

District Executive Committee Meeting Minutes

July 8, 2023

A. Call to Order

1. District Director, Lance McMahan, DTM, called the meeting to order at 9:00 a.m.
2. Lance McMahan, DTM, District Director, made the following appointments:
 - a. David Betowski, Zoom Master

B. Zoom Meeting Protocol, David Betowski, DTM

1. Rename yourself in the following format: District Position, Name.
2. Keep your microphone muted unless you are speaking.
3. Technical support, chat with ZoomMaster.
4. Do NOT use "chat with everyone," it is very distracting.
5. Turn off your video if doing something distracting.
6. Comments. during debate will be limited to 2 minutes.

C. Reading of the District Mission Statement, Laura Gregory, DTM

D. Appointment of District Officers:

1. Lance McMahan, DTM, District Director, announced the following appointments, pending approval of the District Council:
 - a. Administration Manager: Sue Eisberg
 - b. Finance Manager: Mirka Johnson
 - c. Public Relations Manager: Lynda Mendez
 - d. Division Director:
 - i. East Division Director: Angie Rodriguez
 - ii. North Division Director: Lauren Carly
 - iii. West Division Director: Felicia Borges
 - iv. Central Division Director: John Pasamonte
 - e. Area Directors:
 - i. E12, King Zed
 - ii. N21, Karen Ng
 - iii. N22, Cole Garcia
 - iv. W32, Rose Cooke
 - v. W33, Jihane Agdal
 - vi. W35, MJ Kelley
 - vii. S42, Ernelita Dacumos
 - viii. C51, Ramona Marshall
 - ix. C52, Aria Salehpour

E. Roll Call and Certification of Quorum, Susan Eisberg, Administration Manager

1. 12/21 voting members present. 57% - Quorum met
 - a. Lance McMahan, DTM, District Director
 - b. Laura Gregory, DTM, Program Quality Director
 - c. Donna Lewis, DTM, Club Growth Director
 - d. Lynda Mendez, DTM, Public Relations Manager
 - e. Denise Alder Guthertz, DTM, Immediate Past District Director
 - f. Susan Eisberg, Administration Manager
 - g. Lauren Carly, North Division Director
 - h. Felicia Borges, West Division Director
 - i. Chibwe Chungu, South Division Director
 - j. King Zed, E12 Area Director
 - k. Rose Cooke, W32 Area Director
 - l. Aria Salehpour, C52 Area Director
2. Additional voting members present after quorum was established
 - a. Angie Rodriguez, East Division Director
 - b. John Pasamonte, Central Division Director

F. Adoption of the Agenda

1. The agenda was adopted.

G. Minutes from 4/8/23 District Executive Committee Meeting

1. Minutes were adopted as circulated, and are posted on the District 39 Website [here](#)

H. Report of the Immediate Past District Director, Denise Alder Guthertz

1. Highlighted magnificent efforts during the 2022-2023 year.
 - a. Hybrid speech contests – challenges were overcome, and we had successful area, division, and district contests.
 - b. Hybrid conference this year. Came together quickly under the leadership of Joey Waldrop.
 - c. Two new clubs were chartered.
 - d. Highlighted clubs achieving 10/10 DCP points: Mather Toastmasters Club, The Articulators, Greater North Stockton Club 64, Lodi Toastmasters Club, The Original Articulators, Sigma Kappa Pi Sigma Delta Pi, Bits and Speeches, and Speaking Machine.
2. It has been Denise's honor to serve as the District Director for 2022-23 she looks forward to the amazingness that we are going to perform in our 2023-24 year.

I. District Leadership Reports

1. Administration Manager, Sue Eisberg (Approval of April 8, 2023, DECM Minutes)
 - a. Minutes were reviewed and adopted as circulated.

