



**District 8 Toastmasters
DEC Meeting
Saturday, March 20, 2021
12:30PM-3:20PM
Virtual (via Zoom)**

Attendees: District Executive Committee Members

Tom Coscia, Dawn Tucker, RJ Stratton, Neeharika Jaladanki, James Childress, Ellen Kirchdoerfer, Brianna Snow, Daniel Darnall, Seth Jarboe, Art Stanze, Umanga De Silva, Sarah Van Meter, Annetta Works Salley, Andrew Welter, April Watts, Tammy Ablan, Curtis Scroggins, Debbie Young, Karen Leingang, Evelyn Pearman, Linda Mlot, Nicole Arms, Patrick Hunt, Sue Rankin, Terrell Whitener, Tim Scarbrough, Timothy Spezia, Wayne Schoeneberg, Victor Mattison, Zev, Sue Rankin, Debra Morrissey, Jackie Kam-Blackard, Patti Howard, Rebecca Jordan, Kesha Kent, Leo Tungaraza, Stacey Costin

Meeting Preliminaries

- **Call to Order & Opening Remarks: RJ Stratton, DTM, DD**
 - Meeting called to order at 12:23PM
- **Adoption of the Agenda: RJ Stratton, DTM DD**
 - Agenda Adopted at 12:34PM
- **Credentials Committee Report: James Childress, ACG, ALB, IPDD**
 - 24/33 DEC members present, we have a quorum 12:35
- **Approval DEC Mtg (Jan 16, 2021) Minutes: Neeharika Jaladanki, Admin Manage**
 - Jan 16, 2021 Minutes approved 12:36

Finance Report: Brianna Snow, Finance Manager

- Finances have been reconciled through January
- Membership dues revenue is higher than expected - more new members!
- We have experienced a loss due to lack of conferences
- IL has a plan as we transition out of the pandemic - hopeful for the future for meeting in person, especially for conferences.
- No fundraising events as of now, but we have PayPal to donate to the prison clubs.
- Main focus has been on keeping marketing expenses down. We are exploring new avenues that do not cost much money
 - Education and trainings are helping a lot

- As of December 2020, we didn't have too many recognition expenses
- Administrative expenses are on par with budget
- Travel/Food budgets have been under budget due to virtual events
- District Financial Report will be placed on file as presented.

Mid-Year Audit Report: Ellen Kirchdoerfer, DTM

- The Audit committee includes Ellen Kirchdoerfer, Herman Koester, and Josephine Marino-Emde
- RJ Stratton and Brianna Snow were also involved
- The Committee determined that District Eight has maintained adequate financial controls to ensure that the funds have been properly used and documented.
- There were four items that the Audit Committee noted on their report.
 - Three items were checks that were written in August, November, and December 2020 for the District Storage Unit
 - Only one signature on checks, which is against TI policy
 - However, this is also a result of being distanced during COVID
 - Shouldn't have any issues with banks, it is an internal concern
 - The Audit Committee suggests using a different form of payment, such as a debit card or credit card for the future.
 - The Audit Committee feels there is adequate control as this is an expected, ongoing budget item.
 - Former Finance Director Tim Spezia signed a check for the Storage Unit as signature cards were not updated in time due to COVID.
 - Out of policy, but understandable.
 - One item was an expense submitted for reimbursement outside of the 21 day timeframe.

Discussion Notes:

Victor Mattison: Might be worth setting up an ACH for ongoing expenses to reduce administrative burdens.

Tom Coscia: TI must approve this first at the local level. RJ concurred.

Ellen Kirchdoerfer: ACH payments may be allowed as long as they are documented.

Timothy Spezia: ACH payments can be difficult to control, and can be difficult to turn off.

Art Stanze: Is there a timeline for submitting payment requests for trophies and shipping of trophies at the area level?

Brianna Snow: Policy is within 21 days of transaction occurring. Want to see expenses submitted as quickly as possible.

Tim Scarborough: If we are buying items from TI and shipping is slowed due to COVID, we won't be able to submit payment requests within that time frame.

