



## Minutes

### District 8 Executive Committee Meeting

Saturday, July 17, 2021 • 9:00AM

Virtual (via Zoom)

Attendees: Tom Coscia, DTM; David Kincade, DTM; Dawn Tucker, DTM; Karen Leingang, DTM; RJ Stratton, DTM; Michelle Sturdivant; Brianna Snow; Sarah Van Meter; Annetta Works-Salley; Lawson Calhoun, DTM; Makeda Joseph; Erik Pronovost; Jackie Kam-Blackard; Amy Lamb; Arielle Bohnert; Margret Mathews; Linda Leasman; Herman Koester, DTM; Lisa Collier; Shannon Geier; Debra Morrissey, DTM; Peter Ogunniran; Keith Jamerson; Darlene Willman; John Barry, DTM; Patti Howard, DTM; Timothy Spezia, DTM; Elizabeth Link, DTM; Art Stanze, DTM; Andrew LaCroix; and Debbie Young (31 attendees)

### Meeting Preliminaries

#### **Call to Order & Opening: Tom Coscia, DTM PDG**

- Meeting called to order at 9:03
- Introduction of new District Director, David Kincade

#### **Adoption of Agenda: David Kincade, DTM DD**

- Agenda adopted at 9:05 (copy of agenda placed in chat)

#### **Credentials Committee Report: RJ Stratton, DTM IPDD**

- Confirmed we have a quorum - 21/34 DEC members present (need 18)

#### **Approval DEC Meeting 6/26/2021 Minutes: Debbie Young, Admin Manager**

- Approved without objection or amendments (copy placed in chat)

### Finance Report - Brianna Snow, Finance Manager

- Personal Intro: licensed CPA in Illinois and member of Horace Mann Toastmasters
- Has preliminary numbers through the end of May; waiting for TI to finish their financial close to finalize
- Will be submitting financial records to the Audit Committee once numbers are finalized through 6/30/2021
- Will be requesting estimated expense data for this term to assemble District, Division and Area budgets

#### **Profit & Loss Statement month ending 5/31 (preliminary)**

- Membership revenue is currently \$32,848.50
- Membership revenue is higher than budgeted which indicates member growth is higher than expected
- Conference revenue, fundraising revenue and District Bookstore revenue are all \$0 due to all events being virtual

- Normally conference expenses are the largest part of the District budget, but because the Spring conference was virtual those expenses were \$0
- Recognition expenses is higher than budgeted due to the fact that we are now allowing for postage to send out awards since most clubs are not meeting in-person
- Club Growth expense is under budget because they are finding ways to recruit without spending much money
- Marketing Outside of Toastmasters expense is under budget
- Marketing expenses is currently -\$600 due to a refund received
- Public Relations expense is under budget
- Education & Training expenses is also at a negative balance due to accruals that haven't been claimed (vouchers that have not been redeemed)
- Speech contest expenses are under budget due to the fact that all contests were virtual; we didn't have any room rental or refreshment expenses
- Administration expenses include the District's storage unit, website, allocation to TI and other various expenses and are on budget for the year
- The allocation to TI is a percentage of our membership dues to help support TI operations
- Travel expenses and other expenses are significantly under budget
- Overall in "OK" shape with actual revenue at \$32,848.50, actual expense at \$5123.21 and a current profit of \$27,725.29
- Profit is \$7,270.23 over budget
- Expects to have final numbers for the entire 7/1/2020 - 6/30/2021 term at the next DEC meeting
- Once numbers are finalized the report will be submitted to Tom Coscia to post on the District website

#### **Q&A**

- Q: Tim Spezia - Why the District Bookstore revenue was \$0 because he has processed award vouchers for merchandise?
- A: Brianna - Voucher redemption for vouchers issued last year would have been reflected last year. TI allocates bookstore expenses to other categories.
- Q: Tim - In the past once he sent the vouchers to TI that would show as revenue to the bookstore.
- A: Brianna - Will pull a detailed report from TI and reach out to them for clarification. Could possibly hit the June report.
- Q: David Kincade - Requested a copy of the report for the District 8 website.
- A: Brianna - Can supply preliminary report now or final by Tuesday.
- A: David - OK to wait for final numbers if available in the next few days.
- Brianna requested audit committee members reach out to her to start planning for year-end audit

### **Club Growth Report - Dawn Tucker, DTM, Club Growth Director**

- Excited about her new role

#### **Introduced the Marketing committee**

- Patti Howard, Club New Source Research - finds leads for new clubs
- John Barry, Club Extension Chair - converts leads to new clubs
- Debbie Young, Club Quality Chair - works with new clubs and club mentors
- Yutaka Ikeda, Club Retention Chair - works with challenged clubs and club coaches