- b. Corrections can be made to the minutes at any time by contacting Sue Eisberg.
2. Finance Manager, Mirka Johnson – no report given.
3. Public Relations Manager, Lynda Mendez, DTM
 - a. Lynda thanked the District for the opportunity to learn and will do her best this year to promote District 39 and each of our clubs in seeking and achieving distinguished status. Lynda wants every club to know how well our District is doing, and what's going on in the District by getting all of the information that is available from Toastmasters International.
 - b. Lynda will be sending out District newsletters and is looking for team members to help her. If you are interested in being on Lynda's team, please reach out to her at mendezlynda55@yahoo.com.
 - c. Lynda is looking to promote the District on Facebook, Twitter, Instagram, and other social media outlets, and podcasts to promote, educate and recruit new members.
4. [Club Growth Director Report](#), Donna Lewis, DTM
 - a. Goal is to have one new club per Area.
 - b. Scheduling club visits.
 - c. Help wanted: club sponsors and mentors, training participants and feedback, demo team members, new club leads.
 - d. Announced upcoming training (info on D39 website)
 - e. Office hours on Mondays 6:00 – 7:30 pm (info on D39 website) for anyone who has questions, concerns, thoughts, leads for new clubs, help with club participation, etc.
5. [Program Quality Director Report](#), Laura Gregory, DTM
 - a. Goal is for District 39 to become Select Distinguished. Projected progress is to have our paid clubs increased by 2023 net plus one, membership increase by 3%, and 45% of clubs are distinguished by July 1, 2024.
 - b. Training Report:
 - i. Ongoing training for Officers, Area Directors and Division Directors. More training is being planned. Club officer training is in high gear.
 - ii. Two enrichment sessions in July are being led by Angie Rodriguez to train on Pathways – you can register on the D39 website.
 - c. Congratulations to the 27 distinguished clubs in District 39, several of which are President's Distinguished and Select Distinguished.
 - d. Congratulations to Distinguished Areas: Area 11 (Select Distinguished), Area 61, Area 63, Area 92, Area 94 (Select Distinguished), and to the Area Directors who worked hard to bring their areas to this status.
 - e. Thank you to Marcy Johnson who will be chair for our spring conference.
 - f. Angie Rodriguez will be leading our Pathways Mentor Team and is looking for fellow mentors. Please reach out to Angie or Laura if you are interested in joining Angie's team.

6. [District Director Report](#), Lance McMahan, DTM
 - a. Two large goals for 2023-24: Club Retention Goal and New Clubs Goal.
 - b. District budget update – evaluating incentives, considering a climate-controlled storage unit, and seeking funding to hire a contractor to update the District 39 website. Will finalize the budget and await approval from Toastmasters International. Optimized our Zoom activities and saved over 50% on expenses – thank you to David Betowski.
 - c. Annual business meeting in the Bahamas. Proxy assignment is open today and closes on August 11, 2023. Clubs will need to determine how to do their proxy assignments. Online credentials take place on August 12-15. District 39 Caucus will be held in-person and online to discuss candidates at 6:15 p.m. PT on August 17. Information for the Caucus is on the District 39 website and you can register for it now. Voting is 4:00 – 7:00 a.m. PT on Friday, August 18.
 - d. The next District Executive Committee Meeting is on Monday, August 28 at 6:00 pm
 - e. The next District Council meeting is Tuesday, September 26 at 6 p.m.
 - f. Reviewed due dates to Toastmasters International:
 - i. [July 15](#): District Leader List, District Calendar, New Alignment.
 - ii. [July 31](#): Draft Budget
 - iii. [August 31](#): Club Officer Training Ends, 2022-23 Audit, Fixed Asset and Accrual Templates.
 - iv. [September 1](#): District Leader List
 - v. [September 30](#): Division and Area Directors Training Report, District Success Plan, District Budget

J. Division Director Reports

1. East Division Report, Angie Rodriguez, DTM
 - a. Focus in East Division is team building and collaborating. Angie is currently visiting clubs to build relationships. Working to bring 19 clubs into one division with shared marketing, training, and membership building, using the strengths of each club and their ideas to work together as one team.
 - b. Angie will continue with Pathways training within the Division and the District.
 - c. Building membership – plans to use speechcraft sessions as a tool to build membership.
2. North Division Report, Lauren Carly
 - a. Two Area Directors in place: Karen Ng for Area 21 and Cole Garcia for Area 22.
 - b. Need Area Directors for Areas 23 and 24
 - c. The goal is to get Assistant Directors in place as well.
 - d. Minda Fernish is the Assistant Division Director
 - e. Goal to have each club complete a moments of truth workshop and complete a club success plan this summer. Lauren is asking for at least one club in each area to volunteer to sponsor a workshop. In Area 21, the Speakeasy Club has volunteered to sponsor the first workshop.

