

SUCCESS System: The Basics



WHY AND HOW EACH SECTION OF SUCCESS
IS COMPLETED



Minnesota Women of Today
Service - Growth - Fellowship

Information Needed For SUCCESS

Documentation Needed

Monthly

- Board meeting agenda or minutes
- Meeting minutes
- Treasurer Reports

Trimester

- Newsletter
- Copy of PR if used
- Completed Certifications
- Documentation of project w/ another organization

Needed in Minutes if Applicable

- Quorum Established
- M-Event under membership
- Social under membership
- Orientation if held
- Prog Project Final Reports by Area
 - Women's Wellness
 - Youth of Today
 - Priority Project
 - Living & Learning
- Domestic Violence Activity

Who Needs What

1st Trimester

- Growth Plan - State Membership VP
- Plan of Action & Budget - DD

All/Any Trimester

- Extensions Info - Extension Director
- Membership adds/renewals - Chapter Service Center
- Newslet article - Newslet SPM (1x)
- Bylaws - State Parliamentarian (1x)
- Certifications:
 - STEP I, II, III & IIII - State IVP
 - Health & Wellness - LL SPM
 - Personal Development - LL SPM
 - PEP Course - LL SPM
 - Living & Learning - LL SPM

What to Attend / Do

1st Trimester

- District Orientation
- National Business Meeting
- LOTS

2nd Trimester

- National Business Meeting
- Presiden/State Delegate Retreat
- Women of Today Week
- In-Chapte Mid-Year Evaluation
- Mid-Year Evaluation (Pres/SD)

3rd Trimester

- Area Meeting
- Year-End Evaluation (Pres/SD)

Any/All Trimester

- District Meeting
- MN Business Meeting
- State Committee Meetings
- State Ways & Means Project
 - Promotional sales, donation, state store
- PALS Activity
- Chapter visitations
- Membership Event
- Chapter Social
- Membership Orientation
- Particiapte in PR program
 - Newspaper, website, etc.
- Local Ways & Means Project
- USWT External programming
 - Domestic Violence
- USWT Project Recognition
- Certifications
- Project of the Trimester
- State/National Individul Competition
- Project with another organization
- Donate \$35 MNWT Foundation

Membership: A

- Tool for chapter to use for setting goals in the membership area
- Completed by chapter President & Membership VP
- Sent to State Membership VP



Minnesota Women of Today

Growth Plan¹

PLEASE TYPE OR PRINT.

I. Set your goals: How many members would you like your chapter to have at the end of the year?

Write that number here. _____

II. Where are you starting from?

1. Write down your May base. _____

2. Look at your chapter roster or Activation/Retention Checklist. Count up the number of members due each trimester and write those numbers below.

Due Tri 1 _____ Due Tri 2 _____
 _____ Due Tri 3

3. Now look at the names. Count up how many you know will renew.

Renew Tri 1 _____ Renew Tri 2 _____
 _____ Renew Tri 3

4. Total the Renew Trimester numbers. _____

III. Look at the impact of renewals on your goal.

5. Subtract the Renew Trimester Total (from III.3) from your Goal. _____

This is how many new members your chapter will need to meet your goal. You can lower this number if you renew (reactivate) more of your current members.

6. Estimate when you will get those new members. Spread them out over the 3 trimesters. (note:

NMA=new member add)

NMAs Tri 1 _____ NMAs Tri 2 _____
 _____ NMAs Tri 3

IV. Set some trimester goals – check your progress every trimester!

First Trimester	Second Trimester	Third Trimester
May Base _____	Ending Base Tri 1 _____	Ending Base Tri 2 _____
Minus Due Tri 1 _____	Minus Due Tri 2 _____	Minus Due Tri 3 _____
Plus Renew Tri 1 _____	Plus Renew Tri 2 _____	Plus Renew Tri 3 _____
Equals Tri 1 Goal _____	Equals Tri 2 Goal _____	Equals Tri 3 Goal _____

¹ Growth Plan | Revised 2010 | Revised 2014 by MVP
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Membership: B-E



- As we focus on 2020 by 2020 we need to keep membership growth an active part of each chapter
- All membership information is sent to Chapter Service Center
- Points for each new member add along with for each month new members are added
- If you sign 4 new members in one month it is an in-chapter extension

