

District Executive Committee Meeting Minutes
August 28, 2023

I. Call to Order

- A. District Director, Lance McMahan, DTM, called the meeting to order at 6:00 p.m.

II. Zoom Meeting Protocol, David Betowski, DTM

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

III. Reading of the District Mission Statement, Donna Lewis, DTM

IV. Appointment of District Officers:

- A. Lance McMahan, DTM, District Director, announced the following Area Director appointments, subject to confirmation by the District Council on 9/26/23:
- a. Central Division
 - i. Hue Nguyen, DTM, Area 53
 - ii. Stephanie Morita, Area 54
 - iii. Mery Santos, Area 55
 - b. East Division
 - i. Mary Kay Wagner, Area 11
 - ii. Rowena Banks, Area 13
 - iii. Kathy Broline, Area 14
 - c. South Division
 - i. John Fox, III, Area 41
 - ii. Duane White, DTM, Area 44
 - iii. Joey Waldrop, DTM, Area 45
 - d. West Division
 - i. Denise Flatt, Area 31
 - ii. Dolores Gilbert, Area 34

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

- A. 16/31 voting members present. 52% - Quorum met
- 1. Lance McMahan, DTM, District Director
 - 2. Donna Lewis, DTM, Club Growth Director
 - 3. Lynda Mendez, DTM, Public Relations Manager
 - 4. Susan Eisberg, Administration Manager
 - 5. Mirka Johnson, Finance Manager
 - 6. John Pasamonte, Central Division Director
 - 7. Angie Rodriguez, East Division Director
 - 8. Minda Fernish for Lauren Carly, North Division Director

9. Felicia Borges, West Division Director
 10. Mary Kay Wagner, Area E11 Director
 11. Rowena Banks, Area E13 Director
 12. Cole Garcia, Area N22 Director
 13. Rose Cooke, Area W32 Director
 14. John Fox, Area S41 Director
 15. Hue Nguyen, Area C53 Director
 16. Louise Houdelette for Mery Santos, Area C55 Director
- B. Additional voting members present after quorum was established
1. Joey Waldrop, Area S45 Director
 2. Ramona Marshall, Area C51 Director

VI. Adoption of the Agenda

- A. The agenda was adopted.

VII. Minutes from 7/8/23 District Executive Committee Meeting

- A. Minutes were adopted as circulated and are posted on the District 39 Website.

VIII. Unfinished Business

A. [District 39 Procedures and Standing Rules](#)

1. Lance McMahan shared that Rick Sydor gave a notice of motion at the Spring District Council meeting to make changes to the District 39 Standing Rules, with the intention of having an open discussion for items within the Standing Rules before they are brought to the Fall District Council meeting for approval. The draft Standing Rules were sent to World Headquarters for review on August 3, 2023. Standing Rules were modified to address their comments and have been posted on the website. Changes made to the Standing Rules include rotations for the Spring Conference, to reflect the five Divisions within District 39.
2. There were no comments or questions regarding the changes to the Standing Rules. The updated Standing Rules will be reviewed and approved at the September District Council meeting.

IX. New Business

- A. [Year-End Audit \(2022-23\)](#) – Russ Steele, DTM, Chair
- B. District Success Plan (2023-24) – Donna Lewis, DTM
1. The District Success Plan shows how the district leadership team plans to help build a healthy and growing network of clubs that create positive learning experiences for members. Donna Lewis shared what has been created so far. The District Success Plan will be completed by September 30, 2023.
- C. District Budget – Mirka Johnson

1. Mirka shared the draft budget. The District Budget will be submitted to the District Council for approval on September 26, 2023. The draft preliminary budget has been provided to Toastmasters Headquarters for feedback with a response pending.
2. Input to the budget is requested of DEC members.

D. [Contest Format](#) – Lance McMahan, DTM

1. DEC members are asked to make a recommendation to the District Council for the speech contest format: in-person only, online-only, or hybrid. The District Council must approve the speech contest format and submit the decision to World Headquarters by September 30, 2023.
2. There were no objections to the recommendation of holding all Area, Division, and District speech contests in a hybrid format. This recommendation will be submitted to the District Council meeting on September 26, 2023.

