

**June 2018 Emphasis: Chapter Management (MN); Personal Development (US); Public Relations(US); STEP (US)**

- 1 SPM and Staff monthly reports due
- 1-3 MNJOTS
- 5 District Director monthly reports due to AVP
- 7-10 USWT Annual Convention
- 10 Chapter Mailing Highlights due to State Secretary
- 13
- 27 MNWT Trimester Webinar Night -- Wishes and More; Nominating Members for Awards; Getting the Year off to a Great Start
- 30 Chapter President reports due to DD
- Agendas due for State Committee Meetings
- NMAs due IN HAND to Chapter Service Center

**July 2018 Emphasis: Community Connections-True Friends (MN); Public Relations (MN); Extensions (US); Membership (US)**

- 1 SPM and Staff monthly reports due
- USWT Founder's Day
- Cheryl L. Anderson scholarship applications due to MNWT Foundation
- Plan of Action Contents due to State Secretary
- 5 District Director monthly reports due to AVP
- 10 Chapter Mailing Highlights due to State Secretary
- 11 Staff Zoom Meeting -- 8:30pm
- 14 State Committee Meetings -- 10:00 Marketing 12pm MMC and 1:30pm Future Directions -- Resurrection Lutheran Church, Monticello, MN
- 15 Early Bird Renewals due POSTMARKED to Chapter Service Center
- District Director Fast Start due to AVP
- Chapter President Fast Start due to DD
- Secretary Fast Start due to State Secretary
- Treasurer Fast Start due to Financial Vice President
- Membership VP Fast Start due to MVP
- SPM Fast Start due to IVP/EVP
- LPM Fast Starts due to SPM and DD
- Programming VP Fast Start due to IVP and EVP
- District Membership Fast Start due to DD and MVP
- State Delegate Fast Start due to DD & AVP
- 17-19 District Directors call Chapter Service Center to check renewals
- 28 President/State Delegate Retreat -- Monticello
- 29 Finance Committee Meeting -- Monticello
- 30 MNWT Membership Monday
- 31 Chapter President reports due to DD
- NMAs due IN HAND to Chapter Service Center
- Key Woman nominations for Fall State due to Key Woman President

**August 2018 Emphasis: Youth of Today (MN); Health & Wellness (US); Project Recognition (US); Domestic Violence Prevention (US)**

- 1 SPM and Staff monthly reports due
- National Night Out - Night to Unite
- 5 District Director monthly reports due to AVP
- USWT Friendship Day
- 7 National Night Out
- 8 Staff Zoom Meeting -- 8:30pm
- Deadline to order Day at the Diamond tickets from PR SPM
- 11 MNWT Foundation meeting -- Chapter Service Center, Eden Prairie
- 12-18 Kids Week
- 15 All Renewals due POSTMARKED to Chapter Service Center
- DD Challenge due to AVP
- 20 1st Tri MVP Challenge Due
- 21-23 District Directors call Chapter Service Center to check renewals
- 22 "Unstuck" Secretary Book Club discussion / Go-To Meeting -- 7:00pm
- 31 Trimester 1 Close Out
- Chapter President monthly reports due to DD
- State Delegate Reports due to DD & AVP
- Programming Trimester Report due to IVP/EVP
- NMAs due IN HAND to Chapter Service Center
- Founder's Day Participation Forms due to PR SPM
- End of 1st Trimester Ways & Means Promotionals
- First Trimester Challenge due to State Parliamentarian

**September 2018 Emphasis: Community Connections (MN) Public Relations (MN & US), Women of Today Week (MN & US); Membership (MN); USWT Foundation (US); Personal Development (US)**

- 1 SPM and Staff monthly reports due
- Project of the Trimester due to SPMs
- Outstanding Program Manager nominations due to SPMs
- All Certifications due to L&L SPM
- Impromptu Registration for Fall State due to Living and Learning SPM
- Presidential Pin and Medallion Nominations due to State President
- State of MN Annual Registration due to Sec. of State's Office
- 990N filing due to IRS (first deadline, \$10 late fee assessed)
- Begin 2nd Trimester Ways & Means promotionals
- 5 District Director monthly reports due to AVP
- 1st Trimester Success due EMAILED to R&R SPM
- Fall State Convention Staff Reports due to State Secretary
- 7 DD and SPM Expense Vouchers due to Supervisors (AVP,IVP,EVP)
- 9 Day at the Diamond -- Target Field
- 10 NEWSLET articles for Post Fall State Issue due to Newsletter SPM
- Chapter Mailing Highlights due to State Secretary
- SUCCESS Verifications due from Staff to RR SPM
- 11 President Brenda's Birthday
- 12 Staff Zoom Meeting -- 8:30pm
- Expense Vouchers due to Financial Vice-President
- 23-29 Women of Today Week
- 25 Newsletter Personalis due to Newsletter SPM
- 28-30 Fall State Convention, St. Cloud
- 28 MNWT Foundation meeting at convention
- 29 Cheryl L. Anderson Art Auction
- 30 Chapter President monthly reports due to DD
- NMAs due IN HAND to Chapter Service Center
- Programming Evaluations due to IVP and EVP (Records & Recognitions - including the Success System & Womens Wellness)

