

## District Mission and Purpose

The district mission is to build new clubs and support all clubs in achieving excellence.

The district purpose is to enhance the quality and performance and extend the network of the member clubs of Toastmasters International within the boundaries of the district, thereby offering greater numbers of people the opportunity to benefit from the Toastmasters education program by:

- Focusing on the critical success factors as specified by the district educational and membership goals.
- Ensuring that each club effectively fulfills its responsibilities to its individual members.
- Providing effective training and leadership-development opportunities for club and district officers.

## Team Composition

### Name the members of the district’s core team.

District Director: Ed Johnson  
 Program Quality Director: Nancy Potts  
 Club Growth Director: Denise Alder Gutherz

Public Relations Manager: Skip Smith

Administration Manager: Tracy Fletcher-Bowman  
 Finance Manager: Connie Leni  
 Logistics Manager: Cindy Hatano  
 IPDD: Wes Johnson  
 District Parliamentarian: David Meigel  
 Webmaster: John Pasamonte

### Name the members of the district’s extended team.

A Kathleen Sandoval  
 B Laura Gregory  
 C Kelly Cummings  
 D Justin Gomez  
 E Bob Blymyer  
 F Marianne Ward  
 G Pat Knight  
 H Reham Nawar  
 I Joey Waldrop  
 J Kenneth Bradshaw  
 and their Area Directors  
 Past District Governor/Director Advisors:  
 Joey Waldrop, Gary Pettigrew, George Jarosik, Brian Hatano  
 Leadership Committee Chair: Wes Johnson  
 Realignment Committee Chair: Jill Fay  
 Audit Committee Chair: TBD  
 Credentials Comm Chair: Sue Eisberg  
 Proxy Chair: Louise Houdelette  
 District Historian: TBD  
 Community Judging: Herb Long  
 Standing Rules: Rick Sydor

## Values

Toastmasters International’s values are integrity, respect, service and excellence. These are values worthy of a great organization and should be incorporated as anchor points in every decision made within the organization. Toastmasters’ values provide a means of guiding and evaluating the organization’s operations, planning and envisioned future.

What are the district’s core values?

Toastmasters International’s core values are integrity, dedication to excellence, service to the member, and respect for the individual. These are values worthy of a great organization and should be incorporated as anchor points in every decision made. Communication is a core value as we strive to increase the flow of information and connectivity at all levels from the newest members to the Trio. Collaborative teamwork is most important and will remain the primary focus of our success as a District. Toastmasters’ core values provide a means of guiding and evaluating the organization’s operations, planning, and vision for the future.

### **Team Operating Principles**

What principles does the team hold? (These principles might include trust, safe learning, collaboration, etc.)

Solving problems and concerns "in house", recognizing the experience and talent within our District and utilizing them first, and being reluctant to escalate issues beyond our own capabilities.

Collaboration throughout District 39 leadership will be utilized as a primary management tool.

We will support each club in helping them become a more inviting place for members.

We will adopt innovative techniques regarding training, meetings and club growth.

Trust and respect.

Staying open in communication, collaboration, operating with enjoyment, success minded, professional attitude and willingness to listen and learn from each other.

### **Potential Obstacles**

What obstacles will the team have to consider when strategizing? (These might include conflicting personal commitments, distance, unresolved conflict, etc.)

Finding and developing District leaders

Geographical separation

COVID-19 distancing (clubs lacking regular or conventional club meetings)

Conflicting scheduled Zoom Calls and technical issues during virtual meetings

Planning for next spring's conference (virtual or actual?)

Personal commitments (family, illness, employment, individual schedules)

Resistance to Pathways

Communication styles

### **Meeting Protocol**

In general, how will the team process tasks? (For example, consider how often to meet or call, what the team's meeting practices will be, etc.)

The Team will meet as follows:

every Wednesday 7:30 A.M. Trio Zoom calls

2nd Saturday of each month District Executive Council Meetings (DECM) (virtual or in person)

DECM Agenda development meetings as required

2nd Monday, or other date as determined, Division Director Team Virtual Meeting

4th Monday, meet with Executive Team

As scheduled, various Region 1 Zoom meetings

The meeting agenda will consist primarily of District goals and action items (present and future).