X. Division Director Reports

- A. East Division Report, Angie Rodriguez, DTM
- B. North Division Report, Minda Fernish, DTM, for Lauren Carly
- C. [West Division Report](#), Lance McMahan, DTM, for Felicia Borges
- D. South Division Report, John Fox for Chibwe Chungu
- E. [Central Division Report](#), John Pasamonte

XI. District Leadership Reports

- A. [Parliamentarian Report](#)
- B. Administration Manager, Sue Eisberg – Nothing to report.
- C. Finance Manager, Mirka Johnson – Nothing to report.
- D. Public Relations Manager, Lynda Mendez, DTM
- E. Club Growth Director Report, Donna Lewis, DTM
- F. [Program Quality Director Report](#), Lance McMahan, DTM, for Laura Gregory, DTM
- G. [District Director Report](#), Lance McMahan, DTM
 1. Posted report has typo – Kathy Broline should be E14

XII. Committee Reports

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

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

- A. Question: Does District 39 have a list of clubs and a description of the meeting format?
Answer: We began working on a list approximately one year ago, however it was found to be very difficult because club meeting formats are subject to change at any time. We also have asked Toastmasters International for a change to “find a club” feature to indicate the meeting formats (in-person, online, or hybrid) and have not heard back.

- B. Question: Officer training links to register – indicated the incorrect day of training.
Answer: Lance acknowledged there is a glitch when registering for Tuesday, it says Thursday. Must attend both to get credit. Lance will have the link looked at and fixed.
- C. Question: Is there a list of officers trained?
Answer: To find out if specific officers have received training and/or credited for training, there is a link for that. If an error is noted, reach out to Lance directly.

XIV. Announcements

- A. Angie Rodriguez, DTM, first Pathways Week training dates: September 18-23, 2023. Training includes Pathways for New Members, Pathways for Existing Members, and Pathways for Base Camp Managers. Training dates will be posted this week on the District 39 website.
- B. Felicia Borges, if there are any Harvest Festivals near you, this would be a good opportunity to have an informational table for Toastmasters. Reach out to the organizer and figure out what it would take to have a table. Also, many State departments are holding recruitment fairs, which is another excellent opportunity to have an information booth for Toastmasters. Please reach out to Felicia Borges if you have any questions.
- C. District 39 Training Schedule: <https://www.district39.org/events/>
- D. Fall District Council Meeting
1. Registration Link: [CLICK HERE](#)
 2. Date: Monday, September 26, 2023
 3. Time: 6:00 pm
- E. November 11, 2023: Training, Recognition and Roast
- F. Next District Executive Committee Meeting
1. Registration Link: TBD
 2. Date: Saturday, December 9, 2023
 3. Time: 9:00 am

XV. Adjournment The meeting was adjourned at 8:06 p.m.

Attendance: District Officers / Voting Members

Name	Title	Division	Area	8/28/23	Proxy
Lance McMahan, DTM	District Director			X	
Donna Lewis, DTM	Club Growth Director			X	
Lynda Mendez, DTM	Public Relations Manager			X	
Susan Eisberg	Administration Manager			X	
Mira Johnson	Finance Manager			X	
John Pasamonte	Division Director	Central		X	
Angie Rodriguez, DTM	Division Director	East		X	
Lauren Carly	Division Director	North		X	Minda Fernish, DTM
Felicia Borges	Division Director	West		X	
Mary Kay Wagner	Area Director	East	11	X	
Rowena Banks	Area Director	East	13	X	
Cole Garcia	Area Director	North	22	X	

Name	Title	Division	Area	8/28/23	Proxy
Rose Cooke, DTM	Area Director	West	32	X	
John Fox, III	Area Director	South	41	X	
Joey Waldrop, DTM	Area Director	South	45	X	
Ramona Marshall	Area Director	Central	51	X	
Hue Nguyen, DTM	Area Director	Central	53	X	
Mery Santos	Area Director	Central	55	X	Louise Houdelette, DTM

Others present at the meeting were David Betowski, DTM, Amrik Chima, Steven Heinbach, Dolores Gilbert, George Jarosik, DTM, Joann Peterson, Nancy Potts, DTM, Ann Rose, Russell Steele, DTM, Michael Sullens, DTM, Rick Sydor, DTM, PID, Jackie Townsend, Nicholas Valenzuela