- f. Lauren is asking for badges from the District for the Area Directors. Per Lance, badges will be ordered for Area Directors once the names are provided to him.
- 3. [West Division Report](#), Felicia Borges
 - a. Felicia introduced herself to the District. Shared that “PR” not only stands for Public Relations – but for Felicia, it’s all about Personal Relationships.
 - b. Introduced and thanked Area Directors MJ Kelly (Area 35 Director), Jihane Agdal (Area 33 Director), and Rose Cooke (Area 32 Director). Felicia is recruiting for Area 34 and 31 Directors.
 - c. Felicia has over 30 years of PR experience and has worked with local politicians, non-profit organizations, Chambers of Commerce, and marketing for community events.
 - d. Goal for this year: “Get More Cheeks in the Seats” through collaborating with District 39 leadership, taking inventory of the Areas and clubs, and developing a division-wide PR plan with a focus on club websites, social media, and guest packets.
- 4. South Division Report, Chibwe Chungu
 - a. Two Area Directors in place in South Division – John Fox (Area 41) and Ernelita Dacumos (Area 42)
 - b. Scheduling to meet with Area Directors to start planning and setting goals for South Division, to include moments of truth twice per year for each club. Also, focus on club success plans.
 - c. Recruiting for Area Directors for Areas 43, 44, and 45.
- 5. [Central Division Report](#), John Pasamonte
 - a. Getting to know the Division. John is looking forward to providing operations support to Area Directors and clubs.
 - b. Provided Division demographics. Area 51 Director: Ramona Marshall, Area 52 Director: Aria Salehpour. Areas 53, 54, and 55 Director positions are currently open.
 - c. John reviewed Central Division club membership data, Pathways progress, club officer training, and membership renewal.
 - d. Helping shape Toastmasters in the district by providing strategic and operations support to our areas, clubs and officers with our members in the center of it all.
 - i. Consolidate and foster camaraderie among members
 - ii. Help build strategic pipelines for membership growth and expansion
 - iii. Provide extensive support for Pathways enrollment and experience
 - iv. Support and Recognize members from within and without
 - v. Strengthen, build, and communicate Toastmasters' value to the world

K. Committee Reports

- 1. [Parliamentarian Report](#), Rick Sydor
 - a. Rick described his role as a District Parliamentarian.
 - b. Information sent to Club Secretaries and Presidents regarding proxy holder designations.

- c. A past District 39 Director, Sondra Nunez, is a candidate for Region 1 International Director.
 - d. Rick asked that we all read the Toastmasters Board Minutes to see what the Board is doing and what is happening behind the scenes. It is also an opportunity to improve your knowledge as Toastmasters by reviewing the policies and procedures.
 - e. Contact Rick if you have any questions at tmsydorpid@aol.com.
- 2. District Leadership Committee Report, Denise Alder Guthertz
 - a. Planning for District Leaders for the 2024-25 year. Denise's goal is for the Committee to convene by December 1. She will be reaching out to individuals from each of the Divisions.
 - 3. 2023/2024 Audit Committee, Ed Johnson – no report given.
 - 4. Past District Leaders (Governors & Directors) Committee, Vacant – no report given.
 - 5. Administrative Policies Committee, Vacant – no report given. If you are interested in serving on this Committee, contact Lance McMahan.
 - 6. Alignment Committee, Laura Gregory
 - a. Committee not formed yet. Will begin forming the committee later in the year and begin discussions on potential alignment opportunities. Looking forward to strong growth in Divisions, Areas, and clubs.
 - 7. Audio/Visual Committee, Joey Waldrop
 - a. Want to support as many functions as possible. Will focus on hybrid events. Lance would like each of the Division Directors to host a meeting. Will be issuing requirements for the AV team to participate in and support division contests. Need a place where we can hold the meeting with the proper internet and facilities to hold a quality hybrid meeting.
 - 8. Website Committee, George Jarosik, DTM
 - a. George is excited about the new website creation and thanked Wes Johnson for his past work on the District website, and, if approved, looking forward to a contractor to finish work on the website.
 - b. Please let club officers know they can submit requests to post open house events on the website above the calendar, use "submit an event." Events will be posted within 24-48 hours.

