

AGI Women of Today Agenda

Tuesday, April 8th, 2008 – Arlington Haus
www.freewebs.com/AGIWomenofToday

1) **Roll Call/Welcome Guests:** Kim, Barb, Dana, Mary, Sharon, Jen, Gwen & guest speaker LeAnn Sanderson

2) Officer Reports & General Items:

- **President (Kim) =**
 - **June Safety Month = Guest Speaker: LeAnn Sanderson** – discussed opportunities for LeAnn to speak to parents or kids regarding safety whether that be Internet safety or personal safety or do offer events in coordination with the police or firefighters on bike safety or personal safety, etc. LeAnn is certified by the Jacob Wetterling foundation to speak on safety awareness. The group was very interested in having LeAnn speak to the Jr & Sr High kids about Internet Safety/sponsored by the WoT. Kim will talk to Vicki to see if she can help us get this approved/scheduled at school. LeAnn is available most Fridays and would have information we can send to parents regarding the event. Need to get this one going fast before school is out. *(LeAnn, living between GI and BellePlain still qualifies for you to be able to join our group and help us make a difference in our community) ☺*
 - **Miss Arlington Committee** = Kim discussed the benefits of the Committee joining our group (see attached) and all were in favor of merging the Miss Arlington Committee in with WoT. 4 new members will sign in April for \$25 membership fees; Trisha Rosenfeld, Katelyn Pomplun, Ashleigh Rose & Katie Eggerssgluess. Kim will work with the group to find out when their events are to add to our list.
 - **Town & Country Days June 13 & 14** = Chamber is looking for food vendors & kids games. Discussed how the event seems to be going down hill fast because it's always on Fathers Day weekend and because it is so hot. In the end we decided that we could maybe offer a few games at the event, we just don't know which ones or how many yet. Will ask for Miss Arlington girls to help here. Kim to find out details from Jim H on what the schedule for the 14th looks like. Kim will do the event planning and shopping for prizes, but may not be able to help the day of games ... **any volunteers?** UPDATE: 4/9/08 – No Teddy Bear band this year ... should we skip this one?
 - **2008 Asthma Walk/Silent Auction Request from Pam** = Approved for Mary to buy 2 teen music baskets for the silent auction to include IToon cards, movies, candy, etc. Budget was not to exceed \$100 total. Jen to help get the baskets to Pam.
 - **Membership Dues today:** Caroline, Jen, Stacy, Mary, Kim, Barb, Gwen & Sarah (\$35) Everyone has confirmed to me that they will renew. Yeah!
 - **Prom Donation requests** = (Dana) we donated a DVD player and the movie Transformers
 - **Presidential Pin Award** = our confidential vote revealed that we have a few deserving members such as Mary K and Jen G, but Barb got the most votes and won! Thank you Barb for going the extra mile and working so hard at making our scrapbook events such a successful fundraiser for us! (P.S. If you missed the meeting, ask Barb what "PIN" means!) ☺
 - **Others Items?** We want to do a fall coloring contest which is a great way to get parents info for our potential new member hit list. Discussed the desperate need for a storage location. Jen to ask Chef Craigs if he has a temp controlled area & Kim to call the City to see if any of the buildings they own has space. Kim suggested we get a prize wheel and will see if someone can make one for us. Since we have new members, we decided it was a good idea to come up with a mystery fun night. Kim & Jen have a few ideas and we will see how many people can make it (we know spring/summer is hard to commit time to). Please check your calendars for **Friday, May 30th** and let me know if you are available. This is just a women's night out to have some fun and get to know each other – more info to follow.
 - **Board Elections**= We voted on new Board Members today ... several of you were missing from our meeting – so please let me know if any of these positions interest you.
 - **President:** Kim (did I really have a choice?) ☺ Kim made everyone aware that this year is the year we need to focus on procedures. Every chair needs to complete a procedure/outline regarding the event to include budget, expenses, advertising, contacts, timeline, etc.
 - **Membership Vice President:** no one volunteered, so that means everyone takes the responsibility to recruit new people. Please make it a personal mission to recruit others to join, sales takes a lot of ambition and don't be afraid to hear no. People will say no 3 times before they say yes! Don't forget to ask members as young as 18 and those over 40 as well!

