann Johnson**

- Terri, please draw for the winner of my incentive.

#### **Breaking Free-Brenda Kennelly**

- Thank you DDs!
- Terri, please draw for my baskets.

#### **Women's Wellness-Barb Zerth**

- Thank you to all the members that participated in any healthy lifestyle challenges this year.
- I had seven Project of the Trimester nominations submitted for 3<sup>rd</sup> trimester from Rice, Eden Prairie, Savage Area, STMA, Brainerd Area, New Hope, and Monticello. Who will have the Project of the Trimester?
- Pick the winner of my 3<sup>rd</sup> trimester challenge basket to be announced at the business meeting.

#### **Youth of Today-OPEN**

- Had Terri draw for 3<sup>rd</sup> trimester challenge baskets.

#### **Treasurer-Shirley Halgrimson**

- All expenses and outstanding bills are due ASAP. Turn in all money to me.
- We had 213 transmittals submitted during 3<sup>rd</sup> trimester. Totals will be given at the Business Meeting tomorrow.
- Due to change of location for annual convention, there are some increases in mileage on the budget sheets.
- M/S/P (Treasurer/COB) I move to increase the budget for EVP by \$52.06 to a total budget of \$156.94.
- M/S/P (Treasurer/DD11) I move to increase the budget for Extensions Director by \$33.44 to a total budget of \$143.64.
- M/S/P (Treasurer/DD6) I move to increase the budget for Treasurer by \$9.96 to a total budget of \$135.70.
- M/S/P (Treasurer/DD11) I move to increase the budget for AVP by \$39.14 to a total budget of \$199.50.

- M/S/P (Treasurer/DD2) I move to increase the budget for MVP by \$50.90 to a total budget of \$584.91.
- M/S/P (Treasurer/DD2) I move to increase the budget for CMVP by \$43.70 to a total budget of \$581.02.
- M/S/P (Treasurer/Priority Area) I move to increase the budget for COB by \$1.11 to a total budget of \$199.50.
- M/S/P (Treasurer/D10 Rep) I move to increase the budget for PR by \$54.34 to a total budget of \$126.92.
- M/S/P (Treasurer/D10 Rep) I move to increase the budget for DD04 by \$34.58 to a total budget of \$517.94.
- M/S/P (Treasurer/D10 Rep) I move to increase the budget for DD02 by \$53.96 to a total budget of \$141.74.
- Our next budget and Finance Committee meeting will be on Friday, May 27<sup>th</sup>, at the Chapter Service Center.

#### **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**

- I still have a few ONTO shirts for sale. Please see me if you would like one
- March Planning booklets have been distributed and should be given to your counterpart on the new staff to be elected tomorrow.
- Thank you for all your support these last two years. I will miss all of you!
- M/S/P (COB/DD3) I move that Minnesota Women of Today change Policy O.15.C. to list responsibilities and number 1 through 4. The Policy will then read: Policy O.15.C. The committee is responsible for: 1. Coordinating judging and informing chapters of banquet details and communicating with the Executive Director. 2. Creating the audio/visual presentation(s) and script(s). 3. Attending to the Winter State Presentation. 4. Communicating information to the Public Relations SPM for press releases.
- M/S/P (COB/EVP) I move that Minnesota Women of Today add Policy W.3.G. Supervise the Webmaster and Web Assistant. 1. Sit on the Web Team along with the Webmaster and Web Assistant. 2. Provide the Web Team Contract to the Finance Committee's May meeting for approval. 3. Ensure Web Team members and State President sign the Web Team Contract upon approval by the Finance Committee.
- M/S/P (COB/DD3) I move to eliminate Policy J.13.m and re-letter accordingly.
- M/S/P (COB/DD4) I move to change Policy J.13.q to read "Each State Program Manager may recognize an outstanding program manager at each convention with a certificate."
- M/S/P (COB/EVP) I move to approve Cindy Umland as Future Directions Area 2 representative, Colleen Todd as Area 3 representative and Michelle McGowan as Area 4 representative.
- M/S/P (COB/D10 Rep) I move to approve Anna Nichols, Laura Gaylord, JoAnn Miller and Nick Anderson as general members of the Future Directions committee.

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

- Chapter Officer sheets are needed immediately. Online submission via the website is preferred. Link to Google Doc is on the home page. Please note that we are asking chapters to indicate if they prefer to opt out of paper copies of CIPS and the Chapter Mailing this year. You may opt out of one or both, or choose to continue receiving paper copies of both.
- The District Officer Sheet is also available online and as a Google Doc, and also asks for a choice of electronic or paper copies of CIPS and Chapter Mailings.
- MNJOTS 2016 is June 3-5, 2016 at Arrowwood Brainerd Lakes; further information will be handed out at the Special Executive Council meeting on Sunday.
- The 990-N postcard for fiscal year 2015-2016 must be filed between June 1, 2015 and September 1st, 2015; MNWT now requires chapters to file by September 1st or a \$10 late fee will be charged; if still not filed by October 1st an additional \$40 fee will be charged. Watch the treasurer CIP and Chapter Mailings for further information; a link to the 990-n filing is also now available online on the Executive Director's webpage. Please note that the IRS has contracted with a new group to collect the electronic 990n postcard filings, so it will look a bit different and you will need to create a new account (you can use your previous login information for the new account if you like). Also the Minnesota Secretary of State's office now requires you to create an account to do your Annual Registration filing; use the same login and password for both the 990 and the Annual Registration if possible to keep things

simple. If you have any questions, please contact me at [csc@mnwt.org](mailto:csc@mnwt.org) or 952-406-8578.

