



**Minnesota Women of Today**  
**MNJOTS CIP 2022-2023**  
 Administrative Vice President  
 “Making the Pieces Fit”

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## Welcome to 2<sup>nd</sup> Trimester State Delegates!

It was great seeing so many of you at the President/State Delegate Retreat. I am looking forward to seeing more of you at the 2<sup>nd</sup> Trimester District meetings! Life got in the way for me so I was only able to make it to two District meetings 1<sup>st</sup> Trimester.

In this CIP, you will find information on how you as a State Delegate can make the connection with others and help your chapter members “Make the Pieces Fit” to in Women of Today. The greatest way I know is to be involved and connect with others. There are so many opportunities for members to learn, grow and contribute and as a State Delegate, you can help make that connection for them.

On a personal note, the Mid-Year and Year End Evaluations have been put on hold this year. I would like you to still do a Mid-Year for your own review and my review before November 13th; sharing ideas that have been successful, talking about visits to other chapters, and activities that have inspired you and others. Also include challenges that you have faced or additional assistance that you may need so Executive Council members can support you to be successful in your leadership role. I am excited to read your Mid-Year reviews and look forward to hearing how you are “making the pieces fit”. And finally, do not hesitate to reach out to me when you have questions, need information, or just want to chat. I’m happy to help with whatever you need.

“It’s only after you’ve stepped outside your comfort zone that you begin to change, grow, and transform.”

— Roy T. Bennett

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**See the MNWT President’s Chapter information Packet (CIP) for this trimester’s Bonus SUCCESS Point information.**

- 2022 – 2023 Calendar
- Sept 18-24: Women of Today Week
  - Oct 7-8: USWT Mid-Year Conv (Lee’s Summit, MO)
  - Oct 26th: 2<sup>nd</sup> Tri Webinar
  - Nov 1st: Outstanding Awards Noms Due
  - Nov 15th: 2nd Tri. Early Bird Renewals Due
  - Nov 20th: Statewide Committee Mtgs
  - Nov 20st: State Delegate/AVP Chat
  - Dec 15th: All Renewals Due for Tri 2
  - Dec 30th: SD Trimester Report due to AVP
  - Jan 27-29th: Winter State Convention
  - Feb 22nd: Tri 3 Webinar

please consult the MNWT official calendar at [www.mnwt.org](http://www.mnwt.org), under Events to ensure that other key dates are not missed.

# ~ ~ ~ What is next as a State Delegate? ~ ~ ~

## Next Steps of a State Delegate

In the MNJOTS CIP, I spelled out the First Steps (Read your manual, Write your goals/POA, Complete your Fast Start, Log your activities). Now what do you do?

**Report At Meetings:** Each month provide a written and verbal “report” about what is going on at the District and State level. At a minimum, this should be about upcoming meetings/events. This can also include information on changes, new things or upcoming votes. And how you present this is where you can really get creative! Make it interesting in fun with a skit or a game.

**Learn And Promote:** The more you know about what happens throughout the organization, the more genuinely you can promote to others. I encourage you to learn about MNWT by attending webinars, committee meetings and even a Foundation meeting. When you know what happens and why, you can get others to join you and make a difference for all MNWT!

**Support Member Recognition:** You should coordinate with your Chapter President for who will pick up awards at Convention. Keep track of all awards and recognition your chapter and members receive. And work with President on how to distribute these at home too. Make it fun and interesting to encourage participation in the future! Lastly, take an interest in nominations. If you see someone doing a great job, make sure they are recognized!

**SAVE THE DATE**

**AVP/SD Chat**

**Sunday, November  
20th at 7:00pm**

**Do you have questions? Want to share ideas? Join me!**

Join AVP Michelle and your fellow Women of Today State Delegates for a chat about MNWT. It is an open time to ask each other for ideas or get some support. We will also discuss roles of District Board members. This is a great time to learn more if you are thinking about this in the future. Come on at any time and stay as long or short as you want.

Look for info in chapter email or on Facebook.

## **THANK YOU FOR DOING YOUR FAST START**

Albany - Brianne Wolbeck  
Anoka - Leanne Mickley  
Avon - Sue Lemke  
Burnsville - Michelle Cloutier  
Duluth - Tara Soule  
Glennville Area - Kenya Czerwinski  
Maple Grove - Diana Matranga  
Monticello - Susan Miller  
New Hope - Tawn Hanson  
Rice - Sarah Midas  
Sauk Rapids - Sandy Trossen  
St Cloud - Janel Bitzan  
St Joseph - Verdell Rudolph



## State Delegate Trimester Report

Thank you to the 3 State Delegates who submitted their Trimester Report. This is a great way to track your chapter’s activities throughout the trimester and then reporting is a breeze.

The State Delegate Report form can be found at [www.mnwt.org](http://www.mnwt.org), click on “Members”, then on the “AVP” link. Click the link for State Delegate Trimester Report and choose the format you desire. If submitting by mail, send a copy to both your District Director and me.

I look forward to receiving and reading your reports; reporting assists our leaders in identifying your chapter’s needs regarding training or assistance. The state delegate report will ask for information about your promotions, travel, extensions activity, and participation in USWT by your chapter. You should report on activity by all members on behalf of your chapter, not just your activity. You do not need to report on activity that a member takes in a separate role such as District Director or State Staff.

