



District Executive Committee Meeting

AGENDA

July 11, 2020

9:00 a.m. – 11:00 a.m.

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, IPD 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

1. Call to Order *Ed Johnson, DTM*
2. Inspirational Thought *Marianne Ward, DTM*
3. Reading of the District Mission Statement *Donna Lewis, DTM*
4. Officer Installation *Wes Johnson, IPD DTM*
5. Roll Call / Certification of Quorum *Tracy Fletcher-Bowman, DTM*
6. District Officers Reports
 - a. Administration Manager *Tracy Fletcher-Bowman, DTM*
 - b. Finance Manager *Connie Leni, DTM*
 - c. Public Relations Manager *Skip Smith, DTM*
 - d. Club Growth Director *Denise Alder Gutherz, VC3*
 - e. Program Quality Director *Nancy Potts, DTM*
 - f. District Director *Ed Johnson, DTM*
7. Parliamentarian Report *David Meigel, DTM*
8. Unfinished Business *Ed Johnson, DTM*
9. New Business *Ed Johnson, DTM*
10. Announcements *Ed Johnson, DTM*
- Next DECM:
August 8, 2020
9:00-11:00 a.m.
11. Adjournment *Ed Johnson, DTM*

Do the Right Thing!



District Executive Committee Meeting

MEETING MINUTES

June 13, 2020

District Director

Wes Johnson, DTM

Program Quality Director

Kristi Beres, DTM

Club Growth Director

Nancy Potts, DTM

Administrative Manager

Katherine O'Ray, ACG, ALB

Finance Manager

Renee Fink, DTM

Public Relations Manager

Patricia Berlant, ACB, ALB

Logistics Manager

Michelle Kumar, DTM

District Parliamentarian

Rick Sydor, DTM, PID, RP

Imm. Past District Director

Jane Taff, DTM

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District Mission

We build new clubs and support all clubs in achieving excellence.

I. Call to Order:

District Director Wes Johnson called the meeting to order at 9:17 am.

II. Inspirational Moment:

The inspirational thought was presented by Division C Director, Yuki Arends.

III. Reading of the District Mission Statement:

The District Mission Statement was read by Club Growth Director – elect, Denise Alder Guthertz.

IV. Moment of Silence

District Director Wes Johnson asked for a Moment of Silence for those District 39 members who have passed on this year.

V. Virtual Division Council Meetings (20 min. breakout)**VI. Roll Call and Certification of Quorum:**

Katherine O'Ray conducted the roll call. David Meigel validated the members present. A quorum was reached. Total attendance was approximately 53 members.

	NUMBER PRESENT	TOTAL IN QUORUM	PERCENTAGE IN ATTENDANCE
QUORUM MEMBERS	35	55	64
District Officers	5	7	71
Division Directors	8	10	80
Area Directors	22	38	58

VII. District Leadership Reports:**A. Administration Manager Katherine O'Ray presented the:**

- March 14th, 2020 DECM meeting minutes – corrections can be made at any time
- March 16th, 2020 Emergency DECM meeting minutes – corrections can be made at any time
- Minutes of March 14th and 16th were accepted as distributed.

B. Finance Manager Renee Fink presented the April, 2020 Finance Report.

- Toastmasters' Finance Department has not completed their accounting for the month of April due to all the adjustments and reclassifications from the Spring Conference cancellation. The report is expected shortly.
- Spring Conference refunds are still being finalized. Renee would like to wrap this up for the end of June. If you are still owed a refund, please contact Renee at finance@district39.org.
- Please submit your year-end expense report as soon as possible.

The deadline for reimbursements is July 31, 2020. District 39 has to create an accrual report and submit it to Toastmasters International Finance Department so that the District can close out the year and send the audited on time.

