



District 8 Council Meeting
McClay Library
2760 McClay Rd.
St. Charles, MO 63303
Minutes for April 7, 2019

Call to Order

District Director Welcome and Reading of the Mission

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

Adoption of Agenda

When an individual speaks, they should stand, say their name and DEC position to make sure that we get everything recorded appropriately. Parliamentarian is Tom Coscia.

Credentials Committee Report and Reporting of Quorum

The Credentials Committee Report was provided by Kat Mokriakow, IPDD. There were 32 District officers in attendance. We need 17 for a quorum, and currently we have 18/27 which constitutes a quorum. Elaine Curry, DD, entertains a motion to accept the Credentials Report. Josephine Marino-Emde, Division A Director, makes a motion to accept the Credentials report. Geoff King, Division F Director seconded.

District Administrative Report

The acting Administration Manager (meeting minutes) is Club Growth Director Angie Breinin. The meeting minutes are adopted with a unanimous vote of approval. The agenda is also adopted as presented. Larry Kimbrow, Division B Director, move that we approve the agenda as presented. Patti Howard, Area 5 Director, seconded. All those in favor. Aye. Opposed? No opposition. Motion is carried. Approval of minutes from the last DEC meeting (1/19/19) on ZOOM. Unfortunately, the last DEC meeting was held via ZOOM, our Admin manager was NOT present, and the notes taken are missing at the moment. We would like to delay this portion for now. Those minutes will be sent via email at a later date. Would like to move on to our Finance report.

District Finance Report

Finance Report – Tim Spezia

The second Quarter Closed and a District asset inventory was required. No July-December District charges accrued.

Any outstanding Jan-Mar 2019 expenses need to be turned in at this time. Need to get these processed.

Budgets -Make sure we know what we're doing as a District. Need to follow them as closely as possible. Budget figures vs. Actual figures were explained in reporting narrative. There was an available funds, as well as, a profit & loss statement presented.

Concur This Year - Mileage Receipts:

- Include club name/number on summary page
- Show total mileage
- Use exact mileage figure to \$0.32 per mile
- Reason for your visit
- Preferred method of reimbursement is Concur!

Submit all expenses in a timely manner. There should be no carryover expenses past 60 days. Try as hard as you can to meet this time limit. Accuracy is important. Finance manager is presented dialogue that he accepts the reports and accompanying receipts. See Tim for any questions after or via email @ tspezia@earthlink.net.

Starting from Mid-Finance Report -No approval needed to accept the finance report at this time. We will accept the report at the district council meeting in May.

Audit Committee Report

Mid- Year Audit Report - Richard Porter-provided mid-year Audit report. Mentioned the committee involving two members from Millipore-Sigma.

TI – District 8 Procedures Manual (financial section) is used as a guide. Mid-year Audit documents are due February 15 and Year-end due by August 31.

There was one finding for \$4,906.23 on District credit card (was for mid-year training/convention expense). An expense that large should have been pre-approved. District Director Elaine Curry explained that approval was requested from Finance at TI , D8 Finance Manager and Trio (credit limit on D8 card was increased by TI). There were no findings in the Audit report. Recommendation: Review the procedures from TI for something like this, and amend the “District 8 Procedures Manual” to reflect. There should have been someone outside the expense to approve the expense. FYI: TI was involved in this process. The audit was voted on and approved as presented.

Nominations of 2019-2020 Leaders

Nomination Report – Kat Mokriakow

Kat introduced the D8 Leadership Committee. Members: Kat Mokriakow, David Kincaid, Larry Kimbrow, Ellen Kirchdoerfer, Teresa Stewart, Regina Dennis (Division F). Each candidate was interviewed separately to ensure that they were willing to serve and had sufficient knowledge about the position for which they were nominated.

Slate of 2019-2020 Candidates was presented (slate was also submitted via D8 website prior to this meeting). No voting today.

