

**Procedures Committee Minutes  
First Meeting, March 10, 2018  
2:00pm-4:30pm  
Black Bear Diner**

- The meeting commenced at 3:00 by Club Growth Director, Wes Johnson, with a review of the agenda and roll call.
- Divisions Present: There were 8 of 10 Divisions represented to constitute a quorum

A—Not present	F—Christine Gerety
B—John Velasco	G—Pat Knight
C—Minda Fernish	H—Not present
D—Ramiro Jimenez	I—Rick Santos
E—Kathie O’Ray	J—Eliza Yam

- There were many non-voting Committee Members, stakeholders, and District officers present:

Wes Johnson	Zack Souza	Jane Taff	Joey Waldrop
Amrik Chima	Veena Vijayaraj-Kadidal	Theresa Duchain	Louise Houdelette
Skip Smith	Noralee Cole	Doug Bloom	Kristi Beres
Rick Sydor	Sondra Nunez		

- Procedures Committee Chair, Wes Johnson, reviewed the agenda and members agreed to follow the protocols. (See attached)
- Minda Fernish, Division C representative, asked what it is that Toastmasters International (TI) will NOT allow.
- Wes answered that they will not allow the Fall Conference and Contest for the purpose of freeing members for more training and less time spent on planning and implementing these events that don’t as closely support or fulfill the TI, District, and Club missions.
- In replacing those events we need to remain focused on the respective missions:

**TI Mission:** “We empower individuals to become more effective communicators and leaders.”

**District Mission:** “We build new clubs and support all clubs in achieving excellence”

**Club Mission:** “We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.”

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- Wes explained that the purpose today is not to do a deep dive into the proposals. The purpose is to first determine the number of proposals that will be presented at Conference. Then work on narrowing proposals from 30 down to agreed number.
- Christine Gerety, Division F, moved that the committee put forward three proposals to the District Council for their vote at the May meeting. Ramiro Jimenez, Division D, seconded the motion. The motion carried with five “yes” votes—a majority of those present and voting.
- The process was to use the completed homework (discuss & select top proposals their Division supports based on District & Club Mission) and to vote in favor of the top five preferred choices—the “Yes Bag”—and vote against the five proposals that their group did not support —the “No Bag”
- After the initial voting there were four clear winners and three potential proposals. Rather than vote again to promote one of the three proposals, Kathie O’Ray, Division E, moved to accept the three secondary choices to put forward for consideration. Christine Gerety, Division F, seconded the motion. The motion carried by 8 votes.
- The following seven proposals received the most “yes” votes and the least “no” votes with one vote thrown out because it could not be read. (see attached page for actual votes for each proposal)

**PCS-05** Need a comprehensive workshop on Pathways

**PCS-08** Leadership Breakfasts moved to Fall

**PCS-11** The Best Training in Toastmasters!

**PCS-15** Training workshops and member recognition for achievements.

**PCS-19** District 39 Summit (Training/Celebration)

**PCS-20** Better at your club

**PCS-25** District 39 Convention

- ***Members were instructed to do the following:***
  - **Participate in a Doodle scheduling poll to determine the best day / time for the next virtual zoom meeting.**
  - **Discuss the seven proposals with your corresponding District Council members (Div. Dir., Area Dirs., President, VP Ed of clubs in your Division)**
  - **Select three (3) proposals that your group supports or would support with minor changes. (Title Change, Add or Remove details)**
  - **Make sure the proposals Fulfill the District & Club Missions**
  - **Be prepared to share your proposal support/suggestions at the next meeting.**
- At the in-person DECM on April 28, the committee expects to present a proposal to the Executive Committee for approval to present to the Council on May 19.

**Procedures Committee Agenda**  
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**Agenda:**

- Introductions
  - Name, Division, (Committee Role)
- Housekeeping (Rules)
  - Roberts rules
    - Wait for the chair to recognize you before speaking
    - Keep your comments brief & relevant
  - Simple majority
    - 10 Divisions, means 6 Divisions needed for majority
- Schedule (Timeline)
  - **(2 weeks)** Draft Proposal (Each proposal stands on its own)
  - Mar 26 Virtual DECM (Present draft proposal) Discuss proposal issues
    - If proposals, rejected, we meet and prepare new proposal
  - **(3 weeks)** Beta proposal (fix anything that needs fixing)
  - Apr 16 Virtual DECM (Present beta proposal) Discuss proposal issues
  - (1 week) April 19th Final Proposals published
  - May 19-20 Conference proposal confirmation
- Discuss Virtual Meetings
  - Best Day/Evening & Best Time
- Criteria
  - District Mission
  - Club Mission
- Roll Call
  - Minimum 6 representatives from 6 Divisions
  - Amount present **8** Quorum ( **Y** / N )
- Voting
  - Decision 1)
    - Number of Items to present at Conference?
    - Proposals to present **3**
  - Decision 2)
    - Homework discussed amongst the Divisions & Representatives.
    - Ballots cast to narrow our choices for discussion
    - Multi Voting (5 green cards, 5 yellow cards, 5 red cards)
      - Yes Bag ☐ Green Cards for top suggestions
      - Discuss Bag ☐ Yellows cards for discussion
      - No Bag ☐ Red cards removed from discussion
  - Majority vote suggestions in Yes bag is approved (details to resolved later)
  - Majority vote suggestions in Discuss bag discussed until our proposal # is met.
  - Majority vote suggestions in No bag is rejected (died without support)

**Procedures Committee – Proposal Voting Results**  
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No	Yes		Working Title
III	I	<b>PCS-01</b>	Humorous Speech and Evaluation Contest
IIII		<b>PCS-02</b>	Youth Leadership Lightning Round
I	I	<b>PCS-03</b>	More club membership development support
III	I	<b>PCS-04</b>	Speech Slam
	III	<b>PCS-05</b>	Need a comprehensive workshop on Pathways
I		<b>PCS-06</b>	DTM Recognition
		<b>PCS-07</b>	DTM Recognition - Submission 2
	II	<b>PCS-08</b>	Leadership Breakfasts moved to Fall
I	I	<b>PCS-09</b>	Area & Division Councils
II		<b>PCS-10</b>	May the best Contestant Win!
	IIII	<b>PCS-11</b>	The Best Training in Toastmasters!
I	II	<b>PCS-12</b>	April Annual Conference
II		<b>PCS-13</b>	Toastmaster of the Year!
III	I	<b>PCS-14</b>	Mixer Night
	IIII	<b>PCS-15</b>	Training workshops and member recognition for achievements.
IIII	I	<b>PCS-16</b>	Have a Party!
I	I	<b>PCS-17</b>	Table Topics Showcase / Training Event
I	I	<b>PCS-18</b>	Humorous Speech Showcase / Training
I	III	<b>PCS-19</b>	District 39 Summit (Training/Celebration)
	II	<b>PCS-20</b>	Better at your club
		<b>PCS-21</b>	Replace Fall Conference
	I	<b>PCS-22</b>	Use current selection process; bundle with district educational event.
I	II	<b>PCS-23</b>	Leadership Breakfast, DCP recognition, District COT Training
I		<b>PCS-24</b>	District 39 Convention
	II	<b>PCS-25</b>	District 39 Convention
III		<b>PCS-26</b>	Simplify the Contest Process
II	I	<b>PCS-27</b>	How can I learn?
	I	<b>PCS-28</b>	New Leader Breakfast
III		<b>PCS-29</b>	One Contestant Per Contest to Move On
II	II	<b>PCS-30</b>	half-day event