- C. Public Relations Manager Patricia Berlant presented the Public Relations report and thanked volunteers of the Public Relations Team.
- D. Club Growth Director Nancy Potts, DTM presented the Club Growth report.
 - Thank you to the Club Growth Team.
 - There are 33 Distinguished Clubs year to date.
 - Some incentives have been sent out and there are a few more incentives that are still on-going.
- E. Program Quality Director Kristi Beres' Program Quality report was presented by Julie Mattox.
 - Thank you to Area Directors who have sent in 100% of their area directors for both rounds.
 - Thank you to the clubs who have made Presidents Distinguished by June 9th.
 - Thank you to the Program Quality Team.
- F. District Director Wes Johnson presented the District Director report.
 - We have survived. Overcome many challenges.
 - Instituted the Zoom master program.
 - Thank you to those who assisted with District 39 this year.

VIII. Division Director Reports:

- A. Division A report – Anthony Lucido – no report.
- B. Division B report – Angie Rodriguez, DTM – All area reports have been completed. 119 pathways educational awards, 34 legacy program have been submitted. Tahoe Toastmasters is a club in good standing. 4 clubs still have to send in their officer lists. Full roster of incoming officers.
- C. Divisions C report –Yuki Arends – 80% of the area reports are complete. 10 out of 12 have submitted club officer list. Division C is still looking for one Area Director. Yuki will be working with Division C to build new clubs. The Oroville Club will be the bridge between local rotary and toastmasters.
- D. Division D report – Ed Johnson, DTM – Thank you to his Area Directors. Saved 5 out of 6 struggling clubs. Lost Team Travis Toastmasters because the base has closed. 11 out of 12 in good standing. 10 of 12 clubs are having virtual meetings. 90% Area visits were complete (could not complete the Team Travis report). Fine roster of incoming officers for 2020-2021 term.
- E. Division E report – Julie Mattox, DTM – Area visits went well. Some clubs weren't meeting. Zoom masters went well and are the reason clubs are still meeting. Club officer training went very well. Challenge coming in as division Director Mid-year. Challenge was Covid meetings and speech contests. Suggest the members reach out to previous members. Thank you everyone in Division E.
- F. Division F report – Marianne Ward - Thank you to the Area Directors and Chief Judge. Thank you to all the clubs in the Division.
- G. Division G report – Jag Nagendra – no report.
- H. Divisions H report – Jonathan Faridian – presented by Ed Johnson. Thank you the Area Directors and Chief Judge. Division H Club growth was 8 new members. Nearly 100% of club visits completed, more traction on Zoom, working on two clubs with struggling attendance. Challenge is answering the question asking when TI is going to let clubs be back to meeting in-person.
- I. Division I report – Donna Lewis, DTM – Open one new club, losing two clubs, looking for another club coach, only missing one close out Area report, and would like area directors to receive training. Roster of incoming officers is just about formed out.

- J. Division J report – William Dean, DTM In July, Division J started with 297 members. As of June 8th Division J has 240 members. Only five clubs have more than started. Clubs have made a good transition to Zoom meetings. Zoom clubs have not figured out had to sign up new members. 3 clubs not in good standing. 75 legacy and 114 pathways awards. Roster of Incoming Directors complete except for 2 more Area Directors.

IX. Unfinished Business – None

X. New Business:

- **Safe meetings** – Toastmasters International restriction for meeting in person were removed on June. 1st There are no limitations from Toastmasters International but we must follow State limitations.
- **Zoom accounts** - Toastmaster International will be supporting District with Zoom accounts. Districts will be transition over from a Pro Account to an Enterprise account. This account can host 500 attendees at each meeting. Each Division will have two Zoom masters. Toastmasters International will prepay for the account for a year.

XI. District Director Elect Ed Johnson

- A. Going to be a tough fight. Dedicated to helping you get District 39 to be where it needs to be; President Distinguished. The talent is here, the experience is here, and the desire to make District 39 the best is here. The 2020 – 2021 Division Directors are:
1. Division A – Kathleen Sandovol
 2. Division B – Laura Gregory
 3. Division C – Kelly Cummins
 4. Division D – Justin Gomez
 5. Division E – Bob Blymyer
 6. Division F – Marianne Ward
 7. Division G – Pat Knight
 8. Division H – Reham Nawar
 9. Division I – Joey Waldrop
 10. Division J – Kenneth Bradshaw
- A complete roster of Area Director will follow shortly.