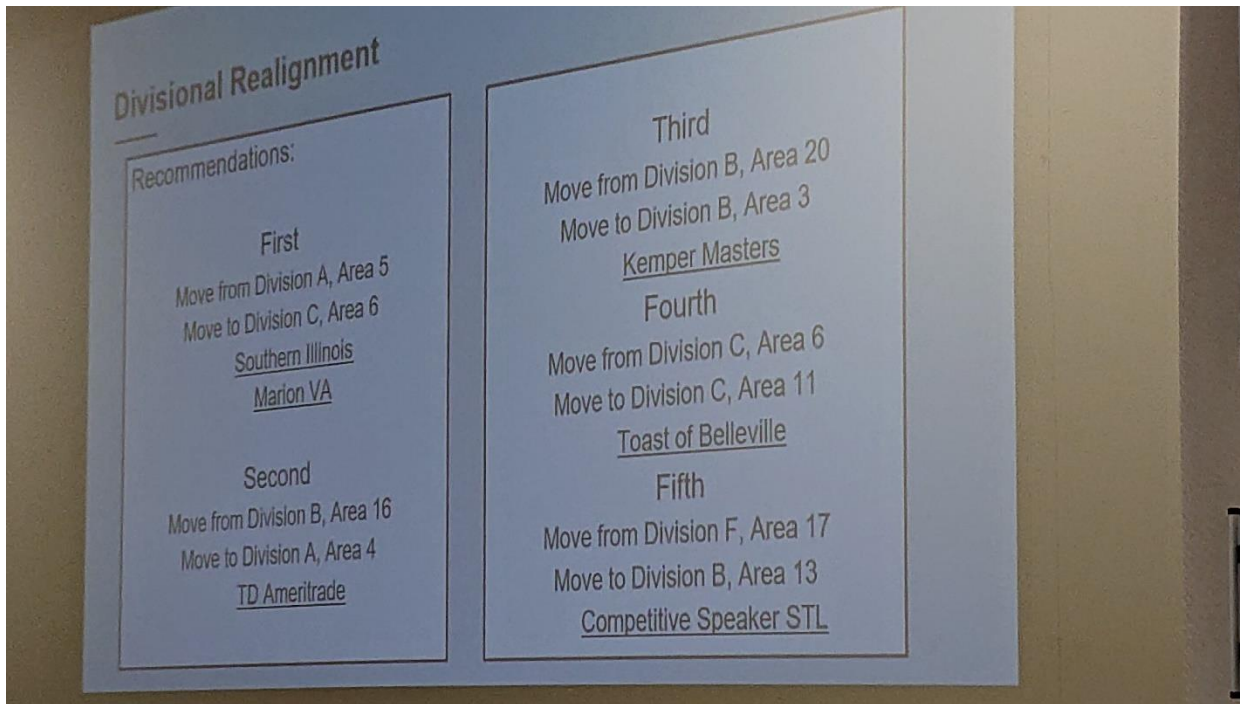
Realignment

District Realignment Committee Recommendations

District Realignment Committee was introduced. Members: Kat, Tim S., Larry Kimbrow, Teresa Stewart, Ellen Kirchdoerfer, and Patti Howard.

An official realignment report was provided prior to this meeting on the District 8 website. This is a holistic review of the placement of clubs and geographically sound for Area Directors. To ensure area is secure from major loss to make it less likely to lose an entire Area. The committee’s recommendation that District Leaders next year and beyond focus concentrated efforts in outlying geographies of Division A, C, and E using Marketing efforts to increase membership in existing clubs and use New Club processes to strengthen overall Divisions. The group voted in favor of the realignment.

Kat explained the proposed Divisional Realignment (see below)



Procedures Manual

Procedures Manual

Committee Members: Kat (Chair), Tim Spezia, Tom Coscia, Larry Kimbrow, Teresa Stewart, Ellen Kirchdoerfer.

The entire amended Procedures Manual was uploaded on the District 8 website prior to this meeting.

