

## **Business Meeting Minutes**

May 21, 2016

### **Annual Convention, Hilton Garden Inn, Mankato, MN**

- President Terri Dahlberg called the Winter State business meeting to order at 8:42 am.
- Melissa Redzuan, Living and Learning SPM, read an invocation. Breaking Free SPM Brenda Kennelly led the Pledge of Allegiance. District 3 Director Jessy McShane led the United States Women of Today Creed.
- Parliamentarian Michelle McGowan read Orders of the Day.
- Minutes of the Winter State Convention Business Meeting on January 30, 2016, were approved as printed

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

- Thank you to those who submitted donations for the State Plan of Action 3<sup>rd</sup> trimester. The winner of the drawing for the basket is Michelle Jones of Monticello.
- Thank you all for your support as I took on the position of State Secretary again this past year.

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

- Let's greet our District Directors one last time and see their excitement!
- Please give one clap as I introduce our new District Directors for 2016-2017!
- I want to thank my State Delegates for a fantastic year!
- If you are a district without a District Director, you need to stay at the end of the business meeting.

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

- The District with the most points of 14 during Membership March Madness is District 5! They win a party pack along with a Party Date with President Terri!!
- Coon Rapids and Brainerd Lakes Area had in-chapter extensions third trimester. Congratulations! Please come up and receive your gift.
- MNWT ended with 1,106 members for the year! Let's continue to transform membership in the coming years!

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

- We had four TLC chapters this past trimester. Are you a thriving chapter? These TLC chapters could use a mentor like you!
- I met many of your chapter's 2016-2017 board officers at LOTS. We have 12 chapters and 39 members trained and ready for the new year! Your chapters are in good hands Thank you to District 5 for hosting it this year!
- Attention ALL incoming board officers: start working on your goals and Fast Starts – and you will have a fabulous year!

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

- Eastern Carver County and Alexandria extensions are close to getting those 10 members to complete their extensions. Keep up the excitement, chairs! We can do it!!!
- Coon Rapids extension was completed this third trimester and chartered on February 29, 2016, with 14 new members! Lakefield extension was completed and chartered April 12, 2016, with 15 new members!
- M/S/P (Extensions Director/Eden Prairie) I move that the new chapter, Coon Rapids, be accepted as a member unit of the Minnesota Women of Today.
- M/S/P (Extensions Director/St. Cloud) I move that the new chapter, Lakefield, be accepted as a member unit of the Minnesota Women of Today.
- Charter ceremony to be held during the luncheon to recognize and honor the completed extensions. Please plan to attend to support these new chapters,
- Thanks to all that helped with extensions this year and training new chapter members.

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

- After careful review, consideration and discussion at the Finance Committee, the Ways and Means position was recommended to be eliminated and the duties assumed by the Finance Committee with a State Store Manager.
- SPMs area still needed for all of the internal programming areas. If you are interested in serving on Executive Council next year under programming, please see me.

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

- I received 42 LL certifications this last trimester for a total of 130 year to date. This exceeded my goal of 120 for this year. I also received 41 Personal Development, 23 Health and Wellness, and 1 PE for this trimester.
- The Effective Speaking competition was held last night. The winner will be announced at the banquet. Thank you to everyone who stopped in to support this.

- Outstanding LPM for 3<sup>rd</sup> Trimester is Deb Mans of the New Hope chapter.

#### **NEWSLET-OPEN**

- Help pay for the NEWSLET with submission of personal messages. These are \$2 each. See me for sheets to fill out and/or email me at ivp@mnwt.org. These are due May 23rd.
- Article deadlines for chapter and district news is May 23rd for Annual Convention edition. These can be emailed to ivp@mnwt.org.
- Congratulations to Karen Potter of the New Hope chapter for being named Outstanding Local Program Manager.

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

- Thank you all very much. This has been a fabulous year for Public Relations. When we promote our accomplishments, our events, and even our needs, we grow. On a chapter level my job this year was to help you promote you. I have to say it was a very successful year for all of us. I have watched small chapters with limited PR find new ways to promote and larger chapters create PR teams because they outgrew their current systems. With the combined efforts of all of you sitting out there and quit a few members who are sitting at home today I am proud to announce that together we have ended the year with 100% chapter participation in local PR.
- I have a few awards to announce. The winning chapter of the 3<sup>rd</sup> trimester chapter challenge receiving a \$10 gift certificate to the state store is Duluth. The district winning the 3<sup>rd</sup> trimester participation gift bag is 11. The chapter winning the 3<sup>rd</sup> trimester participation gift bag is New Hope.
- 2016/2017 Day at a Diamond event will be held on Sunday, September 11<sup>th</sup>. You can find the order form on the PR Facebook page and the MNWT website.
- The Outstanding LPM for Public Relations is Jennifer Popp from Rice.

