

District 8 Toastmasters Fall Council Meeting Minutes

November 14, 2015

1. Call to Order

(Meeting came to order at 10:05 AM.)

2. District Director Welcome

The District Vision: DEEP - District Eight (8) Enhancement Program

Goal: To Enhance the Visibility of District 8 in region.

*To be the First choice provider for dynamic, high-value, experiential communication and Leadership Skill Development**

Only delegates holding a ballot may address the committee and vote. Chair will determine a majority vote visually, or by voice.

Parliamentarian is Past District Governor, Distinguished Toastmaster, Tom Coscia.

District Administration Manager is Tim Spezia. Timer is Dale Lancaster.

Sandy Kardis, Immediate Past District Governor, is credentials chair.

3. Presentation of Credentials Committee Report

At this time District 8 has 109 eligible clubs. The number of available club ballots is 218. The number of District Executive Committee officer ballots is 33. The total number of available ballots is 251. A quorum for the Council is one third of the Club presidents and vice presidents of education, or their proxies. In that there are 109 clubs in District 8, the quorum would be 73 ($109 \times 2 = 218 \times 1/3$) the number of clubs represented today is 41. The Credentials Committee has certified the presence of 82 club presidents and vice-presidents of education or their proxies as well as 21 members of the District Executive Committee. District Director Chohan, we do have a quorum. A motion to accept the Credentials Committee Report is now in order.

Motion made by: **Paul Cook** **9082** **Square Talkers**
 Toastmaster Club # Club Name

Seconded by: **Yolanda Wood** **9793** **Scott Toastmasters**
 Toastmaster Club # Club Name

The motion is **carried**

4. Adoption of Agenda

The proposed Agenda has been published and distributed to the District Council. A motion to adopt the agenda is now in order.

Motion made by: **Stuart Welter** **2905** **West County Toastmasters**
 Toastmaster Club # Club Name

Seconded by: **Joe Bohner** **9082** **Square Talkers TM Club**
 Toastmaster Club# Club Name

Motion is **carried**.

5. Adoption of Spring 2015 Annual Business Meeting Minutes

District's Administration Manager, Tim Spezia, DTM, PDG

The minutes of the May 30, 2015, District 8 Business Meeting were distributed two weeks ago via email,

A motion to adopt the minutes as **written** is now in order.

Motion made by: **Erin Tucker** **4492** **Columbia Toastmasters**

Toastmaster Club # Club Name

Seconded by: **Jennifer McSparen** - **Area 5 Director**

Toastmaster Club# Club Name

Motion is **carried**

6. Report of the Audit Committee - End of Fiscal Year Audit

The Report of the Audit Committee for end of fiscal year January 1, 2015 to June 30, 2015 presented by Audit Committee Chair Wayne Allen.

2014-2015 Audit Reports copies are available, Submitted to Toastmasters at end of August.

This report is year-end for 2014-2015 Toastmasters year

Some findings for each month are shown in report.

For Area Directors, 60 day policy for expenses, if expenses are not submitted on time they can be turned down.

One Division Governor waited till TM year end to submit expenses

Sales Tax Exemption note: No sales tax in State of Missouri is reimbursed, Use Exemption letter

With regards to contests, Club registration confusion at the Spring Conference registration.

Meal Reimbursement for Contestant and guest is all that is eligible for reimbursement.

Contestants must be registered and pay to get reimbursement, does not allow for attendance to conference free of charge.

Are there any amendments?

A motion to adopt the End of Fiscal Year Audit as **presented** is now in order. No second is required.

Motion made by: **Parasuram Anantharam** **851506** **Weldon Toastmasters**

Toastmaster Club# Club Name

Any discussion?

It has been moved to accept the End of Fiscal-Year Audit as **presented**

Motion is **carried**

7. Adoption of 2015-2016 District Budget (DD)

District 8 Budget Summary

REVENUE : Part of the funds received are based on the prior year's membership numbers, as we know the District lost a few clubs last year, therefore the associated revenue was lower than anticipated.

Per District 8 procedures guidelines each Area/Division and District events should be self-supporting, with the aim of creating neither profit nor deficit.

Budget Shortfall

Revenue – There are point out in reference to the revenue section of the budget.

Conference revenue and expenses are net zero events;

District Bookstore - Net zero

Other Revenue - Diamond Jubilee events are net zero as well. Another point to mention is that each year the District is required to leave a retention amount to be used for the next year's administration. Per TI District 8's retention amount is set at \$8953.

Expenses

TLI - For District 8, this is an expense only budget item, TLI Jan & May is budgeted as a loss of approx. \$7,200. [*Paying about \$3600 per TLI*]

The District does not ask its members to pay any cost associated with TLI. Yet the District covers the room rental fees, food and printing of all associated material. While some other Districts charge TLI to members to cover the cost.

[District 8 policy is not to charge members for attendance.]

