

DISTRICT MEETING HANDBOOK

New Format Approved by Executive Council 5/19/06

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When to Hold a District Meeting:

District meetings should be held quarterly no more than 60 days before prior to the State Meeting.

Each district will establish their own:

- quorums for a district meeting
- rotation schedule for chapters hosting district meeting
- dues schedule
- policies and bylaws
- budget

Focus of the District Meeting:

- Strengthen the chapters within the district
- Exchange of ideas between chapters within the district
- Networking
- Training
- Enrichment
- Offer recruitment and retention tools

District Board may consist of:

- District Director – prepares the agenda; facilitates the district meeting
- District Membership Vice President – promotes membership through the newsletter – including a recap of retention stats
- District Programming Vice President(s) could be internal and external or one person
- District Enrichment Coordinator – (NEW POSITION) They will coordinate the project fair with the programming vice president(s) at each meeting and with the assistance of the board, schedule the speakers and break out sessions.
- Secretary – records minutes and publishes in the district newsletter
- Treasurer – maintains district funds and publishes a report in district newsletter
- Past DD – responsible for elections and assist DD and board
- Parliamentarian – orders of the day; facilitates policy and bylaw study
- Newslet editor – publishes district newsletter within 2 weeks of district meeting
- Chapter presidents
- Chapter State Delegates

District Newsletter:

- Invitation and district schedule (see samples attached) will be sent to district board 45-60 days before the district meeting date. This will include the date of the meeting with the beginning and ending time of the meeting.
- The schedule will promote the speaker and the roundtable/break out sessions.
- Both the invitation and district schedule could be posted on a district communication page on the web site.
- A district newsletter will be published no more than 2 weeks after the district meeting. This will include:
 - a. Treasurer report

- b. Minutes from the district meeting
 - c. Recap of the membership awards earned by the chapters at the meeting
 - d. Minutes from the roundtable/breakout sessions
 - e. DD report/letter
 - f. Recap the “Spotlight of the Quarter” nomination by each chapter in the district and the winter of the Spotlight Award
- Newsletter should be send to district board including the chapter presidents and state delegates. Each chapter newslet LPM should also receive a copy and forward this onto the members in their chapter. Each district will determine who will pay the postage cost of sending the district newsletter to members without e-mail capability.
 - Each member of the district should receive a district newsletter.
 - Have spotlight of the quarter forms available for chapters to fill out at the meeting and then be featured in the newsletter.
 - The newsletter could be posted on a district communication page on the web site.

District Meeting Format:

- Each district meeting should last from 1 ½ hours to 2 hours. It is important to publish a beginning and ending time and try to adhere to that time line.
- Registration and meal (optional)
- Project Fair: set up for programming areas that have emphasis during the next quarter. Also, any visiting SPMs or staff could set up a display and be available to talk one on one with members during this time.
- Outside Vendors could be invited to set up a display during this time. They could either give a portion of their sales back to the district or pay a nominal fee for the table rental. Districts may want to use this as a draw for attendance.
- Lucky Buck auctions could be set up in this area if the district wishes to promote this fundraising activity.

Time Format:

- 20 minutes:
 - Introductions
 - Invocation
 - Ice Breaker (optional) – if you do have one, should be name, chapter and a one word response
 - Pledge of Allegiance
 - Creed
 - Orders for the Day
 - Parliamentarian Report
 - Secretary Report
 - Treasurer Report
- 30 – 45 minutes:
 - Speaker/Enrichment leader
- Break
- 20 minutes:
 - Roundtables/Breakout sessions
- 20 minutes:
 - District Director report – “State of the District” report
 - Recognition of chapters/members
 - Membership Report
 - Upcoming events
 - Challenges
 - Unfinished Business
 - New Business
 - Good/Welfare
 - Creed

SAMPLE AGENDA

District XX Meeting Agenda

Date

Guest Speaker –

Time/Location

7:00 – 7:20

Call to Order

Pledge of Allegiance, led by

MN Women of Today Creed, led by

Invocation (optional) could be given DPM, by hosting chapter or this responsibility could be rotated by chapter in the district

