

# Administrative Vice President



Christine Sibilleau  
26317 370th Avenue . Roseau MN 56751  
218.463.1567[h] | 218.452.0330[c]  
[avp@mnwt.org](mailto:avp@mnwt.org)

## FALL STATE CIP 2017

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#### Hello State Delegates,

I have enjoyed meeting with many of you at district meetings, roundtables at conventions and especially the president/state delegate retreat. Thank you for your dedication to this organization – you are a very important link between your chapter and your district, state and national organization.

I hope that each one of you is preparing a mid-year evaluation. If you are not new to this position, remember that there is a new outline form to follow this year. The revised outline form was distributed at the President/State Delegate Retreat and can be found on the [mnwt.org](http://mnwt.org) website or in the RR State Program Manager's CIP. They are due postmarked by November 10th, 2017 to RR SPM Shellie Lemmerman and can either be emailed or mailed.

Some of the discussions we have had together have been about frustration that more people are not going to conventions or visitations. Don't get discouraged – there may be a member in your chapter who is now ready to attend a convention or visitation. Sometimes we need to invite a person many times to join Women of Today or promote the positive experience and fun a convention or district meeting is before they decide to try it or it finally fits in their schedule. Your efforts in getting those first timers involved can make a lasting impact on them and the organization. We came up with a fun list of incentive ideas - have any of you used them yet in your chapters? I challenge you to continue to promote your district, state and national events to your chapter, let them know how much fun and how much members get out of experience. Consider doing a short skit about convention, highlighting the awards and recognition your chapter received.

So continue to be part of the **D.R.E.A.M Connection** - have fun, enjoy what you are doing and others will join in on your fun too! The fun and enthusiasm will spread to other members!

Thank you,

**CHRISTINE**

### IMPORTANT DATES

#### OCTOBER

5-8 - Mid-Year National Convention in Iowa  
13 - Bylaw Review in Monticello  
25 - MNWT Trimester Webinar Night  
28 - Make A Difference Day

#### NOVEMBER

1 - Women Who Impact/People with Developmental Challenges/Outstanding Young Adult nominations due  
4 - MNWT Foundation Meeting  
9 - Out and About Night  
10 - Mid-year Evaluation due to R&R SPM  
12-18 - Shine Week  
16 - Give to the Max Day

#### DECEMBER

1 - Chapter Grant applications due to MNWT Foundation Chair  
9 - Statewide Committee Meetings: Marketing, Membership, Future Directions in Eden Prairie  
15 - Effective Writing Essay Contest entries due L&L SPM  
30 - State Delegate Trimester report due to District Director, AVP

#### JANUARY

2 - Presidential pin/medallion nominations due to State President  
5 - Mid-Year Budget Review  
6 - Finance Meeting  
10 - NEWSLET articles due to Newsletter SPM  
13 - MNWT Foundation meeting  
26-28 - Winter State Convention in St. Louis Park  
29 - NEWSLET personals due to NEWSLET SPM



### REPORTING AND COMMUNICATIONS

A reminder of the importance to have a report at each chapter meeting - as the liaison between your chapter and other levels of Women of Today, there is always something coming up and/or something to report! Final reports of district meetings and state conventions should be done at the following chapter meeting. Remember to hand out awards and have fun with it! Check the rest of your Fall State CIP and Chapter Mailing for events that you can promote as State Delegate. For example: conventions [include the registration form], district meeting, awards tracking forms, MNWT Foundation fundraiser, and much more! Also utilize your chapter newsletter, Facebook, the MNWT website - go to *Events* and *State Publications* and the USWT website. Hold drawings for members who sign up to earn incentives, arrange a visit to another chapter and carpool together.

