



Minnesota Women of Today
2022-2023 Fall State CIP
Programming Vice President

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Programming Calendar

June

- 22nd: MNWT Webinar

July

- 1st: USWT Founders Day
- 15th: Fast Starts Due

August

- MNWT Emphasis Month: YT
- 22nd – 26th: Kids Week

September

- MNWT Emphasis Month: CC
- 2nd: Outstanding Programming Manager and Project of the Tri nominations due
- 2nd: Trimester Programming Report due
- 25th – Oct 1st: Women of Today Week

October

- 26th: MNWT Webinar

November

- MNWT Emphasis Month: WW
- 1st: Outstanding Young Adult (OYA) nominations due
- 1st: Women Who Impact (WWI) nominations due
- 1st: Person with Determination Award (PWD) nominations due
- 2nd: Mid-Year Evaluation due

January

- MNWT Emphasis Month: LL
- 2nd: Outstanding Programming Manager and Project of the Tri nominations due
- 2nd: Trimester Programming Report due

February

- MNWT Emphasis Month: Priority Area
- 22nd: MNWT Webinar

March

- 4th: March Planning

April

- 15th: Community Connections Chapter Award nominations due
- 24th: Year End Evaluations due

May

- 2nd: Outstanding Programming Manager and Project of the Tri nominations due
- 2nd: Trimester Programming Report due

Be sure to consult the MNWT official calendar at www.mnwt.org, under Events to ensure that other key dates are not missed.

Thank You

Hello to all of our 2022 – 2023 Programming Vice Presidents,

Thank you to everyone who sent in their PVP Fast Starts. You each received a snail mail from me. We have a lot of amazing members in our organization.

Leslie Goble, Aitkin
Erin Maciej, Anoka
Jeny Ohr, Coon Rapids
Melina Simonson, Eastern Carver City
Denise Kociemba, Melrose Area
Sarah Midas, Rice
Bernie Garding, Sauk Rapids

Jeanne Wolbeck, Albany
Debra Wege, Burnsville
Char Ostenberg, Duluth
Suzanne Lehner, Maple Grove
Kolann Wilhelm, Monticello
Anita Smoley, St Joseph
Sandy Trossen, District 5

If you completed a fast start and did not see your name listed above, please contact me ASAP.

I hope to see you all at Winter State, Shirley

2nd Trimester PVP Challenge

The Challenge:

Review this CIP for information on how to communicate effectively and show off your skills by creating a 2nd trimester Programming email or newsletter for your chapter's LPMs. No LPMs, that's okay, create one for your chapter instead. Include the PVP (pvp@mnwt.org), in your email to get credit for the challenge.

Why #1:

Many times, we assume members should just know, and they don't. Think of all the times someone assumed you knew what to do and how frustrating it was to figure it out alone and stumble through it. By creating programming informational for your LPMs and/or all chapter members you have an opportunity to train on things that were not covered 1st trimester. You also have a platform to share what you know and give others a hand up. By supporting each other in a positive way, we lift up not only our chapter, but our local community.

Why #2:

A PRIZE! Every PVP who completes the 2nd Trimester challenge will receive a fun surprise.

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Streamline Your Chapter Meeting Reporting

Putting a little effort in ahead of a meeting can save time and effort during the meeting. By following the tips below, you will reduce the length of the business portion of your meetings and amplify the positive atmosphere within your chapter. 

1. Write it down and give a copy to your secretary. If you know you have to talk at a meeting, take 5 minutes before you arrive to write down your thoughts. If you find out last minute you need to report on something, write it down. **Find the time to prepare your thoughts and avoid missing key points or rambling on.** To avoid forgetting important details use the 5 W's as a check list: who, what, when, where, why.

2. Train others. It is a good idea to train chapter members on written reports, especially those who have a tendency to ramble or forget the important details.

