



# Administration Manager's Report

## October 10, 2020 DECM

**Tracy Fletcher-Bowman, DTM**  
Administration Manager 2020-21  
District 39

### Mailings

I send reminders for each DECM meeting. The DECM reminders will be sent out 14 and 7 days prior to the meeting.

The 14-day reminder will include:

- The date and time of the meeting
- Reports due and their deadlines
- Any announcements you may need to be aware of before the meeting

The 7-day reminder will include:

- The date and time of the meeting
- The meeting packet (agenda, last meeting minutes, leadership and director reports, items of note or up for vote)
- Any additional announcements you may need before the meeting

Please remember that through the mailing system Constant Contact, you cannot "attach" documents—you can only link them, so watch for and click on the links. They will be in a different colored font and underlined.

### Report Deadlines

For those who submit reports for inclusion in the meetings, please understand the deadline for submitting the reports isn't arbitrary.

To be included in the meeting packet that is mailed to all DECM members and also placed on the event page of the district website, I must receive your reports by 8 days prior to the meeting. I will compile the material and distribute it the next day in order to meet the deadline required of me.

***Do the Right Thing!***



**David W. Meigel, DTM**

Parliamentarian

District 39

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## **Parliamentarian Report September 2020**

The August 2020 TI Board of Directors minutes have yet to be published on the Toastmasters website. The September 2020 Board Minutes include routine matters regarding the onboarding of new elected officials.

One item of note was a review of parliamentary procedures used by the board was performed now that the newly released Roberts Rules of Order (Newly Revised) 12<sup>th</sup> edition has begun circulation. Of particular interest was an expanded section on the conducting of electronic meetings. Parliamentarians are encouraged to obtain their own copies of the latest edition and begin reviewing for any modifications to their local policies and procedures as may be deemed necessary.

If any changes are made by the International Board of Directors regarding standing TI policies and procedures, these will be communicated as they become known.

No other items to report.

David Meigel, DTM  
District 39 Parliamentarian