Membership: F-G



- If member dues are paid after the deadline they are considered a drop and then new member add
- Early Bird: 75% of their overall total renewals in by the early bird deadline
- Ex: 10 members due 2nd trimester
 - 6 paid by early bird deadline
 - 2 paid by trimester deadline
 - $6 / 8 = 75\%$, so early bird credit is earned

Membership: H-J



- Chapters get credit each trimester they have growth
 - Trimester base + 1
- Chapters get credit for growth at end of year
 - May base + 1
- Credit is given based on # renewed divided by may base
- This is automatically calculated by the chapter service center

Membership: K-M



- As interests expand we need to extend to new areas of the state
- Any chapter or district can file an intent to extend
 - Complete form and send to State Extension Director
 - Hold information meeting in new area of extension
- Once chapter has extended 10 member (5 under 40)
 - Chapter or district that is extending gets 200 points
- Extension follow-ups 6/12/18/24 months
 - Extending chapter or district following up with extended chapter

Meetings: A-C



- **District Director holds 1 meeting per trimester**
 - Interact with other chapters in the district
 - Celebrate any achievements from local or state
- **District Orientation**
 - Held 1st trimester, great way for local officers to get training
- **Area Meeting**
 - Held 3rd Trimester
 - Meet the Presidential candidate(s)
- **Verification completed by District Director**

Meetings: D & E



- **State Business Meetings**
 - Held on Saturday at State Conventions
 - Interact with other chapters around the state
 - Verified by chapter service center

- **National Business Meeting**
 - Held in June & October
 - Interact with other chapters around the US
 - Verified by State Chairman of the Board

Meetings: F & G



- **F: Representative at state study committee meetings**
 - Member is serving on state study committee meeting
 - ✦ Making a long term commitment to being active on the committee
 - Finance, Future Directions, Membership, Foundation or Marketing
- **G: Visitation at state study committee meeting**
 - General members that visit the state study committee meeting
 - Active way to be involved with the future of MWT
- **Verified the committee chairs**

Meetings: H & I



- **LOTS**
 - Held once a year in May
 - Training for all local board positions excluding Past President
 - Credit for each member that attends
 - Verified by Chapter Management VP
- **President / State Delegate Retreat**
 - Held in October
 - Weekend to connect with other President's & State Delegates
 - Training on different items including mid-year and year-end evaluations
 - Verified by chapter service center

Chapter Management: A



Why

- Prepare for next business meeting
- Bring up new project ideas
- Discuss items before they are brought to the chapter

How

- **Submit:**
 - Board meeting agenda
 - Board meeting minutes
- Board meetings held during trimester of SUCCESS submission

Chapter Management: B



Why

- Quorum is defined in chapter bylaws
- Need quorum to vote on motions

How

- Submit a copy of each months minutes
 - Must state “A quorum was established”

Chap
mgt
B

MINUTE BOOK: 1/1/2014

Guest Introductions: Marsha Marx, Kathy Schirmer and Gail Alex

Orders of the Day/Quorum: Annette S, established with 16 members present

On Time Drawing: Trista

Icebreaker: Your favorite WT position that you have held or would like to hold

Chapter Management: C



- State Ways & Means helps with the operating costs
- Verified by State Ways & Means SPM
- \$75 in State Ways & Means Fundraiser Sales
 - Chapter keeps 20% of sales
- \$75 in state store sales per chapter, turn in copy of receipts with SUCCESS
- Make minimum donation of \$35
- Chapter member work 1 1/2 hrs at State Store

Chapter Management: D



- Chapter submits an article to the State Newslet
- Article can be on a member or project
- Submit to Newslet SPM by due date on calendar
- Newslet SPM verifies for SUCCESS

Chapter Management: E



Why

- Member's should know
 - Where money is spent and how money is raised
 - How much money the chapter has

How

- Submit monthly treasurer report
- Must have chapter name on it

Monticello Women of Today
Monthly Report1 - Dec 2012:3 Jan 2013 Meeting
12/1/2012 through 12/31/2012