L. Questions to the District Director (use the Q&A button or ask verbally)

- 1. Rick Sydor asked when the Clubs and Areas/Divisions will be available for viewing on the website. Per George Jarosik, use the quick links on the front page of the District website: [D39-Realign20230406b DC - Google My Maps](#). Additionally, the District Dashboard will be updated no later than the first week in August.
- 2. Lauren Carly asked for updates on ZoomMasters and Zoom account and access to Zoom this year. David Betowski indicated that since Zoom has been optimized, there are now 12 Zoom accounts and ZoomMasters have been selected, who are no longer tied to a specific Division or Area. Rather, assignment is based on their ability to support the club for the timeframe that is needed. The list of ZoomMasters will be available on the District website soon. Lauren

also asked if the pool of ZoomMasters will be able to change the Zoom settings. Per David, yes, the settings are within the individual user's account. There are some settings that are applicable to the entire district pool of Zoom Masters, but most settings apply to the individual Zoom Masters. If there are specific needs regarding the settings, reach out to the Zoom Master, or to David for assistance.

3. John Fox asked if David Betowski was the primary contact facilitator. Yes, David is leading the team. Follow-up question from John: Is there a group Zoom email account? Currently, there is not a Zoom email account set up, but if there is a need for one, it could be set up.

M. Unfinished Business - none

N. New Business - none

O. Announcements

1. Lance McMahan: The training schedule is available on District39.org under events.
2. Angie Rodriguez: July 12 Pathways training session. Get the word out to new and existing members of your clubs.
3. Marcy Johnson: She will be chairing the 2024 Spring Conference. She has already heard from a couple of people who are willing to serve as committee chairs. She will be communicating via email as we get closer to the event. Email: smkljohnson@gmail.com - let her know if you're interested in serving as a Committee Chair or as a committee member.
4. John Pasamonte: Follow up on the request for alternative time zone-based club officer training. Laura Gregory will work with John to schedule the training.
5. George Jarosik: The 2023 Convention is coming up. You can register for the 4-day event online for \$55. See education sessions, speech contests, and the Board meeting. George encouraged people to attend.
6. Laura Gregory: Dues will be raised with the October renewals. If you renew your October dues by July 31 at 11:00 p.m., you will save \$15.
7. The next DECM is Monday, August 28 at 6:00 p.m. on Zoom. Please register on the District 39 website. You will have the opportunity to make recommendations to the District Council.
8. The next District Council meeting is Tuesday, September 26 at 6:00 p.m. on Zoom. Please register [HERE](#) or on the District 39 website.

P. Adjournment The meeting was adjourned at 11:05 a.m.

Attendance: District Officers / Voting Members

Name	Title	District	Division	Area	7/8/2023
Lance McMahan, DTM	District Director	39			X
Laura Gregory, DTM	Program Quality Director	39			X
Donna Lewis, DTM	Club Growth Director	39			X
Lynda Mendez, DTM	Public Relations Manager	39			X
Denise Alder Gutherz, DTM	Immediate Past District Director	39			X
Susan Eisberg	Administration Manager	39			X
Angie Rodriguez, DTM	Division Director	39	East		X
Lauren Carly	Division Director	39	North		X
Felicia Borges	Division Director	39	West		X
Chibwe Chungu	Division Director	39	South		X
John Pasamonte	Division Director	39	Central		X
Navgeet King Zed	Area Director	39	East	12	X
Rose Cooke	Area Director	39	West	32	X
Aria Salehpour	Area Director	39	Central	52	X

Others present:

Lisa Aduna-Haas	George Jarosik
Jihane Agdal	Marcy Johnson
Tiffany Banks	Edward Jones
David Betowski	Pat Knight
Larry Brownston	Gayle Kono
Nestor Cuellar	Holly Lumsden
Cynthia DeBolt	Sondra Nunez
Lindsay Dickason	Rick Sydor
Minda Fernish	Jocelyne VonStrong
JOHN FOX, III	Joey Waldrop
Jennifer Harris	Eliza Yam
William M. Ingersoll	Volonda Harris (District 25)