

**District Executive Committee Meeting Minutes  
December 9, 2023**

**I. Call to Order**

District Director, Lance McMahan, DTM, called the meeting to order at 9:00 a.m.

**II. Zoom Meeting Protocol, David Betowski, DTM**

David Betowski, DTM, reviewed Zoom protocols for today's meeting.

**III. Reading of the District Mission Statement, Kevin Hayes**

**IV. Appointment of District Officers:**

Lance McMahan, DTM, District Director, announced appointment of Kevin Hayes as the Club Growth Director for the remainder of the 2023-2024 term. The appointment is subject to confirmation by the District Council.

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

- A. The district administrative bylaws state that in the event any business is transacted at any district executive committee meeting which a quorum is not present, the action shall be deemed as valid as if a quorum were present if it thereafter is expressly approved at the next scheduled District Executive Committee meeting.
- B. 18/35 voting members present. 51% - Quorum met
1. Lance McMahan, DTM, District Director
  2. Laura Gregory, DTM, Program Quality Director
  3. Kevin Hayes, Club Growth Director
  4. Lynda Mendez, DTM, Public Relations Manager
  5. Susan Eisberg, Administration Manager
  6. Mira Johnson, Finance Manager
  7. Denise Alder Guthertz, DTM, Immediate Past District Director
  8. Angie Rodriguez, East Division Director
  9. Lauren Carly, North Division Director
  10. Chibwe Chungu, South Division Director
  11. King Zed, Area E12 Director
  12. Cole Garcia, Area N22 Director
  13. Rose Cooke, Area W32 Director
  14. John Fox, Area S41 Director
  15. Ernelita Dacumos, Area S42 Director
  16. Aria Salehpour, Area C52 Director
  17. Stephanie Morita, Area C54 Director
  18. Louise Houdelette, DTM proxy for Mery Santos, Area C55 Director

**VI. Adoption of the Agenda**

The agenda was adopted with the following change: remove items identified as new business and instead make them part of the standard reports.

**VII. Minutes from 8/28/23 District Executive Committee Meeting**

- A. Minutes were adopted as circulated and are posted on the District 39 Website.
- B. Corrections can be made at any time.

**VIII. Unfinished Business**

- A. Year-End Audit (2022-23) – Russ Steele, DTM, Chair – no report  
Postponed for review and approval at the next DECM and to be submitted at the Spring District Council meeting.

**IX. Division Director Reports**

- A. [East Division Report](#), Angie Rodriguez, DTM
- B. North Division Report, Lauren Carly  
Lauren is grateful for the leadership in North Division, and thanked Minda Fernish, Deputy Division Director, and the Area Directors for their leadership. A charter was submitted for a new club in Yuba City (Panda Express/closed club) and is awaiting to hear back from Toastmasters International. Another club is close to chartering in Susanville. An open house is planned in Chico. Club contest dates have been scheduled, and venues have been selected. Working on getting the dates on the District 39 calendar. Contact Lauren at [lbscarly@gmail.com](mailto:lbscarly@gmail.com) if you are interested in helping with the contests.
- C. West Division Report, Felicia Borges – no report
- D. [South Division Report](#), Chibwe Chungu
- E. Central Division Report, John Pasamonte – no report

**X. District Leadership Reports**

- A. Parliamentarian Report – nothing to report.
- B. Administration Manager, Sue Eisberg – Nothing to report.
- C. Finance Manager, Mirka Johnson  
As of 10/31/23:
  - 1. Revenue report – compared to prior year there is a decrease in the number of clubs and an increase in the number of payments. We are at 94% of predicted membership revenue.
  - 2. Actual and budgeted expenses report only reflects the expenses that have been submitted through Toastmasters International or directly charged.
  - 3. Call to action: submit expenses as soon as possible. Please reach out to Mirka at [miroslava.johnson@googlegmail.com](mailto:miroslava.johnson@googlegmail.com) for assistance if needed.
- D. Public Relations Manager, Lynda Mendez, DTM  
Looking for ways to promote District 39 and all the clubs. Working on updating old web pages. Ensuring the Newsletter is received by all, and the information is shared. Working on

advertising. Announced new District Chief Judge Victor Jenkins. Including in the Newsletter information regarding Smedley awards, Beat The Clock, Talk-Up Toastmasters, club dues, and training opportunities. Please let Lynda know about club anniversaries, open house events, etc. so she can get the information out to district members. If you would like to be part of Lynda's public relations team, please reach out to her at [mendezlynda55@yahoo.com](mailto:mendezlynda55@yahoo.com).

