

Monticello Women of Today



Rhonda Eckhart, President

2019-2020

Chapter Handbook

Monticello Women of Today

2019-2020

Chapter Handbook

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**UNITED
WOMEN OF**



**STATES
TODAY CREED**

We, the United States Women of Today,
Are dedicated to our community and nation,
Are committed to strengthening our individual talents,
And stand united by our friendship and belief in the future.

**MINNESOTA
WOMEN OF**



TODAY CREED

We, the Women of Today, are service, growth and fellowship.
We believe that through us great lessons can be learned, worthy deeds performed,
and a hand of fellowship extended to millions of women everywhere.
May we leave the world a better place because we lived and served within it.

www.uswomenoftoday.org
www.mnwt.org
www.monticellowomenoftoday.org



Dear Members of the Monticello Women of Today,

Thank you for the opportunity to serve as your chapter president for 2019-2020. My theme is "Bouquet of Service, Growth, & Fellowship". I chose this theme because women are like flowers in that we are all unique and beautiful in our own special way. Together we complement each other with various skills and strengths resulting in a bouquet of service.

I joined in 2016 because my daughter Tara, Miss Congeniality 2016-2017, received a free membership so I tagged along. When I saw how active the Monticello Women of Today Chapter was with volunteerism and social activities. I knew my empty nest would be filled with purpose.

As I attended meetings and watched the awards being handed out I was curious as to how these were earned and what all the abbreviations meant. So I began to attend other chapter meetings and events in the district. I attended state conventions and learned what other state chapters were doing and how all the service hours and fund raisers added up to thousands of dollars.

As a large local chapter we have the ability to impact our community significantly with volunteer hours and fund raisers. I am encouraging all members old and new to plant their seeds and grow a bouquet filled with service and fellowship.

Sincerely

Rhonda Eckhart

WHY YOU ARE SPECIAL!

You are unique, there is not a single person anywhere exactly like you.

You have beauty, the kind that exists within. The kind that really matters.

You are loved and cared about, no matter what your faults or shortcomings.

You have capabilities and talents. You have to find out what they are.

You have the power to control your future and to reach those dreams you have.

You have intelligence and personality, direct those to be positive.

You give so that others may heal or not do without.

You take risks and dare to change and improve.

You are trustworthy, worthy of my trust.

You are sensitive and caring with a heart of gold. Your feelings matter.

Your benevolence is felt by those who need you. They believe in you.

You have a sense of humor. Your laughter is contagious.

You have courage to face the future and all it holds.

You are tolerant, and your patience is a comfort to those who need it.

Most of all you are my friend and I love you.

Written by Adrienne McCown
and dedicated to the memory of
Cheryl L. Anderson

(Cheryl Anderson died of cancer some years ago. Minnesota Women of Today established a scholarship in her honor.)

WOMEN

A group of women journeyed to the same place and time,
Yet each woman journeyed to her own place and time.

We were over 18 and under 60.
Size 8 to size 44: XSM to XXL,
Tall, medium, short: slim, lush, round.

We were gentle, kind, sarcastic, nurturing, judgmental,
weak, strong, happy, sad, uptight, loose, joyful, sorrowful,
wondering, wondrous, wonderful.

We were strangers, acquaintances, friends old and new, buddies
comrades, adversaries, partners in crime,
playmates.

We were all these things, yet, so much more.

For, in a beautiful place, in a magical space, for a time....

We sought understanding and
were understood

We searched for peace and
became peaceful

We needed support and
were supported

We yearned for healing and
were healed

We laughed together and
cried together

We prayed together and
played together.

We forged a bond not only of our gender but of our humanity.

Alone, or in a group as one: All things were possible.

No one was untouched by this experience
And no one will ever be quite the same.

For in a beautiful place, in a magical space, for a time....

**WE WERE MAGNIFICENT
WOMEN**

Monticello Women of Today
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MONTICELLO WOMEN OF TODAY

2019-2020 DATES TO REMEMBER

A BOUQUET OF SERVICE, GROWTH & FRIENDSHIP

1st Trimester (May – August)

General Meeting	Community United Methodist Church	Thursday May 2	6:30-9 PM
Board Meeting	Chatters Bar & Grill	Thursday May 16	7-9 PM
General Meeting	Community United Methodist Church	Thursday June 6	6:30-9 PM
Board Meeting	MCC Academy Room	Thursday June 20	7-9 PM
General Meeting	Community United Methodist Church	Tuesday July 2	6:30-9PM
Board Meeting	MCC Academy Room	Thursday July 18	7-9 PM
August General Meeting	Community United Methodist Church	Thursday August 1	6:30-9PM
Board Meeting	MCC Academy Room	Thursday August 15	7-9 PM

2nd Trimester (September – December)

General Meeting	Community United Methodist Church	Thursday September 5	6:30-9PM
Board Meeting	MCC Academy Room	Thursday September 19	7-9 PM
Fall State Convention	Arrowwood - Brainerd	September 19 - 22	
General Meeting	Community United Methodist Church	Thursday October 3	6:30-9PM
Board Meeting	MCC Academy Room	Thursday October 17	7-9 PM
General Meeting	Community United Methodist Church	Thursday November 7	6:30-9PM
Board Meeting	MCC Academy Room	Thursday November 21	7-9 PM
General Meeting	Christmas Party	Thursday December 5	6:30-9PM
Board Meeting	MCC Academy Room	Thursday December 19	7-9 PM

3rd Trimester (January-April)

General Meeting	Community United Methodist Church	Thursday January 2	6:30-9PM
Board Meeting	MCC Academy Room	Thursday January 16	7-9 PM
Winter Convention	St. Louis Park	January 23 -25	
General Meeting	Community United Methodist Church	Thursday February 6	6:30-9PM
Board Meeting	MCC Academy Room	Thursday February 20	7-9 PM
General Meeting	Community United Methodist Church	Thursday March 5	630-9PM
Board Meeting	MCC Academy Room	Thursday March 19	7-9 PM
General Meeting	Community United Methodist Church	Thursday April 2	6:30-9PM
Board Meeting	Crossover Board Training – MCC Academy Rm	Thursday April 16	6-9 PM