Ice Breaker, led by (should be short...a one word response)

Orders of the Day/ Parli Report, District Parliamentarian

Secretary's Report, District Secretary

Treasurer's Report, District Treasurer

7:20 – 8:05

Guest Speaker

Short Break

8:15 – 8:35

Break out sessions/roundtables

8:35 – 9:00

District Director Report

- A. Awards and Recognition
 - 1. Spotlight Award
 - 2. Other quarterly awards
- B. Membership Report
- C. Unfinished Business
- D. New Business

Good and Welfare

United States Women of Today Creed

Adjourn

Ideas for Speaker/Enrichment Leader

- Team building exercise
- PE courses
- Leadership training
- Diversity Awareness
- Personality types
- Organization
- Accessorizing
- Time management
- Nutrition
- Basics of a will, living will etc.
- Financial Planning
- First Aid and CPR courses
- Speaker from Jacob Wetterling Foundation, new priority project
- Personal Trainer
- Women's health and diet
- Landscaping
- Home decorating courses
- Cooking fast and healthy meals
- Crock pot cooking
- Self Defense classes
- Stress management
- Yoga
- Relaxation techniques
- Foundation speakers
- Breast Cancer
- Meditation
- Parenting Issues

Tips on finding speakers

- County Extension Office
- Community Education Office
- Foundations
- Ask SPMs for suggestions for speakers in their programming area
- Health care facilities
- Clinics
- Colleges; departments such as multi-cultural center, women's center etc
- State Staff or SPMs
- Members
- Yellow pages – many local business owners would come to a local women's group, given the chance to promote their business

Ideas on Roundtables/Breakout sessions:

- Programming area promotion
- Membership: could include m-event ideas, recruitment, retention ideas
- Projects that worked
- Fundraising ideas
- How to make creative, inexpensive incentives
- President roundtable
- State Delegate roundtable
- Board roundtable
- Visiting staff roundtable
- Visiting SPM roundtable
- Elections
- Board training
- Certification roundtable
- Competitions

Suggested Roundtable/Breakout session Schedule:

Summer Meeting:

- Board training
- Position training
- Membership goals for the year
- Because of short turn-around for this meeting, you could do a team building activity instead of an outside speaker.

Fall Meeting

- Recruitment Ideas
- Certifications

Winter Meeting

- Retention/Activation Ideas
- Competition

Spring Meeting

- Elections

Some websites available online for you to find fun teambuilding Activities

www.wilderdom.com/games/InitiativeGames.html

<http://training-games.com/>

<http://www.teamtechnology.co.uk/tt/h-articl/tb-basic.htm>

<http://beginnersguide.com/leadership/introduction-to-team-building/>

<http://www.teambuildingdirectory.com/>

Also check out these great books:

Toobeez Teambuilding Activity Workbook by Tom Heck

The Trainer's Blue Pocketfile of Ready-to-Use Exercises by John Townsend

DISTRICT MEETING GUIDELINES

1. CHOOSE A DATE
 - A. Weekday evening or Saturday morning/afternoon
 - B. Avoid conflicts with chapter meeting dates
 - C. Schedule 2-3 weeks prior to State Convention
2. SELECT A THEME
 - A. Create a “fun” atmosphere
 - B. Coordinate with District Director
3. SEND OUT INVITATIONS
 - A. Sent out by hosting chapter
 - B. Incorporate theme
 - C. Include information on: time, place, menu, cost (advance and at door), directions, RSVP instructions (to whom and by when). Also clarify that money must accompany RSVP to count as advance registration.
 - D. Send as close to 2 months in advance as possible to allow chapters time to promote at meetings.
 - E. Postage will be covered as an expense out of registration fees.
 - F. Send to District Officers, DPMs, Chapter Presidents, State Delegates, as well as any State Executive Council members in the district. Also, to the AVP and State President.
4. FOOD
 - A. Optional, but most members enjoy a meal or snack.
 - B. If held in a restaurant, prearrange food to allow for a standard registration cost.
 - C. Plan for enough time to serve and finish the meal.
 - D. If a meal is not provided, a desert and beverage is appropriate.
 - E. Plan for plenty of beverages.
 - F. If serving buffet style, plan for more than one serving line to make the best use of time.
5. COST
 - A. Check District Bylaws, some include guidelines for cost.
 1. Desert/beverage is generally \$2.00 advance / \$3.00 at door and meals increase from that point.
 - B. Clarify whether District or Chapter receives profits or covers shortfall. Can be an effective District fundraiser.
6. MEETING DAY
 - A. District Director will supply agenda, awards and will be responsible to START ON TIME.
 - B. Hosting Chapter is responsible for nametags (theme related), set up of Head Table (review details with DD), table decorations, door prizes (optional).
7. FOLLOW-UP
 - A. Hosting chapter submits report of profits/losses to DD within 30 days.