# ~ ~ ~ Articles for Chapter Newsletters ~ ~ ~

Feel free to use these template articles for your chapter newsletters or handouts.

## October — Paperwork: Why is it so important?

It is a special person who loves to complete paperwork and do reporting. However, those couple of reports are a very important part of the Minnesota Women of Today. First, the information determines the full impact that the Minnesota Women of Today has in our communities. By each chapter reporting activities and donations through the Program Manager Trimester Report we know what kind of a difference we are making through cumulative efforts. It doesn't matter if monies are donated locally or directly to a foundation, the reporting is still necessary. Another reason to provide information through the President and State Delegate reports is to allow for your district director and others to provide assistance whenever it is needed. Maybe it is by bringing someone in to speak about teamwork, or to help with internal conflicts. This also aids in providing recognition where it is deserved. If paperwork is not completed, your chapter may be missing out on recognition. It is fun to celebrate with fellow members that joy of a successful project. Why not let the Minnesota Women of Today know about it too!

## November — Effective Meetings

By following some very simple steps, you can have more effective meetings.

1. Stand for every report and every time you speak. By standing, you demand attention and there will be less chit chat on the side.
  2. Any time a topic is brought to a meeting, be sure to write it down in the form of a motion. This allows you to formulate your thoughts, and then you won't forget anything when the time has come to discuss a new project, social, etc.
  3. Use your newsletter for reports. By putting information in the newsletter, you are assured that each member of your chapter is getting the information, and this allows you to simply touch on the highlights during your meeting.
- By following these simple steps, you will be helping your chapter president, and making your meetings more effective.

## December — Who can nominate for a Presidential Pin?

The **Presidential Pin** is designed to show a member's commitment to her local chapter and her local membership. It exemplifies dedication and belief in our creed, service to our local chapter, and enhancing our Women of Today image. Only 100 pins or less are given in a year by the State President. Any member may nominate a member for this honor. The nomination form can be found on the President page of [mnwt.org](http://mnwt.org).

A **medallion** can be awarded to the President and State Delegate positions in the local chapter. They cannot receive both a presidential pin and a medallion.

You know who those deserving people are, so why not nominate them?

## January — Future Directions: What's it all about?

The definition in the State Plan of Action states the following: "Future Directions – a state standing committee that studies where the future of our organization should go. It evaluates how we operate, our programming areas, and what we have to offer to better improve our organization." Doesn't sound too interesting, does it? Contrary to the dry sounding definition above, the meetings are quite lively, full of interesting discussion and very productive. These meetings provide a format for the staff, committee members, and guests to discuss issues that are vital and important to our organization. Input from everyone at the meeting is important and encouraged. After attending a meeting, many guests feel so much more informed about the organization as a whole. They feel that they have gotten a look "behind the scenes". Many important projects came out of Future Directions. The committee looks at our Strategic Plan and develops action plans to focus on the objectives of the plan. Another great feature of Future Directions is that you get to hear updates from the chairs of the following committees: Foundation, Marketing, Membership Management, and Finance. That's five meetings in the time of one! These meetings are open to all members and your input is always welcome.



**DISTRICT MEETING – AWARDS TRACKING FORM**

Meeting/Date \_\_\_\_\_

**PROGRAMMING:**

Outstanding Program Manager of the Trimester:

Community Connections –

Living & Learning –

Priority Area – Women's Wellness –

Youth of Today –

Outstanding Project of the Trimester:

Community Connections –

Living & Learning – Priority Area – Women's Wellness – Youth of Today –

<b>MEMBERSHIP:</b>	<b>DD RECOGNITION AND AWARDS:</b>
First Timers:	Success Submissions:
Early Bird Renewals:	President's Challenge:
On Time Renewals:	Chapter Visitations:
Growth:	State Delegate of the Trimester:
New Member Adds:	Chapter President of the Trimester:
Retention – Greater than 75%:	Member of the Trimester:
Retention — 100%:	Chapter of the Trimester:
	District Officer of the Trimester:

**MISCELLANEOUS:**

Lucky Buck Winners: \_\_\_\_\_

Convention Drawing: \_\_\_\_\_

First Timer Drawing: \_\_\_\_\_

Door Prize Drawings: \_\_\_\_\_

**OTHER:**

\_\_\_\_\_  
\_\_\_\_\_

**CONVENTION TRIMESTER AWARDS**

[this form can be used to track award information at conventions for your chapter and/or district]

**State Convention**

Presidential Pins	Chapter	Presidential Medallions	Chapter/Position
_____	_____	_____	_____
_____	_____	_____	_____

Membership Awards			
100% Retention	75% Retention	Growth +?	One-A-Month-Club
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

In Chapter Extension	Individual Recruiters	Chapter
_____	_____	_____
_____	_____	_____

Project of the Trimester	Chapter
_____	_____
_____	_____

Chapter Mile _____	Outstanding PMs	Chapter/Area
Chapter Attendance _____	_____	_____
First Timers _____	_____	_____
District Excitement _____	_____	_____

**Executive Council Awards** [members from your district/chapter]

Name	Chapter	Type of Award
_____	_____	_____
_____	_____	_____
_____	_____	_____

<b>Success System</b>	<b>Other</b> [describe]
Ranking	Chapter
_____	_____
_____	_____
_____	_____