- **Secretary:** no one volunteered. Jen will continue to pick up and distribute the mail, Kim will continue with preparing agenda and minutes
- **Treasurer:** Sarah has volunteered to be the Treasurer and Sharon will actively stay involved this year as co-treasurer to help Sarah through the transition. Thanks for volunteering Sarah!!
- **State/District Delegate:** no one volunteered, Jen will add info from the State/District to the newsletter and Kim will add to meeting agendas.
- **Newsletter:** Jen would like to learn how to do the newsletter so Dana will co-chair this with Jen this year.
- **Historian:** We never really do anything with the old scrapbooks the pics and articles are in, so it is now the responsibility of the Event Chair to document any news articles or pictures along with the Project outline and turn this into Kim for the Master Flash Drive. We are still looking for someone with a creative eye to put together a really nice updated scrapbook with some of our highlights – or a digital printed version which we can bring with to events... **any volunteers?**
 - **Optional LOTS Training May 3rd**, Albany MN = for Board members interested in training, cost \$12 http://www.mnwt.org/images/forms/cips/cmvp_cipq4.pdf
 - **Optional Annual Awards Convention May 16-18**, Treasure Island http://www.mnwt.org/new_pages/fellowship/happenings/meetings_annual.htm
 - **Optional US Women of Today Annual Convention June 12-15**, Rochester <http://dime99.dizinc.com/~uswtorg/Library/200806natconv.pdf>
- **Treasurer (Sharon) = Checking balance \$4238.09 minus two \$500 scholarships = \$3238.09** (and this is AFTER most of our Easter event expenses – we are doing really good!)

3) 2008 Events:

- **M Night (____)** = when should we plan another? Determined we would wait until fall
- **Swim in Pool Events (____)** = right before school gets out? This is a super easy event to pull off ... **Does anyone want to plan one for May?**
- **Easter Event (Kim & Dana) - Sat March 22, 10am-noon.** = had about 140 kids attend, but none of the moms showed up from our invitation to this meeting. There is a misconception that if you are over 40 you can't be a member – we need to figure out how to get people out of that mindset. Anyone over the age of 18 is welcomed in our group. (Dana please submit your final project outline.)
- **Two \$500 Scholarship Awards (Jen/Dana) – May 21, 6:30pm @ Jr. High (Awards Night)** = We got one application so far, but most come in the week before our deadline which is May 1st. Kim will run an ad in the Enterprise promoting our scholarships so parents see it the next 2 weeks (free of charge). Jen will pick up the applications, black out the names and make some copies so we can all vote on the winners at our next meeting. Dana (and anyone else that wants to go) will present the award/scholarship at Awards Night.
- **Relay for Life (Dana) – June 20th** = Will be in Gaylord this year. Dana will start recruiting former members and others to help her since Mary was the only one who could help walk. Dana will also let us know the specifics as to how we can help provide baked goods.
- **Camping Weekend (Mary Jo) – June 25 to 29th** = Contact Mary Jo for more info on women's only camping!
- **GI Fire Dept Celebration games (Sharon) – July 26th** = Sharon to get more details
- **Outdoor movie (Kim) –** We can host at the Fairgrounds. How about Fri Sept 5th, 12th, 26th or Fri Oct 3 or Sat Oct 4th? Need to be careful not to get into the really cold weather. Kim's husband can make the screen (reusable) for under \$100. I can rent the projector from my husbands business for \$75 and we can just use our DVD player and sound system from home.
- **Lillian's Fall Fundraiser (Kim) – Tues Sept 9th, 5pm-8pm** – Our Sept meeting will be held here again.
- **G.I. Softball Concession (Dana) - Sept 13**
- **Oktoberfest in Green Isle (Sharon) - Sept 20**
- **Halloween Event (Jen) – Sat Oct 25th**
- **Fall Scrapbook Event (Barb) Nov 8** – need volunteer to chair the food ... do we go till midnight?
- **Santa's Helpers (Stacy) - December**

- **Santa Letters (need volunteer) – December**
- **Current Fundraiser (Kim) – Year round** – get friends and family to order through link on our website.
- **Other events discussed but no chairs:** Town & Country Days, Library Story Hour, Women's Expo, Princess for a Day, Mother/Daughter fair, Build a Bear, New Years Party for Kids = anyone interested in chairing these?

4) Next meeting: Tuesday May 6th, 7pm @ Arlington Haus! Please note this is the 1st Tuesday, not the 2nd Tuesday of the month!! (I'm out of the Country on the 13th.)

MN 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.

US Women of Today Creed

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

Notes Discussed About the Miss Arlington & WoT Merger

What's in it for WoT?

- 3+ new members to WoT (more members = less work & more fun!)
- The Miss Arlington and all the runner ups would have it in their contract to help the WoT at their events
- Additional people can help us recruit more members
- At least one new member is Thrivent member – we could have enough for Thrivent grant!
- Miss Arlington Committee has a Chair & Co-Chair, they would just want our support for day of events – no planning required from us
- Committee has a Princess for a Day event which helps fund their Miss Arlington budget. They also get \$600 from City and Chamber – they don't need additional budget from us.
- WoT is the host/sponsor of the Miss Arlington events – more recognition
- Miss Arlington event fits in nicely with the goals and mission of AGI WoT
- FYI - Committee was voted off the Chamber a while back, they only use the Chamber's Tax ID and the Chamber manages their checking account

What's in it for Miss Arlington Committee?