Marketing - expense only items. Items include club banners for newly chartered clubs, the Storytelling event to take place in December.

The critical component is marketing of District. This is the one item which as per "TI Policy Max can be unlimited". With that the membership building incentives such as club video contest are to be offered this spring.

Ring the Bell incentive which is in progress right now.

Communications and Public Relations - items include the Communic8 newsletter which is produced and mailed to each active member in the district twice a year. Approx, budgeted cost \$4,200.

This is highlight of few of the items that are expense only driven.

Looking at the great start of 3 new clubs already chartered in the district in the last four months, hopefully this year we can build new clubs and maintain our currents clubs as well, this will aid in

lowering the budgeted shortfall.

questions?

[Herman Koester, St Clair Club] [What is difference between your TLI Expenses and Education and Training Expenses budget item? What is in Education and Training that is not part of TLI?]

[DD Farzana Chohan]: [If we are doing standalone workshops or any other education related events [that we put on]]

A motion to adopt the District Budget for year 2015-2016 as **presented** is now in order. No second is required

Motion made by: **Don Smith, Area 10 Director**
Toastmaster Club #/Club Name

Motion: [Adopt the motion as presented]

A motion is needed to accept the Budget as **presented**

Motion is **carried**

8. Presentation of the Finance Manager's Report

Our District Manager, Lisa Cooksey-Cannon will now present the most recent report, through the month of September 2015.

- July through September, we are under budget, which is due to travel. Expense vouchers are to be turned in which will take away some of the under budget.
- Some re classes [new categories for budget items] were submitted to TI These amounts won't change the under budget it will just change their expense category.
- Example: One under budget item mentioned is related to attendance at the TI conference although the Program Quality Director was not able to attend we were still budgeted for that expense [\$1100] , so that under budget will exist for the remainder of the [Toastmasters] year.
- We are \$5,600 under budget now, but will be able to tell more at the mid-year point in December and we will have a better picture where the district stands.
- After midyear we are anticipating going over budget. Most of the activity that will cause the over-budget will come from travel [related to new club development and marketing]

A motion to accept the report as presented (or amended) is now in order.

Motion made by: **Paul Cook** **673892** **Square Talkers TM**
Toastmaster Club # Club Name

Seconded by: **Yolanda Wood** **4206** **Scott TM Club** _
Toastmaster Club # Club Name

Motion is **carried**

The Finance Manager's Report will be filed for Audit in January.

9. Confirmation of District Leadership team Replacement Division C Director and appointed

Officers

District is delighted to present "Our Team" of District Leadership team as seen on screen, our website and send to you as PDF via email.

- a. Would also like to bring to your attention that there was a replacement for one elected position of Division C Director.

A motion to accept the James Childress as Division C Director as presented is needed.

Motion made by: Don Smith Area 10 Director
Toastmaster Club#/ Club Name
Seconded by: Linda Mitchel 994 O'Fallon TM
Toastmaster Club# Club Name

Any discussion? Don Smith has worked with James Childress and is delighted to continue working with him.

It has been moved to accept James Childress as Division C Director, as presented
Motion is carried

The Administration Manager will cast one single ballot for James Childress as Division C Director.

- b. At this time District is presenting all "Appointed District Officers and committee chairs" of District Leadership team, as seen on "Our Team" page for confirmation.

Are there any questions?

A motion to accept the Appointed District Officers and committee chairs" as presented is needed

Motion made by: Herman Koester, 496 St Clair TM
Toastmaster Club # Club Name
Seconded by: Pat Walker, 1267 Creve Coeur TM
Toastmaster Club# Club Name

Discussion?

It is moved to accept "Appointed District Officers and committee chairs", Motion is carried

The Administration Manager will file confirmation of District's appointed officers

10. Reports by District Officers

- a) PRM - Camesha Hill-Carter will give report on PR and upcoming story telling event.
We have established a committee to support the District "DEEP" program.

- o *The PR Team has met on a monthly call with Don Bittick, Region 5 Advisor*
- o *We are working on the 75th Diamond Jubilee District Anniversary and will throughout the year.*