3. Set time limits. Most reports should be 1 minutes or less. When it comes to a presentation or a longer report, never assume. Ask your president or supervisor how much time you have. Most of us have no idea how long it takes us to say something. **At your next meeting time yourself and others reporting in your area and use that as a starting point to retrain yourself in reporting more effectively.**

4. Redirect questions and discussion in a positive way. When reporting something that will require feedback, say it in a way that keeps discussion off line. Ask people to call, email, or talk to you after. If it needs to be discussed at that moment, make sure time is scheduled for that discussion ahead of the meeting and let others know how much time is available. **When you run out of time do not be afraid to table a discussion for later.**

5. Keep your reports in the positive. Key negative words to avoid when reporting are: ONLY, DID NOT MEET, UNDER OUR GOAL, BUT, and NOT ENOUGH TO PARTICIPATE.

Online Resources

Trimester Programming Report:

http://mnwt.org/members/forms_results.php?formsID=414

Trimester Programming Report Training Video:

<https://youtu.be/sgoe2EAFmuQ>

Chapter Information Packets (CIPs):

http://mnwt.org/fellowship/state_publications.php

MNWT Programming Facebook Page:

www.facebook.com/mnwt.programming

FAQ



Q: Why should I complete the MNWT Trimester Programming Report? How?

Your MNWT Trimester Programming Report is part of the official records of your chapter. By completing your chapter's report, you are including your chapter in the official MNWT programming totals. The more information we have, the better we can serve you and your community. It also allows us greater ability to promote your communities and recognize your members.

The secret to simple and easy reporting is having **one place** to record your projects and events. Consider adding a section to your monthly agenda called "Celebrating our Accomplishments". List all the projects completed since your last meeting. Include funds raised, funds donated and in-kind donations, along with service hours. **What if it's just a motion to donate money?** Include those as well. When it is time to complete your trimester report. **What if it doesn't fit into MNWT programming?** It does. Everything your chapter does for your community, its members, and with other organizations is part of programming.

At the end of each trimester use the "Celebrating our Accomplishments" section of your general meeting minutes to fill out the MNWT Trimester Programming Report. The whole report should take you about 5 minutes to complete and can be done online.

Q: What if I miss sending in a report?

Although we ask you to send in a report at the end of each trimester, you can submit information at any time. The only firm date is the year end date. All information for the current year must be submitted by May 1, 2023 to be counted as a MNWT 2022-2023 project, event or fundraiser.



Next Priority Area

Looking for a MNWT New Priority Area Starting in 2024 – 2025

Please contact me at 320-298-5162 or PVP@mnwt.org with your suggestions.

1st Trimester Outstanding Program Managers

Every trimester only one nominee from each area is selected to receive a programming recognition award. Receiving an Outstanding Programming Award is a celebrated achievement. Congratulations to our winners!

Community Connections: This local program manager has been doing a great job keeping her chapter active in their community. Helping hold their annual cookie bake sale and raising \$500 dollars and donating the leftovers, preparing a community meal, highway clean-up, and making donations to the PWD Award and Better together. Congratulations to 1st Trimester Community Connections Outstanding Program Manager, Leslie Goble from Aitkin.

Living and Learning: This local program manager started the year with an aggressive goal of having 100% of her chapter members complete their Living and Learning certification. She is off to a terrific start, as 9-chapter members have completed their MNWT certification and 2 members the USWT certification. The Monticello chapter submitted 64% of all the MNWT certificates received during this trimester. She has completed 1 of the 3 certification nights that she is planning for her chapter. Congratulations to 1st Trimester Living & Learning Outstanding Program Manager Michelle Kocak Jones of the Monticello Chapter.

Priority Area: This member has been a part of her chapter for less than a year and has been very active. She took on the LPM for Priority Area position mid-way through the 1st trimester and organized a very successful fundraiser for Crescent Cove. Through the fundraiser she promoted Women of Today and Crescent Cove. The project raised \$1230 for Crescent Cove and two potential members attended a meeting. She reports at chapter meetings, promotes on social media and encourages other members to assist with the project. Congratulations to 1st Trimester Priority Area Outstanding Program Manager, Dolly Kinney of the Burnsville Chapter.

Women's Wellness: This LPM has been going above and beyond for her chapter, and literally hit the ground running, including a different 10-minute physical activities for the members to do at the beginning of their monthly meetings. She keeps her chapter informed and includes articles in her chapter's monthly newsletter. Her positive attitude keeps the members engaged as she promotes body positivity within the chapter and informs the chapter of different movies that share the message as well. Congratulations to the 1st Trimester Women's Wellness Outstanding Program Manager, Cathy Olson of the Aitkin Chapter.

