



# District Executive Committee Meeting MINUTES

December 11, 2021

9:00 a.m. – 11:00 a.m. Pacific Time

## District Director

Nancy Potts, DTM

## Program Quality Director

Denise Alder Gutherz, VC5

## Club Growth Director

Lance McMahan, DTM

## Administration Manager

Minda Fernish, DTM

## Finance Manager

## Public Relations Manager

Veena Vijayaraj-Kadidal, DTM

## Logistics Manager

Cindy Hatano, VC2

## District Parliamentarian

Rick Sydor, PID, DTM, RP-R

## Immed. Past District Director

Ed Johnson, IPDD, DTM

## District Mission

*"We build new clubs and support all clubs in achieving excellence."*

## Toastmasters Brand Promise

*"Empowering individuals through personal and professional development."*

## District 39 Toastmasters

[www.district39.org](http://www.district39.org)

## Toastmasters International

[www.toastmasters.org](http://www.toastmasters.org)

## CALL TO ORDER

District Director Nancy Potts called the meeting to order at 9:00a.m.

## WELCOME

Nancy Potts welcomed Region 1 Adviser Mark Lucas and Past Region 1 Advisor Sondra Nunez.

## MOMENT OF SILENCE

Nancy Potts called for a moment of silence to recognize Toastmaster members who passed this year.

## PROTOCOLS

Linda Bedell explained online meeting protocols.

1. Rename yourself in the following format: District Position, Name.  
[Example: District Director, Nancy Potts]
2. Keep your mic muted unless you are speaking.
3. Technical Support, chat with Zoom Master.
4. Do NOT use "chat with everyone" as it is very distracting during the meeting.
5. Turn off your video if doing something distracting.
6. Comments during debate will be limited to 2 minutes.

Without object, Nancy Potts appointed Linda Bedell as Zoom Master; Russ Steele and Minda Fernish as timers.

## NATIONAL ANTHEM

Russ Steele screen shared the playing of the National Anthem.

## INSPIRATIONAL THOUGHT

Jay Chacko, Division J Director, gave an inspirational thought on the gift of giving, of one world and one people.

## READING OF DISTRICT MISSION STATEMENT

Russ Steele read the District Mission Statement, "We build new clubs and support all clubs in achieving excellence."

## ROLL CALL/CERTIFICATION OF QUORUM

Administration Manager Minda Fernish called roll. 24 of 48 officers are required for a quorum. 24 District Officers were present. District Parliamentarian Rick Sydor certified a quorum was present.

1. Nancy Potts, District Director
2. Denise Alder-Gutherz, Program Quality Director
3. Lance McMahan, Club Growth Director
4. Veena Vijayaraj-Kadidal, Public Relations Manager

~Our Path Forward~



5. Minda Fernish,  
Administration  
Manager
6. Laura Gregory,  
Division B Director
7. Lynda Mendez,  
Division D Director

8. Nisreen Jaradot, Division E Director
9. Pat Knight, Division G Director
10. Jim Prestwood, Div I Director
11. Jay Chacko, Division J Director
12. Mike Sullens, Area 11 Director
13. Kathleen Sandoval, Area 12 Director
14. Russ Steele for Art Grossman, Area 14 Director
15. Louise Houdelette, Area 51 Director
16. Kenneth Bradshaw, Area 52 Director
17. Divya Venugopalan, Area 63 Director
18. Grace Frasche, Area 71 Director
19. Sheikh Zulkader, Area 72 Director
20. Rose Cooke, Area 74 Director
21. Mandarins Moore, Area 84 Director
22. Kristine Bahler, Area 92 Director
23. Ann Owens, Area 93 Director
24. Susan Sonora, Area 94 Director

## ADOPTION OF AGENDA

Without objection, the meeting agenda was approved as distributed.

## APPROVAL OF MINUTES

October and November meeting minutes were posted and approved.

## DISTRICT OFFICER REPORTS

Administration Manager, Minda Fernish

- There was no correspondence from TI to report.

Finance Manager

- Nancy Potts reported Finance Manager, Kristine Porter had resigned. The District is actively looking for a new Finance Manager. Nancy reached out to the District 15 Finance Manager for support.
- The District has a balance of \$73,447.81. \$11,938 is being held for the coming year. For more detail, see the Finance report.

Public Relations Manager, Veena Vijayaraj-Kadidal

- Veena is working with Nancy, Denise, Lance, publicizing upcoming events, congratulating contest winners, and acknowledging educational awards received.
- Veena created a template flyer for clubs, it has been approved by Toastmasters International for branding. Veena is working with clubs to promote their activities.
- There will be no PR master class this month.

Club Growth Director, Lance McMahan

- Recognized Division Directors Laura Gregory and Jim Prestwood for completing 100% club visit reports. Division Directors Pat Knight and Amrik Chima completed 75-99% club visit reports.
- Recognized Area Directors completing 100% of their club visit reports – Mike Sullens, Kathleen Sandoval, Jim Swann, Paula Murphy, William Inman, Lauren Carly, Justin Gomez, Victoria Burrue, Louise Houdelette, Robyn Dyer-Oliver, Grace Frische, Sheikh Zulkader, Rose Cooke, Greg Ruiz, Tammy Pickens, Deborah Littleton, Kristen Bahler, Ann Owens, Susan Sontra, Lieutenant Coopwood, and Eva Clark.
- Recognized many clubs with increased membership over their base. On January 8, a drawing will be held for a \$50 gift certificate, for clubs with at least base + 2 membership increase.
- Reminder - Officer lists should be submitted before 12/30/2021.
- Club coaches that achieve distinguished before June 30 will receive both coach and District leadership credit.
- For more details, see Lance's report posted on the District website.