**October 2018 Emphasis: R&R (MN); Buckets of Sunshine (US); Extensions (US); Domestic Violence Awareness (US)**

- 1 SPM and Staff monthly reports due
- 990N filing due to IRS (\$40 late fee assessed)
- 5 District Director monthly report due to AVP
- 10 Staff Zoom Meeting -- 8:30pm
- Chapter Mailing Highlights due to State Secretary
- 11-14 USWT National Mid-Year Convention -- South Dakota

- 19 State Policy and Bylaw Review -- TBD
- 24 MNWT Trimester Webinar Night -- TBD
- 25-28 Statewide Social/Craft event -- Woodland Beach Resort
- 27 Make A Difference Day
- 29 MNWT Membership Monday
- 31 Chapter President monthly reports due to DD  
NMAs due IN HAND to Chapter Service Center

**November 2018 Emphasis: Women's Wellness (MN); Parliamentarian (US); Health & Wellness (US)**

- 1 SPM and Staff monthly reports due  
Women Who Impact, Outstanding Young Adult and Outstanding Person with Developmental Challenges nominations due EMAILED to Awards Committee Chair
- 3 MNWT Foundation meeting -- TBD
- 5 District Director monthly reports due to AVP
- 7 Agendas due for State Committee Meetings
- 10 Mid-Year Exec -- Location TBD  
Mid-year Evaluation due EMAILED to R&R SPM  
Chapter Mailing Highlights due to State Secretary
- 14 Staff Zoom Meeting -- 8:30pm
- 15 Early Bird Renewals due POSTMARKED to Chapter Service Center
- 20 2nd Tri MVP Challenge Due
- 20-22 District Directors call Chapter Service Center to check renewals
- 30 Chapter President monthly reports due to DD  
NMAs due IN HAND to Chapter Service Center

**December 2018 Emphasis: Membership (US); Community Connections (US)**

- 1 SPM and Staff monthly reports due  
Chapter Grant applications due to MNWT Foundation Chair  
Key Woman nominations for Winter State due to Key Woman President  
State Committee Meetings -- 10:00 MMC 12pm Marketing and 1:30pm Future Directions -- Star Bank, Eden Prairie
- 5 District Director monthly reports due to AVP
- 12 Staff Zoom Meeting -- 8:30pm
- 15 All Renewals due POSTMARKED to Chapter Service Center  
DD 2nd Trimester Challenge due to AVP
- 18-20 District Directors call Chapter Service Center to check renewals
- 19 "Unstuck" Secretary Book Club discussion / Go-To Meeting -- 7:00pm
- 30 State Delegate Reports due to DD & AVP  
Chapter President monthly reports due to DD  
NMAs due IN HAND to Chapter Service Center  
Second Trimester Challenge due to State Parliamentarian  
2nd Trimester Closeout
- 31 End 2nd Trimester  
Chapter Liability Insurance Payments due to Chapter Service Center

**January 2019 Emphasis: Living and Learning (MN); Personal Development (US)**

- 1 SPM and Staff monthly reports due
- 4 Mid-Year Budget Review -- Sauk Rapids
- 5 Finance Committee Meeting -- Sauk Rapids  
District Director monthly reports due to AVP  
Programming Trimester Report due to IVP/EVP  
Winter State Convention Staff Reports due to State Secretary  
All Certifications due to L&L SPM  
Project of the Trimester due to SPMs  
Outstanding Program Manager nominations due to SPMs  
Effective Writing Essay due to L&L SPM  
Presidential Pin and Medallion Nominations due to State President  
Bidding SPM Plan of Action due to IVP/EVP  
2nd Trimester Success due EMAILED to R&R SPM
- 7 DD and SPM Expense Vouchers due to Supervisors (AVP, IVP, EVP)
- 9 Staff Zoom Meeting -- 8:30pm
- 10 NEWSLET articles due for Post Winter State Issue to Newslet SPM  
Chapter Mailing Highlights due to State Secretary  
SUJCESS Verifications due from Staff to RR SPM
- 11 Expense Vouchers due to Financial Vice-President
- 12 MNWT Foundation meeting -- TBD
- 25-27 Winter State Convention -- St. Louis Park
- 29 Newslet Personals due to Newslet SPM for Post Winter State Issue
- 31 Chapter President monthly reports due to DD  
NMAs due IN HAND to Chapter Service Center