Youth of Today: Along with being the Youth of Today Local Program manager this devoted and enthusiastic member holds the COB position in their chapter and is on their District Board. She completed her Fast Start along with attending and presenting at all Chapter meetings. She has done four different presentations regarding bullying this trimester with each one being better than the last. She does this in a very thorough yet brief manner. Along with this she puts very precise and well written articles in the Newsletter regarding bullying. You can tell she is passionate about youth because of her enthusiastic personality. Congratulations to the 1st Trimester Youth of Today Outstanding Program Manager Tari Hively of the Duluth Chapter.

PROGRAMMING SUCCESS POINTS

- 25 pts for participating in each programming (max: 100 pts)
- 25 pts for participating in USWT Domestic Violence Awareness
- 10 pts/member for completing USWT Wellness & Personal Development certification
- 10 pts/member for completing MNWT Living & Learning certification
- 50 pts for chapter certification in PE course
- 20 pts/entry for Project of the Trimester (Max: 4 entries)
- 25 pts for participating with another non-profit organization in local project



NOTE: *"See the MNWT President's Chapter Information Packet (CIP) for the 2nd Trimester BONUS SUCCESS Points Information"*

SPM Highlights

This year we have five amazing SPMs to support your chapters specific programming needs. You don't have to be an LPM to utilize these amazing volunteers as a resource for your chapter. All five of these programming managers want to help you support your chapter and your local community within their programming areas.

You can find additional information in each SPM's individual CIP.

Community Connections (CC) - Rachal Mueller, cc@mnwt.org

Second trimester Rachal is focusing on the Person with Determination (PWD) Nominations. This is a great way for your chapter to recognize a special member of your community on a state level. A PDF of the Person with Determination nomination form can be found at the MNWT website. Rachal also encourages you to do a small act of kindness for "Make A Difference Day".

Living and Learning (LL) - Marie Pedigo, ll@mnwt.org

Second trimester Marie continues to encourage members to complete their MNWT Living & Learning and USWT Wellness and Personal Development Certifications. She also encourages chapters to complete Personal Enrichment Program (PEP) Courses. And remember, "Slow and Steady Wins the Race".

Priority Area (Crescent Cove) - Connie Fink, priority-area@mnwt.org

Second trimester Connie continues to find ways to support and help Crescent Cove. One big event is the Crescent Cove Holiday Event on December 4th. Watch for ways you can help.... And a barn quilt painting fundraising event at Winter State. You'll need to preregister for this. Feel free to reach out to Connie with questions on ways that you can help Crescent Cove.

Women's Wellness (WW) - Maggie Holmberg, ww@mnwt.org

Second Trimester Maggie continue with her focus on body image and having a positive community. How we feel about ourselves and our bodies comes through the messages that we see every day. She is also challenging every chapter to find different ways to help make their community more body positive. Maggie is also looking for nominations for the Women Who Impact, by November 1st.

Youth of Today (YT) - Sue Lemke, yt@mnwt.org

Second Trimester Sue continues to encourage chapters to nominate a youth for the Outstanding Youth Award (OYA) Scholarship, It is a MNWT annual honor awarded to 3 individuals that are making contributions to their community. We all know them. Sue would also like you to think about how you can help someone that is struggling with Mental Health. Many children face challenges every day that stay with them for a lifetime. It is up to us to help them deal with it as positive as possible.

2023-2024 State Program Managers (SPMs) Wanted

This is the right time to start thinking about next year. Do you have a passion for a specific programming area? Do you want to learn new skills, and share your talents with others? Contact me at 320-298-5162 or pvp@mnwt.org to find out what it takes to be an SPM.

Potential SPMS that bid at Winter State convention will receive one on one training to help prepare you for the bidding process and Annual 2023, AND I will have a special gift for you as a thank you for your dedication to MNWT. It is a big advantage for you to get started early.



Special Incentive.....

Find all the puzzle pieces throughout this CIP and send your name, chapter and the number you found to pvp@mnwt.org and you'll get your name in a special drawing at winter state.



To be happy

you must let go of what's gone.
Be grateful for what remains.
Look forward to what is coming.

- unknown -