Meeting attendees and dates may vary, as necessary.

**Team Interactions and Behavioral Norms**

How will decisions be made?

The team will interact cordially and respectfully at all times. Collaboration is always preferred.

Each team leader will work with their team members to understand and execute their duties.

Decisions will be made within the constraints of parliamentary procedure when warranted. Otherwise, respectful collaboration will be the primary method of deciding issues, with compromise as secondary.

The Trio will review and approve all major decisions and initiatives, major events (dates & locations), and designation of project chairs and committees requiring more than one Trio member's approval.

Each team will establish, collaborate, consider decisions and initiatives working within the district mission for the benefit of the members.

What will be the team's method of communication? Determine the team's first preference, second preference and so on.

1st - text messages for quick response

2nd - emails ("single subject only thread" messages are preferred)

3rd - Phone calls

4th - Scheduled Zoom or other teleconferencing programs

5th - Face-to-face as possible

6th - Google Drive for large files, team development of documents, and archiving

What will the communication parameters be? Parameters might include whether the team communicates by phone or email, whether the team sets up a weekly conference call or how often team members can expect to communicate.

The Trio will communicate weekly via Zoom (email when appropriate)

The Core Team will meet bi-weekly via Zoom (email when appropriate)

The Extended Team will meet as necessary via Zoom.

Avoid Sunday meetings as much as possible.

Emergency meetings will be called if needed.

How will the team resolve differences of opinion?

Exercise Active Listening Skills  
Keep the District Mission and Goals paramount  
Focus on solving challenges first  
Collaborate while we communicate  
Speak with hope  
Replace negative with positive encouraging words

How will the team support one another?

Unified message from Trio  
Collaboration on all major projects  
Identify and share all resources affecting District success  
Open all lines of communication

How will the team ensure equitable participation when completing activities?

Communicate, Coordinate, Collaborate  
Keep Trio advised on current and prospective projects  
Remain current

How will team members be held accountable for their responsibilities?

Timely and accurate progress reporting.  
Requests for progress made on agreements  
Constant communication at all levels  
Learn your area of responsibility and share the experience openly.

How will the core team and extended teams be recognized for their efforts?

Open recognition verbally and in writing at District Events  
Phone calls, emails and letters  
Thank you notes  
Virtual, private and public acknowledgments

**Starting Number**

5,172	Membership payments base Club
139	base
48	Number of division and area directors

**Qualifying Requirements**

Submission of District Success Plan by September 30

Submission of Division and Area Directors Training Report for 85percent of division and area directors by September 30

41	Number of division and area directors x 0.85
----	--

**Goal 1: Membership Payments Growth**

Distinguished	5,250	Membership payments base x 1.03
Select Distinguished	5,328	Membership payments base x 1.05
President's Distinguished	5,431	Membership payments base x 1.08

**Situation Analysis**

What is the current situation in the district? How many membership payments did the district have last year? Does the district have special challenges? (One situation might be that membership payments usually arrive close to deadline making it necessary to hurry to meet goals.)

Started with 5,172 members losing 380 members or 7.35%. 77% of District 39 clubs are below charter strength. 32 clubs are at or above charter strength (20 members or more). 107 clubs have less than 20 members. 17 clubs have 8 members or less. Reduced from 153 to 139 active clubs. Ensure branding awareness. Create and promote membership and club building incentives. Promote programs outside District 39 to increase membership and club growth.

**Strategy**

What actions will the district take? What has worked in the past? What has not? What new programs or incentives could the district implement? How will the district promote existing programs? How have other districts been successful? What could the district do to stretch this goal? (The strategy might include actions, such as creating a contest promoting early submission of membership-renewal dues.)

Promote early membership dues renewal. Membership Incentives: Open House, Distinguished in December, Presidents Distinguished by May 30, encourage high quality uplifting meetings. Building new clubs. Build new virtual, hybrid clubs, corporate and community clubs. Branding recognition district wide. Advertise, create and promote club membership building and incentives. Continue District 39, Facebook, MeetUp and other outside promotions.