Date	Account	Num	Description	Memo	Category	Amount
BALANCE 11/30/2012						519.90
12/12/2012	Checking	DEP	Annette Schaulier	Coins for a Cause	321 Coins For A ...	62.15
12/14/2012	Checking	6697	Cash	Christmas Bingo	999 Change Fund	-400.00
12/17/2012	Checking	6698	S Annette Schaulier	Christmas Bingo for Kids	--Split--	-36.10
12/18/2012	Checking	DEP	S Arlis Thielke	Christmas Bingo for Kids	--Split--	1,252.10
12/19/2012	Checking	6699	S MNWT	New Member dues & discounts	--Split--	-90.00
12/19/2012	Checking	6700	MCC	Fall Craft Show - Rent	240 (Exp) Fall C...	-415.00
12/19/2012	Checking	6701	TDS Telecom	Fall Craft Show-Voice Mail	240 (Exp) Fall C...	-5.29
12/19/2012	Checking	6702	MNWT	2nd Trimester W&N Donation	185 (Exp) State ...	-50.00
12/19/2012	Checking	6703	MNWT Foundation	2nd Tri Donation	186 WT Foundat...	-35.00
12/20/2012	Checking	DEP	Pam Peterson	New Member dues	173 Member Dues	70.00
12/1/2012 - 12/31/2012						352.86
BALANCE 12/31/2012						872.76
TOTAL INFLOWS						1,384.25
TOTAL OUTFLOWS						-1,031.39
NET TOTAL						352.86

Chapter Management: F



Why

- Learn more about the organization, other chapters and members
- PALS application submitted to State Secretary
- Social, special meeting at convention, etc.

How

- **Attach:**
 - A picture
 - Minutes
 - Newsletter Article
 - Invitation, etc.
- Can be claimed 2x per year

Chapter Management: G



Why

- Honor membership and organization
- Publically recognize the foundation of
 - Service
 - Growth
 - Fellowship
- Proclamations

How

- Complete USWT Shout Out With Pride
- Send to US Public Relations Directors
- Form can be found in MNWT Book of Forms

Chapter Management: H-J



Why

- Good way to meet or help members in the organization
- Learn how other chapters are doing activities / meetings
- 2 year commitment to reactivate a chapter

How

- Visitation: get a signed copy of agenda or invitation
- Reactivation: File an intent to reactivate and send to President, CMVP & DD

Chapter Management: K & L



- Chapter Mid-year evaluation: usually completed by president as a survey to the chapter to see what is working and what isn't
- Use as a tool to make changes in the chapter to engage more members
- Chapter Plan of Action: usually compiled by the President and used to guide the chapter for the year
- Copies should be given to each member and sent to District Director

Chapter Management: M & N



Why

- Membership events: held to attract new members to the organization
- Social events: held for a fellowship to grow bonds between the members

How

- Submit copy of minutes, agenda, invitation, newspaper article, pictures, etc.

~ US Pins

Area meeting March 22nd in Rice

District Social FR Pam P - Benton Station Comedy Club in Sauk Rapids on Jan 12, Glorie, Brent, Rose, Denny, Pam P, Annette, Steve, Kay, Leo, Cat, Ed and Tammy attended. **District Meeting** 2/26 Rice Lion's Building 6:30 (Arlis) \$5 cost.

MEMBERSHIP: Pam P & Lauren H "Planting Seeds of Friendship" 3rd Trimester **Early Bird** due by March 15th: Karla, Pat, Krisie, Suzie, Rose, Dawn, Jennifer, Debby, Sara, Pam P, Annette, Cat, Brenda and Ashley. **Monthly Coffee Social** (FR) Jan 12 at Caribou Coffee, Glorie, Barb, Jennifer, Pam P, Kay, Cat, Arlis and Rylee (guest) attended; next **Coffee Social** March 16th. **Pin-it! Membership Night** Feb 25th at 7pm American Legion, \$5 cost to cover supplies. **Estate Sales Social** in April; details at March meeting. March membership prize will be awarded.

chp
mgmt
N

Chapter Management: O



- Membership orientation program can be completed on anything regarding Women of Today
- Used to help educate the members
 - Parliamentary procedures
 - New member orientation
 - STEP
 - Organization structure, etc
- Submit copy of minutes, agenda, outline, etc.