E. Club Growth Director Report, Kevin Hayes, DTM

Thanked Donna Lewis for her work in growing clubs in the district. No new clubs chartered to date, however there are a few that are very close to chartering. Thanks to Louise Houdelette for her assistance during Kevin's transition into the Club Growth Director role. Scheduling visits to potential clubs to meet and greet and provide support. Kevin suggested that during the holiday season we promote Toastmasters to any businesses that may benefit in having a club.

F. [Program Quality Director Report](#), Laura Gregory, DTM

G. [District Director Report](#), Lance McMahan, DTM

**XI. Committee Reports**

A. [District Leadership Committee Report](#), Denise Alder Gutherz, DTM

B. Audit Committee Report, Ed Johnson, DTM, Audit Committee Chair

Meeting regularly with the Committee to ensure process goes smoothly and that Toastmasters protocols are followed.

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

A. Question: Denise Gunterz asked for clarification regarding the date for area director recommendations.

Answer: Toastmasters protocols provide succession planning by Area Councils to be led by Area Directors. This is something District 39 has not done in the past. Lance is requesting input on meeting content and for setting a date for the Area Council meeting. Recommendations for future Area Directors can be sent to Denise Gutherz at [denise.alder@district39.org](mailto:denise.alder@district39.org) or Lance McMahan at [lance.mcmahan@icloud.com](mailto:lance.mcmahan@icloud.com).

**XIII. Announcements**

A. Louise Houdelette – Shared an opportunity to participate in a Job Fair at the City of Roseville on Saturday, 1/27/24 from 9:00 am – 1:00 pm. Louise is coordinating support for the event.

B. Check the District 39 Training Schedule: <https://www.district39.org/events/>

C. Spring District Council Meeting

1. Registration Link: TBD
2. Date: Wednesday, May 15, 2024
3. Time: 6:00 pm

D. Candidate Showcase: Details TBA

E. 2024 Spring Conference

1. Registration Link: [CLICK HERE](#)
2. Date: May 17-18, 2024

**XIV. Adjournment:** The meeting was adjourned at 10:21 am.

Attendance: District Officers / Voting Members

<b>Name</b>	<b>Title</b>	<b>Division</b>	<b>Area</b>	<b>12/9/2023</b>	<b>Proxy</b>
Lance McMahan, DTM	District Director			x	
Laura Gregory, DTM	Program Quality Director			x	
Kevin Hayes	Club Growth Director			x	
Lynda Mendez, DTM	Public Relations Manager			x	
Susan Eisberg	Administration Manager			x	
Mira Johnson	Finance Manager			x	
Denise Gutherz, DTM	Immed. Past District Director			x	
Angie Rodriguez, DTM	Division Director	East		x	
Lauren Carly	Division Director	North		x	
Chibwe Chungu	Division Director	South		x	
King Zed	Area Director	East	12	x	
Cole Garcia	Area Director	North	22	x	
Rose Cooke, DTM	Area Director	West	32	x	
John Fox, III	Area Director	South	41	x	
Ernelita Dacumos	Area Director	South	42	x	
Aria Salehpour	Area Director	Central	52	x	
Stephanie Morita	Area Director	Central	54	x	
Mery Santos	Area Director	Central	55	x	Louise Houdelette

Others present at the meeting were Pat Knight, DTM, Rick Sydor, DTM, PID, David Betowski, DTM, Paula Murphy, Amrik Chima, Ed Johnson, DTM, Nhi Dang