Action 1	Incentive programs that promote membership retention & growth.
Action 2	Follow-up on Toastmasters International and members leads. Cold calls.
Action 3	Increase Brand awareness District wide.
Action 4	Promote Toastmasters International and District membership incentives through e-mail, posting on District 39 website, social media and in person.
Action 5	Continue District 39 Meetup site, Facebook site, presence at local events, advertising and other promotions to increase club and District visibility and publicity.

**Resources**

What people, equipment, meeting places and money does the district have at its disposal? What committee could work toward the goal? Are any members interested in heading projects toward leadership goals? How much money has been budgeted for achieving this goal? (Resources might include area and division directors and gift certificates to the Toastmasters store.)

A1: District provided Zoom accounts. CGD resources available to include District Marketing Team.  
 A2: Utilize Toastmasters Leads & Prospective Clubs report. Various club leads.

A3: Utilize Toastmasters approved website, stationery, logo shirts, pins, names badges, etc.  
(Toastmasters Resource Library)

A4: District 39 Website, Constant Contact, MeetUp, Facebook, Division and Area Directors,

A5: District 39 Meetup site, Facebook, Toastmasters promotions, Public Relations Team.

---

---

Assignments

Who is in charge of each action? Who is on each team? What are each team member’s specific responsibilities?

CGD, Club Quality Chair, Retention, and Coach Chairs and Marketing Team are responsible for retaining and building membership.

CGD, Club Extension Chair, Club Sponsor & Mentor Chair, New Source Research Chair, and Team.

District Director and Branding Team

CGD and her District Marketing Team, with PQD and her team.

CGD, Public Relations Team, Marketing Team, Web Master, and remaining Trio Members.

Action 1	Denise Alder-Gutherz CGD, Kathie O’Ray Club Quality Chair, and Retention and Coach Chairs.
Action 2	Denise Alder-Gutherz, Lance McMahan Club Extension Chair, Sponsor, Mentor and New Source Research Chairs.
Action 3	District Director and Branding Team (John Pasamonte Webmaster, Skip Smith Public Relations Manager, Tracy Fletcher-Bowman Administration Manager and Trio).
Action 4	Denise Alder-Gutherz CGD, Nancy Potts PQD, and their teams.
Action 5	Denise Alder-Gutherz CGD, Nancy Potts PQD, Skip Smith Public Relations Manager, John Pasamonte Webmaster, and their teams.

**Timetable**

When will each action item begin? When will each action item be complete? How will progress be tracked?

Immediately and throughout the year. Retention and membership growth is an ongoing process. Building new clubs is an ongoing process. Monitoring and encouraging Toastmasters branding throughout the year. Toastmasters International has set incentives. District 39 will offer timely and appropriate incentives to help build and retain membership. Immediate promotion outside District 39 using social media, advertising, and presence at local events.

Action 1	Immediately and continuously tracked using Toastmasters International reports.
Action 2	Immediately and continuously tracked by our committees.
Action 3	Immediately and continuously tracked by our District Director and Branding Committee.
Action 4	Immediately and continuously tracked by Club Growth and Program Quality Directors.
Action 5	Immediately and continuously tracked by Club Growth and Program Quality Directors.

## Goal 2: Club Growth

Distinguished	142	Clubbase x 1.03
Select Distinguished	144	Clubbase x 1.05
President's Distinguished	146	Clubbase x 1.08

### Situation Analysis

What is the current situation in the district? How many clubs did the district add last year? Does the district have special challenges? (One situation might be that members in the district don't know how to generate interest in new clubs.)

The current situation is one of determination and collaboration. The district understands the severity of the life situation that we have been thrust into. The leadership, club Presidents to the District Director, stress this is an opportunity for all of us to grow. The district lost 12 clubs last year and grew by 4 clubs.

### Strategy

What actions will the district take? What has worked in the past? What has not? What new programs or incentives could the district implement? How will the district promote existing programs? How have other districts been successful? What could the district do to stretch this goal? (The strategy might include actions, such as appointing a club extension chair to pursue leads and scheduling demonstration meetings.)

