



**District 8 Toastmasters
District Executive Committee Meeting
Saturday July 27, 2013
11:00a.m. – 3:30 PM**

The Purpose of the District

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

Agenda

11:00 am Lunch

11:30 am Call to Order Rosemary Wilson, Sergeant-at-Arms
• Call to order at 11:29

11:32 am District Governor Welcome and Adoption of Agenda Lora Mather, District Governor
• Welcome by Lora Mather, District Governor
• Still need a parliamentarian
• Lora Mather, District Governor asked for review of agenda
• Motion to adopt Kenneth Freeman, Div. E Governor. Second by Carol Steinbach, Area 3 Governor

11:32 am District Secretary (Minutes of Last Meeting) Rachel Francis, District Secretary
• Lora Mather, District Governor asked for a motion to dispense of reading of minutes
• Jerry Chapman, Area 19 Governor motioned to dispense with reading
• Ron Smith, Area 7 Governor seconded the motion
• Minutes were reviewed for any corrections
• Adam Kutell, Area 13 Governor -Question on minutes-There is gender bias in procedures manual, corrections not noted in minutes; Lora Mather, District Governor explained it was voted on in council and new manual will be coming
• Jerry Chapman, Area 19 Governor -Question on realignment committee-was there any other realignment than what is in the minutes; Lora Mather, District Governor stated there were additional realignments in May 18th meeting
• Adam Kutell, Area 13 Governor moved to accept minutes as written-passed

11:39 am District Treasurer's (Instruction on Reimbursement/Budget) Wayne Allen, Treasurer
• Lora Mather, District Governor stated treasury report will occur on quarterly basis, not in every meeting
• Wayne Allen, Treasurer -reimbursement and budget are the topics to be covered
• Voucher
 ○ Voucher form-form use d for any reimbursement; showed navigation to form on district 8 website. Form is located in documents section. Form can be filled out online and print, it can't be saved. Wayne highlighted key sections that need to be completed on the form such as name info, mileage limits, who to send to. He asked that vouchers be brought to DEC meeting so that he can take care of them while at the meeting. Wayne's contact info is on the form. He asked for members to go to Google maps, put in both addresses and print that out to ensure the mileage is correct (evidence of mileage). Print information clearly and sign. Before giving to Wayne present to one of the top three.
 ○ Lora Mather, District Governor stated that they will determine in advance which of top three will be the signer for the meeting.
 ○ It was noted that name needed to be written on document after printing
 ○ Tom Coscia, Webmaster- noted that the form needs to be turned in within two months
 ○ Sandy Kardis, Lt. Gov. Ed & Training- noted that they need to be printed in landscape mode
 ○ Richard Porter, Div. F Governor- asked if it could be scanned and mailed; Lora Mather, District Governor said the senior team does not want that to happen. They would like originals brought to the DEC meeting or mailed to 732 Goddard Ave, Chesterfield MO 63005
 ○ Wayne stated that he would like everyone to look at procedures manual, starting on page 8-10 and it states what you can get reimbursed for. The manual can be found on District 8 site under useful resources. Some of the items will be covered under budget (mileage, room rental, trophies for example.
 ○ Adam Kutell, Area 13 Governor, asked if mileage is covered for contestants and the answer was no.
 ○ Carol Steinbach, Area 3 Governor, asked if mileage was for their own conference and the answer is yes.
 ○ Lora Mather, District Governor reminded that this is a non-profit organization and you may be able to record your donations via expenses within your personal taxes.

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- Tom Coscia, Webmaster, stated that if you are a division governor you can be reimbursed for mileage for contests in your area.
- Budget
 - Lora Mather, District Governor stated she would like budgets turned in by August 10th. Can be emailed to herself and Wayne Allen, Treasurer
 - Area governors get reimbursed for up to \$10 for trophies, division are covered
 - Mileage, club visits, DEC meetings, trophies, room rental.
 - You should budget for three trophies for each of the four contests. Clarified that it is three for each contest (each individual contest)
 - Question was asked if there was a preferred vendor; Lora Mather, District Governor stated they do not but Crown Trophy in Ballwin has been used in the past
 - Howard Price, Division C Governor, asked if Illinois was encourage to use MO vendors and Lora Mather, District Governor said whichever is easiest