- Paid membership fees means the events are covered by WoT insurance
- Additional support from WoT members to host the events
- WoT would take over the checking account management after this years events
- Possibilities for additional funding for Miss Arlington grants to encourage more girls to apply
- More recognition of the committee to encourage more people to run for Miss Arlington

Women of Today Position Descriptions

President

- Preside at meetings
- Handle chapter conflicts
- Oversee board positions
- Prepares meeting agendas
- Holds yearly core event/calendar planning for following year
- Works with Treasurer to determine yearly budget
- Works with organization to determine overall goals and mission for the organization
- Co-signs checks for Treasurer
- Maintain WoT flash drive with project info after each event
- Maintain master list of email mailing lists
- Approve all marketing materials and news articles related to WoT
- Sends out marketing materials for events to email distribution lists
- Attend quarterly President roundtables
- Represent chapter at conventions and district meetings if possible
- Attend LOTS and District training if possible

Past President

- Act as an advisor to the Board of Directors
- Advise the president and work with her in selecting the proper procedures to transact business

Membership Vice President

- Maintain a master prospective list and encourage members to help recruit
- Encourage and work with project chairs to ensure that membership nights are planned to be successful
- Work with Project chairs to promote WoT at each event
- Work with local newspaper and businesses to promote WoT membership
- Ensure that guests are comfortable and mingling at meetings
- Provide welcome gifts/incentives for guests at meetings
- Provide membership ideas
- Provide marketing/promotional ideas
- Conduct new member orientations
- Create & promote fun or learning activities/environment for members
- Attend monthly meetings
- Attend LOTS and District training if possible

Secretary

- Prepare minutes of meetings
- Manage website
- Keep and file important correspondence
- Route correspondence at meetings
- Get mail and route to owners
- Manage yearly non-event specific donation requests
- Keep track of general non monetary donations received/used & send thank you/rcpt
- Work with Treasure to send thank you/rcpt for general monetary donations
- Maintain a current roster of members and distribute to members
- Manage database of resources available for members planning an event (where to go list)
- Attend monthly meetings
- Attend LOTS and District training if possible

Treasurer

- Actively seek renewal payments of current members and submit to MNWT Chapter Service Center
- Submit new member info to the MNWT Chapter Service Center
- Maintain membership directory
- Develop yearly/project budget along with President and chapter Chairs
- Provide monthly financial report to members

Women of Today Position Descriptions

- Distribute expense checks with President co-signature
- Keep payments within budget and inform chapter of concerns
- Pay all approved bills
- Keep track of monetary donations received & send thank you/rcpt
- Handle IRS regulated forms
- Attend all monthly meetings
- Attend LOTS and District training if possible

State/District Delegate

- Promote district meetings and state conventions
- Represent chapter as the voting delegate at all district and state meetings
- Along with President, submit award nominations
- Distribute CIP's to appropriate board members after convention
- Submit articles to the state NEWSLET
- Attend monthly meetings
- Attend LOTS and district training if possible

Chair & Co-Chair of an Event

- Serve as Leader and Manager of the project insuring a successful event
- Work with Treasury and President to determine budget and goal for event
- Develop project procedure including a list of the tasks, business contact info and timeline
- Determine what type of advertising is necessary for the event and work with the committee to develop in a timely manner
- Work with committee members to delegate tasks and set up committee meetings if necessary
- Works with local businesses to help fund/support/sponsor the event
- Send thank you letter/rcpt to businesses who helped fund/support/sponsor the event
- Report at monthly meetings the progress and support you need from WoT
- Keep track of all expenses and profit related to the event and develop a detailed P&L statement at the end which helps us for budgeting and planning of the next event
- After event is over and paperwork is complete, submit all info to the President for the flash-drive

Newsletter

- Prepare fun and informational newsletter on a monthly basis

Webmaster

- Is anyone web savvy and wants to take over the website?

Historian

- Capture & scan all news articles and pictures from events – submit to president for Flash drive
- Take pictures at the events whenever possible
- Submit pictures to Webmaster for the web
- Compile pictures and news articles into a scrapbook?

WoT Members

- Provide support to projects and events whenever possible
- Attends meetings whenever possible
- Show respect and support to all members
- Act in a professional manner that proudly represents the WoT organization
- Help recruit new members (remember, more members = less work and more fun!)
- Provide ideas that will allow WoT to grow and support our community
- Provide ideas that will allow WoT members to grow and make lifelong through fun night outs or personal enrichment opportunities
- Actively supports the goals and mission of WoT