The District will work to maintain clubs. Strategic planning will allow the District to strengthen the clubs. Our foundation needs to be secured first. Incentives would include 1,3,5,7 & 9 with the Smedley program, Tracking Distinguished by December, Talk Up Toastmasters and Beat the Clock. The District could add to these goals by recognizing member achievements at the time they have been completed and at awards meetings. The CG Team will work hard to fill all suggested chairs and committees. The district could add a mentoring program for the clubs to use. The Club Growth Team will work hard to follow-up on all Potential New Club Leads in a timely and professional manner. All members of District 39 will be welcome to attend mock DEMO trainings to learn how to host DEMO meetings, and host them when DEMO meetings are needed.

Action 1	Increase communication between the core leaders and members.
Action 2	Introduce year-round club growth training for Division Directors, Area Directors and Club Coaches.
Action 3	Follow-up on all Potential New Club Leads!
Action 4	Implement a Marketing Plan.
Action 5	Actively use the website and social media to recognize individuals.



**Resources**

What people, equipment, meeting places and money does the district have at its disposal? What committee could work toward the goal? Are any members interested in heading projects toward leadership goals? How much money has been budgeted for achieving this goal? (Resources might include a club extension committee, a demonstration team and newclubs@toastmasters.org.)

Club Extension Chair leads the Club Extension Committee; Club Sponsor and Mentor Committee; Club Sponsor Committee; Demo Meeting Committee. Responsibilities outlined on TI website and manuals.

**Assignments**

Who is in charge of each action? Who is on each team? What are each team member's specific responsibilities?

Lance McMahan: Club Extension Officer  
 Katherine O'Ray: Club Quality Chair, Division Club Growth Manager Support Chair, and leads the Mentoring Committee. Responsibilities outlined on TI website and manuals.  
 TBA: Club Retention Chair (Incentives) leads the Club Coach Committee. Responsibilities outlined on TI website and manuals.  
 TBA: New Club Source Research Chair. Responsibilities outlined on TI website and manuals.  
 TBA: Community Outreach Marketing Chair. Responsibilities outlined on TI website and manuals.

Action 1	Determine the Chairs and Committee Members needed for the CG Team.
Action 2	Working with the District Director, contact the Division Directors and Area Directors to build relationships.
Action 3	Working with the Program Quality Director's Training Manager, include Club Quality training of Division Directors, Area Directors, and Club Coaches.
Action 4	Collaborate with members to seek out new clubs and host demo meetings for perspective clubs. Track Toastmasters International Leads with continuous follow up.
Action 5	Marketing team to draft Web page updates for review by Branding Committee and approval by District Director.

**Timetable**

When will each action item begin? When will each action item be complete? How will progress be tracked?

Club Growth Director will determine the Committee chairs no later than September 30. Club Growth Team will contact the Division and Area Directors once each team is established. Encourage all committee members to attend appropriate trainings offered by Program Quality team. Following new clubs leads and developing new clubs leads will be on going. With Public Relations Manager and his team update and refresh Web pages, Facebook, Meetup, and all social media frequently.

Action 1	Begin immediately and complete by the September Business Council meeting.
Action 2	Begin immediately and work with District Director to determine Division and Area Director's needs.
Action 3	Begin immediately with continuous training throughout the year. Present at DECMs.
Action 4	Begin immediately and monitor new club leads throughout the year. Present at DECMs.
Action 5	Begin immediately monitoring the effects of our social media program on our club growth. Present at DECMs.

## Goal 3: Distinguished Clubs

Distinguished	56	Clubbase x 0.4
Select Distinguished	63	Clubbase x 0.45
President's Distinguished	70	Clubbase x 0.5

### Situation Analysis

What is the current situation in the district? What percent of district clubs are typically Distinguished? Do members understand how to achieve success? Does the district have special challenges? (One situation might be that members in the district don't know how to achieve success. Another situation might be that the district has identified four solid new club prospects.)