2019 - 2020 Budget

June 1st - May 31st

		Income	Expense
100	President/Admin		425.00
101	Plan of Action		75.00
102	Speaker Gifts		50.00
103	Pres/SD Retreat		30.00
105	President's Banner		40.00
106	Year End Banquet/awards		400.00
106A	Year End Banquet/food	500.00	500.00
106B	YE Banquet Reimb for Members		150.00
107	Chapter Supplies		125.00
110	Past President		40.00
120	Programming VP (Internal)		60.00
121	Funshine		75.00
123	PEP Courses/Certification (LL)		50.00
124	Newsletter Committee		10.00
125	Internal Area Incentives (6X\$10)		60.00
126	Social Media/Marketing		100.00
127	Records Management		35.00
128	Chapter Website		50.00
130	Programming VP (External)		60.00
132	Women's Wellness event		50.00
135	External Area Incentives (5X\$10)		50.00
140	State Delegate		75.00
	Member Convention Incentives		90.00
141A	Member Conv Credits (coupons)		200.00
142	1st Timer Convention Incentives		60.00
143	State Convention Registration		875.00
144	LOTS Registration		120.00
145	District Meeting Registration		60.00
145A	District Lucky Buck		30.00
146	Convention Rooms		1,000.00
147	USWT Convention Incentives		50.00
148	Area Meeting Registration		20.00
150	Treasurer		150.00
151	District Dues		100.00
152	Liability Insurance		200.00
153	Sales Tax		0.00
155	Chapter Ways & Means	700.00	120.00
155A	Cook-off Feed		50.00
160	Secretary		15.00
161	Chapter President Yr End Gift		50.00
170	Membership VPs		50.00
171	M-Events & Socials		400.00
172	Member Incentives		200.00
172A	New Member Incentives		50.00
173	Member Dues	3,300.00	3,300.00
173A	State Mbrshp Rebate	0.00	0.00
174	Nametags		50.00
175	Meeting Room Rent		100.00
176	Memshp Table Gift Basket (2X\$25)		50.00
	District/MNWT/USWT		
180	Entry Fees		125.00
181	State POA Donation		50.00
184	State President Gift		10.00
185	State Ways & Means Fundraiser	100.00	100.00
185A	State Ways & Means Donation		150.00
186	MNWT Foundation Donation		150.00

approved 4/6/19 - need \$750)

		Income	Expense
187	USWT Donation		50.00
188	US Founders Charities Donation		50.00
189	Exec Council Registrations		750.00
192	DD Christmas & Year End gifts		40.00
194	District Meeting Host	125.00	125.00
198	Helping Hands		100.00
199	Miscellaneous		50.00
	External		
204	Parent Night Out (4X) - CC		300.00
205	MHS Scholarship	500.00	500.00
210	Christmas Bingo Concessions - YT	700.00	300.00
215	Kids Christmas Bingo - YT	1,000.00	550.00
216	ECFE Extravaganza Booth		0.00
220	Walk and Roll - CC		70.00
225	Halloween Community Event - CC		75.00
230	Operation Valentine - CC		100.00
236	NH Christmas Tree - CC		0.00
239	Adopt a Highway - CC		30.00
240	Fall Craft Booths - CC	3,200.00	1,200.00
241	Fall Concessions - CC		40.00
242	Spring Craft Booths - CC	3,200.00	1,200.00
243	Spring Concessions - WM	600.00	325.00
244	Statewide Buckets of Sunshine-CC		100.00
245	Little Free Library (maint) - CC		50.00
248	Wishes & More Priority Area		50.00
250	Riverfest Ambassadors (water/ducks)	500.00	0.00
251	Riverfest Float - PR		125.00
253	Miss Congeniality - YT		80.00
255	Charity Raffle	400.00	440.00
256	USWT Domestic Violence Awareness		100.00
257	Winter State Honoree		185.00
258	Key Woman Honoree		20.00
	Internal		
300	Member/Partner Appreciation		150.00
301	Kids Week		50.00
302	Kids Party		50.00
303	WT Week		50.00
304	Founders Day		50.00
305	Family Day		50.00
306	Chapter Birthday Party		40.00
307	Chapter Christmas Party		50.00
308	Cookie Exchange		30.00
320	Convention Fundraisers (ex.Coborn's)	750.00	0.00
321	Coins For a Cause Sponsors	200.00	100.00
321A	Coins For a Cause Well	700.00	0.00
322	Riverfest Dance Concessions	800.00	0.00
350	Chapter Shed Maintenance		150.00
900	Miscellaneous Fundraisers/Donations	1,175.00	0.00
999	Change/Deposit Fund		190.00
	Total Profit or Loss	18,450.00	18,450.00
	Difference		0.00

2019-2020 CHAPTER BOARD OFFICERS

PRESIDENT

Rhonda Eckhart

"Bouquet of Service, Growth, Fellowship"

PAST PRESIDENT

Arlis Thielke

"A Fading Rose"

STATE DELEGATE

Sharon Scholl

"Lady Slipper's a Bloomin'"

TREASURER

Lauren Henderson

"The Watering Can"

PROGRAMMING VICE PRESIDENTS

Kelsey Hamel

"Pocket Full of Posies"

SECRETARY

Julie Spiers

"Cactus Flower"

CO MEMBERSHIP VICE PRESIDENTS

Connie Fink

"Bless Our Bloomers"