#### Program Quality Director, Denise Alder-Gutherz

- 240 Officers, 27%, have been trained so far. 25 clubs have at least 4 officers trained.
- January 15 TLI keynote speaker will be Region 1 International President, Louisa Davis.
- Weeknight and weekday trainings will be scheduled in January and February.
- Spring Division contests are being scheduled.
- A survey for judges and judges training will be sent out.
- District Humorous speech contest is scheduled for Friday May 20, District Evaluation and International contests are scheduled for Saturday May 21.
- Reno Leadership Lunch will be February 12.
- Spring conference will be in May 2022.
- For more details, see Denise's report posted on the District website.

#### District Director Nancy Potts

- Recognized and thanked the D39 Audit Committee, Sondra Nunez, chair; the District Leadership Committee, Ed Johnson, chair; and Executive Committee members and teams.
- We are seeking a new Finance Manager.
- 115 of 126 clubs have 8 or more members.
- 1637 members have paid dues.
- 216 new members since July 1
- 79 clubs are eligible for coaches.
- Prez Vasilev was keynote speaker for TLI training on December 4.
- Approximately 180 officers trained to date.
- Congratulated educational award recipients, including the newest DTMs: Jag Negendra, Dee Frewert, and Guleenna Bakshi.
- Area Directors completed 76% of club visits, second round of visits has started.
- 7 Area Director positions are still open.
- Congratulated Humorous Speech Contest winners: Dharmisha Doshi, Seena Drapala, Bill Highland, Keerthi Karnati, Heather Kendrick, Jason McDowell, Evangelina Pantis, Anne Petrik, Janine Romney, Rebecca Shepherd.
- Challenges include, retaining members and building new clubs, enlisting a new Finance Mgr, training at least 4 club officers per club in 2<sup>nd</sup> round, Area Directors completing club visits and reports before May 31, continuing to publish PR items.
- Upcoming events include: Meet and Greet at Black Bear Diner on December 17, Leadership Lunch on February 12 in Reno.

## DIVISION DIRECTOR REPORTS

Division A Director, Louisa Swann was not present. There was a screen shot of her submitted report, it is available on the District website.

Division B Director, Laura Gregory

- May present a Speechcraft next year.
- Recognized Division Humorous Contest winners: 1st Seena Drapala, 2<sup>nd</sup> Russ Steele, 3<sup>rd</sup> Theresa Coleman. Also recognized and thanked all contest helpers.
- Membership is still a big challenge.

Division C report, Minda Fernish

- There are several strong clubs including, Redding Evening, Best by a Dam Site, Chico Club.
- Several clubs are struggling. Paradise is not meeting and may fold. Tehama is not meeting but has plans to begin meeting in the spring. Northern Lights has 5 members and continues to meet.

Division D Director, Lynda Mendez

- The Division has a total of 15 new members.
- Fairfield and Pena Adobe clubs are holding blended meetings.
- Challenges include getting members to work their Pathways.
- Area Directors Victoria Burruel and Justin Gomez documented all their club visits.

Division E Director, Nisreen Jaradat

- Vivien Mangalindan has volunteered to be Area 52 Director. Area 54 is still open.
- Club visit reports were submitted on time.
- Challenges are low member attendance and Pathways use.
- Louise Houdelette and Donna Lewis were recognized.

Division G Director, Pat Knight

- Recognized and thanked Chief Judge Joey Waldrop, David, Grace, Sheikh, and Rose for helping with the successful Division Contest.
- Grace, Sheikh, and Rose submitted their club visit reports on time.
- Will encourage clubs to attend officer trainings.
- 4 Suspended clubs - PowerSchool Club, Cinnamon Toastmasters, Prospect Park, and Visionmasters.

Division I Director, Jim Prestwood

- Shoutout to the Area Directors for completing all their club visit reports.
- All spring contests have been scheduled and posted on the District website.
- Kaiser Club is not meeting.
- DMV club is suspended.

Division J Director, Jay Chacko

- Recognized Division J contest winner and thanked volunteers for their support.
- Planning spring contests.
- Focusing on club visits and membership drive.

## COMMITTEE REPORTS

Leadership Committee, Ed Johnson, chair

- Will meet the second week of January.

Realignment Committee, Jill Faye, chair

- No report given

Parliamentarian Report, Rick Sydor District Parliamentarian

- August minutes have not been received, no policy updates received.
- All issues of the Toastmaster magazine are available on the TI website. The articles are very informative and a good resource for writing speeches.

## UNFINISHED BUSINESS

There was no unfinished business.

## NEW BUSINESS

Nancy Potts asked Region 1 Advisor Mark Lucas if there were any new business from TI.

- Club coaches appointed this year and brought their club to Distinguished before June 30 would receive credit for being a District Officer as well as credit for being a successful club coach.
- Speechcrafts must be club sponsored, not District sponsored.
- We leave a legacy through our club visits, club reports, and attendance at District events.

There was no other new business to report.

## ANNOUNCEMENTS

Meet and Greet: Friday, December 17 at the Black Bear Diner, 6:00pm

Next District Council Meeting: May 2022

Next DECM: January 8, 2022. All DECM's will be virtual.

## ADJOURNMENT

Meeting was adjourned at 10:36am.

Minda Fernish, DTM  
Administration Manager, 2021-2022