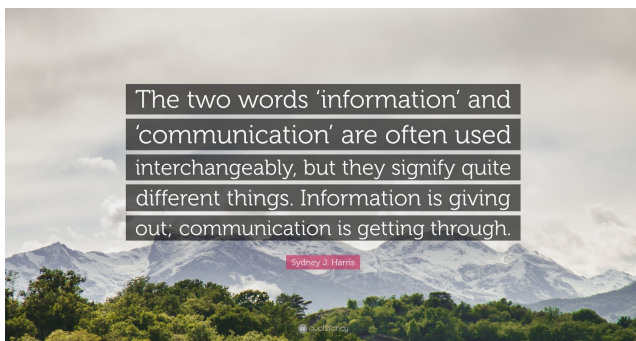
## UNITED STATES WOMEN OF TODAY

As State Delegate part of your job is also to educate your members on the US Women of Today. I will put a USWT section in each of my CIPs to help you. The official newsletter of the United State Women of Today is the "Today's Leader". This is published every other month and is emailed to each chapter's official email address. It is also available on the United States Women of Today web site: [uswomenoftoday.org](http://uswomenoftoday.org). This publication is the main way that USWT staff members communicate with chapters across the nation - so be sure to check it out!

USWT President Nicky Anderson is **challenging each of us to imagine the impossible, create the unexpected and inspire commitment to the future.** This year, President Nicky is seeking nominations for individuals deserving of the "Inspire" award. She writes, "As we strive to make a difference in our communities, there are many individuals who offer their continued support to our organization. This year, I would like to recognize those individuals who help us achieve our goals and "Inspire" our members and chapters. These individuals could be a spouse, relative, or a local business that has been especially helpful to your chapter or our organization. The recognition can be for any type of project - local, state, or national. **This award is for non-members only.**" The nomination form can be found on the President page of the USWT website. Simply fill in the information below explaining why you feel this person, company, or organization deserves this award, and mail/email the completed form to the address/email address on the form.

I encourage you to navigate their website and take a look at the various programs and promote these to your chapter. There are several National certifications that you can promote: All American Chapter, Outstanding Achievement in Programming, or the Fellowship Builder Award. These are all National US Women of Today certifications - introduce them to your chapter today. These forms and more are found under the [Awards \(Transmittal Forms\)](#) heading.

The United States Women of Today Mid-Year Convention will be October 6-8, 2017 in Ankeny, Iowa.



## SECOND TRIMESTER

### PRESIDENTIAL SUCCESS BONUS POINTS

Submit a nomination for the *Outstanding Young Adult*, *Outstanding Person with Developmental Challenges*, or *Lois M. Christensen Women Who Impact Award* {50 Points} and/or

Sell 2 books of Raffle Tickets [\$100] for the MNWT State Ways & Means fundraisers {50 Points} and/or

Any chapter that becomes a member of the *Empower the Future Fundraising Campaign* during 2nd trimester [See Foundation Committee Chairperson or CIP] {50 points}

or

Sign at least two (2) new members during November Shine week of November 12-18 {50 Points}

**Maximum of 100 Bonus Points**

### STATE DELEGATE TRIMESTER REPORT

Track your chapter's activities and report each trimester. The NEW State Delegate Report form can be found at [www.mnwt.org](http://www.mnwt.org), click on "Members", then "Book of Forms", "Officer Reports", then click desired State Delegate Report format. 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, participation in USWT by your chapter.

### STATE DELEGATE FAST STARTS

**Woohoo! Congratulate these State Delegates who completed their Fast Starts!!**

- ❖ Carly Finch - Rice
- ❖ Michelle Kocak Jones - Monticello
- ❖ Judy Moldenhauer - Sauk Rapids
- ❖ Angela Tompkins - Anoka
- ❖ Bonnie Marten - Maple Grove
- ❖ Carol Gore - STMA
- ❖ Amy Pumper - Byron
- ❖ Rita Johnson - New Hope
- ❖ Sue Lemke - Avon

[If you completed a State Delegate Fast Start and your name is not on this list, please email [avp@mnwt.org](mailto:avp@mnwt.org)]

## ARTICLES FOR CHAPTER NEWSLETTERS

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

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

The paperwork that the Minnesota Women of Today has created seem to be tedious and has become a burden to some. However, this paperwork is a very important part of the Minnesota Women of Today. First, it becomes important in determining the full impact that the Minnesota Women of Today has in our communities. By each chapter reporting activities through Local Program Manager reports and transmittals for every project conducted, we can see 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 reports is to allow for your district director and other 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 to where it is deserved. If paperwork is not completed, your chapter may be missing out in the area of 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 out your chapter president, and making your meetings more effective.