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

- Thank you to the seven LPMs that submitted your 3<sup>rd</sup> trimester report.
- There were 18 chapters that submitted SUCCESS in 3<sup>rd</sup> trimester against my goal of 30. The SUCCESS march will take place at lunch so please bring your banner. There were 15 chapters that submitted SUCCESS all three trimesters.
- The winner of the 3<sup>rd</sup> trimester SUCCESS basket is STMA and the winner of the basket for submitting SUCCESS all three trimesters is Rice. Please come forward to receive your baskets.
- 17 members submitted year-end evaluations. Year-end evaluations have been turned into President Terri and she will be returning them later today after the keys have been awarded. The winner of my basket for completing a year-end evaluation is Stefany Nikolaus of Anoka.
- The outstanding LPM for second trimester is Christina Evje from Rice.

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

- Women of Today jackets are here. Thank you to those who ordered. If you ordered one, please see me or check with your DD for delivery.
- The State Store is here this weekend and a couple of new items have been added, so check. Consider purchasing gifts for appreciation or even a complete set of updated manuals for your incoming new local and district officers.
- Outstanding LPM for third trimester is Patty Fox of the Burnsville chapter.

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

- We will report on the total dollars and service hours reported at the luncheon today. The numbers are off the chain! Will it be a Purple-Rain? You will have to wait and see!
- At Executive Council yesterday, the following was accepted as 2016-2017 External SPM for Women's Wellness: Jessy McShane from the Aitkin chapter.
- We are still have the following External SPM positions open: Community Connections and Breaking Free.
- Thank you so much for all the hard work in all the programming areas this year. It was so exciting to see how far we came in getting reporting in and recognizing all the hard work everyone does! Also, thank you all so much for the support I was given this year in this position.

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

- I had six chapters submit for the Community Connections Year-End Awards. Thank you for taking the time to send in a submission.
- Thank you so much to the chapters that reached out to True Friends in any way.
- For every transmittal submitted 3<sup>rd</sup> Trimester your chapter went into a drawing. The winning chapter is Rice.
- There were 77 transmittals received with \$24,751.18 raised for third trimester.

- The total amount of service hours for Community Connections 3<sup>rd</sup> trimester 7,252.
- My Outstanding LPM of the Trimester is Kathy Ehlenz-Matson from the Fridley Chapter.

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

- Thank you so much to everyone for the fantastic participation in our first year of Breaking Free as the Priority Area. Please continue to support this programming area and thanks for the support that was given to me this year.
- The winner of my 3<sup>rd</sup> trimester challenges are Colleen Todd from District 7 and the New Hope chapter for supporting the February graduation and the Rice chapter for fundraising and submitting a transmittal.
- I received 25 transmittals with a total of \$4,475.91 raised and/or donated with in-kind donations 3<sup>rd</sup> trimester. The grand total of the amount raised for the year will be revealed at the luncheon.
- Breaking Free had a total of 58 service hours for third trimester.
- My Outstanding LPM of the Trimester is Terry Wolbeck from the Rice chapter.

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

- Thank you to all the members that participated in any Healthy Lifestyle Challenges this trimester within your chapters or districts.
- There were 10 transmittals received with \$1,957 raised for third trimester.
- The total amount of service hours for Women's Wellness 3<sup>rd</sup> trimester was 1,403.
- The winner of my incentive basket for my third trimester challenge is Fridley.
- My Outstanding LPM of the Trimester is Jessy McShane from the Aitkin chapter.

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

- I received 84 transmittals with a total of \$27,789.66 raised and/or donated with in-kind donations for 3<sup>rd</sup> trimester. The grand total of the amount raised for the year will be revealed at the luncheon.
- The total amount of service hours reported for Youth of Today for 3<sup>rd</sup> trimester was 3,463. Great job!
- The winner of the incentive basket for the 3<sup>rd</sup> trimester challenges are the Anoka chapter for donating to the OYA Fund and the Anoka chapter for raising money for SAVE.
- The Outstanding LPM of the trimester is Peggy Strickland from the Brooklyn Park Chapter.
- Thank you so much to the seven chapters and 45 people that attended the Timberwolves game in April. We were able to donate \$360 to the OYA Scholarship Fund that is given by the MNWT Foundation.