**February 2019 Emphasis: NEWSLET (MN), Extensions (MN & US); STEP (US); Domestic Violence Awareness (US)**

- 1 SPM and Staff monthly reports due
- 5 District Director monthly reports due to AVP  
MN State Sales Tax due to MN Dept of Revenue
- 10 Chapter Mailing Highlights due to State Secretary
- 13 Staff Zoom Meeting -- 8:30pm
- 17 March Planning Recommendations due to COB
- 27 MNWT Webinar -- TBD
- 28 NMAs due IN HAND to Chapter Service Center  
Chapter President monthly reports due to DD

**March 2019 Emphasis: STEP (MN); Membership (MN & US); USWT Foundation (US); Health & Wellness (US)**

- 1 SPM and Staff monthly reports due
- 2 State Committee Meeting Agendas due  
Finance Committee Meeting -- TBD
- 5 District Director monthly reports due to AVP
- 9 March Planning -- TBD
- 10 Chapter Mailing Highlights due to State Secretary  
Presidential Pin and Medallion Nominations for Area Meetings due to State President
- 13 Staff Zoom Meeting -- 8:30pm
- 15 Early Bird Renewals due POSTMARKED to Chapter Service Center
- 16 State Committee Meetings -- 10:00 MMC 12pm Marketing and 1:30pm Future Directions -- TDB
- 20 3rd Tri MVP Challenge Due
- 19-21 District Directors call Chapter Service Center to check renewals
- 22 Area 2 Meeting -- TBD
- 23 Area 1 Meeting -- TBD
- 31 Chapter President monthly reports due to DD  
NMAs due IN HAND to Chapter Service Center

**April 2019 Emphasis: Volunteer Recognition/Public Relations (US); Outstanding Achievement in Programming (US)**

- 1 SPM and Staff monthly reports due  
Key Woman nominations for Annual due to Key Woman President  
Chapter, District, SPM, and Staff scrapbook pages for President's scrapbook  
President Year End Gift Chapter/District donations due to PA
- 5 District Director reports due to AVP  
Area 3 Meeting -- TBD
- 6 Area 4 Meeting -- TBD
- 10 Staff Zoom Meeting-- 8:30pm
- 15-21 National Volunteer Week
- 15 All Renewals due POSTMARKED to Chapter Service Center  
Community Connections Award Nominations due to CC SPM
- 16-18 District Directors call Chapter Service Center to check renewals
- 17 "Unstuck" Secretary Book Club discussion / Go-To Meeting -- 7:00pm
- 26 Year End Individual Evaluations due Emailed to R&R SPM
- 27 MNWT Foundation Meeting -- TBD  
Year End Individual Evaluations Judging -- TBD
- 29 MNWT Membership Monday  
DD and SPM Expense Vouchers due to Supervisors (AVP,IVP,EVP)
- 30 End 3rd Trimester Ways & Means Promotional  
All Certifications due to L&L SPM  
Programming Trimester Report due to IVP/EVP  
Project of the Trimester nominations due to SPMs  
Outstanding Program Manager nominations due to SPMs  
Chapter President monthly reports due to DD  
Third Trimester Challenge due to State Parliamentarian  
NMAs due IN HAND to Chapter Service Center  
Trimester and Year-end Closeout  
President Pin and Medallion Nominations due to State President

**May 2019 Emphasis: Website (US); Parliamentarian (US); Community Connections (US)**

- 1 SPM and Staff monthly reports due  
All Certifications due to USWT  
Outstanding Achievement in Programming due to USWT Programming VP
- 3 Expense Vouchers due to Financial Vice-President
- 4 LOTS -- Monticello
- 5 District Director monthly reports due to AVP  
DD Challenge due to AVP  
Annual Convention Staff Reports due to State Secretary  
Effective Speaking Registration due to L&L SPM  
3rd Trimester SUCCESS due to R&R SPM  
Newslet Articles for Post Annual Convention Issue due to Newslet SPM
- 8 Staff Zoom Meeting -- 8:30pm
- 10 Chapter Mailing Highlights due to State Secretary  
SUCCESS verifications dur from Staff to R&R SPM
- 17-19 Annual Convention -- TBD
- 21 Newslet Personals due to Newslet SPM for Post Annual Issue
- 24 Finance Committee Meeting -- TBD
- 29 MNJOTS Staff Reports due to State Secretary
- 31 NMAs due IN HAND to Chapter Service Center

**June 2019 Emphasis: Chapter Management (MN); Personal Development (US); Public Relations(US); STEP (US)**

- 7-9 MNJOTS -- Arrowwood Lodge, Brainerd, MN
- 10 Chapter Mailing Highlights due to State Secretary
- 13-16 USWT National Year End Convention -- Duluth, MN
- 26 MNWT Trimester Webinar Night -- TBD

**Cell:** B168

**Comment:** Deadline to remit payment is Dec 31  
-Treasurer Mnw

**Cell:** B188

**Comment:** duplicate, see 27th  
-Presidential Assistant

**Cell:** B247

**Comment:** previous trimesters have the same due date as chapter pres/other reports  
-Presidential Assistant