Dianne Hafterson

President Goals and Implementation

Rhonda Eckhart, Monticello Chapter President

2019-2020

GOALS

- MEMBERSHIP
 - a. To retain at least 80% of current membership base
 - b. To encourage activation of new members during their first 90 days
 - c. To gain one or more new members each trimester

- PROGRAMMING
 - a. To participate in 80% of the internal and external projects and activities in which the chapter takes part
 - b. To support and encourage new ideas from members

- MEETINGS
 - a. To keep general meetings at two hours
 - b. To recognize members for their achievements
 - c. To keep board meetings at two hours and have majority of officers present at each meeting

IMPLEMENTATION

- MEMBERSHIP
 - a. Work with membership Vice Presidents to hold social events once per trimester
 - b. Recognize members for participation and achievements
 - c. Attend new member orientations
 - d. Encourage new members to chair or work on a project
 - e. Support our membership Vice Presidents by attending M-events and socials, as well as inviting guests
 - f. Encourage useful communication tools and social media to market our organization to the community

- PROGRAMMING
 - a. Sign up to assist on projects
 - b. Attend chapter activities and projects
 - c. Have members bring new projects and ideas to the monthly board meeting
 - d. Participate by helping in new projects

-- MEETINGS

- a. Prepare agenda for each meeting and email out in advance
- b. Remind members to provide written reports or email reports to the secretary
- c. Hold an on-time drawing of all members and guests that are present at the start of each meeting
- d. Each trimester have members vote on "Member of the Tri," "Board Member of the Tri," "Internal and External Projects of the Tri," and "New Member of the Tri," as well as present incentives to the winners
- e. Prepare and email board meeting agenda in advance and ask board members to add topics for discussion
- f. Keep board meetings moving and on track, so we are done within two hours



2019-2020 Chapter Board Officers Goals

Programming Vice President(s) Goals

Kelsey Hamel "Pocket Full of Posies"

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Membership Vice President(s) Goals

Connie Fink & Dianne Hafterson "Bless Our Bloomers"

- The Monticello Chapter is quite large, so our goal this year is to focus on retention, while still promoting Women of Today and always seeking out new members.
- Reach out to prospective members through word of mouth and inviting women to come to a general meeting to meet and greet.
- New members will be contacted and invited to come to M-Events being held.
- Retain current membership interest by keeping them enthused about the mission of Women of Today and what motivated them to become a member.
- We intend to arrange some fun impromptu M-Events such as a game night, craft night, etc.
- Encourage current members who don't regularly participate by having a fun, interactive way to revitalize interest. The chapter will charge \$.25 at the beginning of the meeting. At the end of the meeting a random drawing will be held using our entire roster. If you are present, you win the pot. If you're not present, you missed out, and the pot is rolled over to the next month.

State Delegate's Goals

Sharon Scholl "Lady Slipper's a Bloomin"

- Role as a liaison: To keep my chapter informed of area chapter, district & state events and membership updates.
- Visitations: To coordinate and attend minimum of one (1) chapter visit per trimester.
- Promotion of district, state and national activities: To have the largest chapter in attendance at one state convention this calendar year.
- Other: To learn more about the District level functions and expand my personal connections beyond Monticello Chapter.

Secretary Goals

Julie Spiers "Cactus Flower"

- To record detailed minutes at monthly general meetings and submit to members.
- To encourage members to submit written or electronic reports PRIOR to the meeting.
- To continue to incorporate sign up genius use for events.

Treasurer Goals

Lauren Henderson "The Water Can"

- Sign bank signature card and/or papers (should have at least two signatures). Bank application and signatures were submitted to the bank on 7/9/19.
- Set current year budget with assistance of board. A committee meeting was held on 5/8/19 and the 2019-2020 budget was completed
- Present budget to chapter for approval. A motion to approve the 2019-2020 budget passed at the 6/6/19 chapter meeting.

Past President/Parliamentarian Goals

Arlis Thielke "A Fading Rose"

- Assist the President with meetings and getting agendas ready as needed.
- Assist the President in keeping meetings running smoothly and on time, using Robert's Rules of Order and Chapter Bylaws and Policies.
- Review Chapter Bylaws and Polices in September, present them to the chapter for approval and send them to the State for review.

2019-2020 LPM/Committee/Social Media

Local Program Managers (External Areas):

Community Connection

Arlis Thielke Annette Schaulfer

Women' Wellness

Glorie Balfanz Mercedes Turner

Youth of Today

Barb Boeck

Priority Project – Wishes & More

Danielle Enberg

Domestic Violence Awareness

Kay Schroden

Local Program Managers (Internal Areas):

Living & Learning

Debby Manthei

Funshine

Mary O'Brien

Newsletter Committee

Open

Records Management

Open

Ways & Means

Stacy Cardinal

Monticello Women of Today Standing Committees:

Helping Hands:

Kay Schroden

Lana Gilberts

Michelle (Kocak) Jones

Coins for a Cause:

Stacy Cardinal

Social Media:

Chapter Website

Mary O'Brian

Kim Pietrzak

Chapter Facebook

Sara Rocksted

INTERNAL LOCAL PROGRAM MANAGERS

Living & Learning

This programming area promotes participation and provides information and project ideas in the area of personal growth of members: intellectually, spiritually, civically and through family. This area also promotes the living and learning certification and Impromptu competitions as well as the Women Who Impact Award. Invocations and benedictions at meetings will fall under this area.

Debby Manthei – “Don't Go To Seed”

- Hold one certification session each trimester; encourage members to complete their certifications at every meeting.
- Conduct one learning opportunity each trimester. Connect, Grow, Discover.
- Restart the Book Club for a fall meeting.
- Create an event to focus on Living and Learning in January, the Emphasis Month.
- Provide topics for one word ice breaker at each meeting.

Funshine

Mary O'Brien – “Forget Me Not”

- Recognize birthdays, new members, promotions, awards, etc. with a handwritten card.