COVID-19 ended year 2019-2020 requiring virtual meetings and virtual contests. Conference was canceled. Other events postponed. As restrictions lift slowly we are facing virtual meetings returning to in person meetings. Some members do not like Zoom meetings and others now prefer virtual meetings. We need to have hybrid meetings available. Zoom and Pathways trainings a must. We have 139 clubs down from our beginning base of 154. We have 2059 paid members. 2 clubs have zero members. 32 clubs are Distinguished clubs. Membership appears to be one of the main reasons clubs do not reach distinguished. Use Club Coaches to help Area and Division Directors directly with Club's DCP efforts.

### Strategy

What actions will the district take? What has worked in the past? What has not? What new programs or incentives could the district implement? How will the district promote existing programs? How have other districts been successful? What could the district do to stretch this goal? (The strategy might include actions, such as training all area and division directors on the Distinguished Club Program.)

All Strategies should support the District goal of being Presidents Distinguished. Train Division and Area Directors to help them fulfill their job knowledge and using the tools available. Encourage Directors to take responsibility to help train their club officers. Encourage Area Directors to take their clubs under their wings. Recognize the importance of Toastmasters International Reports. Set goals as benchmarks. Raise the Pathways Adoption rate to 100% through training officers and additional continuous training. Monitor reports. Keep appropriate leadership informed. Keep growing fun by incentives and ongoing public reporting of events and accomplishments. Promote Toastmasters and District Events.

Action 1	Implement Officer and District Officer training
Action 2	Pathways included in Officer Training and also ongoing training
Action 3	Zoom training to have rewarding, productive and fun meetings
Action 4	Encourage Open Houses and membership drives including Zoom events
Action 5	Recognize educational accomplishments

Resources

What people, equipment, meeting places and money does the district have at its disposal? What committee could work toward the goal? Are any members interested in heading projects toward leadership goals? How much money has been budgeted for achieving this goal? (Resources might include area and division directors and the *Distinguished Club Program and Club Success Plan* (Item 1111).)

District Training Manager: Russ Steele,  
 DTM Pathways Training: Angie Rodriguez, DTM Zoom Training: Adrianna Lucero, VC1  
 Training Technical Team: John Pasamonte, LD4, PM3  
 District Events Manager: District Chief Judge: Fall 2020 Summit Chair: Winter 2021 Summit Chair: Spring 2021 Conference Chair:  
 Youth Leadership Program Coordinator: Gary Pettigrew DTM

**Assignments**

Who is in charge of each action? Who is on each team? What are each team member’s specific responsibilities?

Russ Steele along with Mike Sullens and I are in charge of Training teams: Trio, PDD, PDG, PID, past D39 Trainers. Denise Alder Gutherz and Russ will track officers trained. I will enter information into TI site. We have several District events and will fill chairs as needed as soon as we know if our events will be in person or on-line. Pathways will be ongoing training with Angie Rodriguez managing the District 39 Pathways team. Adrianna Lucero will manage Zoom and the Zoom masters assigned to each Division. Gary Pettigrew will coordinate the Youth Leadership Program.

Action 1	Train and empower the Trainers
Action 2	Trio, PDD, PDG, PID train the Division and Area Directors
Action 3	Train incoming Officers two sessions June-August and Nov-Feb and Pathways, Zoom, etc.
Action 4	Provide fun, educational and well organized events. which results in 548-959 officers trained
Action 5	Division Directors and teams advertise through Leadership teams, email, website, FB, etc.

**Timetable**

When will each action item begin? When will each action item be complete? How will progress be tracked?

Train and empower Trainers June through August and November through February Advanced Zoom Training June 16, 2020 and on-going Adrianna Lucero and John Pasamonte District Area and Division Director Training June 20, 2020 PID PDG PDD and Trio. Makeup training. District Club Officer Training Round One 2020: June 27th, July 14th & 16th, July 25th, August 10th & 12th , Aug 25th, August 27th & 29th. Round two Nov 2020-Feb 2021 to be announced. Additional Pathways and Zoom trainings dates to be announced. Summits, Awards Dinner, Fall Humorous Speech Event, mid-year celebration as applicable, Spring Conference 2021

Action 1	Create complete agendas with diffident timelines and predetermined results.
Action 2	Advertise all upcoming events to make sure our members are aware of dates, times, costs, etc.
Action 3	Create Committees of dedicated Toastmasters anxious to have positive results.
Action 4	Keep District 39 Calendar up to date with all events available to District members
Action 5	Follow Toastmasters International required deadlines for officer trainings, contests, etc.