Brianna: We will have to look at the duration. If it is just a few days, it should be fine. This is an issue that we have to address with TI in regards to their shipping department. If you purchased from TI, you should be able to request a receipt from them. You can submit expenses as they occur instead of grouping by event (i.e. conferences).

Tim: Time factor is further exacerbated as names were spelled incorrectly on trophies.

Brianna: Send me updates so that I can be aware if such situations are encountered. Can document exceptions to meet audit guidelines under special circumstances.

Tammy Ablan: How can we submit expenses without a Concur account? I have never received one.

Brianna Snow: Everyone has a Concur account. It is your TI ID number.

XXXXX@toastmasters.org. This is linked to your email account that you used to sign up for Toastmasters.

Art Stanze: It would be useful if we can see how to log in to Concur, there seems to be a lot of confusion.

RJ Stratton: We asked everyone earlier to send an email if they were unable to access Concur. Can add to the spreadsheet if people still do not have access.

Mid-year Audit Report has been received as of 1:05PM.

Nominations of 2021-2022 Leaders: James Childress, ACG, ALB, IPDD

- District Leadership Committee met Last Month on 2/1/2021
- Equal representation across all divisions
 - Kat Mokriakow – Division A
 - Michelle Sturdivant – Division A
 - Tonya Rivers – Division B
 - Will Rivers – Division B
 - Kathy Brennan – Division C
 - Caren Turner – Division C
 - Umanga De Silva – Division E
 - Meenakshi Sharma – Division E
 - Angela Brown – Division F
 - Phil Munro – Division F
 - James Childress – DLC Chair

- All committee members signed the DLC agreement
- Identified candidates and checked eligibility
- Interviews were held from 2/20-2/24
- Interview was 5-7 questions
- Deliberated and used an evaluation guide to objectively review and rank candidates based on leadership, management, team building, communication, Toastmasters knowledge, and any strengths and weaknesses that we could ascertain.

- Needed to ensure that all positions have at least one candidate.
- Met all deadlines according to Protocol 9.0.

Candidates:

- District Director – Larry Kimbrow
 - District Director – David Kincade
 - Program Quality Director – Karen Leingang
 - Club Growth Director – Larry Hemingway, Sr.
 - Club Growth Director – Dawn Tucker
 - Division A Director – Patrick Hunt
 - Division B Director – Kesha Kent
 - Division B Director – Sarah Van Meter
 - Division C Director – Annetta Works Salley
 - Division E Director – Victor Mattison
 - Division F Director – Lawson Calhoun
- Candidates will have a showcase and present on why they are running for their respective roles.
 - James will be doing a video interview, and will be available soon for viewing.
 - If anyone is interested in running as a floor candidate, they have to notify the district director 7 days prior to the election. They must go through the DLC evaluation process.

Alignment (Voting to approve by DEC): Tim Spezia, DTM, Alignment Chair, PDG

- Alignment committee composition:
 - Division Directors:
 - Art Stanze, Division A
 - Andrew Welter, Division B
 - Nicole Arms, Division C
 - Jennifer Jacobson, Division E
 - Karen Leingang, Division F
 - Tom Coscia, visuals
- Requirement from TI for districts to review alignment between district, area, and divisions.
- Divisions must have at least 3 areas, areas must 4-6 clubs. Plan cannot be modified or changed after it is approved. TI will be the final approver.
- Though it was a challenge, we did well in maintaining our areas and division.
- Tim's vision is to maintain a vibrant club mix that can enhance member experience and strengthen the district.
- Division A: No club movement needed
 - Climateers Toastmasters is a newly chartered club
 - Ozark Foothills Toastmasters Club is also working to strengthen Division A
- Division B: Adjustments Made
 - Plus factor and Bulls and Bears were adjusted internally to the Division.