#### **Conventions**

- ✓ Annual 2017 - I am working with a district bid currently to host in Bemidji; further info will be presented at Fall State.
- ✓ Fall State 2017 - no priority bid received; bids now open to the entire state and due August 21, 2016.
- ✓ Fall State 2016 - information and registration form available online shortly, and will be in MNJOTS CIP packets. Hosted by the Aitkin Women of Today, Fall State 2016 will be held September 16-18, 2016 at Cragun's in Brainerd, MN.
- ✓ Winter State 2017 - hosted by the state organization January 27-29, 2017 at the Double Tree Park Place.
- A huge thank you to our Web Master and Web Assistant for all of the hours that have been spent on the improvements to the website, the webinar series, and all of our Online Tools. If you see these incredibly committed women this weekend, please be sure to thank them!
- Chapter Email Addresses - Thank you to all chapters utilizing their official mnwt.org email addresses. We are using these for many communications, so if your chapter is NOT using their official email box, please contact me for assistance. If your chapter has opted out of receiving paper copies of CIPs and Chapter Mailings, notification of the electronic files will be made using this email address.

#### **Presidential Assistant-Colleen Todd**

- Thank you to all who completed a page for President Terri's scrapbook.
- Completed sheet with Exec Council room numbers.
- Today you get to reveal who you had for a secret sis this year.
- Terri's awards and year-end receptions will be held in her suite.
- Ensure trimester and year-end awards to be presented this weekend are CLEARLY marked!

#### **MNWT Foundation-Jen Kinzer**

- Donations are needed. Did you know the MNWT is a 501(c)4? Why is that important? Because you can give a tax deductible donation through the MNWT Foundation. For a small 1% fee Grants, company donations, individuals donations become tax deductible if you make them through the MNWT Foundation. Sustaining memberships, donations, becoming a member of the Sapphire Club are all ways individuals, chapters and/or districts can contribute.
- Tomorrow we will be holding a Lucky Buck Auction to benefit the General MNWT Foundation.
- Scholarship deadline is July 1<sup>st</sup>. Have any art you would be willing to donate? The MNWT Foundation is seeking donations for their annual Art Auction at Fall State to benefit the Cheryl L Anderson Scholarship.
- Amazon Smile benefits the MNWT Foundation with a percentage of sales. If you shop Amazon, please sign up to be a part of Amazon Smile.
- The Foundation Fundraiser will be held October 15 and 16, and will be a get-away retreat. Put it on your calendar now! Details to come.
- Our next meeting is tentatively scheduled for Friday evening, April 5, 2016, time and location to be determined. Please let me know if you would like to attend.

#### **Committee Meetings-Laura Gaylord introduced**

- M/S/P (COB/DD11) I move to eliminate the Ways and Means SPM position and appoint a State Store Manager.

#### **Future Directions Chair-Dawn Scouton**

- Thank you to those members that joined us for our meeting in March. We reviewed March Planning recommendations and had a very productive meeting!
- We are in need of a few sub-committee chairs for our International Chapters and Train the Trainer. If you are interested contact Tevyan for more information
- Thank you to the members that volunteered to be members of the 2016-17 Future Directions committee. Those members are Area 1 – OPEN; Area 2 -Cindy Umland; Area 3 - Colleen Todd; Area 4 - Michelle McGowan. General members – Anna Nichols, Laura Gaylord, JoAnn Miller & Nicky Anderson.
- Subcommittee updates
- Thank you to Wendy and Lisa for working together to make this year a successful one in our committees!!
- Welcome to the new Future Directions Chair Tevyan Sorenson!!!

#### **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:
  - ✓ Thank you to everyone who signed up to assist with extensions in progress. Extensions are looking for assistance in Eastern Carver County, Lakefield, and Alexandria. Please see Extensions Director, Julie Marchand if you would like to help out.

- ✓ Potential Extensions/Targeting Communities- Bemidji and Wabasso
- ✓ The 2020 subcommittee welcomes Wendy Homyak and Sharon Erickson as the new co-chairs.
- ✓ March Planning recommendations were evaluated and sent to next steps wherever needed.
- ✓ Thank you to everyone who signed up to help review the mid-year and year end evaluations process. Please let Anna Nicols know if you would like to be a part of the process.
- How you can help with membership needs for this Trimester:
  - ✓ Assist with an extension
  - ✓ Participate in Extensions encouragement day on the 25<sup>th</sup> of each month.
  - ✓ Welcome our new chapters joining us!
- Welcome Wendy Homyak as the new chair.
- Information on the next committee meetings is coming.

**Marketing Committee-Lisa Hahn**

- Thank you to all members who attended the state committee meetings on March 19<sup>th</sup> and to the 2015-16 Marketing subcommittee chairs. Looking for Subcommittee chairs for 2016-2017. Please let Sharon Erickson our 2016-2017 Marketing Chair know if you are interested.
- Bid was heard for 2016-17 Statewide Buckets of Sunshine project and Fire Fly Sisters was accepted. Watch for information in the MNJOTS CIP.

**Committee Meetings-Laura Gaylord** introduced

**President of the Minnesota Women of Today-Terri Dahlberg**

**Ongoing Business**

**New Business**

**Announcements**

- IVP Brenda Sather read a benediction.
- District 4 Director Sue Lemke led the Minnesota Women of Today Creed.
- The meeting was adjourned at 4:27 pm.

**Respectfully Submitted,  
JoAnn Miller, Secretary**