Changes include: 21 days from the beginning of the Toastmasters year to get your budget to the Finance Manager and District Director instead of 45 days. Administrative Expenses: Add storage locker, district website, and electronic pay system expenses. Travel Expenses: conference lodging & convention registration costs. Immediate past district trio expense reimbursement, annual business meeting, and half of interviews. District Travel Expenses conference lodging & convention registration costs. Judges training is now done annually.

- 1) Contest Scheduling
 - a. Contests be moved up ONE MONTH. Including District Conference to move up to April. Notification of Contest Scheduling: Area: November 1st. Division: December 1st.
 - b. Also, for Conference to be shared between Divisions year-to-year.
- 2) District Annual Business Meeting - be clear with contestants on how they will be reimbursed.
- 3) Toastmasters Leadership Institute (and make-up sessions)

Communic~8 (District Newsletter). Printed newsletter section added. Changed bulk mail, and cleaned up social Past District Director Advisory Committee (will be discussed later).
- 4) Social media (cleaned up the verbiage).

Area & Division Directors

Are we on track with the Success Plan? The Director's Report comes from the performance dashboard and the numbers are startling. The Division leaders were called forward to answer the following questions:

- How do you feel the year has gone thus far?
- Are you following a Success Plan?
- What support from leaders?
- How to gain max out of experience?

Beginning of the year started out well. As the year went on interested waned. Members joined multiple clubs to sustain

the clubs. Interested in reaching out to the committee and gaining outside interest. Success Plan- haven't done the second part of club visits. Division F Pathways report to reach goals for adoption. 602 total members, 342 enrolled in Pathways, about a 56% adoption rate. 60% of new members enrolled. 3 out of 5 people. Only 72% of officers enrolled in Pathways. Getting Area Directors to enroll people in Pathways on visits.

Public Relations Manager and Club Growth Director

Elaine, RJ, James, and Angie addressed concerns brought up by Area Directors. There has been an issue with retention among existing members. Club officers are not all enrolled in Pathways and setting the example to the club. We are not properly introducing Pathways in the clubs. Mentors are finishing traditional in DTM. Manual, pdf files to get people started.

There was a mention of a new member orientation where we talk about Pathways, and use an Icebreaker document to get members started. There was mention on the difficulty of finding icebreaker material. TLI is working on material. There was mention of the benefits of sharing our progress in Pathways with others, and competing with other clubs for motivation.

Program Quality Director

The District Conference will be held May 3 & 4 and volunteers are needed to fill roles. Please promote the conference within the clubs. The deadline for registration is April 19, with an incentive to win an InstaPot. Contestants can be reimbursed. There is NO compensation for presenters.

Summer TLI will be held on June 22, and volunteers are still needed.

The deadline to have club visits completed by Area Directors is May 31.

District Director

There is a discussion to limit the newsletter to twelve pages to reduce cost. A 16 page newsletter was issued was over budget. There was an initial motion to amend procedure manual for 12 page newsletter. The issues of concern included: members feeling entitled to receive a paper newsletter since they pay dues, some do not receive email, a motion for an amendment to the amendment. After discussion, the group decided to table this discussion to a later date.

New Business

The Directors were approached by District 54 near Quincy, IL. They want to annex 9 counties into District 54 area. If approved, we will take on the responsibility of starting clubs. We currently have no clubs in those areas. Leadership would be driving 2-3 hours. The trio has gone to TLI and have to go to our District and council meeting. The Trio feels good about this idea.

There is a desire to gain more information and research among the attendees. Elaine mentions that Toastmasters is losing here. No one is showing interest in joining from those areas. Area 54 is pursuing it. They did the research. They are losing membership being so close to Chicago, looking at other areas. I think a year to think about it is too long. The group moved to table this discussion for another time.

Council Meeting Wrap-up and Closing Announcements

The meeting went ten minutes over the scheduled meeting time.