- Affected Area 3 and 16
- Adjustments had to be made due to 0 member clubs.
- Division C: Adjustments Made
 - Recommends moving Smedley Hometown Memorial to Division F, Area 17
- Division F: Areas need enhancement
 - Some 0 member clubs
- Division E: Adjustments Needed
 - Area 21 is the only area with 3 clubs.
 - An area must have a minimum of 4 clubs at the start of the year
 - Moving the Wentzville MO Pros club to Area 21 brings the club count up to 4.
 - There is a new club added to Area 22 (Inroads Toastmasters)
 - Placed here to shore up the eastern edge of Division E
 - At least one net club growth needed next year.

Motion carried to accept the alignment proposal as it stands at 1:36PM. Will be voted on during April's council meeting.

Discussion:

Patti thanked Tim for his work and for sharing the additional details on the handout. Said that it clarified her concerns about where the adjustments were occurring for Division B. It was unclear until seeing the handout that the transfer was internal. Tim clarified that the document was submitted to leadership and should be available on the District 8 website.

Procedures Manual Changes (Approval voting): Dan Darnall, DTM, Procedures Chair, PDG

Procedures are how we apply policies from TI. The manual helps leadership function appropriately and is an easier resource to use than TI policies.

Procedure A - Financial

- Section 3, Item B
 - Change value from \$7 to \$10. No comments.
- Section 3, Item F
 - Clarifies who should have storage unit keys (District Director and trusted custodian)
 - Storage locker holds all District 8 property, assets, and historical records.
- Section 4 - Mid Year Training
 - Proposal to include financial manager with trio for mid-year training
 - It is critical that they understand TI policy.
- District 8 Trust Fund, Item D
 - Proposal to disclose trust fund balance to prison club liaisons so they can make decisions for prison clubs with more knowledge
- District 8 Trust Fund, Item F

- Fundraising would previously occur only at conferences. Now, fundraising can happen year round.

Procedure B - District Events

- Proposal to decide if an event is virtual or in-person in advance to ensure proper planning. Also suggested to add a “Force Majour” clause that allows for protection in the case of unforeseen, unavoidable issues (environmental, national, etc.)
- Section 3, Contest Scheduling , Item E
 - Conference planning should start far enough in advance to secure a location.
- Section 4, District Annual Conference, Item C
 - Proposal to hold sales outside of meeting rooms.
- Section 4, District Annual Conference, District Annual Business Meeting, Items A, B, C
 - District Director will determine if showcase will be virtually “live” or recorded interviews
 - All floor candidates are required to declare their intent to run for election at least one (1) week (7 days) before the meeting for all positions they are considering running for, regardless of the validity of the DLC report. If the report is valid, all eligible candidates must declare their intent to run as a floor candidate seven (7) days before the elections. In this instance, only those candidates that have been interviewed by the DLC and have not been nominated can declare and run as a floor candidate.
 - District 8 will use a virtual voting method to ensure all individual votes are counted.
 - Virtual was amended from Virtual/Visual after Tim Scarborough brought up that wording may lead to the assumption that voting can only occur online.
- Section 5 –Toastmasters Leadership Institute (TLI) Training, 1st Paragraph
 - Proposal to have qualified trainers lead club officer training.

Discussion:

Art Stanze: May want to define “qualified trainer.” What is the intent?

Dan Darnell: Don’t need to be a club officer to be qualified. Club Quality Director decides what makes for a qualified trainer.

Dawn Tucker: Isn’t participation and experience necessary as a club officer to be qualified?

Curtis Scroggins: Agreed that this needs to be defined before moving on.

Karen Leingang: Need to have some standard for qualified trainers. Should they be qualified before train-the-trainer sessions, or does session participation make someone qualified?

Art: Need to define what makes a qualified trainer “qualified.” If it is at the discretion of the Club Quality Director, this takes away autonomy from the Division leadership.

Tammy Ablan: What if we amend to reflect that current and past officers can participate and drop the “qualified trainer” wording?

Andrew Welter: Leaving the decision only to the Club Quality Officer to define “qualified” is unilateral. At least one more person should be involved in setting that standard.

- Updated Proposal: Remove “Qualified.” Replace with “Program Quality Director will be responsible for writing train the trainer sessions for trainers, who will train club leaders at the TLC.”
- Art Stanza, Dawn Tucker, Debra Morrissey, and Karen Leingang all agreed.