HOSTING A DISTRICT MEETING

Hosting a district meeting is done by each of the chapters in alphabetical order, so each chapter is only responsible for hosting once every two years. The following is a time-line and check sheet to use, to help you coordinate the district meeting with the District Director. Remember, although you are hosting the district meeting, it is still the District Directors meeting. More importantly – have FUN!

TWO MONTHS PRIOR TO THE MEETING

1. Confer with the District Director on the type of meeting place that will be needed (number of rooms, type of meal, space, etc.).
2. Reserve the area/rooms.
3. Decide on the theme of the meeting.
4. Determine type of meal, approximate cost. (Set price of registration with the District Director, check bylaws to see if there is a minimum or maximum amount you can charge).
5. Purchase invitation and obtain mailing list from the District Director. Invitations must be sent out 45-60 days prior to the district meeting.
6. Invitations must include: date, time, place, type of meal, cost, directions, RSVP date, contact person and phone numbers to call.

ONE MONTH PRIOR TO THE MEETING

1. Confirm with District Director arrangements made thus far.
2. Plan decorations, signs as needed.
3. Plan a Ways and Means Fundraiser for the District Treasury (ideas include “duck” ponds, Chinese auction item, try to obtain donated gift, estimated funds to be raised \$25.00) help may also be solicited by the Ways and Means DPM.
4. Gifts that the Host Chapter is responsible for providing:
 - A. “Lady Mile” – not to exceed \$5.00 (bag of candy, something that can be shared by members attending. (optional)
 - B. Invited guests and District Director (any state staff, etc.)
5. Provide the Women of Today Creed Banners and American Flag (if the chapter does not own a set, please make arrangements with the District Director.)
6. Make/purchase nametags that will be used for the meeting.
7. Work on local media promotion of your district meeting. This could include a press release to the local paper, cable TV station, flyers around town etc.

ONE WEEK PRIOR TO THE MEETING

1. Confirm with the District Director all guests and the number of reservations by chapter. (The District Enrichment Coordinator or District Director is responsible for making arrangements for a guest speaker.)

DURING THE MEETING

1. The host chapter is responsible for the set-up of the room. Be sure to provide a head table and a table that can be separate from the rest that can be used as a PRESIDENT’S ROUNDTABLE during the meal.

2. The host chapter is responsible for a door prize/drawing.
3. The host chapter is to work with the District Treasurer during the registration.
4. Run the Ways and Means project (during registration and/or mea).
5. Assist the District Director in other matters as needed.
6. The host chapter is responsible for the registration costs of the District Director and invited State Officers. Check your local policies and bylaws to see if any district officers are also included in this.

CONCLUSION

1. The profits of the District Meeting go directly to the District Treasury.
2. The Ways and Means fundraiser monies are kept separate of the District Meeting funds, and given to the District.
3. Also attached is the District Policies which go into specifics on the District Meeting. Remember, if you have any questions do not hesitate to call the District Director.
4. Thank you for all your work on this district project.

INTRODUCTIONS AT A DISTRICT MEETING

The following people should be introduced at a district meeting:

- Local District Board (optional)
- Chapter Presidents (optional)
- Any Exec Council members:
 - Visiting District Directors; name, chapter, and district
 - All SPMs: name, chapter, and area
 - All state staff: name, chapter, position
- Any National officers: name, chapter and area
- Any past Minnesota Women of Today State Presidents: name, chapter, years served
- Ask all Key Women to Stand and be recognized
- If the state president is visiting she is introduced LAST:
 - Introduced as either the 5__th President of the Minnesota Women of Today or 2006-2007 Minnesota Women of Today State President, _____
 - You can also include her theme and any personal remarks you would like to add

WHAT TO DO WHEN A STATE GUEST VISITS?

