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 NEWSLET SPM 2007-2008
 Minnesota Women of Today
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MNJOTS CIP
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Inside this issue:

| | |
|--|---|
| NEWSLET SPM Goals | 2 |
| LPM Fast Start | 2 |
| DPM Fast Start | 3 |
| Why chapter/district newsletters are important | 3 |
| "Buzzing Energies" Personals | 4 |
| Chapter Articles | 5 |
| Advertise your business | 5 |

Who is your 2007-2008 NEWSLET SPM

Hello Minnesota Women of Today Members,

I would like to take this opportunity to introduce myself. My time with MNWT is rather short, two years; however I must say that I am having a wonderful time getting to know many new people and all the wonderful things they do for their communities and organizations all over the world.

My husband, Tom, and I will be celebrating our 39th anniversary this fall, we have two wonderful daughters; whom many of you know, Dana Hoenigschmidt and Denise Schwartz. We are grandparents to two beautiful and fun loving granddaughters, the special joys of our lives. Both Tom and I enjoy spending as much time as possible at our lake home in northern Minnesota. Tom is an outdoorsman, loving to hunt and fish, while I am more of a gardening, craft and reading person, as you can see we get along quite well.

After 27 years of employment with Ford Motor Company I retired July 30, 2005. While working I held many different positions and worked my way up the ranks. At the time of my retirement I had been working for 10 years as the Senior Operations Analyst of the Twin Cities Regional Sales Office. My day to day activities involved a great deal of computer work and communication with dealers and Ford's traveling field people. My communications could be written and published, emailed or spoken on the telephone. Retirement was a hard decision for me; but Tom and I decided it was time for me to leave the day to day commute and heavy traffic behind so I could start to do things I really enjoy and wouldn't you know I found WT (thank you Dana).

It is my goal to make the NEWSLET your newspaper where you can share your chapter activities with others. I also very much want everyone to know if they have a special person they would like to recognize they can purchase, for only \$3.00 or two for \$5.00, a space in our "Buzzing Energies" personals section. Chapter and district newsletters are very important to your members; if your chapter or district do not currently publish one I am here to assist you in getting it off the ground.

NEWSLET is 'Buzzing' and anxious to hear from you and your chapters.

Janice Schwartz, NEWSLET SPM 2007-2008

Calendar

| | |
|--------------|---|
| July 1 | Founders Day |
| July 2 | Early Bird Renewals Due to CSC |
| July 16 | All Renewals Due |
| July 20 | Success Submissions Due |
| | All Certifications Due |
| | Project of the Quarter Nominations Due |
| | DPM Reports Due |
| July 21 | MMC, Marketing, Future Directions Meetings |
| July 27 | Fired Up DPM and Outstanding LPM nominations due to SPM |
| August 1 | LPM/DPM Fast Starts Due |
| | NEWSLET Articles Due (Post Summer Awards Issue) |
| | "Buzzing Energies" Personals Due |
| | Advertisements Due |
| August 10-11 | Summer Awards in Alexandria |
| August 10-25 | Kids Week |

NEWSLET SPM Goals

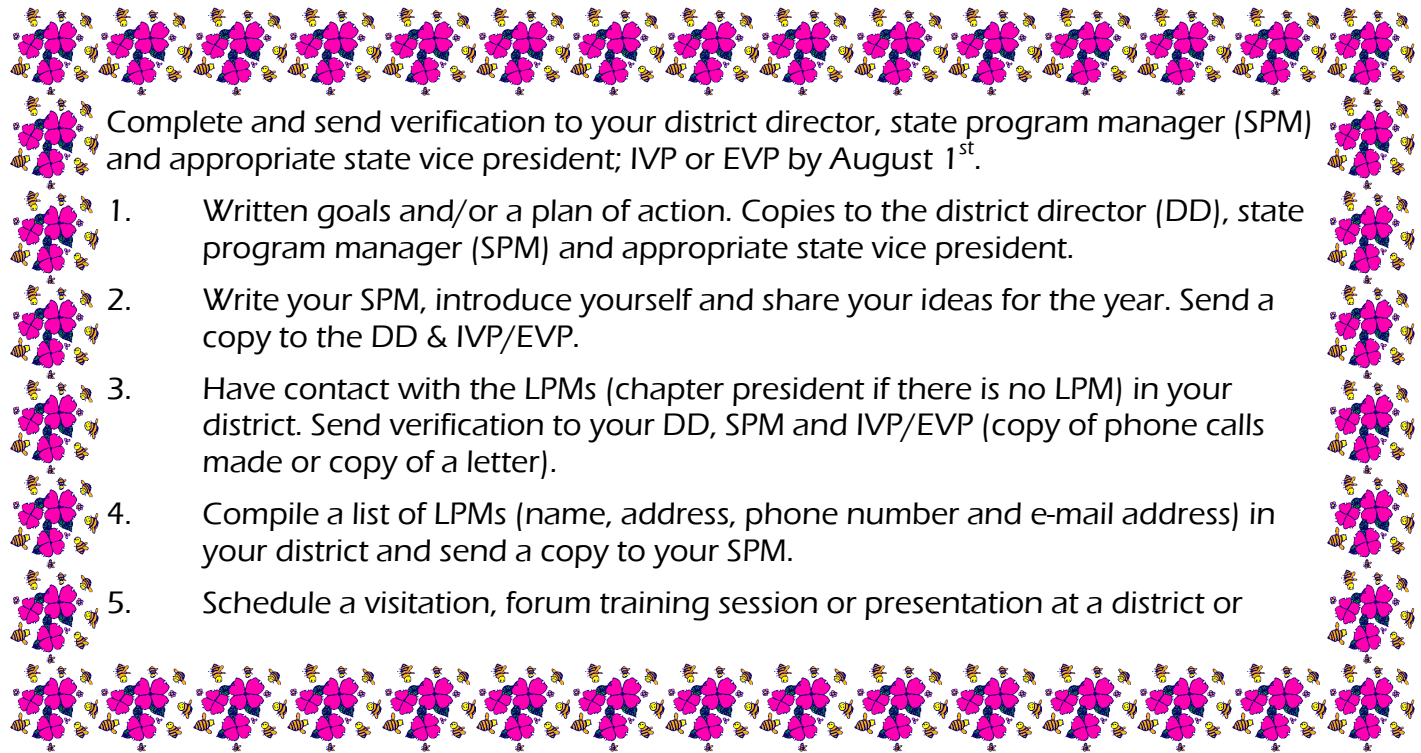
- A. To edit and produce four quality issues of the NEWSLET, the official publication of the Minnesota Women of Today.
- B. Promote the publication of chapter/district newsletters.
- C. Increase the sale of personal messages by 15% vs. 2006-2007.
- D. Create an outside advertiser program to assist with the costs of publishing the NEWSLET.
- E. Conduct a training session and/or project fair to assist chapter/district NEWSLET program managers at 2007 Summer Awards.
- F. Increase publication of chapter articles in the NEWSLET