Procedure E, Past District Director Advisory Committee

- Wording of the current policy gives more power than needed - advisory committee is there to help if asked, on an as needed basis. Needs can change year to year.

Motion to approve all proposals as amended, except for Procedure C.

Over 20 people approved.

Proposal CI is to go completely digital for newsletters but to give members the ability to request a printed copy through their respective area director. This is in line with TI and reduces costs but accommodates for those who still want a printed newsletter.

Discussion:

Curtis Scroggins: Does TI have a method to request printed copies?

Dan Darnell/RJ Stratton: No, they are completely digital.

Curtis: If TI is not obligated to provide printed copies, this may not be as necessary?

Tom Coscia: Food for thought: Right now, all newsletters are delivered virtually - no costs.

RJ: No discussion, but some people did mention that they would like paper copies.

Wayne Schoeneberg: Eliminate printed version altogether.

Dan: That is an option, but many pushed back when Pathways went completely digital.

Wayne: Associate a cost with the printed version.

Evelyn Pearman: Prison clubs can only receive printed versions.

Victor Mattison: Put the newsletter online and also print out a PDF version for those who want it.

Karen Leingang: Who would incur the costs for prison clubs?

Curtis: Prison liaisons would be the ones to incur the cost.

Evelyn: I printed materials for prison clubs for other materials.

Dan: If prison club members and prison club request it, we can accommodate.

Victor: District should be able to find a way to sponsor printed newsletters for prison members.

Tim Spezia: Do we have updated emails for all members?

Evelyn: Convey to club leadership when you first join, we can keep a list.

RJ: This is why we want to have the Area leadership maintain this.

Evelyn: Can we table to work out the details?

RJ: What is the procedure?

Tom: Let's table for now, we can decide how to move forward by Council meeting.

All in favor of tabling? 20 votes

Any opposed? 0 votes

Division & Area Directors Reports: Art Stanze, DTM, Div A; Andrew Welter, IP5, Div B; Nicole Arms, DTM, Div C; Jennifer Jacobsen, DL4 Div E; Karen Leingang, DTM, Div F

Division A: Zev Yudovich

- 3/2/2021 Division A Council Meeting - Patrick Hunt, Art Stanze, Tammy Ablan, and Zev Yudovich
- 18 clubs in Division A as of 2/2/2021
- 2 Area directors had their official club visits
- Area Council Meetings
 - Area 4 - 1/7/2021, 3/4/2021, and May meeting TBD
 - Area 9 - 2/17, April and Junes meeting TBD
- Club Success Plans - 7 Clubs completed
- Club Officer Lists
 - 15 Club Officer Lists submitted for 15 annual clubs
 - 2 Club Officer Lists submitted for 2 semi-annual clubs
- Distinguished Club Goals - 8 clubs that achieved 5 goals or more
 - 3 clubs with 6 goals
 - 2 clubs with 7 goals
 - 3 clubs with 8 goals
- Area directors ran four great contests
- Pathways enrollment
 - 3 clubs at 100% Pathways participation
 - 9 clubs at or above 75%
 - 6 clubs between 25-75%
- Education awards unavailable and no triple crowns as of 3/17/2021
- 218 members renewed
- 79 new members as of 3/17/2021
- No new club leads
- Challenges
 - St. Francis Club - District 8 directing rescue effort
 - LCMS - Restarted virtual meetings, club visit on 3/9/2021, will revisit club coaching
 - Daugherty Discourse - Area Director reaching out to club president
 - Loquacious Leaders - Natalie Meighan assigned as a Coach
 - Jeffco Challengers - Dan Darnall assigned as Coach
 - Speak Easy - Have added seven new members, Have three education goals achieved as of March
 - West County - Working on recruiting, three new members as of now
 -
- Celebrations and Special Events
 - Patrick Hunt is a Division Director Candidate
 - Area 4 had a joint meeting on 3/4

- Speak Easy had an Open House on 3/24/2021

Dawn: Innovative games and tools for training were created by Karen Leingang from Division F. Dawn was able to use these for the Division A training.

