



District Executive Committee Meeting

MEETING MINUTES

August 8, 2020

District Director
Ed Johnson, DTM

Program Quality Director
Nancy Potts, DTM

Club Growth Director
Denise Alder Guthertz, VC3

Administration Manager
Tracy Fletcher-Bowman, DTM

Finance Manager
Connie Leni, DTM

Public Relations Manager
Skip Smith, DTM

Logistics Manager
Cindy Hatano, VC1

District Parliamentarian
David Meigel, DTM

Immed. Past District Director
Wes Johnson, IPDD DTM

District Mission
"We build new clubs and support all clubs in achieving excellence."

Toastmasters Brand Promise
Empowering individuals through personal and professional development.

District 39 Toastmasters
www.district39.org

Toastmasters International
www.toastmasters.org

Call to Order:

District Director Ed Johnson, DTM, called the virtual meeting to order at 8:31 a.m.

Inspirational Thought:

The inspirational thought was presented by Division B Director, Laura Gregory, DTM.

Reading of the District Mission Statement:

The District Mission Statement was read by Division C Director, Kelly Cummings, CC CL.

Roll Call/Certification of Quorum

Administration Manager Tracy Fletcher-Bowman, DTM, called the roll. District Parliamentarian David Meigel, DTM, validated the members present and declared a quorum was reached. Total attendance was approximately 64 members.

	Number Present	Total in Quorum	% in Attendance
Quorum Members	35	55	64%
District Officers	7	7	100%
Division Directors	9	10	90%
Area Directors	19	38	50%

Approval of the Minutes

Administration Manager Tracy Fletcher-Bowman presented the July 11, 2020, minutes for the District Executive Committee review. Two corrections were noted: 1) the title for Immediate Past District Director Wes Johnson should be IPDD, rather than IPD in the masthead; and 2) the District Parliamentarian provided updated quorum statistics. The corrections will be made and the July 11, 2020 minutes reposted. The audience was advised that corrections could be submitted at any time by emailing the information to Tracy at Administration@district39.org. Tracy presented the minutes to the District Director as corrected. The minutes were approved.

District Officers Reports

Administration Manager – Tracy Fletcher-Bowman covered two issues—District mailings and report deadlines.

- District Mailings: Mailings, including meeting notices, from District leadership will often be sent through the email distribution system Constant Contact. That system uses members' email addresses on file with Toastmasters International (TI).

Do the Right Thing!

District Officers Reports - continued

Please make sure your address on file is up to date. Be sure to check your junk or spam folders and mark Tracy or Administration as a “safe” sender. Also, if you have ever “unsubscribed” from Constant Contact mailings, you will NOT receive any of the mailings. Invitations have been issued to all active members who have unsubscribed in the past. You must accept the invitation to get reactivated. If you are not receiving mailings, contact Tracy and she will resolve it. When you do receive the mailings, please open them! Documents cannot be attached to messages sent through Constant Contact, they must be linked, so watch for and click on the links.

- Report Deadlines: The deadlines for reports to be included in the meetings need to be met in order for the notices and meeting packet to be distributed and posted on time.

Finance Manager – Connie Leni, DTM, presented the August 2020 Finance Report.

- Account Balances: Connie provided the District Pay Pal Account and District Reserve amounts through June 30, 2020. A minimum District Reserve was held for the Toastmaster year 2019-2020. We have not yet received information from International on the 2020-2021 required reserve. The June Financials are still in process.
- Concur Accounts: If you have a Concur account, please be sure you maintain current bank and email information on record. Additional district Concur accounts will be set up as needed.
- Expense Reimbursement: Any expense not submitted within 60 days of the date on the receipt will not be reimbursed. Receipts must show the time, place, and date of the expense. Delayed reimbursements require substantial additional processing by International.
- Division Budgets: The amount to be allotted to the Division Director budgets has not yet been set. Expenses by Division Directors from their budgets require approval from the District Director and Finance Manager and must align with International guidelines.
- Zoom Accounts: The District has contracted for two Zoom accounts for each Division. Reimbursement for using personal Zoom accounts will be discontinued. Reimbursement requests submitted for using personal Zoom accounts during the transition until the contacts become effective are under review.
- New addresses for District 39:
 - (Mail): Toastmasters, District 39; PO Box 526; Roseville CA 95678.
 - (Packages): Toastmasters, District 39; 330 Vernon St. #526; Roseville CA 95678

(See the Finance Manager’s written report for details.)