Newsletter Committee

A publication by the chapter that is used to keep its members informed of WT news and meetings. Members are encouraged to submit articles for local activities and CIP information, as well as personal messages between members

Open – “Theme”

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Records Management

“R&R” is designed to help keep those important project records on file. Ideas for chapter histories come from this area, as do awards and incentive ideas. This area included nominations for pins and medallions and Project of the Trimester.

Open – “Paper & Petals

-

Social Media

This area emphasizes how to get the word out about Women of Today. It teaches how to utilize your community assets such as the local paper, radio, cable TV and other media.

Mary O’Brien & Kim Pietrzak - “Potpourri”

- Maintain current local, district, and state information in a readily available online format.
- Implement and maintain an electronic online calendar of events.
- Use media sources to keep members and our community current with our events and community service.
- Grow our social media presence through Facebook reporting of chapter activities.

Ways and Means

This area is the “how to” for finding ways to raise funds for the Chapter’s operating expenses. Any member can suggest ideas for chapter fundraisers. The state organization also promotes ways and means to help support the Minnesota Women of Today through the state store, trimester promotions, special fundraisers and chapter donations. The chapter’s Coins for a Cause program falls under this area.

Stacy Cardinal – “Daisies”

- Get one new sponsor each trimester by contacting local businesses.

EXTERNAL LOCAL PROGRAM MANAGERS

Community Connections:

This programming area encourages involvement in the local community (e.g. food shelf, a civic project, senior citizens, adopt-a-family, etc). It was developed to assist and encourage MNWT chapters to become significantly involved in their local communities, resulting in “community connections”; increase recognition of a chapter’s joint ventures with local community organizations.

Arlis Thielke & Annette Schaulfer “Spreading Seeds of Service”

- Encourage at least 50% of members to participate or volunteer in area/event specific to Community Connections.
- Work with Programming VP’s to make sure all projects, hours and monetary donations are reported in the Community Connection area.
- Find new ways to get the Monticello Women of Today name out in our community.
- Find at least one new event or program in the community to partner with or assist.
- Write up at least one Community connection Award if not more.

Priority Project – Wishes & More

The goal of Wishes & More is simple – to grant wishes to children with terminal and life-threatening illness and provide hopeful hearts, happy memories and assistance to those who love them.

Danielle Enberg “Theme”

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Women’s Wellness

Women’s Wellness is focused on providing and supporting women’s health education through traditional and holistic medical practices, as well as balanced lifestyles. Highlights include promoting the March of Dimes Walk for Babies and promoting other health areas affecting women today.

Glorie Balfanz & Mercedes Turner “A Bouquet of Wellness”

- Focus on physical, social and mental health
- Plan activities outside of Chapter Meetings for members to participate in
- Get information to chapter programming vice presidents that they will need to fill out for Trimester Programing report

Youth of Today

This area covers a wide variety of projects whenever a service is provided to our communities, either directly or indirectly. It also promotes ideas and activities that allow youth to discover and experience the importance of volunteering and also promotes foundations related to youth activities. A major emphasis in this area is Kid's Week held in August. The Outstanding Young Adult program is held annually at Winter State. Young persons are honored for their contribution to the community and scholarships are awarded by the Minnesota Women of Today.

Barb Boeck "Blossoming Buds"

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Domestic Violence Awareness

Kay Schroden "Theme"

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Monticello Women of Today
Chapter Handbook 2019-2020

District 5 Information

State Information

National Information

Going Wild in District 5

District 5 Women of Today Members

This 2019-2020 year the Minnesota Women of Today will be celebrating a 70 year anniversary. I am honored to be representing you during this momentous year.

When I joined the St. Cloud Women of Today in January 2014, I joined looking for friendship. What I found was so much more. The three primary words that I always hear are "Service, Fellowship and Growth" These have come to have great meaning to me since then.

During this year as your District Director I hope to get to know more of you on a more personal level and have you share some of your experiences with me. I do not feel that I am a naturally out-going person so this year I am working on the "Growth" experience. It is my intention to stretch mine and hopefully your comfort zones this year - hence the "Going Wild" theme.

In my chapter I have served as Secretary, State Delegate and President along with a couple of LPM positions. I still have a lot to learn and sincerely hope that you will share some of your knowledge with me.

I have 3 adult children, Jacob lives in St. Cloud and is my go to person when I need help. Mary (4th generation by that name) lives in Moose Lake with a full house, her husband - John, Sam & Tyler (almost 10 year old twins) and 3 foster children. Scott lives in Idaho with his wife and their 3 children (Brenton, MacKenzie and Levi).

My full time job, bookkeeping and payroll, is for Marson Contractors, a trucking and asphalt company out of Sauk Rapids MN. I also work part time for several companies doing their books and payroll.

Thank you for the trust you have placed in me to help guide you along this year.

Mary Hansen

Going Wild
in
District 5

2019-2020 Board Members

Mary Hansen, District Director
St Cloud Women of Today

Michelle Kocak Jones, COB/Parliamentarian
Monticello Women of Today

Lisa Hahn, Treasurer
Sauk Rapids Women of Today

Shirley Viesselman, Secretary
Hutchinson Women of Today

Cindy Umland, Programming VP
St Cloud Women of Today

Carrie Vogel, Membership VP
Rice Women of Today

District 5

2019 - 2020 Dates to Remember

Going Wild in District 5

1st trimester (May-August)

District Orientation	Sauk Rapids - VFW	Thur. June 27	7-8pm
Dist.By-Law Review	Zoom mtg. (Michelle)	Tue. July 11	7:00pm
District Board Mtg.	Zoom mtg.	Wed July 31	7-7:45
District Meeting	Rice	Thur. Aug. 22	6-8pm

2nd trimester (September-December)