Division B: Andrew Welter

- Large amount of officers have been trained
- Every club has had at least one officer trained
- 3 clubs have all 10 goals met
- Area 13 does have one club that is in precarious place with 7 members
 - Want to get one more active member to get them at the 8 member minimum
- Clubs are holding steady.
- Division B contest is next Saturday.
- Two individuals Kesha Kant and Sarah Van Meter are running for Division Director

Division B: Annetta Works Salley (Substitute for Nicole Arms)

- Division and Area 6 is growing. Pandemic was an interruption, but have been able to move forward.
- Area 6 is talking club succession.
- Club officers have secured successors.
 - CSPs were a large part of this success.

Division E: Curtis Scroggins (Substitute for Jennifer Jacobsen)

- All Area and Division Contests are complete. Out of 5 areas, 4 chose to have joint contests
 - Area 7 and Area 21
 - Area 14 and Area 22
- 2 clubs that have achieved 7 Distinguished Club Goals, 2 with 6 goals, 4 with 5 goals.
 - 7 clubs with 0 goals
- 5 clubs that paid dues, 11 that have not paid dues
 - 2 of these are prison clubs

Division F: Karen Leingang

- 25 clubs
 - 2 with less than 8 members, 2 with 0 members
- All but 6 clubs met officer training goals
 - 5 clubs with 7 trained officers
 - Wash U - all three of their clubs had all officers trained
- Area visits are being scheduled
- Area and Division Council Meetings
 - Area 15 has a monthly council meeting
 - Division F has a monthly council meeting

- At least 2 clubs have submitted Club Success Plans
- All Area and Division contests are complete
- 5 clubs with minimum 5 Distinguished Club goals achieved
- 6 clubs with 100% Pathway enrollment
 - 15 clubs with 75%
 - 4 clubs between 25-75%
- 83 education achievements since July 1
 - 23 since January 1

Spring Conference PR (for PRM):Tiffany Hoeckelman

- Created a background to promote the conference - please use!
- Speakers are from all over the country - benefit of being virtual
- Hashtags: #d8TMNewWorld #WeAreDist8TM
- MeetUp event will go up on MeetUp account soon
- Speaker posts, conference highlights, and fun facts for social media

Club Growth Director: Victor Mattison, DTM, CGD

- Membership renewals due by end of month - work with clubs to get renewals in early
- Incentives:
 - **Individual:**
 - \$15 if you get 5 new members to join
 - If you help and coach a club, \$15
 - If you bring in a lead: \$50
 - If you do all three, you can make another \$30
 - **Super Club Incentive:** \$25 TI Gift Certificate
 - Get dues submitted by 3/20
 - Do an open house, Youth Leadership Program, or SpeechCraft
 - Grow by 4 member
- Club Coaching - Evelyn and Debbie Young
 - 44 new prospective coaches have been recruited
- Club Mash as a way to grow clubs and streamline coaching efforts
 - We've never had enough coaches to meet need, now we are also in a place with fewer members
 - Tough to qualify members to be coaches
 - Wanted to involve District leaders that could start as soon as possible.
 - John, Patti, and Debbie were all involved in ideation
 - Does not replace club coaching assignments, rather, it is a tool to support club coaches

John Barry's Update

- New club: Inroads Toastmasters - 2000 College Seniors focusing on Interviewing Skills

- Recently Chartered: Continental Communicators and Climate Corporation
- 3 clubs chartered by 3/1 - Growth in line with prior years
- 6 Prospective clubs in various stages of development
 - Personal Real Channel - Springfield, IL
 - Cisco Systems - on verge of chartering
 - Rabo Systems/Rabo Bank
 - Reinsurance Corporation of America
 - Essential Risk Technology
 - Potential lead in Farmington
- Victor is planting the seeds for new clubs!
 - Identified 2600 businesses in 3 markets - Effingham, Columbia, Poplar Bluff