## Additional Goals

Answer the same types of questions to reach each additional district goal. Additional goals might have to do with alignment challenges, new leadership opportunities or better service to members. Where else is there room for improvement in the district?

### Goal

What specific, measurable, attainable and relevant additional goal can the district meet? (An example of a goal is to add one new division and three new areas.)

Minimize club loss by providing officer and members ongoing training. By educating Leadership in the value of creating new clubs encourage 10 new clubs to cover club losses, plus the 7 new clubs required for President's Distinguished. Keep all clubs in good standing throughout the year.

Depending on the COVID-19 situation, hold successful events such as: Spring Conference, Fall and Winter Events, picnic, awards celebration, night at the ball game, etc.

Ensure our District complies with TM branding standards for website, emails, social media, print, etc.

Establish an event team to create expertise and excitement for the upcoming District 39 events: virtually or in person as applicable possible examples: picnic, awards celebration.

Meet/Increase number of Distinguished Toastmasters (56) and Educational Achievements (549) 10%

Club Coach Training to help build struggling clubs through education and encouragement.

### Situation Analysis

What is the current situation in the district? Do members understand how to achieve success? Does the district have special challenges? (One situation might be that areas and divisions have reached their maximum capacity causing service to the members to suffer and limiting leadership opportunities.)

Open lines of communication between Club Presidents/VP-Eds and District Leadership.

We must promote and conduct successful District Events within budget.

Learn how we can best utilize virtual technology to grow membership.

COVID restrictions are challenging membership, education and advancements by the normal process. Resistance to change including Zoom meetings, Legacy Program ending, Pathways adoptions challenges continue to hold progress back.

Club resisting Club Coaches and members resisting coaching opportunities. 71 clubs eligible 55 don't have two coaches

Training which encourages Area and Division Director leadership development with goals designed to achieve distinguished and to benefit the club members thus retaining members.

### Strategy

What actions will the district take? What has worked in the past? What has not? What new programs or incentives could the district implement? How will the district promote existing programs? How have other districts been successful? What could the district do to stretch this goal? (The strategy might include actions, such as assigning a district alignment committee to determine best options for realignment and collaborating with the district nominating committee to identify leadership opportunities.)

Prepare for successful Virtual Events if needed. Inject energy!

Designate a Conference Event Chair with organizing skills.

Ensure effective training for all Club Officers and District Directors (know their roles & responsibilities).

Submit the Division and Area Directors Training Report to World Headquarters by September 30, 2020.

showing that 85% of Division and Area Directors were trained.

Submit the District Success Plan to World Headquarters by September 30, 2020.

Achieve 1.5% to 8% membership payment growth over our base appx 78- 414 (5,172 current).

Achieve 40% to 55% Distinguished club growth over our base currently appx 3 (139 active)  
 Tracking Distinguished by December-President Distinguished by May.

Action 1	Establish Planning Committees (establish chair, host Divisions, venue, costs, etc.)
Action 2	Public Relations working with the Toastmasters Branding Committee creating promotions for website, social media, flyers, letters, etc.
Action 3	Conduct Club Officers, Division and Area Director Training as required by Toastmasters International.
Action 4	Follow all Toastmasters International's recording results requirements.
Action 5	Complete District Success Plan in a timely manner.



## Resources

What people, equipment, meeting places and money does the district have at its disposal? What committee could work toward the goal? Are any members interested in heading projects toward leadership goals? How much money has been budgeted for achieving this goal? (Resources might include past district directors, area and division directors, the district website and the district nominating committee.)