Fall State Convention	Arrowwood - Baxter/Brainerd	Sept. 19-22	
District Board Mtg.	Zoom mtg.	Wed. Nov. 20	7-7:45
District Meeting/Social	Hutchinson	Fri. Dec 6	6-8pm

3rd trimester (January-April)

Winter State Convention	St. Louis Park	Jan 23-25	
District Board Mtg.	Zoom mtg	Wed Feb 26	7-7:45
District Meeting	St. Cloud	Thur. Mar 19	6-8pm
Area 2 Meeting	TBD	Fri. Mar 27	TBD

1st trimester (May 2019)

LOTS	TBD	Sat. May 2	
Annual Convention	Arrowwood - Alexandria	May 14-17	

Cathy Shuman
MNWT State President 2019-2020
9640 Goodrich Avenue NE
Monticello MN 55362
Cell/Text: 612.812.9198
president@mnwt.org
www.mnwt.org



Dear Chapter Members:

I'm honored to serve as your 70th State President of the Minnesota Women of Today. I encourage you to continue "Making Connections" with your members, in your community, and with chapters and districts across the state. I'm here to assist you in any way I can and hope to meet many of you when I visit or we cross paths at meetings, activities, and state conventions.

My staff and I are excited to lead the Women of Today this year as we focus on our mission of service, growth and fellowship. We want to see all members take an active role in your chapter and share in the successes you will experience this year. Reach out to your community and share your talents in the projects you undertake. Serve as a local program manager or officer on your board and develop your leadership skills. Participate in social events with other chapter members and create lasting friendships. Be all that you can be as a member and share that joy with others!

Are you in need of some assistance? Looking for some resources to use in your chapter? Would you like someone to speak at a meeting or help with an event? We can do that! Contact me or my staff – we are here to serve you. Reach out to your district director; they will be a great resource for you. Think about inviting a State Program Manager to your meeting or a project in their program area. Please don't hesitate to make connections with us, because we'd love to help you out.

Are you interested in expanding your horizons? I encourage you to try something new. Check out the state website (mnwt.org) and see what's happening in our organization. Come to one of the state committee meetings: Membership Management (MMC), Marketing, Future Directions, Finance, or Bylaw & Policy. These committees are an important part of our organization and you could get involved in some of the work behind the scenes. Contact our Executive Director Katie Castro (csc@mnwt.org) if you have questions or want to know how you can get more involved.

Cathy

"Just don't give up trying to do what you really want to do. Where there is love and inspiration, I don't think you can go wrong."

~Ella Fitzgerald

MINNESOTA WOMEN OF TODAY 2019-2020 STATE STAFF

STATE PRESIDENT

Cathy Shuman

ADMINISTRATIVE VICE PRESIDENT

Illeana Miller

MEMBERSHIP VICE PRESIDENT

Lisa Hahn

PROGRAMMING VICE PRESIDENT

Melissa Redzuan

CHAPTER MANAGEMENT VICE

PRES Barb Zeroth

FINANCIAL VICE PRESIDENT

Amy Pumper

EXTENSIONS DIRECTOR

Jenise Teske

PARLIAMENTARIAN

Wendy Lindberg

PRESIDENTIAL ASSISTANT

Barb Berndtson

EXECUTIVE DIRECTOR

Katie Castro

SECRETARY

Christine Sibilleau

CHAIRMAN OF THE BOARD

Brenda Sather

MNWT STATEWIDE CALENDAR 2019-2020

June 2019	Emphasis: Chapter Management (MN); Personal Development (US); Public Relations(US); STEP (US)
7 - 9	MNJOTS
13 - 16	USWT National Convention
26	MNWT Trimester Webinar Night
30	Chapter President reports due to DD
	NMAs due IN HAND to Chapter Service Center
July 2019	Emphasis: Community Connections-True Friends (MN); Public Relations (MN); Extensions (US); Membership (US)
1	MNWT Website Launch
	USWT Founder's Day
	Cheryl L. Anderson scholarship applications due to MNWT Foundation
	Programming Evaluations due to PVP - Community Connections, Living and Learning, Priority Area
15	Early Bird Renewals due POSTMARKED to Chapter Service Center
	District Director Fast Start due to AVP
	Chapter President Fast Start due to DD
	Secretary Fast Start due to State Secretary
	Treasurer Fast Start due to Financial Vice President
	Membership VP Fast Start due to MVP
	SPM Fast Start due to PVP
	LPM Fast Starts due to SPM and DD
	Programming VP Fast Start due to PVP
	District Membership Fast Start due to DD and MVP
	State Delegate Fast Start due to DD & AVP
27	State Committee Meetings -- 10:00 MMC 12pm Marketing and 1:30pm Future Directions
29	MNWT Membership Monday
31	Chapter President reports due to DD
	NMAs due IN HAND to Chapter Service Center
	Key Woman nominations for Fall State due to Key Woman President
August 2019	Emphasis: Youth of Today (MN); Health & Wellness (US); Project Recognition (US); Domestic Violence Prevention (US)
3	President/State Delegate Retreat - Monticello

