



# Mini in Minny

## New Chapter Officer's Forum

January 18-20, 2019

DoubleTree Minneapolis Park Place  
Minneapolis, Minnesota



## The SMTA Invites You

To develop leadership skills, learn the ins and outs of running a chapter, and put faces to names at SMTA HQ during our orientation weekend for all brand new SMTA Officers.

Move forward with enthusiasm and confidence as effective leaders in your chapter.

## Register to Attend

[www.smta.org/forum](http://www.smta.org/forum)

# 2019 SMTA Leadership Forum Agenda

## January 18, Friday

*DoubleTree Minneapolis Park Place*

Arrivals

7:00 p.m.

Registration

Welcome Happy Hour at DoubleTree Hotel  
Hors d'oeuvres, wine, and beer will be served

## January 19, Saturday

*SMTA Office, Eden Prairie, MN*

8:00 a.m.

Transfer to SMTA Office

8:30 a.m.

Breakfast

9:00 a.m.

“SMTA 101” Information Sharing Sessions

Topics covered will include:

- How is the SMTA Structured?
- Your Online Dashboard
- Annual & Long Range Planning
- Best Practices:
  - Membership
  - Meeting Planning
  - Chapter Finances
- Resources and Benefits for Officers
- Leadership Position Descriptions

12:00 p.m.

Working Lunch

1:00 p.m.

Sharing Sessions Continue

5:00 p.m.

Transfer back to DoubleTree Hotel

Evening

Fun and Games at Punch Bowl Social, Minneapolis  
Dinner and entertainment included

## January 20, Sunday

Departures

*DRESS CODE:* The Forum weekend dress code is casual.

# Logistics: Hotel, Travel & Events



## TRAVEL ARRANGEMENTS

If you plan to attend the 2019 “Mini in Minny” Chapter Officer Leadership Forum, SMTA requests that you attend the Welcome Reception Friday, January 18, at 7:00 p.m. (PLEASE factor in baggage claim and transportation to the hotel) and be present at all events Saturday, January 19. You are free to make your return airline arrangements whenever convenient on Sunday, January 20. There are no formal SMTA events on Sunday.

### HOTEL TRANSPORTATION OPTIONS:

- Super Shuttle: 612-827-7777 or 1-800-BLUE-VAN
- Bus Transportation Information: [www.metrotransit.org](http://www.metrotransit.org)
- Car rental with your choice of service, Uber or Lyft

SMTA will provide transfers for the events on Saturday, January 19.

## HOTEL ARRANGEMENTS

DoubleTree by Hilton Minneapolis - Park Place Hotel | 1500 Park Place Blvd., Minneapolis, MN 55416

Make your hotel reservations [clicking here](#) by Friday, January 4, 2019.

If you prefer to book your reservation by phone, call: 1-800-245-9190, ask for group code “SMTA”

The negotiated rate is \$102 plus tax per night for a standard room.

Reservations requested after January 4, 2019 will be accepted as long as availability permits on a first-come, first-serve basis, but will be at the higher prevailing rates versus the special group rate. You will need to guarantee the first night’s room and tax with a credit card or check advance deposit. You can cancel your reservation two days prior to your scheduled arrival without incurring any cancellation charge. Cancellations after that point and no-shows will forfeit the first night’s room and tax deposit.

Check-in time is 3:00 p.m., and check-out is 11:00 a.m. You will need 2 nights (arriving 1/18/19 and departing 1/20/19). Amenities include coffee maker, iron and ironing board, hair dryer, mini-fridge, WiFi access, as well as a warm chocolate chip cookie upon arrival and other in-room amenities.

If you choose to stay at a different hotel or make other arrangements you will need to make your own transportation arrangements to all events.

# Funding and Sponsorships

## FUNDING

The SMTA Officer's Leadership Forum is open to all NEW officers. All food and beverage during the duration of the program will be covered by SMTA. Entertainment and instruction is also included for all qualifying new officers.

Each officer is responsible for his or her travel to Minneapolis and hotel expenses. We have arranged a discounted room block at the DoubleTree Minneapolis Park Place of \$102 plus tax per night. We hope that your employers understand the value of the benefits of SMTA membership and will support your trip. If not, Forum expenses are acceptable chapter expense items within the SMTA and Chapter Bylaws.

All new officers must discuss it with your President and Treasurer before you make any non-refundable airline or hotel arrangements.

If it is impossible for your company or chapter to fund travel expenses, ask Karen ([karenchapters@smta.org](mailto:karenchapters@smta.org) or 952.920.7682) about our financing assistance. We want to work with you to ensure that all new officers are able to attend.

## SPONSORSHIPS

Please help us to make this important event happen. Consider becoming a sponsor and invest in your future officers.

### SPONSORSHIPS AVAILABLE:

- Sponsor an officer's travel: \$100-\$1000+ (multiple sponsors)
- Welcome Reception Sponsorship: \$100-\$350 (multiple sponsors)
- Saturday Evening Event Sponsorship: \$250-\$500

ANY SPONSORSHIP, ANY AMOUNT IS WELCOME!

All Forum Sponsors will be introduced at the Welcome Reception, receive verbal recognition and signage recognizing the sponsors during the event to show our appreciation of your chapter's support of your peers. Contact Karen Frericks for more information.

# To Do List:

## TO DO

1. Inquire about funding with your company and/or chapter President/Treasurer
2. Make your travel arrangements
3. Register to attend by [clicking here](#)
4. Make your hotel reservation by [clicking here](#)
5. Get ready for lots of fun and learning!