### December – 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.

### January – Who can nominate someone 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 in the **Book of Forms on page 46**, or on the website at [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?

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## TRAINING MATERIALS AVAILABLE

If you were not able to be at Convention in Hinckley this September and missed the State Delegate roundtable, you may still request a copy of the training materials! The materials included in this packet were: a TED talk on Everyday Leadership, how to use the power of other people's help to delegate, an updated 2017-18 State Delegate E-mail Dream Connection list, and more. Please email me at [avp@mnwt.org](mailto:avp@mnwt.org) if you would like a packet emailed to you.

## REMINDER

# MID-YEAR EVALUATION ENTRY DUE NOVEMBER 10TH

It is not too late to start your mid-year...take a few minutes to review the outline, fill in the blanks and before you know it you will have it completed. Here is some helpful information to help make the process go as smoothly as possible! I believe in you and your efforts this year and know that you will be thankful that you took the time to record your efforts on paper.

Make sure you are following the 2017 guidelines for the State Delegate Mid-Year Individual Evaluation.

## WHY COMPLETE A MID-YEAR?

- It will be helpful to those who follow in your position. They will know what you did and how you did it.
- It is a valuable record of your activities in your position.
- It is a practice run for your year-end evaluation.
- Gives you valuable feedback from judges to improve your year-end evaluation.
- When it comes time to submit your year-end evaluation you will be half-finished.
- Gives you a chance to brag about yourself and your chapters activities.

## HOW TO COMPLETE YOUR MID-YEAR EVALUATION

- Start with a correct outline form. It can be found on [mnwt.org](http://mnwt.org) on the RR SPM page, in the online book of forms or in your President/State Delegate Retreat training packet [along with some very helpful tips on how to complete your entry!].
- There is a word doc version that you can type your entries directly into. Or, type the questions and then your answers (there is no need to type what is in parenthesis).
- Be specific. Use numbers. [Example: 10 invitations sent out or visited 3 chapters 1st trimester]
- Complete the outline up to the mid-year point. Do not guess at year-end figures.
- You will continue entering information throughout the year in the same entry.

## SPECIFIC INFORMATION

- The evaluation should be no more than 10 pages.
- Font should be no smaller than 10 point.
- Page margins of no less than .5 [1/2"].
- There is no need to submit substantiating material with your mid-year.
- There is no monetary fee required to submit.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT MYSELF OR RR SPM SHELLIE AT [RR@MNWT.ORG](mailto:RR@MNWT.ORG).

**The POSTMARK DEADLINE is November 10th!**

Email to [rr@mnwt.org](mailto:rr@mnwt.org) or mail to: Shellie Lemmerman, 57341 St Hwy 28, Alberta, MN 56207

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## Follow Your DREAMS

Step into your dreams and have confidence in each step! As you evaluate your goals, follow your dreams and discover a direction that's tailored just for you. Friends will be along side to cheer for and encourage you. Keep your eyes above and ahead as you walk this path and cherish the applause as you step across the finish line.

## | What's Next? |

In the MNJOTS CIP, information in this section talked about where to start - read your State Delegate Manual, put your plan of action [goals] into writing, do your Fast Start, and to keep a log of your activities. If you've done all those things - GREAT! That will help with these next steps.

**Complete your Mid-Year Individual Entry and submit by November 10th.** There was a training session on this at the President/State Delegate Retreat. It is also known as the Mid-Year [or Year-End] Evaluation. Refer to that handout, there is more information in this CIP as well. This entry includes your plan of action [goals] and details about accomplishments so far this year. When the entry is completed at the end of the year, it gives a good picture of the state delegate position and what it entails, which can be passed on to your successor if you so choose. Remember one is not judged on how well you met your goals - simply what you did do, what worked and what didn't, how one could improve, and what mistakes to avoid repeating.



**Promote chapter visitations.** State Delegates are encouraged to arrange visits to other chapter meetings and events. Carpooling is fun and it can be interesting to see what other chapters have planned. Get a signed agenda or flyer to use for your chapter's SUCCESS submission.