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

- Thank you to the 23 chapters that submitted a total of 213 transmittals totaling \$59,660.52 during the third trimester. Overall for the 2015-2016 MNWT year, we had 27 chapters submit transmittals, which is equivalent to 41.5% of chapter participation.
- Thank you to the 14 chapters and two districts that have made Ways & Means donations this year. All chapters who donated at least \$105 throughout the year were entered into a year-end drawing. The winning chapter is Maple Grove.
- The 3<sup>rd</sup> trimester promotional was Fun Pasta. Thank you to everyone who participated.
- Our next Finance Committee meeting will be held on Friday, May 27<sup>th</sup>, at the Chapter Service Center. The budget meeting will be held at 2:00 pm with the Finance meeting following promptly at 6:00 pm.

#### **Parliamentarian-Michelle McGowan**

- These motions came out of the Bylaw review in October and need to be voted on today.
- We have a few Bylaw motions that will be announced today and voted on at National Convention in June.
- Thank you to those chapters that sent me their bylaws and policies to review. The winner of the third trimester basket is Aitkin.

#### **Chairman of the Board-Laura Gaylord**

- USWT Year-End Convention is in Lincoln, Nebraska, June 9<sup>th</sup> – 12<sup>th</sup>.
- An ONTO skit was presented.
- Thank You

#### **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 first trimester dues billing will be sent out as soon as it is received. Early Bird renewals are due postmarked by July 15<sup>th</sup>, and final postmark deadline is August 15<sup>th</sup>; a \$10 late fee is assessed if your renewals are not postmarked by this deadline. New member adds are accepted thru the last day of the trimester, and last minute additions can be emailed if necessary.
- 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, 2016, and September 1st, 2016; 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's 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 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**

- President Terri's receptions will be held at 10:15 pm in Room 913.
- Thank you.

#### **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.
- At today's Luncheon we will be holding a Lucky Buck Auction to benefit the MNWT Foundation General Fund.
- Scholarship deadline is July 1st. 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.

#### **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 Sorensen!!!

#### **Membership Management Committee-Wendy Lindberg**

- Welcome to the six first timers joining us here this weekend!
- Thank you to the 21 members in attendance at the March 19th Membership Management Committee Meeting. 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 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 Nichols 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 the members who traveled to Eden Prairie and participated in the state committee meetings on March 19<sup>th</sup>. Firefly Sisters was accepted as the 2016-2017 Buckets of Sunshine project.
- A very special thank you to those who served as Marketing subcommittee chairs for the past year. We are still looking for subcommittee chairs for 2016-2017. Please see Chairman of the Board Laura Gaylord to find out more about these positions and let her know if you are interested.
- The Marketing Chair for 2016-2017 was approved and I would like to thank Sharon Erickson for stepping up to be chair this next year.

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

##### **Ongoing Business**

- M/S/P (Parliamentarian/Eden Prairie) I move that Minnesota Women of Today change Bylaw Article IX Section 4: remove “effective” and add “or prior to” and “served”. The bylaw will then read: No person shall serve on Executive Council in excess of eight (8) years excluding any term served as Chairman of the Board or Presidential Assistant or prior to May 1, 1994.
- M/S/P (Parliamentarian/Duluth) I move that Minnesota Women of Today change bylaw Article IX Section 6 D.: Add “June 1<sup>st</sup>” of the year of his/her election.” The bylaw will then read: Have attended two (2) meetings of the State Finance Committee prior to June 1<sup>st</sup> of the year of his/her election.
- M/S/P (Parliamentarian/Duluth) I move that Minnesota Women of Today Change bylaw Article X Section 8: Remove “shall” and replace with “may”. The bylaw will then read: In the event that a State Program Manager is unable to complete his/her term, the State President, with the approval of the Executive Council, may appoint a new program manager.

##### **Announcements**

- Living and Learning SPM Melissa Redzuan read a benediction.
- Records and Recognition SPM Sarah Sundine led the Minnesota Women of Today Creed.
- The meeting was adjourned at 10:22 am.

**Respectfully Submitted,  
JoAnn Miller, Secretary**