	5 USWT Friendship Day
	6 National Night Out
	9 Deadline to order Day at the Diamond tickets from PR Coordinator
	10 MNWT Foundation meeting -- TBD
	15 All Renewals due POSTMARKED to Chapter Service Center
	15 1st Tri MVP Challenge Due
	17 Finance Committee Meeting -- TBD
	18 - 24 Kids Week
	31 Trimester 1 Close Out
	Chapter President monthly reports due to DD
	State Delegate Reports due to DD & AVP
	Programming Trimester Report due to PVP
	NMAs due IN HAND to Chapter Service Center
	Founder's Day Participation Forms due to PR Coordinator
September 2019	Emphasis: Community Connections (MN) Public Relations (MN & US), Women of Today Week (MN & US); Membership (MN); USWT Foundation (US); Personal Development (US)
	1 Project of the Trimester due to SPMs
	Outstanding Program Manager nominations due to SPMs
	All Certifications due to L&L SPM
	Impromptu Registration for Fall State due to Living and Learning SPM
	Presidential Pin and Medallion Nominations due to State President
	State of MN Annual Registration due to Sec. of State's Office
	990N filing due to IRS (first deadline, \$10 late fee assessed)
	5 1st Trimester Success due EMAILED to Success Coordinator
	NEWSLET articles for Post Fall State Issue due to Newsletter Editor
	7 Day at the Diamond -- Target Field
	19 - 22 Fall State Convention
	20 MNWT Foundation meeting at convention
	21 Cheryl L. Anderson Art Auction
	23 Newslet Personals due to Newsletter Editor
	22 - 28 Women of Today Week
	30 Chapter President monthly reports due to DD
	NMAs due IN HAND to Chapter Service Center
	MNWT Membership Monday

October 2019	Emphasis: R&R (MN); Buckets of Sunshine (US); Extensions (US); Domestic Violence Awareness (US)
1	990N filing due to IRS (\$40 late fee assessed)
10 - 13	USWT National Mid-Year Convention -- Iowa
18	State Policy and Bylaw Review -- TBD
23	MNWT Trimester Webinar Night -- TBD
26	Make A Difference Day
31	Chapter President monthly reports due to DD
	NMAs due IN HAND to Chapter Service Center
November 2019	Emphasis: Women's Wellness (MN); Parliamentarian (US); Health & Wellness (US)
1	Women Who Impact, Outstanding Young Adult and Outstanding Person with Developmental Challenges nominations due EMAILED to Awards Committee Chair
3 (TBD)	MNWT Foundation meeting -- TBD - zoom meeting
8-9	Mid-Year Exec -- Arrowwood Lodge- Brainerd 8pm staff meeting Friday
9	Mid-year Evaluation due EMAILED to Chapter Membership Vice President
15	Early Bird Renewals due POSTMARKED to Chapter Service Center
16	State Committee Meetings -- 10:00 MMC 12pm Marketing and 1:30pm Future Directions - - TBD
30	Chapter President monthly reports due to DD
	NMAs due IN HAND to Chapter Service Center
December 2019	Emphasis: Membership (US); Community Connections (US)
1	Chapter Grant applications due to MNWT Foundation Chair
	Key Woman nominations for Winter State due to Key Woman President
15	All Renewals due POSTMARKED to Chapter Service Center
30	MNWT Membership Monday
	State Delegate Reports due to DD & AVP
	Chapter President monthly reports due to DD
	NMAs due IN HAND to Chapter Service Center
	2nd Trimester Closeout
	MVP special target date challenge - see MVP CIP
31	End 2nd Trimester

January 2020	Emphasis: Living and Learning (MN); Personal Development (US)
	3 Mid-Year Budget Review -- TBD
	4 Finance Committee Meeting -- TBD
	5 Programming Trimester Report due to PVP
	All Certifications due to L&L SPM
	Project of the Trimester due to SPMs
	Outstanding Program Manager nominations due to SPMs
	Effective Writing Essay due to L&L SPM
	Presidential Pin and Medallion Nominations due to State President
	Bidding SPM Plan of Action due to PVP
	2nd Trimester Success due EMAILED to Success Coordinator
	NEWSLET articles due for Post Winter State Issue to Newsletter Editor
	11 MNWT Foundation meeting -- TBD
	15 2nd Tri MVP Challenge Due
	23 - 25 Winter State Convention -- St. Louis Park
	27 Newsletter Personals due to Newsletter Editor for Post Winter State Issue
	31 Chapter President monthly reports due to DD
	NMAs due IN HAND to Chapter Service Center
February 2020	Emphasis: NEWSLET (MN), Extensions (MN & US); STEP (US); Domestic Violence Awareness (US)
	5 MN State Sales Tax due to MN Dept of Revenue
	14 March Planning Recommendations due to COB
	26 MNWT Webinar -- TBD
	29 Chapter President monthly reports due to DD
	NMAs due IN HAND to Chapter Service Center
March 2020	Emphasis: STEP (MN); Membership (MN & US); USWT Foundation (US); Health & Wellness (US)
	5 Newsletter personals due to Newsletter Editor for elections issue
	Newsletter articles due to Newsletter Editor
	7 Finance Committee Meeting -- TBD
	10 Presidential Pin and Medallion Nominations for Area Meetings due to State President
	14 March Planning -- TBD
	15 Early Bird Renewals due POSTMARKED to Chapter Service Center

21	State Committee Meetings -- 10:00 MMC 12pm Marketing and 1:30pm Future Directions - - TDB
27	Area 2 Meeting -- TBD
28	Area 1 Meeting -- TBD
30	MNWT Membership Monday
31	Chapter President monthly reports due to DD NMAs due IN HAND to Chapter Service Center
April 2020	Emphasis: Volunteer Recognition/Public Relations (US); Outstanding Achievement in Programming (US)
1	Key Woman nominations for Annual due to Key Woman President Chapter, District, SPM, and Staff scrapbook pages for President's scrapbook President Year End Gift Chapter/District donations due to PA
3	Area 3 Meeting -- TBD
4	Area 4 Meeting -- TBD
5	President Cathy's Birthday
15	All Renewals due POSTMARKED to Chapter Service Center Community Connections Award Nominations due to CC SPM 3rd Tri MVP Challenge due
19 - 25	National Volunteer Week
24	Year End Individual Evaluations due Emailed to CMVP
25	MNWT Foundation Meeting -- TBD
30	All Certifications due to L&L SPM Programming Trimester Report due to PVP Project of the Trimester nominations due to SPMs Outstanding Program Manager nominations due to SPMs Chapter President monthly reports due to DD NMAs due IN HAND to Chapter Service Center Trimester and Year-end Closeout President Pin and Medallion Nominations due to State President
May 2020	Emphasis: Website (US); Parliamentarian (US); Community Connections (US)
1	All Certifications due to USWT Outstanding Achievement in Programming due to USWT Programming VP
2	LOTS -- TBD
5	Effective Speaking Registration due to L&L SPM