- 11:44 am District Public Relations (11:59) Farzana Chohan, Public Relations
- Farzana-objective to increase awareness of District 8 in community
 - Some possible ideas:
 - Ice cream social-story telling for families
 - Idea is to do something every 4 to 6 weeks
 - Business recognition night in September
 - Picnic in Aug. /Sept.
 - Try to publicize in public media
 - Misc. events-Festival of Nations as an example
 - Please let Farzana know of any ideas
- 11:48 am Credentials Committee Report (12:00) Curtis Scroggins, IPDG
- # required is 17, we have met or exceeded number for today
- 11:50 am Division Caucus for 10 minutes with their Areas (12:01)
- 12:00 pm Division A Team Report (12:07) Stuart Welter, Div. A Gov.
- Working on contests dates/times
 - TLI makeup Aug 3rd 9-12 at MO college; looking for volunteers to assist
 - Thanks to Area governor for arranging
- 12:05 am Division B Team Report (12:08) Ralph Morrissey, Div. B Gov.
- Some areas have fewer coverage of training, some areas have zero
 - Trying to set dates/times for contests
- 12:10 am Division C Team Report (12:12) Howard Price, Div. C Gov.
- Completed confederate portion of training, still working on union portion
 - Some club visits already occurring
 - Exciting things planned that he is not going to disclose
 - Contest dates partially scheduled
 - One club looking for a coach, club coach is aware
- 12:15 am Division E Team Report (12:10) Kenneth Freeman, Div. E Gov.
- Out of order
 - Doing well on all planes
 - Have division council of 12 members
 - Conducted a TLI makeup with about 40 people
 - In process of getting rest trained, have Area 7 TLI on 8/31 at Westminster college, may have to change the date
 - Doing makeup officer training in 14 in Aug. as well
 - Everything already scheduled for first 6 months
 - Trying new things, started with area council and trying got build, especially in 14 and 7
- 12:20 am Division F Team Report (12:11) Richard Porter, Div. F Gov.
- Had makeup TLI, great turnout
 - Division F council has all area governors
 - Started making club visits
 - Have questions on realignment
 - Division F 10/19, still working on area contests
- 12:25 am District 8 Website Update (12:14) Tom Coscia, Webmaster
- Lora Mather, District Governor asked for all DEC member to take have their picture taken today in front of the media for posting on District 8 Website.
 - Lora Mather, District Governor-One of goals is to improve traffic on website
 - Tom Coscia-Goal is to improve organization of website, going to be adding picture to the site
 - Let him know of correction needed
 - Added calendar and matric, including deadline
 - Training listed
 - Contest info is blank, need contest dates, want info to be given to Sandy Kardis, Lt. Gov. of Ed & Training

- Sandy Kardis, Lt. Gov. of Ed & Training-Want contest info to include date, division, when door opens, contact info. Send info to Sandy and she will forward to Tom
- Farzana Chohan, Public Relations-question on email link-does not work if you don't have outlook, Tom will look into the quick link
- Adam Kutell, Area 13 Gov.-Suggest making a form for email; Tom will look into
- Name correction (Suter)
- Jerry Chapman, Area 19 Gov.- Question asked on pictures-asked if we could send a jpeg instead of getting picture being taken, send to Tom Coscia, Webmaster
- Tom Coscia, Webmaster -looking to reorganize the documents section
- Lora Mather, District Governor stated not going to do district directory as done in past, going to reevaluate to make it more workable
- Rosemary Wilson SAA-first aide tool kit this year, physical copy, will be sent electronically
- Tom Coscia, Webmaster is going to every district's website to get more ideas, thinking of putting up membership forms, club lists
- Adam Kutell, Area 13 Gov. -is it possible to add a search box, Tom stated he is not a web developer but he will see if he can figure out how to do it
- Rosemary Wilson SAA – asked if you can you add a back button, Tom will look into that
- Lora Mather, District Governor-Go direct to Tom with typo's, misprints. If it is content addition go to Lora Mather, District Governor first.
- Rosemary Wilson SAA -suggest that homepages need to be current
- Lora Mather, District Governor-intending to set up three minute video every few weeks with information, will also have lt. governors appearing. Going to have Frank give her consent form for this
- Kenneth Freeman, Div. E Gov.-asked about Linked In-gives instructions and link to Toastmaster group in Linked In
- Rosemary Wilson SAA -asked about release for video, Lora Mather, District Governor confirmed they do and she will have it covered