#### **Distinguished Area program**

- Just like there is a Distinguished Club program, there is a program for areas
- Distinguished Area - no net loss in clubs
- President's Distinguished Area - net growth of at least one club
- District needs members to sponsor new clubs
- Will be promoting the formation of virtual or hybrid specialty clubs, such as a technology club

- Area Directors get in touch with Dawn if interested in sponsoring a new club
- John Barry is currently working on two new club leads
- Look for Toastmaster networking events coming soon applicable to all members
- Will be offering education at the district, club and individual level; focusing on maintaining and growing membership

## Program Quality Report - Karen Leingang, DTM, Program Quality Director

### Officer Training

- Successful TLI on 7/10/2021
- Forty-six clubs have at least four officers trained to meet Distinguished Club Program goal
- Two clubs have all seven officers trained
- Twelve clubs with three officers trained
- Fifty clubs with two or less officers trained
- Will be having more training opportunities to get these clubs trained to meet the Distinguished Club Program goal
- Division A has already hosted its Club Officer make-up training in June
- Divisions B, C, E and F need to set dates for their Club Officer make-up training
- Asked that Division Directors get this scheduled so it can be promoted

### Incentives

- Will be releasing incentives soon, some will include:
- Seven officers trained in both TLI sessions and turn in Club Success Plan
- Triple Crown
- Area Directors incentive to get club visits completed and submitted early

### Committees

- New Education Committee to identify education needs and execute training; Art Stanze to chair
- New TLI Committee to put together template/best practices to assist those planning the event going forward; chair TBD
- Conference Committee to start early so not rushed; chair TBD
- Contact Karen if interested in volunteering for any of these committees

## Unfinished Business

- Q: Patti Howard - To Tim Spezia, when can clubs expect to receive bookstore orders placed with an award voucher and will they be mailed?
- A: Tim - will arrange to meet purchasers to get the items to them; will also need voucher being redeemed and any additional funds due on the order.

### Spring Conference

- Art Stanze: Tabled discussion of Spring conference at the 6/26/2021 DEC Meeting; need to vote on virtual or in-person
- David Kincade: Suggested tabling until future meeting
- **Motion by Lawson Calhoun:** Motion to postpone vote of virtual vs in-person Spring conference for now
- **Seconded:** RJ Stratton
- **Discussion**
  - Dawn: Reminded that deadline is July 31st to submit decision to TI, otherwise they will designate a virtual conference on our behalf

- David: In light of deadline, disagrees with his previous suggestion. Reminds a vote for virtual is locked in, a vote for in-person can be reverse back to virtual.
- **Rescinds motion:** Lawson Calhoun
- **Rescinds second:** RJ Stratton
- David: Would someone want to make motion for in-person?
- **Motion by Lawson Calhoun:** Motion to designate Spring conference in-person
- **Seconded:** Debra Morrissey
- **Discussion**
  - Tom Coscia: Clarifies that we will still have the option to go virtual
  - Karen Leingang: Assured those present that they will re-evaluate the decision later and determine if an in-person conference is safe for the District
  - No further discussion - call for vote
  - Q: Art - Who gets to vote?
  - A: RJ - all DEC members
- **Vote:** 20 in favor; motion passed
- **Decision:** **Spring conference will be in-person, with an option to change back to virtual later**

## New Business

- Tom Coscia: Updating the District 8 website Team page; please submit a photo and bio; missing some Area Directors and several committee chairs
- Q: Jackie Kam-Blackard - Is there a date for the Spring conference?
- A: Dawn Tucker -The date and location are being discussed this week
- Q: Annetta Works Salley to Tom Coscia - Is there a template for bios?
- A: Tom - Up to person, should focus on professional and Toastmaster experience
- A: David Kincade - Think of bio as a quick 1- 3 min ice breaker with context of audience being District 8 Toastmasters

## District Director Announcements - David Kincade, DTM, District Director

### Announcement of Leadership Team

- Club Growth Director - Dawn Tucker, DTM
- Program Quality Director - Karen Leingang, DTM
  - District Director, Club Growth Director and Program Quality Director make up the trio
- Immediate Past District Director - RJ Stratton, DTM
  - Thank you for last year of service
  - Will be a huge resource to David
- Public Relations Manager - Michelle Sturdivant
- Administration Manager - Debbie Young
- Finance Manager - Brianna Snow
- Logistics Manager - Tom Coscia, DTM

### Division Directors

- Division A - Patrick Hunt
- Division B - Sarah Van Meter
- Division C - Annetta Works Salley
- Division E - Victor Mattison, DTM
- Division F - Lawson Calhoun, DTM