Region Advisor - Cindy Laatsch, Branding Committee – TBD, Public Relations Manager - Skip Smith, Webmaster - John Pasamonte, Facilities Manager - Cindy Hatano, Advisory Council Chair - Brian Hatano, District Budgeted 23 Zoom Masters under Program Quality Director: Nancy Potts, Denise Alder Gutherz, Wes Johnson, Kathleen Sandoval, Mike Sullens, Angie Rodriguez, Laura Gregory, Kelly Cummings, Yuki Arends, Justin Gomez, Lynda Mendez, John Pasamonte, Marshalle Graham, Robin Dyer-Oliver, Marianne Ward, Pat Knight, David Betowski, Reham Newar, Marcy Johnson, George Jarosik, Theo Pope, Brian Hatano, Kathie O'Ray.  
Training Committee under Russ Steele, Pathways Training under Angie Rodriguez, Zoom Training under Adrienne Lucero, Training Technical Team: John Pasamonte, District Events Manager: District Chief Judge, Fall 2019 Summit Chair, Winter 2019 Summit Chair: Spring 2020 Conference Chair: Youth Leadership Program: Gary Pettigrew.

## Assignments

Who is in charge of each action? Who is on each team? What are each team member's specific responsibilities?

Training is ongoing. Zoom and Pathways additional training events monthly. The Webmaster keeps the District 39 Website updated, branded and fresh. Public Relations Manager will keep all current events distributed for the entire District in a timely fashion in every media possible or appropriate. Distinguished Toastmaster Program on-going with excitement and completion as the Legacy member's deadlines were extended because of COVID. Continual work on membership retention and club building. Officer Training in both sessions and ongoing as determined. Eight is great in February. Events, Conferences, Picnic etc. as determined with Program Quality Director selecting Chairs and Chief Judge with Trio approval. Records updated as determined and required by Toastmasters International.

Action 1	Nancy Potts PQD and Team: Adrianna Lucero, John Pasamonte, Angie Rodriguez, Russ Steele training
Action 2	Ed Johnson DD and Team: John Pasamonte and Skip Smith
Action 3	Nancy Potts PQD and Team: Michelle Kumar (DTM Encourager), Education Russ Steele
Action 4	Ed Johnson DD, Nancy Potts PQD, and Denise Alder-Gutherz CGD and Teams.
Action 5	Nancy Potts PQD and Teams.

---

---

Timetable

When will each action item begin? When will each action item be complete? How will progress be tracked?

Training is being planned and developed by the training team and will be a continual service to our members. We will meet the required training deadlines and offer monthly ongoing training events. District website, calendar, Facebook and various media and advertising methods will start immediately and continue throughout 2020-2021. Reviewing District 39 reports on Toastmasters International will help us stay informed and thus have appropriate and timely information to supply to our Division Directors to share with Area Directors and clubs. We are working with Legacy and Pathways DTM candidates daily. DCP is upmost guidelines to keep our members advancing and clubs succeeding. Continuous monitoring of membership (daily). District events are being planned by PQD and teams with DD and CGD approval.

Action 1	Ongoing with continuous development. (Tracked utilizing Toastmasters International site)
Action 2	Current and continuous updates provided by all District Leaders. (Tracked by reported completion of tasks)
Action 3	Action begins immediately completed by Toastmasters International deadline. (DCP Program tracking and various Toastmasters reports)
Action 4	Action begins immediately with September 30 2020 and March 31, 2021 as deadlines. Tracking using Toastmaster International reports.
Action 5	Due to COVID-19 restrictions, planning dates for major events are subject to immediate change.

Signatures

<b>Edward Johnson, Jr.</b>	<b>08/29/2020</b>
District director	Date
<b>Nancy M. Potts</b>	<b>08/29/2020</b>
Program quality director (1)	Date
Program quality director (2)	Date
<b>Denise Alder-Gutherz</b>	<b>08/29/2020</b>
Club growth director (1)	Date
Club growth director (2)	Date
Team member and role	Date
Team member and role	Date
Team member and role	Date
Team member and role	Date
Team member and role	Date

For your district to qualify for the Distinguished District Program, this entire plan must be submitted online through District Central by September 30.