Chapter Management: P



- By-law study committee meeting
- Chapter reviews their current by-laws for changes or additions
- Bring changes to chapter for approval
- Submit to State Parliamentarian for review

Chapter Management: Q



Why

- Great way for chapter members to communicate to chapter
 - Upcoming events
 - Past events
 - Fun tidbits
 - Pictures

How

- Submit copy of first page of newsletter
- Must include:
 - Chapter name
 - Date of newsletter

Chapter Management: R



Why

- Public Relations is a great way to get Women of Today known in the community

How

- Newspaper article
- Signs in the community
- Facebook
- Twitter
- Website
- Posters, etc

Chapter Management: S



Why

- Every chapter has expenses
- Money that is raised specifically for the chapter

How

- Meeting minutes, agenda, newsletter article
- Must state money raised for Ways & Means and how raised

Ways & Means: Sara M "Money Tree" Lucky Buck Pam B \$25 raised, winner Annette; Lucky Buck for May Debby. Spring Craft Sale Concessions FR Sarah and Lana, 3/9, at Monticello Community Center; Sloppy Joes, Hot Dogs, Desserts were served; \$686, profit \$485; Pam B, Nadine, Caitlyn, Maribel & Gaby, Glorie, Michelle KJ, Trista, Kayla, Marsha Marx, Nancy, Krisie, Sarah and Lana volunteered. Coins for a Cause Sarah \$140.73. State Ways and Means spice fundraiser being circulated.

chpt
mat
S

USWT EXTERNAL PROGRAMMING: Domestic Violence Prevention – Cat read tips from Barb B; collecting for Anna Marie

Programming: A



Why

- Help chapters become well-rounded
- Encourage participation in all areas of organization

How

- Needs to be in meeting minutes
- List what area project is in

...to Dawn or Pam B.

Prog
A-4

Community Connections: Arlis T "Community Garden" **Food Shelf Raffle (FR)** Arlis 338 tickets \$310.22, \$300 for Women's Wellness Bags, prizes distributed, thank you letters mailed. **Community Connection awards** - need to do project write ups due 4/15th, volunteer Kay, Pam P, Cat and Arlis. **Spring Craft Show (FR)** Annette thanks to those that helped with taping on Friday night; held 3/9 at Monticello Community Center. 50 vendors with 59 booths; still have some bills to pay so no final profit yet. **Community Book Read** (The late

Programming: B1 & B2



- USWT External Area is Domestic Violence
 - Can be fundraising or educational
 - Needs to be in meeting minutes and meeting minutes submitted

PROG
B1

USWT EXTERNAL PROGRAMMING: Domestic Violence Prevention – 7 Myth's of Domestic Violence seminar (FR) Jennifer 2/19 at Kjellberg Business Center; Lana, Arlis, Annette, Sarah attended along with 2 other people from general public; Lucky Buck raised \$26 for the Rivers of Hope.

- USWT Project Recognition
 - Can be found at uswomenoftoday.org / Programming / Project Recognition Manual
 - Submit copy of cover page for SUCCESS

Programming: B3 – B6



- STEP I – Orientation & activation of new members completed first 120 days
- STEP II – IV active members to become active at all levels of the organization
- STEP II – Members under 12 months
- STEP III – Members from 1 – 5 years
- STEP IV – Members for over 6 years

- All STEP certifications submitted to State IVP

Programming: B7, B8, B9 & C



- Health & Wellness: participation in health & spiritual enrichment activities
- Personal Development: develops members, speaking, writing & attending courses
- PEP: Personal Enrichment courses approved by MNWT, min 2 hours given in group setting
- Living & Learning: self growth, civic growth, spiritual growth, growth through friends & family
- Submit to LL SPM and include copy with SUCCESS

Programming: D



- President & State Delegate can complete mid-year and year-end evaluations
- Tool to track year, see if accomplishing goals
- Document lessons learned
- Mid-year outline only
- Year-end includes supporting documentation

- Submit to RR SPM

Programming: E



Why

- If project is successful share that success with others
- Recognition at State Convention for Project of Trimester
- Goes on MNWT website for others to use

How

- MNWT Book of Forms
 - Project of the Trimester Nomination
- Complete and send to appropriate SPM

Programing: F



- State and National Individual Competition
- Effective writing, effective speaking, Focus on Women Essay contest, impromptu
- National competition include a copy of the entry form

Programing: G



- Working with another volunteer organizations we can accomplish more and make a bigger impact in the community
- Must specify: project name, date of event, other organization and other details
- Cannot be a project that was used in Programming A
- Verify though minutes, newsletter, paper article, etc.