- *Work continues on an article about the “Women of Toastmasters” in District 8 Leadership roles.*
 - *On December 19, at the Brentwood Community Center from 9:00 am to 12:00 pm, there will be a Story Telling event titled: “Celebration of Story” We need volunteers and story tellers to be a part of this event. It is open to the public. We are looking for vendors and clubs to donate services for this event. Any proceeds will directly benefit the Omer Roberts/Dori Drummond Prison Scholarship fund to help district prison clubs.*
- b. Club Growth Director - Kat Mokriakow, DTM:
- Three clubs have chartered so far this year:*
- *Voices of Impact*
 - *RGA Toastmasters*
 - *Speaking Made Simple*
- *Toastmasters First VP Balraj has introduced to me new marketing concepts and membership ideas. He emphasized that while new clubs are important, existing clubs and their members are just as important.*
 - *There is a sign-up sheet at my CGD table for your club to make an appointment for me to visit member’s club meetings throughout the district.*
 - *There was a Membership workshop held with Don Bittick Region 5 Advisor to assist low membership clubs with new recruitment ideas. Another event is planned for spring.*
 - *Video contest planned for January for members to tell why their club will help potential new members. The videos will be available for new members to view*
 - *Will conduct a Club Coaching workshop at the Mid-Year TLI.*
 - *Work is planned for the Working Women’s Survival show in February*
 - *“One and Done” marks a new way to pay club dues for one full year in advance.*
- c. Program Quality Director - Jacquie Vick, DTM
- Upcoming officers training and education*
- *Ensure all club officers are trained. At the June TLI, 439 club officers trained, 106 clubs, 16 clubs achieved all seven officers trained. More participation is needed.*
 - *Area Directors are 75% complete with their club visits. All club visits must be done by November 30.*
 - *Mid-Year TLI is being planned including early bird and make up training sessions. Zanetta Haris and Perie Smith are the Mid-Year TLI co-chairs. See them for volunteer opportunities.*
 - *On your table there are conference evaluation forms please fill them out and return them so we know how conference arrangements are doing. As we begin planning the spring conference your comments will tell us if our current conference plans are meeting your needs.*
- d. District Governor – Farzana Chohan, DTM
- *Attended Top Trio Training as required by Toastmasters International at the international convention*
Completed the district budget
Have the Districts progress dashboard displayed.
We plan to address membership issues in existing clubs as cited by First VP Balraj
We are planning to give more emphasis in attracting younger millennials to Toastmasters clubs in our district through improved marketing and press release promotion.
Region 5 Advisor Don Bittick has conducted DEC leadership training on his last visit.

- *As a district we are proud of the new club development efforts by our CGD.*

11. Unfinished Business

We have no unfinished business carried forward from our last business meeting. [Spring 2015]

12. New Business

a. Omer Roberts/Dori Drummond Inmate Scholarship Fund Raising Report

Sandy Kardis: On July 1, 2015 there was only \$242.99 in the Omer Roberts/Dori Drummond scholar fund.

Through efforts in presenting at clubs and Area contests we were able to collect \$772.43

Fund raising included donations at Area Contests Creve Coeur TM, Area 13, 12, 3, 11, 16, Smedley TM, Speak up TM, and Plus Factor TM.

This weekend fund-raising includes proceeds from the silent auction of club baskets.

The inmates really appreciate the donations and express much gratitude to District 8 for making their clubs a reality.

b. Leadership Development Chair Report

District 8 Leaders need to visit the district web site for tools to help their clubs.

This includes the Toastmasters International web site. Much information designed to help clubs grow forward

As District leaders it is important to attend district events like the TLI two times per year.

We have trained District officers, but it is a two way street, you can reach out to your Area Director and ask for help.

Leadership involves building a support structure.

Leadership involves not only a good support structure but also the ability to prove that the district is growing.

Leadership at the club level is the basis for district success when we talk about the numbers; this is a way to measure the success of the expended effort by club members. Baseball players do not play without keeping score. This is one way team success is measured. Club numbers show where a club is successful and where to improve.

13. Announcements and Wrap up

a. District Conference Site

The District 8 Spring 2016 Conference will be held in May, 2016. Location TBA later.

Please see Jacquie Vick if you would like to be involved.

The chair of the Spring Conference is Joann York

b. Next Meeting

The Spring District Council Business Meeting will be held on Saturday, May, 2016. Location TBA later.

c. Upcoming Events

1) *Story Telling event will be held on December 19, 2015 from 1:30 pm - 4:30 pm at Brentwood Community Center.*

Please see Camesha Hill-Carter if you would like to be a Story teller and/or volunteer with

event. Also see the district website for updated details.

- 2) Working Women Survival Show - District will have a booth at WWSS. Please see Kat Mokriakow for volunteering at booth and be part of District's community engagement efforts,
- 3) Toastmasters Leadership Institute for Officer Training will be held on January 2016. Date and Location will be announced by Program Quality Director soon. Please see Jacquie Vick if you would like to be involved. At least 4 of a club's 7 officers are required to attend training in the summer and winter. All club officers and all members are urged to attend. See the district website for details.
- 4) Balraj Arunasalam visit has had much impact. It is suggested to conduct a World Champion Workshop to encourage contest participation. Details forth coming

Adjournment

There being no other business, a motion to adjourn is now in order.

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|-----------------|------------------|--------|-------------------|
| Motion made by: | Paul Cook | 673982 | Square Talkers TM |
| | Toastmaster | Club # | Club Name |
| Seconded by: | Melissa Triplett | 1229 | Plus Factor |
| | Toastmaster | Club # | Club Name |

Meeting adjourned at 11:13AM.

Respectfully submitted by Tim Spezia, DTM Administration Manager

May 2, 2016

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