



## District Executive Virtual Committee Meeting MEETING MINUTES August 10<sup>th</sup>, 2019

**District Director**  
Wes Johnson, DTM

**Program Quality Director**  
Kristi Beres, DTM

**Club Growth Director**  
Nancy Potts, DTM

**Administrative Manager**  
Katherine O'Ray, ACB, ALB

**Finance Manager**  
Renee Fink, DTM

**Public Relations Manager**  
Patricia Peters, CC

**Logistics Manager**  
Michelle Kumar, DTM

**District Parliamentarian**  
Rick Sydor, DTM, PID, RP

**Imm. Past District Director**  
Jane Taff, DTM

**District 39 Toastmasters**  
[www.district39.org](http://www.district39.org)

**Toastmasters International**  
[www.toastmasters.org](http://www.toastmasters.org)

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

- I. **Call to Order:** Wes Johnson called the meeting to order at 9:05 am.
- II. **Inspirational Moment:** Michelle Kumar
- III. **Reading of the District Mission Statement:** Michelle Kumar.  
Wes Johnson stated that all of the District Director decisions are based on the District Mission.
- IV. **Roll Call and Certification of Quorum:** Katherine O'Ray conducted the roll call and Wes Johnson identified that a quorum was achieved

	NUMBERS PRESENT	TOTAL IN QUORUM	PERCENTAGE IN ATTENDANCE
QUORUM MEMBERS	30	54	56%
District Officers	6	7	86%
Division Directors	9	10	90%
Area Directors	15	37	41%

Guests: Rick Sydor, David Meigel, Eliza Yam, and Joey Waldrop.

- V. **District Leadership Reports:**
  - A. Katherine O'Ray presented the July 13, 2019 DECM meeting minutes – corrections can be made at any time.
  - B. Renee Fink presented the May 31, 2019 Finance Report. (Report Attached)
  - C. Patricia Peters stated that notices of the District Picnic, International Conference Proxies, and the District Incentives have been posted on Facebook and District 39.org website.
  - D. Nancy Potts presented the Club Growth Director report.
  - E. Kristi Beres presented the Program Quality Director report.
  - F. Wes Johnson presented a special 'Thank You' to Renee Fink for her work on the District Finances and Business this year. Wes stated that the District's main focus is retention of new members and new clubs. The District has 93% of their Division Directors and Area Directors trained. The District is still working in our first one hundred days. This includes working on a daily basis with Toastmasters International to meet proper standards and protocols. Thank you to Division Directors and Area Directors for visiting their clubs. This District is still working on our communication protocols. Correction to Summit Flyer Zip Code where the checks are to be sent will be correct to 95336.

**VI. Parliamentarian Report:**

- A. Rick Sydor presented the Parliamentarian Report
- Toastmaster International has posted their June 26<sup>th</sup> [Board Meeting Minutes](#).
  - The District 39 Expense draft guidelines were presented. Please read and ask questions. This guideline will be entered into an operation manual.

**VII. Committee Reports:**

- A. Leadership Summit – Kristi Beres presented the Summit flyer – posted on District 39 website
- B. Toastmasters International Convention Proxies – Wes Johnson submitted a report on behalf of Louise Houdelette. Instruction on submitting the proxies is posted on the District 39 website. District 39 is seeking 100% of the District's proxies. Proxies must be submitted by August 22, 2019.

**VIII. Unfinished Business – None**

**IX. New Business**

- A. District Incentives – posted on the District 39 website
- a. Distinguished by December - recognized at the Winter Wonderland Summit
  - b. Write On (20 pens)
- B. District Success Plan – Tentative – posted on the District 39 website
- C. District Budget – Tentative – posted on the District 39 website

**X. Announcements: (All Trainings have been posted on the District 39 website!)**

- A. Division Director Reports will be requested at the DECMs.
- B. Division I Officer Trainings, Wednesday August 14<sup>th</sup> and 28<sup>th</sup> at 700 H Street and Officers must attend both training. For more information contact Donna at [Donna.Lewis@district39.org](mailto:Donna.Lewis@district39.org).
- C. District TLI Officer Training is being held on Saturday August 31<sup>st</sup> and will be the final TLI Officer Training from the District.
- D. Division D Officer Training is being held on August 22<sup>th</sup>.
- E. Division A Officer Training is being held on August 24<sup>th</sup>. Live streaming of the Champions of Public Speaking will be hosted after the training.
- F. Division B Officer Training is being held on August 26<sup>th</sup> and 27<sup>th</sup>.
- G. Joey Waldrop announced that she creating a High Performance Leadership program to support our 2019-2020 International Speech Contestant with expenses that she will occur when attending the International Conference. Joey has set up a private 'Go Fund Me' to collect \$1400. All excess remaining funds will be held in a perpetual fund for the next contestant.
- H. Badges will be purchased. Please send in your request for members needing badges to Wes Johnson.

**XI. Meeting Announcements:**

- A. Virtual Meeting (**Date and Time TBA**) will be scheduled after the conference and will address all concerns related to items that are to be voted on at the September 14<sup>th</sup> Virtual Business meeting.
- B. Virtual Business Meeting is being hosted on September 14<sup>th</sup>, 9:00 – 11:00 am. This meeting will include the entire council; District Leadership, Division Directors, Area Directors, Club Presidents and Vice Presidents Education. Council members will be voting on the confirmation of the appointed District Leadership, Division Directors, and Area Directors and voting on ratifying the District Success Plan, Budget, Finance Guidelines and the Audit.
- C. Leadership Summit, November 2, 2019.

**XII. Adjournment:** The meeting was adjourned at 10:29 am.



**Renee Fink, DTM**  
Finance Manager 2019-2  
District 39 Toastmasters  
[finance@district39.org](mailto:finance@district39.org)

## District 39 Toastmasters Finance Manager Report August 10, 2019

Account balances through May 31, 2019 were as follows:

Cash, Pay Pal Account	\$ 7,611.69
District Reserve	\$ 37,634.27
<b>Total Cash &amp; Reserve</b>	<b>\$ 45,245.96</b>

We must hold a minimum District Reserve of \$15,234.54 leaving \$30,011.42 in Available Funds.

### Spring Conference Results:

Total Revenue	20,404.66
Total Expenses	22,678.49
Income / (Loss)	(2,273.83)

Lower revenue was due to many members utilizing the club registration to attend and only paying for contests, if they stayed, rather than registering for the full conference covering facility costs.

### Financial Statement status:

We will be submitting the last two documents required by TI Finance on Monday. Once they receive these documents, they will complete the June 30, 2019 financial procedure.

### 2019 – 2020 Budget:

We must have the June 30, 2019 final results as these are the starting numbers for the budget. TI Finance was very late in releasing the June Reserve Statement and providing revenue numbers / minimum reserve amounts. We still are awaiting the amount of the 2019-2020 5% claw back that also factors into the budget.

Please let me know if you have any questions.

*Renee Fink*

**Renee Fink, DTM**  
**District 39 Finance Manager 2019-2020**

One Team • One Path • One District  
District 39 • Where Leaders Are Made  
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