State President:

- Mileage:** Mileage to one district meeting is covered by her state budget. Reimbursement should be offered by a district/chapter for mileage of other requested visits. If money is not available to cover mileage, invite her to come, but advise her in advance that you are unable to reimburse mileage.
- Introduction:** Always introduce the state president to your group, last in the introductions. Mention her name, home chapter, her theme and perhaps some personal comments about her or her work as state president. If introducing a number of people, the state president should be your final introduction, and all members should stand.
- Registration:** The state president and a riding companion do not pay for registration – it is the responsibility of the hosting chapter.
- Gifts:** A gift is not required or expected. If you choose to present a gift, consider something practical; a prepared meal in disposable containers for her family, a batch of homemade cookies or something which she can use during the year – stamps, film, note cards around their theme etc. You may wish to give her something small which reflects your theme or you may check with the AVP or presidential assistant for other ideas.

Other staff members and state program managers:

- Mileage:** These individuals have NO MONEY in their budgets for mileage to district or chapter events. If money is available in your district/chapter budget, a check to help defray mileage would be greatly appreciated. The state pays 16 cents per mile but any amount would be appreciated. This is more valuable than any “thank you” gift. These individuals like to attend your functions to help you and share their special skills, but it is possible the cost of travel may be a hardship. If money is NOT available for mileage in your budget, continue to invite these people to your functions, but advise them in advance that you will not be able to cover mileage.
- Introduction:** Introduce any state staff members and state program managers with their name, home chapter, position and possibly theme.
- Registration:** No invited state officers or state program managers pay registration – this is the responsibility of the hosting chapter.
- Gifts:** Again, gifts are not necessary. If you choose to present a gift, something practical is a good choice – a baked item or a “Driver’s Survival Kit” – pop and a snack may be appreciated.

Gold Team Members:

- Mileage:** These individuals have very minimal budgets at this time for mileage and communication. If your chapter/district has money available to help defray some of their expenses, an offer may be appreciated.



Spotlight Award

A “spotlight event of the quarter” award will be given at each district meeting. District Directors will ask chapters to nominate a project, m-event or fundraising activity. There will also be nomination forms available at each district meeting. All of the spotlight projects will be featured in the district newsletter and/or on the website. This will take the place of the chapter project reports and will feature what is new and working in the chapters.

Chapter: _____ District: _____

Person submitting nomination: _____ telephone: _____

Project Description - please include the following: # of members participated, how it benefited the community/chapter, money raised (if applicable), and new members gained from project.

Please submit to the District Director and District Enrichment Coordinator 3 weeks prior to each district meeting.



MINNESOTA WOMEN OF TODAY

PRESS RELEASE
FOR IMMEDIATE RELEASE

FOR INFORMATION CONTACT: (Put a local contact name and phone number here)

The Anytown chapter of the Minnesota Women of Today are hosting the District XX Women of Today quarterly meeting on _____(date) _____(starting time) at _____(location).

The guest speaker will be _____ (speaker name) from _____.
She/he will be speaking on _____.

The Anytown Women of Today is a community service and leadership training organization. Everyone is welcome. For more information, please contact (name) at (phone number).

The Women of Today is the most dynamic, fastest growing young person's organization in the country. Women of Today members are action-oriented and interested in the betterment of their community through community service and leadership training. To find out more about Minnesota Women of Today, please contact our Chapter Service Center at 763-421-4718 or visit our web site at www.mnwt.org.

The Minnesota Women of Today is a great organization available for women age 18 years and above, who wish to make new friends; learn and establish leadership skills; and voluntarily contribute to our communities, states and nation. Our organization has been making a difference in the lives of many for over 50 years. The Minnesota Women of Today is a member of the United States Women of Today.