



District Executive Committee Meeting

MEETING MINUTES

July 11, 2020

District Director
Ed Johnson, DTM

Program Quality Director
Nancy Potts, DTM

Club Growth Director
Denise Alder Gutherz, 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 9:00 a.m.

Inspirational Thought:

The inspirational thought was presented by incoming Division F Director, Marianne Ward, DTM.

Reading of the District Mission Statement:

The District Mission Statement was read by Donna Lewis, DTM.

District Director Remarks

Ed Johnson thanked the outgoing District Executive Committee members.

Officer Installation

Immediate Past District Director Wes Johnson, DTM, thanked and relieved of duty (as of midnight June 30) all outgoing District Executive Committee members (area and division directors, leadership team, and Trio members).

IPDD Johnson then began the installation of new leaders. He asked the incoming Committee members to start their videos when he got to their group so each could be seen and recognized. For each role, he described the position responsibilities and asked each officer if they would commit to supporting other Committee members, working together as a team, collaborating with each other to meet common goals, and helping the district fulfill its mission. After all members responded affirmatively, they were installed into their respective offices.

All other attendees were asked if they would help the district team be successful. The group affirmed they would.

Roll Call/Certification of Quorum

Incoming Administration Manager Tracy Fletcher-Bowman, DTM, thanked outgoing Administration Manager Kathie O'Ray, DTM, for all her help and training during the transition. Tracy called the roll. District Parliamentarian David Meigel, DTM, validated the members present and declared a quorum was reached. Total attendance was approximately 58 members.

	Number Present	Total in Quorum	% in Attendance
Quorum Members	38	55	69%
District Officers	7	7	100%
Division Directors	10	10	100%
Area Directors	21	38	55%

District Officers Reports

Administration Manager – Tracy Fletcher-Bowman presented the June 13, 2020, minutes (prepared by Kathie O’Ray) for the District Executive Committee review. One correction was identified: In *XI: District Director Elect Ed Johnson / Division C – Kelly Cummins*. *Cummins* should be spelled *Cummings*. The correction will be made and the June 13, 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.

Finance Manager – Connie Leni, DTM, presented the July 2020 Finance Report (prepared by outgoing Finance Manager, Rene Fink, DTM).

- If you have not already submitted all your claims for reimbursement, do so before the end of July.
- If you had a prior submission unapproved, you need to resubmit it due to an issue with Concur.
- Connie will be meeting with Rene next week to do transition work on documentation.

Public Relations Manager – Skip Smith, DTM, identified his commitments for the coming year as:

- Working with Denise Adler Gutherz in building new clubs
- Work directly with clubs to get them needed information and information from them out
- Build a team
- Reorganizing and developing the monthly district newsletter
- Interview people throughout the community about how public speaking affects us in a variety of settings

Club Growth Director – Denise Alder Gutherz, VC3, described her club growth goals and her detailed 30- and 60-day action items, including:

- Investigating new club leads
- Virtual training for sponsors, mentors, and coaches
- Working on the District Success Plan and District Budget
- Incentives
- Expanding the district marketing webpage to provide best practices on how to hold hybrid meetings and virtual open houses

(See the Club Growth Director written report.) Denise introduced her Marketing Team and asked for volunteers to contact her to fill the remaining vacancies.

Program Quality Director – Nancy Potts, DTM, introduced her incoming Program Quality Leadership Team and is still looking for additional volunteers. Nancy also noted:

- Spring 2020 conference scheduled for Divisions C and F to complete what we couldn’t do last year.
- 43 DTM’s earned in 2019-2020.
- The challenges and goals for the upcoming year, including team completion, submitting the District Success Plan and Budget, training district leadership and club officers, and Zoom and Pathways training.

- Accomplishments/Recognition
- Please update your club officer list at Toastmasters International, if not already done.
- Club officer training (4 hours) is posted on the district website calendar.
- Thanked people involved with Club Growth last year.