Public Relations Manager – Skip Smith, DTM

- The Public Relations Team is working on getting the word out. Skip encouraged members from throughout the District to submit articles to the newsletter editor, Pat Knight.

Do the Right Thing!

District Officers Reports - continued

- Please contact Skip at Skip.Smith@district39.org if you have passwords to the District's multimedia accounts.
- The District has a new email account: 39ersVoice@district39.org. The Public Relations team will help Director Johnson in producing a monthly video addressing member questions submitted to the new email account.
- If you have, or know of, a business that would like to start a new club, Skip will be happy to help you.

Club Growth Director – Denise Alder Gutherz, VC3

Denise began her report by reminding everyone of the club growth goals—build new clubs, strengthen existing clubs, grow membership, and assist the District in reaching Presidents Distinguished status.

- Her **60-day** action items include: filling vacant committee chair positions; investigating all new club leads; address questions and issues with online-only club meetings; meeting with division directors and their assistant division club growth directors (special thanks to Division B “Wild Bill” Cabral, Division C Yuki Arends, and Division I Rick Santos); completing District Leadership training led by TI; sending out a poll to determine the best time/date for meeting with both existing and prospective club coaches; assigning coaches to all eligible clubs; launching the Smedley Award Membership Building Campaign (6 earned last year); and drafting the Club Growth portions of the District Success Plan and the District Budget.
- Her **90-day** action items include: expanding the marketing webpage (including best practices to hold virtual open houses, hybrid meetings, and materials); and finalizing the District Success Plan and District Budget.
- Incentives: The club growth committee will craft incentives for chartering new clubs and align with International's incentives for building new members. Information on the incentives will be posted on the website and sent to the membership through Constant Contact.
- Denise asked for volunteers to fill the two vacant Team positions.

(See the Club Growth Director's written report for details.)

Program Quality Director – Nancy Potts, DTM

Nancy introduced her Program Quality Team members. Among the vacant team positions are event chairs. Nancy noted she has contacted the Gaia facility in Anderson (where we were planning on having the Spring 2020 conference) about the Spring 2021 Conference. Or it may be held online, but there will be a conference.

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District Officers Reports - continued

- Goals:
 - Training - 552 (4 of 7 club officers)
 - 502 officers have been trained (specific statistics are included in her written report). Nancy encouraged officers who have not yet attended training to go to the district website for the August training dates.
- Accomplishments:
 - DCP – 52 clubs reached distinguished status last year (specific statistics are included in her written reports for the July and August DECMs).
- Incentives from 2019-2020 Club Growth: (See the Program Quality written report for cumulative list of specific winners.)
 - (May through June) Six clubs earned a bluetooth speaker (sponsoring 5 new members)
 - Ten members earned an etched ceramic mug (sponsoring 5 new members)
 - One member earned a vacuum insulated bottle (sponsoring 10 new members)
 - One member (Ramiro Jimenez) won a core jacket (from a field of 51 new member sponsors)
 - Two members (Linda Ruiz and Theodore Oien) each won a core jacket (from a field of 10 new club sponsors and mentors)
 - One member (Yuki Arends) won a core jacket (from a field of 32 club coaches)

(See the Program Quality Director's written report for details.)

District Director – Ed Johnson, DTM

- Trio Activity: They are nearing completion on the District Success Plan and District Budget; are halfway through their Leadership training with TI; and are scheduled to interview the international office candidates to be voted upon at the upcoming international convention.
- Extended Team: Sue Eisberg will replace George Jarosik as the Credentials Chair, leaving the Audit Chair position vacant.
- Zoom Accounts: Each division is allowed 2 Zoom Masters. Twenty-four Zoom Enterprise accounts have been purchased—1–each division Zoom Master, 1–District Zoom Master, 1–Club Growth Director, 1–Program Quality Director, 1–Wes Johnson in association with the Audio/Visual Team. The accounts have been approved by TI; we are awaiting authorization. The Zoom account costs will come out of each division or program area budget.
- District Status: The TI dashboard incorrectly shows 138 clubs—there should be 137. There are 3 open area director positions (A14, E51, and E54).
- Realignment: The dissolution of 11 clubs at the end of the year affected the District realignment as approved at the May 2020 Council meeting. The adjusted realignment is posted on the district website.