Program Quality Director: Dawn Tucker, DTM, PQD

- Officer training
 - Winter training is over - PreLI, AM/PM sessions at TLI, Workday Hours Trainings, Make-Up Trainings
 - 442 Officers trained
 - Summer training coming up for next year's officers
 - New faces invited to support - volunteers needed
- Contests
 - Club and area contests complete, 1 division contest remaining
 - District contest at Spring Conference - seeking volunteers
 - Contest College videos available for best practices
- Spring Conference
 - Wonderful guests, interesting topics
 - Prison Club fundraising focus
 - Registration is open
 - Invite a friend - new for this year
- Peer to Peer Conversations
 - Facilitated conversations between officers
 - Share challenges and ideas
 - Separate ones for each officer role
- Distinguished Club Program
 - Check results, and make sure club leadership is aware
 - Update CSPs as needed - maybe new ideas are needed!

District Director (New or unfinished Business): RJ Stratton, DTM, DD

Skipped due to time constraints.

Education and Collaboration Sessions

Joint Club Meetings: Patrick Hunt, Area 4 Director

Area Joint Club Meetings - Area Level Meetings

Benefits

- Individual: Different environment, new challenges, different feedback
 - Opportunities to grow as speakers and leaders
 - Individuals invited to arrange meetings as well - leadership enhancement!
- Club: Forum for leaders to discuss strengths and areas of weakness
 - Brainstorm and troubleshoot together
- Greater collective event impact

Flexible formats - structure according to your area and club preferences

Creates a direct line of communication connecting the individual and the district

Patrick is happy to help other Area leaders who are interested in doing something similar, and if others try, would like feedback.

Digital SpeechCraft: Annetta Works-Salley, Area 6 Director

On Wednesday, Annetta plans to deliver a full presentation on Digital SpeechCraft on the Toastmasters Facebook group. Video will be available and will be posted on YouTube.

3:26PM - Meeting Adjourned: RJ Stratton, DTM, DD



District Executive Council Meeting Attendance – March 20, 2021

	NAME	DISTRICT OFFICER TITLE	PRESENT – YES/NO
1.	Raymond “RJ” Stratton	District Director	Yes
2.	Dawn Tucker	Program Quality Director	Yes
3.	Victor Mattison	Club Growth Director	Yes
4.	James Childress	Immediate Past District Director	Yes
5.	Alinda Herron	Public Relations Manager	No
6.	Neeharika Jaladanki	Administration Manager	Yes
7.	Brianna Snow	Finance Manager	Yes
8.	Art Stanze	Division A Director	Yes
9.	Andrew Welter	Division B Director	Yes
10.	Nicole Arms	Division C Director	Yes
11.	Jennifer Jacobsen	Division E Director	No
12.	Karen Leingang	Division F Director	Yes
13.	Alice Gander	Area 1 Director	Yes
14.	Zev Yudovich	Area 2 Director	Yes
15.	Jackie Kam-Blackard	Area 3 Director	Yes
16.	Patrick Hunt	Area 4 Director	Yes
17.	Donnie James	Area 5 Director	No
18.	Annetta Works Salley	Area 6 Director	Yes
19.	Curtis Scroggins	Area 7 /22 Director	Yes
20.	Leo Tungaraza	Area 8 Director	Yes
21.	Tamara Ablan	Area 9 Director	Yes
22.	Sue Rankin	Area 10 Director	Yes
23.	Tim Scarbrough	Area 11 Director	Yes
24.	Becky Jordan	Area 12 Director	Yes
25.	Kesha Kent	Area 13 Director	Yes
26.	Umanga De Silva	Area 14 Director	Yes
27.	Terrell Whitener	Area 15 Director	Yes
28.	Debra Morrissey	Area 16 Director	Yes
29.	April Watts	Area 17 Director	Yes
30.	Sarah Van Meter	Area 18 Director	Yes
31.	Wayne Schoeneberg	Area 19 Director	Yes
32.	Stacey Costin	Area 20 Director	Yes
33.	Seth Jarboe	Area 21 Director	Yes