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

District Director – Ed Johnson

Much of the Director’s comments and report were delivered just before the end of the meeting. A few things now:

- We are starting the year with 137 clubs; we have some challenges ahead.
- Excited about leading our district to President’s Distinguished during 2020-21.
- Thanked outgoing division directors for their work and service amid many challenges.
- DECM’s will be held the second Saturday of each month.
- Thanked the outgoing division directors.

(See the District Director’s written report for additional details not covered in this section of the meeting.)

Parliamentarian’s Report

David Meigel, DTM, expressed a deeply-felt thank you for the tutelage of the outgoing District Parliamentarian, Rick Sydor, PID, DTM, RP as David takes over as District Parliamentarian.

The Toastmasters International Board of Directors minutes for the June meeting have not yet been posted. Once they are, anyone can look at them. Log on to the International website/About/Board of Directors; then you can eventually get to the Board of Directors meeting minutes.

There are two important items:

Division and area directors were sent a letter about a virtual town hall meeting being held as part of the 2020 International Convention. The message contained instructions about voting on the two proposals under consideration by the Board of Directors. (The announced times for the meetings below are posted on International’s website in Greenwich Mean Time, which is 7 hours off from Pacific Standard Time (PST) here.)

The wording of the two proposals is on the TI website. In brief, one is to change the number of regional and international directors worldwide. The second is to change the timeframe for preliminary investigation and preparation for disciplinary hearings—increasing it from 48 hours to 96 hours.

1. There will be a virtual town hall meeting for submitting questions to the Board regarding the two proposals. There is also an email address that can be used for submitting questions prior to the meeting. *Meeting date:* August 24. *Time:* 1 a.m. PST.
2. Attendance is encouraged at the virtual business meeting to vote on the proposals under consideration. *Meeting date:* August 28. *Time:* 5 a.m. PST.

Register your proxies if you will not be attending. Division and area directors are encouraged to contact clubs about the letter and inform them of the procedures in order to have as much participation as possible.

The District 39 website dignitary list links are out of date. Will be working with the Administration Manager and Webmaster to update the links and information.

Unfinished Business, New Business

District Director Johnson played a video message from Deepak Menon, 2019-2020 International President, DTM, regarding attending the first ever virtual international convention free of charge. Registrations begin soon. Watch the International website.

Director's Address

"It takes a team to win—it takes a team to succeed." Ed Johnson introduced the members of his extended team (See District Director's written report.) Ed then gave his planned address, incorporating his theme, "Do the Right Thing" throughout the various sections. (The video of the address portion of the meeting is available on YouTube through a link on the District 39 website.) Issues covered included:

- A clear challenge is COVID-19 and the adjustment to virtual meetings and training. No one is certain how long we won't be meeting physically; we need to follow governmental guidelines, and our abilities to adapt and succeed will be tested daily.
- "You can't do today's business with yesterday's tools." --Graham Cairns. Ed pointed out the obvious challenges surrounding new club growth, but encouraged leaders to think positively and encouraged them to adapt to this new virtual environment.
- Each Division was challenged to grow one new club this year without losing any.
- The District's technical and marketing skills will be used to enhance attracting and keeping new members.
- The team was encouraged to look closely at hybrid clubs for club growth.
- The need to grow new leaders that care about our members, each other, and to stand ready to provide support and sound guidance.
- Training is "the greatest tool in your toolbox," and specifically, following Toastmasters International's prescribed guidelines for club officer training (4 hours, comprised of some prescribed courses and some electives). Excellent, comprehensive training is the best way for our members and our district to succeed.
- The formation of a District Advisory Council to assist with solving difficult problems at the Executive Team level and above.
- We will communicate, talk to each other, and know what is going on. Know the problems of our members, clubs, areas, and divisions. He is setting up an email address to discuss challenges, offer tips, and exchange ideas about success and excellence.
- All leaders are encouraged to "do the right thing" when it comes to leading our clubs, areas and divisions to President's Distinguished recognition. "When you're climbing a mountain, don't you want to get to the top?"

- Will you join him? Will you stay with him on course? Will you....do the right thing?

Announcements

DECMS will be held the second Saturday of every month. The next meeting August 8, 2020 9:00 a.m.

Adjournment

District Director Ed Johnson adjourned the meeting at 10:19 a.m.