12:30 pm District CRO (12:28) Jeanette Lynch

- CRO not here today
- Role is new and it is being defined
- Will be on future meeting

12:35 pm Marketing Team Report (12:28) Deborah Morrissey, LT Gov. of Marketing

- Promotion needs to go in order of club>area>division>district and then back down. That way everyone knows up and down the road
- This is for publicizing through media Lora Mather, District Governor cited an example of Wry Club's humorous contest was posted but not as publicized as it could be
- Fairview Height club in event Aug 9th, if we had known earlier we could have tried to publicize more
- Farzana Chohan, Public Relations -asked if we can get info at least 4 weeks ahead of time
- Lead generation for on district 8 website, incentive to submit leads
- Starting with 9 leads
- Coaching-don't have a unique club coach try. She is working with Bob Gergen in coaching club coaches You can be a coach when you are an area governor, don't have to wait. There are a number of clubs that do need coaches, we need people to get started in club coaching
- Looking for people to be a part of sample/demo team
- Richard Porter, Div. F Gov.-is there a list of clubs that need a coach/ Deborah has a list and going to show in training later today

12:40 pm Education and Training Team Report (12:34) Sandy Kardis, Lt. Gov. of Ed & Training

- Make up training should be occurring, 320 officers have been trained. We have 115 paid clubs, should have 805 officers trained. About 40% trained at this point, need more
- Aug 3rd is open for all divisions, not only for Division A
- Carol Steinbach, Area 3 Gov- asked if they need to sign up? Stuart Welter, Div. A Gov., said they can just show up
- Email to division officers letting them know the status of their clubs, target clubs close to 4. There was one error but Tom from Division C caught that
- Contests-make sure sheet gets back to Sandy Kardis, Lt. Gov. of Ed & Training
- Include area/division/date briefing time/location/contest start
- Two conference chairs for fall conference-Rachel Francis and Richard Porter
- Have volunteers for committees already at this point, will look to fill any not occupied. 8 committees
- Asking for Division E to be more responsible of conference, let Sandy know of anyone that can assist

12:50 pm Senior Team Report (12:39) Lora Mather, District Governor Mather

- Asking top three be called the "senior team"
- Things seem to be running on track
- July 26th new reporting system
 - Jerry Chapman, Area 19 Gov.-did not think it was as good as he expected
 - Alan Ayers, Area 20 Gov.-pretty simplistic, thought it would be more robust

- Reviewing realignment-seems to be some areas of concern, they asked for approve realignment by July 15th
- About 5 going to international convention
- We have a chartered club for first month-Top Talk-Area 6 more than 20 members
- Look for more info
- 12 did the survey ahead of time and they will be in the first drawing

12:55 pm Unfinished Business (12:42)

- No unfinished business

1:00 pm New Business (12:43)

- No new business
- When we do have business we should follow parliamentary procedures

1:10 pm DEC Meeting Wrap up and Closing Announcements Lora Mather, District Governor

- Jerry Chapman, Area 19-reorganzation; thought it would be discussed, was not aware of changes being made. Voices of Unity moved to a different area-nobody in club was aware. Tom Coscia, Webmaster-they are still under area 19, they did not move, there is an error on realignment. Lora Mather, District Governor will get it corrected for TI, there are 6 clubs in area 19
- Richard Porter, Div. F Gov.-according to TMI every club in 15 was under 17 and vice versa, looks like they were reversed. Lora Mather, District Governor will check offline on list
- Suzanne Lee, Area 4 Gov.-does not have access to some clubs in officer list on TI (Franklin County).
- Officers lists are available if they were turned in
- Kenneth Freeman, Div. E Gov.--Success leadership workshop Aug 24th Columbia public library
 - Part-characteristic of effective leaders
 - Part 2-Effective team building
 - Still need a person to present one of these workshops, can help with ACG. Materials already paid for, just need to let Kenny know so he can get them the material
 - All are invited to attend
- Lora Mather, District Governor, will order manual if someone will be participating
- Lora Mather, District Governor, has podiums for certain clubs that won
- End at 12:50

1:20 pm Contest Training Sandra Kardis, LGET

2:30 pm Break

2:40 pm Recognition Program Lora Mather, District Governor

3:20 pm Adjournment

Next DEC Meeting: September 28, 2013