	3rd Trimester SUCCESS due to Success Coordinator
	Newslet Articles for Post Annual Convention Issue due to Newslet Editor
14-17	Annual Convention -- Arrowwood Resort, Alexandria
18	Newslet Personals due to Newslet Editor for Post Annual Issue
22	Finance Committee Meeting -- TBD
23	New Staff training - TBD
31	NMAs due IN HAND to Chapter Service Center
June 2020	Emphasis: Chapter Management (MN); Personal Development (US); Public Relations(US); STEP (US)
5-7	MNJOTS
11 - 14	USWT National Year End Convention -- TBD
24	MNWT Trimester Webinar Night -- TBD

Monticello Women of Today
Chapter Handbook 2019-2020

National Information

Website: <https://sites.google.com/view/uswt/>

Monticello Women of Today
Chapter Handbook 2019-2020

Shed List

Chapter Shed Contents 7-19

INSIDE SHED TO THE LEFT

ON HOOKS:

CUB Bag – 2 (for members use to gather items and bring back)
GREEN bag Menards aprons to hold \$\$ (Toy Bingo, Christmas Bingo) Arlis
GREEN bag Blocks/door stops for Craft Booths to hold doors open
Kids Upright Bean Bag Toss Game – bags on shelf
Blue canopy in case SETUP/TAKE DOWN Instructions in pouch
MISSING 4 white fiberglass weights/3' each to hold canopy in place/on hooks
Chapter Banner – Large Plastic 3' x 20'
Pop Up Banners – 2 in yellow marked boxes

ON SHELF:

Wicker Red Material LINED BASKET Holds:

OFFICE SUPPLIES: **VOLUNTEER NAMETAGS RIGHT ON TOP**, Pens, Pencils, 3 Hole Punch, Cable ties – 50, Long Necked Lock W/Key, bag of paper clips & black binder clips, Dry erase markers & eraser, reg. markers – lg & sm, post it notes

Officer Installation Kit

Beans bags for Bean Bag Toss Game

Crock Pot

Carafes – 3

12 cup Coffee Maker

Burial Gown Patterns in Black bag w/straps

White file holder tote w some hanging files inside

Extra 'Coins for a Cause' Advertising Board – smaller size – in bubble wrap

BELOW SHELF:

STYROFOAM CUPS – 450 box marked as such

4 - 42 Cup Coffee Maker (marked - 2 for water only/spout will break Styrofoam cup)

SMALL TOTE/CONCESSIONS BOOTHS 100' Fiberglass Tape Measures – 3, Painters Tape – 5, Clear Packing Tape w/ dispenser, Zip Lock Bag: sm scissors, Pencils & Pens, Post It Notes, Large black marker

CRAFT SHOW BOOTHS: (no cover)

100' Electrical Cords – 2

Electrical strips – 5

Extension Cord – 6'

Duct tape – 1 Masking tape – 2

Operation Valentine Tote

HOT DOG STAND: (gray tote)

Directions on doing Coburns hotdog stand - both sides

*Clipboard hanging on back wall with this list attached

*There is a content sheet on the under side of each tote lid **to help things get back in the right bin**

*Thank you for your help keeping the shed clean

*Hope your project, event, or meeting is/was a hit 😊

Hot/Cold Insulating Bag – 1
Hot Pad Mitts – 1
Grill Lighters – 3

Foil Pans – 4
Paring knife – 2 & 1 scissors
Bungee cord
Napkin Holder (wooden)
Paper Towels – 2 small rolls
Plastic Silverware (for condiments) Spoons/Forks/Knives – 8 each
13 Gallon Garbage Bags & twist ties – 5
Gallon Storage Bags – 1 box
Hand Sanitizer – 1 Bottle
All Surface Cleaner – 1 Bottle
Lysol wipes - 1
Disposable Dishcloths – 1
Plastic Gloves/Clear for workers – 100
Donations Container – 2
Duct Tape – 2 rolls
Clear Packing Tape w/dispenser – 1
Electric Strips – 1
Bug spray
Fly Swatter☺
8 X 10 stand up women of today sign

Cash Boxes

1 large & 1 small

Misc TOTE

Quarter Drop plastic jugs
Sm divided plastic tote

Blue Igloo Water Cooler (2 gal) – 1
Orange Igloo Water Cooler (5 gal) – 1

6 TOTES IN CORNER: ----CHAPTER HISTORY 1987 and on

SECRETARY
RAVE Files
NEWSLETTERS & Chapter PLAN OF ACTIONS
TREASURER – 2 TOTES
Plaques, Certificates, Scrapbook

Adopt-A-Hwy:

Box: Grab stick - 10
Tote: Lg Black Garb bags
Yellow w/Reflective Vests – 10
Old orange vests – 15
Work Gloves – 4 & bag of Plastic gloves
Hand Sanitizer – 2

INSIDE SHED TO THE RIGHT

TOTE 1:

PLASTIC SILVERWARE:

Knives - 300 Forks - 500 Spoons - 400

PLATES:

Dinner size: 275 Styrofoam - 50 Plain white

TOTE 2:

Napkins – 1500

Cups - 75

STYROFOAM CUPS – 450 in a big box marked as such – under shelf to left of door

TOTE 3:

CUPS:

120 – 16 oz fun color plastic

100 – 7 oz clear

800 – 3 oz paper cups

TOTE 4:

Styrofoam Bowls

8 oz bowls - 16

12 oz bowls - 250

16 oz bowls - 16

Nacho Cheese plastic trays 75

Patty Papers 1000

TOTE 5: “Coffee Box/Craft Show Concessions”