(See the District Director's written report for details.)

Do the Right Thing!

Parliamentarian's Report - David Meigel, DTM

David provided a detailed written report. He discussed two primary issues:

- DECM: To foster communication throughout the district, it is incumbent upon division and area directors to ask for and promote questions from the clubs up to the district directorship in the form of new business. If anyone wants to ask a question of the DECM, please do it in advance in writing so we can have a motion on the floor in the New Business portion of the meetings. He is willing to answer any questions and will help you with the wording of your motion--check his written report for contact information.
- Rotary and Other Alliances: The International Board of Directors recently adopted a change to TI Policy 5.0 (Toastmasters International and Other Organizations). Although TI has authorized an alliance between TI and Rotary, they do not want any clubs directly reaching out to Rotary groups at this time. No one in the District "shall create, promote, sponsor, or endorse causes, service activities, or project of other organization with which TI has not formed an alliance." We are not to initiate partnerships with other groups.

(See the Parliamentarian's written report for details.)

Division Director ReportsDivision A – Kathleen Sandoval, MS3

Kathleen has filled 3 of her 4 area director positions (A11, A12, and A13). She raised a question regarding the number of clubs in A12 (club closures resulted in two; with the newly revised district realignment, there are three) Kathleen wasn't aware of having a division budget and would like more information and guidance on it. She has 4 district gmail accounts and is having difficulties accessing information from the district.

Division B – Laura Gregory, DTM

Division B was in a growth/building phase during July. Area directors are scheduling club visits. Dee Frewert (B23) has also initiated re-establishing her area council. Tim Aboussleman (B22) has taken on communicating Pathways to his clubs. Laura is beginning work on the division success plan. She is happy to have added the following knowledgeable and experienced members to her team: "Wild Bill" Cabral as her Division Club Growth Director and Art Grossman as her Division Program Quality Director. Laura is confused about Tahoe Communicators. Although she is told they are active, they don't show up on the realignment or in reports. She is working to reach out to Tesla about rebuilding their club. (See the Division B Director's written report for details.)

Do the Right Thing!

Division Director Reports (continued)Division C – Kelly Cummings, CC CL

All area director positions are filled, and information is being clarified at TI. Bob Gauper (C33) has completed 4 club visits. The other two area directors are working on their club visits. Kelly is reaching out to Beale Whisperers (dissolved a few years ago) and Marysville Toastmasters (has 3 members and is a commuting club). Area 33 is having a combined meeting with approximately 14 people in attendance—raising the question, “How do each of the clubs get credit for hosting a meeting?”. Kelly is beginning to meet with her teams.

Division D – Justin Gomez, VC5

Division D has experienced growth of 1 new member in each area. Outreach: One club will host a meeting in the park, practicing social distancing. Some members are looking at having spur-of-the-moment meetings across different areas, ensuring they stay within Toastmaster guidelines. Challenges: Pathways adoption needs improvement. He is meeting with newer members. Milestones: Justin will be meeting with the area directors to discuss a plan of action for area director visits. (See the Division D Director’s written report for details.)

Division E – Bob Blymyer, DTM

Bob has 2 of his 4 area director positions filled. Club visits have been scheduled. Six Division E clubs are Distinguished or higher. Cindy Hatano (E52) and Bob have met with 95% of the club presidents. Nearly all clubs are meeting virtually. John Pasamonte and Marshalle Graham will be the Division E Zoom Masters. Challenges: Need to fill 2 area director positions. Two clubs have no officers trained. (See the Division E Director’s written report for details.)

Division F – Marianne Ward, DTM

The Division’s first Council meeting will be August 12. All area director positions are filled. Several clubs have distinguished status at various levels. Club visits are scheduled. Challenge: membership growth. They will create a division success plan that stretches their goals but is achievable to meet them. (See the Division F Director’s written report for details.)