### Area Directors

#### Division A

- Area 9 - Margret Mathews

- Area 4 - Amy Lamb
- Area 2 - Erik Pronovost
- Area 5 - Arielle Bohnert

#### Division B

- Area 16 - Debra Morrissey, DTM
- Area 13 - Charidee "Shannon" Geier
- Area 3 - Jackie Kam-Blackard
- Area 18 - Keith Jamerson

#### Division C

- Area 10 - Linda Leasman
- Area 1 - Makeda Joseph
- Area 11 - Herman Koester, DTM
- Area 6 - Umanga De Silva, DTM

#### Division E

- Area 14 - Terri Orban
- Area 22 - Darlene Willman (not announced during meeting)

#### Division F

- Area 12 - Lisa Collier
- Area 17 - Peter Ogunniran
- Area 19 - Sara Dahm

- There are five areas with no director yet, please refer potential candidates to the division director or David
- Q: Amy Lamb - Would someone still be qualified for DTM if not starting on 7/1?
- A: David Kincade - If start date is prior to 9/30 they would receive credit for serving as District officer toward DTM.

#### Committees Chairs

- Marketing Committee
    - Club Extension Chair - John Barry, DTM
    - Club New Source Research - Patti Howard, DTM
    - Club Quality Chair - Debbie Young
    - Club Retention Chair - Yukata Ikeda
  - Alignment and Bookstore - Tim Spezia
  - Communic 8, Parliamentarian, Photographer and Website - Tom Coscia, DTM PDG
  - Conference Site - Kat Mokriakow
  - Historian - Elizabeth Link
  - Leadership - RJ Stratton
  - Meet Up and Rotary Liaison - Kevin Desrosiers
  - Procedures - Dan Darnall
  - Robert/Drummond Fund - Curtis Scroggins
  - Youth Leadership - Suresh Gopalakrishnan
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- Looking forward to a wonderful year; fantastic talent, great ideas, will be sticking to the District mission
  - District Mission: *"We build new clubs and support all clubs in achieving excellence"*
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- Q: Jackie Kam-Blackard - is calendar of future DEC meetings available?
  - A: David Kincade - calendar coming soon; will be posted on District 8 website
  - A: Tom Coscia - specifically, Resources > District Officer District Resources  
<https://dist8tm.org/resources/#district>

## Closing

### **Announcements: David Kincade, DTM DD**

- Watch District 8 website and email for coming events
- Training for Division and Area Directors following this meeting

### **Adjournment: David Kincade, DTM DD**

- Meeting adjourned at 10:06

DRAFT

<b>DISTRICT EXECUTIVE COMMITTEE ATTENDANCE</b>			
	NAME	DISTRICT ROLE	PRESENT
1	David Kincade, DTM	District Director	Y
2	Dawn Tucker, DTM	Club Growth Director	Y
3	Karen Leingang, DTM	Program Quality Director	Y
4	Raymond "RJ" Stratton, DTM	Immediate Past District Director	Y
5	Michelle Sturdivant	Public Relations Manager	Y
6	Debbie Young	Administration Manager	Y
7	Brianna Snow	Finance Manager	Y
8	Patrick Hunt	Division A Director	N
9	Sarah Van Meter	Division B Director	Y
10	Annetta Works Salley	Division C Director	Y
11	Victor Mattison, DTM	Division E Director	N
12	Lawson Calhoun, DTM	Division F Director	Y
13	Makeda Joseph	Area 1 Director	Y
14	Erik Pronovost	Area 2 Director	Y
15	Jackie Kam-Blackard	Area 3 Director	Y
16	Amy Lamb	Area 4 Director	Y
17	Arielle Bohnert	Area 5 Director	Y
18	Umanga De Silva, DTM	Area 6 Director	N
19	vacant	Area 7 Director	N
20	vacant	Area 8 Director	N
21	Margret Mathews	Area 9 Director	Y
22	Linda Leasman	Area 10 Director	Y
23	Herman Koester, DTM	Area 11 Director	Y
24	Lisa Collier	Area 12 Director	Y
25	Shannon Geier	Area 13 Director	Y
26	Terri Orban	Area 14 Director	N
27	vacant	Area 15 Director	N
28	Debra Morrissey, DTM	Area 16 Director	Y
29	Peter Ogunniran	Area 17 Director	Y
30	Keith Jamerson	Area 18 Director	Y
31	Sara Dahm	Area 19 Director	N
32	vacant	Area 20 Director	N
33	vacant	Area 21 Director	N
34	Darlene Willman	Area 22 Director	Y