NEED TO REPLACE RIGHT BEFORE NOV CRAFT SHOW

Decaf coffee: 1lb – ¼ can left **1 3-16-19**

Regular coffee: 2lb -**1 3-16-19**

Sugar Packets (regular)

Sugar Substitutes:

Sweet n Low

Great Value No-Cal **NOT A CLUE ON EXPIRATION DATES ON ALL SWEETNERS**

Creamer – 1 **expires 2 - 19**

Coffee filters – 150

Coffee stir sticks – 200

Coffee scoop/measure

Toothpicks - 2000

Small plastic containers – 3 & Tupperware Pickle Holder

Small clipboards -2, vendor lunch order forms, 1 marker, 5 pens

Lg clipboard - 1

3 serving trays

Plastic napkin holder

Silverware holder

TOTE 6: "Concession Stands"

Ziplock Bags: Gallon – 1, Sandwich – 100

Wrap: Saran Wrap – 2 Aluminum Foil – 2

Potholders – 4

Pie Cutter

UTENCILS: Pie Servers – 3 , Small Spatula Server – 1, Large Slotted Plastic Spoons – 1, Large Plastic Spoon – 3, Large Heavy Duty Metal Spoon (use for sloppy Joes) – 1, Pancake Spatulas – 2, Rubber Scrapers – 2, Soup Ladle – 1, Strawberry Huller – 1, Can Opener – 1, Tongs -2 , Butter Knife – 1

Sharp Knives – 2 (please keep by themselves)

Dish Towels – 4 **(PLEASE WASH BEFORE RETURNING TO BIN)**

Plastic Dishwashing Gloves – 1 pr

Disposable Dishcloths – 5

Salt & Pepper Shakers – 2 Sets (1 open, 1 not open)

Plastic Gloves/Clear gloves for Workers – 1 Box of 400

Duct Tape

MISSING Donation Container

Dish Soap

Hand Sanitizer

TOTE 7:

Murder Mystery

Bunco

Price is Right Game w/Props

Farkle

Survivor M-Night Kit

Floral Leis

Plastic Name badge holders

Cardboard foldable book stands – 15 (can use for table tents)

Paper Lanterns – 18

Mini Wicker Baskets - 10

TOTE 8:

Door prize & 1st Timer drawing boxes

Raffle tickets single numbered: 1 Lg roll blue

HUGE Fiesta Banner, Mini Piñatas – 3 & Mini Maracas – 7 - Bag hanging on back wall with Mexican straw hats

Iron on letters

Orange Felt –Banner Service*Growth*Fellowship

Mini flowerpots – 50

Participation Ribbons – 15

DUCT Tape: Leopard – 2, White – 1, Purple – 1, Hot Pink – 1,

Yellow Nylon Rope

Face painting & Tattoo supplies & Mini Stamp Set w/Rollers –Teddy Bears & Butterflies

Sidewalk Chalk (opened) – 20

Kids' Scissors – 6

Glue Gun – 1

Clear Contact paper – 1 roll
Craft sticks – 100 colorful mini size 25-wood

TOTE 9:

LARGE roll of tie dye plastic
NEW plastic tablecloths: 4 yellow, 2 Valentine, 1 red & white checkered
Bag with assortment of plastic tablecloths
Plastic flowers – lg bag
New lime green & blues tissue paper & 2 rolls cray paper
Paper Happy Birthday banner
Happy Easter Cards from Monti WT
Metallic Table Runners/Wire/Rabbits – Yellow & Lavender

TOTE 10:

Green Lined Plastic Tablecloths – 4 ***PLEASE WASH AFTER EVERY USE***
Paper Lace Placemats – 48
Brown Lunch Bags – 600
Popcorn Bags (1.5 oz) – 150
Hot dog trays - 250

TOTE 11:

OVERSTOCK - OVERSTOCK - OVERSTOCK -

Painter tape 2 new rolls
Aluminum Foil Sheets – 1250
Aluminum Foil Rolls 3 boxes
Wax Paper sheets – 200
Plastic Gloves –1500
Zip Lock Snack size – 500 Quart size 50
Garbage Bags (13 gal) – 100
Hand sanitizer 1 lg 1 med

TOTE 12: Riverfest Parade

Plastic Totes – 8 (to hand out water at parade)
2 pair thick dish gloves (getting water out of tub)
Flag Bows – 6 & Long Silver Tinsel
Float Fringe (red, white, & blue tinsel) – 4 pcs
Star Garland – 2 pcs

TOTE 13:

Mystery Tour supplies ONLY (paid for by Cathy)

TOTE 14: 'Mystery Tour'

DVD PLAYER ~ IS CHAPTERS
The Rest/Mystery Tour Supplies ONLY/Paid For by Cathy & Barb

Purple TOTE:

Large Roaster Oven (Walking Tacos, Sloppy Joes, etc.)
Large Electric Fry Pan

BACK WALL & RIGHT CORNER:

Wooden Sandwich Sign Holder

Christmas Photo booth

Dry Erase Board – 1 (Magnetic Letters & Markers/eraser on shelf in red basket)

Wooden Sandwich Sign Holder – 1

Christmas Bingo huge painted board

Tall skinny box - red material long vinyl/plastic

Signs:

GRAY BAG – PLENTY of 3-fold boards THAT CAN BE REUSED (OUTDATED INFO)

CARDBOARD BOX

*Duck Adoptions *Concession prices for serving walking tacos – VERY NICE/changeable items & pricing with Velcro!!! Lg Monti WT Craft Show – 2 (laminated/NICE) *Display Board with chapter pics on GREAT FOR PR AT PROJECTS – 1 (outdated but still love it!!!!)

Blue bag hanging above roaster with plastic pcs in it????