XII. Announcements:

- A. Pathway Training – Angie Rodriguez is looking for Pathways Trainers
- B. DECM – July 11th Zoom meeting (hybrid if possible) from 9:00 am to 11:00 am.
- C. Annual Council Business Meeting – September 12 from 9:00 am to 11:00 am
- D. Officer Lists – Deadline June 30th – Please hand in your officer reports.
- E. District Leader Training – June 20th – Check District39.org calendar for dates and times
- F. Club Officer Training - and June 27th – Check District39.org calendar for dates and times
- G. Zoom Training – Advanced Zoom Training – June 16th at 6:30 pm
- H. Adapting Training to Online – June 21, 2020 at 3:50 – 5:15 pm

XIII. Adjourn: The meeting was adjourned at 10:51 am.



Renee Fink, DTM
Finance Manager 2019-2
District 39 Toastmasters
finance@district39.org

District 39 Toastmasters Finance Manager Report July 11, 2020

Account balances through May 31, 2020 were as follows:

Cash, Pay Pal Account	\$ 4,084.67
District Reserve	<u>\$ 54,526.46</u>
Total Cash & Reserve	\$ 58,611.13

We must hold a minimum District Reserve of \$14,420 for the Toastmaster year 2019-2020. This leaves \$44,191.13 in Available Funds.

The May Financials are attached. Overall the results are positive as with the shut-down for the last three months represented, a lot of expenses weren't incurred.

Reminder about Expense Reimbursement:

Please submit all your expenses now for the Toastmaster year 2019- 2020! This is the last month to do so. **Any expense not submitted by July 31, 2020 will not be reimbursed.**

All expense reports are routed to the new Finance Manager Connie Leni as of July 1st, 2020. She will be taking over the finance@district39.org email account as well.

Thank you to everyone who has supported me as the Finance Manager for the last two years. I wish Connie much success in her new role.

Please let me know if you have any questions. You can email me at Renee.Fink@district39.org.

Renee Fink

Renee Fink, DTM
District 39 Finance Manager 2019-2020

District 39

Profit & Loss (Actual vs. Budget Summary) (in USD)

Month Ending 05/31/2020			07/01/2019 Through 05/31/2020		
Actual	Budget	Variance	Actual	Budget	Variance
District Revenue					
973.29	1,654.00	(680.71)	52,309.04	56,337.00	(4,027.96)
(3,881.74)	25,334.00	(29,215.74)	2,828.26	25,334.00	(22,505.74)
0.00	0.00	0.00	7,617.00	9,941.00	(2,324.00)
0.00	1,000.00	(1,000.00)	1,017.87	1,700.00	(682.13)
<u>(2,908.45)</u>	<u>27,988.00</u>	<u>(30,896.45)</u>	<u>63,772.17</u>	<u>93,312.00</u>	<u>(29,539.83)</u>
District Expenses					
0.00	24,127.57	(24,127.57)	241.47	24,127.57	(23,886.10)
0.00	0.00	0.00	6,302.12	9,064.18	(2,762.06)
0.00	1,000.00	(1,000.00)	2,437.12	1,700.00	737.12
29.98	1,078.20	(1,048.22)	5,842.72	18,226.48	(12,383.76)
0.00	606.33	(606.33)	1,069.96	4,140.33	(3,070.37)
0.00	200.00	(200.00)	1,501.24	8,851.00	(7,349.76)
93.78	1,509.60	(1,415.82)	6,410.75	11,858.55	(5,447.80)
405.38	182.99	222.39	3,003.80	6,716.50	(3,712.70)
0.00	2,952.92	(2,952.92)	12,280.94	22,958.81	(10,677.87)
240.34	240.34	0.00	2,643.74	2,643.74	0.00
<u>769.48</u>	<u>31,897.95</u>	<u>(31,128.47)</u>	<u>41,733.86</u>	<u>110,287.16</u>	<u>(68,553.30)</u>
<u>(3,677.93)</u>	<u>(3,909.95)</u>	<u>232.02</u>	<u>22,038.31</u>	<u>(16,975.16)</u>	<u>39,013.47</u>
Total Net Income					