Division G – Pat Knight, DTM

Pat feels fortunate to have experienced team members who have been district leaders. They have held their first division council meeting. Milestones: There were several educational awards during July. There have been 8 club visits and 49 club officers trained. Challenges: Three clubs are having a variety of issues including: layoffs, not meeting, not submitting a club officer list, being unresponsive to contact efforts. The team will continue to follow up. Some club officers are not yet trained—they will follow up. (See the Division G Director’s written report for individual awards and other details.)

Do the Right Thing!

Division Director Reports (continued)Division H – Reham Nawar, PM2

Reham is thrilled to have 4 of the best area directors who have all attended area director training. They have been working as a team. They have been reaching out to their clubs and attending club officer installations. Milestones: Zoom is working well (Their 2 Zoom Master Positions are filled); membership is a challenge, although they are getting people from out of state. More than 70% of their club officers are trained. They have created fliers and many clubs are holding open houses. (See the Division H Director's written report for details.)

Division I – Joey Waldrop, DTM

Division I are the Incredibles! Joey has a fun and focused team. They have an Ambassador of Goodwill, Fun, and Exaggeration and they are working on a plan they will put out to the rest of the district. All clubs have been contacted; area directors have participated in officer inductions. Two new clubs are in process. Several educational awards have been achieved. Milestones: All officer lists were submitted on time, 2 division council meetings have been held, most club officers have been trained, 1 area council meeting is scheduled. Progress: They are working on the Division Success Plan and Area Success Plans are in progress. They have a public relations plan to attract new members. Challenges: Membership. One hospital club is not meeting because the members are so busy. Klassy Talkers has formed a membership committee to create a plan for attracting new members. Zoom meetings are working well overall. They are looking for ways to keep meetings fresh and exciting to avoid Zoom fatigue. Recognition: Several division members are helping the Program Quality Director's team by training club officers. They have had terrific Zoom Master support from Theo Pope. Upcoming Event: A Tall Tales event is scheduled for October. Division I challenges all other divisions to adopt a superhero persona and color and have fun! (See the Division I Director's written report for individual achievements and other details.)

Division J – Kenneth Bradshaw, DTM (absent)**Unfinished Business**

None

New Business

There will be more information passed along regarding the Zoom accounts once direction is received from TI.

Announcements – Ed Johnson, DDTM

International Convention - The first-time-ever virtual International Convention is August 24-29 and is free! Everyone is encouraged to attend! Go to www.district39.org or to www.toastmasters.org to register. Several international officers will be elected and two proposals voted on. Division and area directors are urged to encourage their clubs to submit their proxies.

Louise Houdelette discussed club proxies, credentials registration, and voting training. Only 34% of our clubs have currently registered their proxyholder. We can do better. The annual business meeting begins Friday, August 28 at **5:00 a.m.**

Incentives – Nancy Potts thanked everyone for their patience in receiving their incentive awards. She explained the reason the members hadn't received them was because TI had closed down their office and had not sent them to the District. They will be forwarded as soon as received. Thank you for your patience and your hard work! (Ed noted that the certificates have been received and Nancy should get together with Wes Johnson.)

Monthly Video – Don't forget to send your questions to 39ersVoice@district39.org.

Division and Area Director Training – Russ Steele announced that make-up training for division and area directors will be September 19 from 9 a.m. to 1 p.m.

District Meetings – Ed Johnson, DTM**First Council Meeting:**

September 12, 2020; 9:00-11:00 a.m.

All Council members are strongly urged to attend. (DECM members, club presidents and club vice presidents of education)

The next Council meeting will be in May 2021.

Next DECM:

October 10, 2020; 9:00-11:00 a.m.

Council and DECM meetings will normally be the second Saturday of the month.

Closing Thoughts from the District Director – Ed Johnson DTM

Thank you all for stepping up into leadership. If you need help, please contact any member of the Trio. You can help by participating. We are doing the right thing. We have to think outside of the box and do things differently. We know the biggest challenge is membership. But we can do this. We can be Presidents Distinguished. And as Joey Waldrop says, we can have fun doing it! Thank you from the bottom of my heart for being here today and supporting this District. I know you care and I know you want...to do the right thing!

Adjournment

District Director Ed Johnson adjourned the meeting at 10:06 a.m.