NEWSLET Local Program Manager Fast Start

The Local Program Manager Fast Start was designed to help you get involved and off to a great start in your new position. Complete and send to NEWSLET district program manager, state program manager and programming vice president by August 1st.

1. Attend an orientation – district or local, attend LOTS (Local Officer Training Session) or meet with your chapter programming vice president/president one on one. Date:
2. Write goals and/or Plan of Action for the year. Send or give copies to your programming vice president/president and district program manager.
3. Write to your district program manager, introduce yourself and share goals/ideas for the year. Send a copy to the state program manager.
4. Report activity in your area to your chapter state delegate so that they may complete the quarterly report. Local program manager reports should be filled out on time and turned in to the appropriate person in your chapter and to your district program manager.
5. Review the local program manager manual to educate yourself on being an LPM.

District Program Manager Fast Start



Complete and send verification to your district director, state program manager (SPM) and appropriate state vice president; IVP or EVP by August 1st.

1. Written goals and/or a plan of action. Copies to the district director (DD), state program manager (SPM) and appropriate state vice president.
2. Write your SPM, introduce yourself and share your ideas for the year. Send a copy to the DD & IVP/EVP.
3. Have contact with the LPMs (chapter president if there is no LPM) in your district. Send verification to your DD, SPM and IVP/EVP (copy of phone calls made or copy of a letter).
4. Compile a list of LPMs (name, address, phone number and e-mail address) in your district and send a copy to your SPM.
5. Schedule a visitation, forum training session or presentation at a district or

Why chapter and district newsletters are important

Do your chapter members know what is going on in the chapter, what future events are planned, what the President and board are working on? These are just a few of the questions that can be answered in your newsletter.

A newsletter will be the one place all members can find the answers they are looking for. Your newsletter will be a source of information and eliminate the need for telephone calls and numerous emails.

What information should be included in your newsletter?

1. A calendar with all events and important dates listed. Include your chapter meetings, district meetings and state conventions.
2. Opening article from your chapter president./District Director
3. Meeting minutes
4. Board member reports
5. LPM/DPM reports
6. Personals (let your friends know that they are appreciated and that they

make a difference).

7. Spotlight members, get to know your members a form can be found on the MNWT website to assist you.
8. Make the newsletter fun and interesting for all it is your chapter/district newsletter

Should you need help with your newsletter I am available to assist you.



“Buzzing Energies” - Personals

This is your opportunity to recognize those dynamic people in your life and in MNWT and to let all of the other members know as well. For only \$3.00 or 2 for \$5.00 you can have your “Buzzing Energies” personal publish in the NEWSLET.

Take this form to your chapter meetings and explain to all the members that they too can recognize the dynamic Women of Today members that are in their lives.

"Buzzing Energies" Personals

Your name:

Phone:

Chapter:

District:

Your message (25 word limit).

Personals are due August 1, 2007. Send this form along with your check, \$3.00 for each ad or 2 for \$5.00, payable to Minnesota Women of Today to:

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Coon Rapids, MN 55433

“Chapter Articles

Are you aware that your chapter can earn success points by submitting articles to the NEWSLET. This is your opportunity to earn some very easy success points and let the rest of the Minnesota Women of Today know what your chapter is doing. Chapter pictures can be included for a \$5.00 fee (check made payable to MNWT).

Submit your articles to me by August 1, 2007 for inclusion in the Summer Awards edition (space permitting).

Chapter articles can be emailed to: NEWSLET@mnwt.org

or they can be sent via U.S. mail:

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Advertising your business in the NEWSLET

Do you have a business? Do you need to get the word out? Are you looking for a way to let women in the State of Minnesota know about your business?

This is your opportunity! We all know there is no better way to let people know of a business than advertising and your friends in Women of Today can help you spread the word. Your ad can be as simple as your business card (see below).

Please email me for additional information and pricing: NEWSLET@mnwt.org.