**Attend district meetings and state conventions.** As State Delegate, you are your chapter's link to district and state meetings. Pass around registration forms, make arrangements for carpools and/or hotel rooms, and let the fun begin. The more members who attend often means much more fun and bonding within your chapter. You may wish to have a fundraiser or offer incentives to help defray the cost of registration and rooms to members. [Talk to your chapter president!]

## | Skit for Winter State Convention |

Round up a partner to do this skit with at your meeting to encourage members to attend Winter State Convention at the DoubleTree Park Place in St-Louis Park:

**Props you could use for this skit:** \_\_\_\_\_

**Person 1:** I hate winter. I am depressed already and January isn't even here and everyone knows that is the worst month of all.

**Person 2:** Winter isn't that bad.....

**Person 1:** Not that bad; it's cold, snowy, dark, and did I mention it was cold.

**Person 2:** Yes a couple of times.

**Person 1:** The holiday season is the only thing that makes the winter season bearable. Did I mention that I hate the cold?

**Person 2:** Yes you did. I know something that makes January the best month of the year.

**Person 1:** Yeah, right. January is the best month of the year! It's COLD!

**Person 2:** The Minnesota Women of Today winter convention is just what you need to drive the winter blahs away.

**Person 1:** Winter convention. What's that? Does everyone sit around and talk about how cold it is?

**Person 2:** No! The Winter Convention is a fun weekend. There is a Friday Night Dance, Business meeting on Saturday morning, Luncheon, and of course the Saturday night banquet with the Outstanding Honoree awards. [Promote other things your chapter/district will be doing]

**Person 1:** I don't know. All that sounds really expensive, not to mention COLD!

**Person 2:** You will have such a good time, you will forget the cold. The cost is only \$\_\_\_\_\_ for a full registration and the rooms are only \$\_\_\_\_. We want to get a big group from our chapter/district to go. Please will you come; I promise it will chase away the January Blahs.

**Person 1:** You know, that all sounds fun! Count me in!



# Minnesota Women of Today

## State Delegate Evaluation Form

The Mid-Year and Year End evaluations are MNWT tools provided to members in leadership positions to help increase their ability to perform in such positions. The focus of this evaluation is on both the actions and accomplishments within your position as well the results you achieved.

This form can be submitted as a Word document or PDF file and email to [rr@mnwt.org](mailto:rr@mnwt.org).

**NAME:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**CHAPTER:** \_\_\_\_\_ **DISTRICT:** \_\_\_\_\_ **AREA:** \_\_\_\_\_

**Is Your Chapter a 2 and Under Chapter?** \_\_\_\_\_ **MNWT POSITION:** \_\_\_\_\_

1. **GOALS** - For each goal below, what steps have you done to accomplish each goal including what progress you have made and changes made to meet each individual goal?

**Goal 1** (goal involving your role as a liaison for your chapter):

**Goal 2** (goal involving visitations to other chapters and districts):

**Goal 3** (goal concerning communicating to your chapter about activities and promotions of district, state, or national events):

2. **Describe your role/attendance/visitation at local, district, state or national meetings, committee meetings and trainings.**
3. **How did you promote membership? What were the results?**
4. **What resources available (trainings, CIP's, manuals) have helped you in your position?**
5. **What would you like more training on or assistance with?**
6. **What has been your greatest challenge?**
7. **What has been your biggest success?**
8. **Is there anything you would like to have known before taking this position?**

# DISTRICT MEETING - AWARDS TRACKING FORM

MEETING/DATE \_\_\_\_\_

## PROGRAMMING:

### Outstanding Program Manager of the Trimester:

Living & Learning -

Community Connections -

Newsletter -

Women's Wellness -

Public Relations -

Youth of Today -

Records & Recognition -

Priority Area -

### Internal Project of the Trimester:

### External Project of the Trimester:

<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 70%:	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 _____
Chapter Attendance _____	_____	_____
District Excitement _____	Outstanding PMs _____	Chapter _____
_____	_____	_____

### Executive Council Awards (members from your district/chapter)

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

Success System: Ranking	Chapter	Other: (describe)
_____	_____	_____
_____	_____	_____
_____	_____	_____