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District 10

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**Fall 2019 District Council Meeting Minutes of District 10
Virtual Meeting
Saturday, September 28, 2019**

1. Minutes of the Fall 2019 District 10 District Council Virtual Meeting, held Saturday, September 28, 2019.
2. Call to Order – District Director, Sravanthi Vallampati, called the meeting to order at 2:32 PM.
3. Welcome and Review Meeting Agenda

The District Council is made up of the District Executive Committee (Current and Immediate Past District Director, Program quality Director, Club Growth Director, Public Relations Manager, Finance Manager, Division Directors, and Area Directors) and each club's President and Vice President of Education.

The District Council Meeting Agenda (attached) was sent via email and was also posted on the District 10 website. The Agenda was followed as presented.

4. District Mission and Inspiration- Jolyn Brown-Redic, Club Growth Director

The District Mission: "We build new clubs and support all clubs in achieving excellence." An inspiration was shared: "One more day to serve, one more hour to love, one more minute to praise for this day I am grateful. If I awaken to the morning sun, I am grateful."

5. Year-end Audit Report – Audit Committee Chair Sharon Brustoski

The audit report was summarized in the following categories: organization, substantiating transactions and policy review. The 2018-2019 Audit Committee consisted of Chair, Sharon Brustoski, Bridgestone/Firestone Club #3315; Michael Fink, Beacon Club, #2358921 and Craig Chamberlain, AM Akron Club #8480. On August 1, 2019, the Audit Committee examined District 10's Profit and Loss Statements, bank statements, district reserve statements, Receipt Register and Payment Register. The committee traced all transactions on the Receipt Register and Check Register to their respective supporting documentation and found that all transactions were adequately supported.

6. Credentials Committee Report – District Parliamentarian Doug Thiessen

There were 109 clubs in District 10 eligible to vote. Each club was allowed two votes, one for the President and Vice President, Education. There were 73 votes required to reach a quorum. Since only 40 club officers were in attendance, a quorum was not reached. There were 23 District Executive Committee members present. Since a quorum was not reached, voting was done after the meeting.

7. Voting Procedures – District Administration Manager, Charlene VanDeWeerd

Since a quorum was not reached, the voting was opened after the District Council Meeting adjourned. Voting software called ElectionBuddy was used to calculate the results. The voting remained open until a simple majority of 110 votes were reached. The results of the voting are contained in paragraph 12.

8. Spring 2019 District Council Meeting Minutes of May 11, 2019

Gayle Thiessen, Aerospace Club #3526 advised of the following corrections to the May 11, 2019 minutes:

- 1) Page 9, under Election of 2019-2020 Top Officers, second paragraph should read, "After nominations for each of the top three officers are closed, if there is only one candidate for any office, I will instruct the Administration Manager to **case (CHANGE TO cast)**..."
- 2) Page 10, "Election of 2019-2019 Division Directors" should be changed to read "Election of 2019-2020 Division Directors."
- 3) Page 10, under "Election of 2019-2020 Division Directors," first paragraph should be changed to read ..."and I will instruct the Administration Manager to **cast (INSTEAD OF case)**..."

9. Appointed District Leaders

District Director Sravanthi Vallampati appointed 24 Area Directors, three additional voting members of the District Executive Committee, namely the Public Relations Manager, Finance Manager, and Administration Manager and additional district leaders, several of whom were recommended by the Club Growth Director and Program Quality Director. These Toastmasters were selected based on their dedication to the program, and their demonstration of living the Toastmasters core values of Integrity, Respect, Service and Excellence. The District Council members received a link to the list of appointees. The District Executive Committee approved the appointment of these leaders at the DEC meeting held September 8, 2019. The list was presented before the District Council for approval.

Correction to the list: Christine Niswender, Area 21 Director advised to correct her name on the District Success Plan from "Christina" to Christine. Christine Niswender also advised that Area 14 Director is Catherine Peterson instead of Cathie.

A motion to vote to approve the appointed members of the District Leadership Team was in order.

Motion made by: Dale Force, Firelands Sandusky Club #391

Motion Seconded by: Charlene VanDeWeerd, Colorful Communicators, Club #871427

No additional discussion. The Appointed District Leaders voting was sent to the District Council members after the meeting adjourned.

10. District Budget – District Finance Manager Rachun Caldwell

A preliminary draft of the budget was presented to the District Executive Council on September 8, 2019. Since then, it was vetted by the Finance Department at Toastmasters International and was presented for final approval. The budget was briefly reviewed for the 2019-2020 year. A brief summary was provided.

Area 20 Director, Preeti Venkataramani asked what percentage of total membership revenue comes back to the District. The Finance Manager advised that 25% is allocated back to District 10.

A motion to vote to approve the District Budget was in order.

Motion made by: William Simpson, Talk of the Town, Club #2917

Motion Seconded by: Lynn Green, A.M. Akron, Club #8480

11. District Success Plan – Program Quality Director, Alicia Smith-Kirk

A preliminary draft of the District Success Plan was presented to and approved by the District Executive Committee on September 8, 2019. The Plan was reviewed in terms of the Team Agreement, Team Strategy to fulfill the District mission in terms of membership payments, growth, distinguished clubs, additional goals and resources.

- Values: Toastmasters International’s core values of integrity, respect, service and excellence are incorporated into the District 10 District Success Plan. Additional core values are: Empathy, truthfulness, transparency, optimism, support and kindness.
- Team Operating Principles: Mutual support, collaboration, loyalty, encouragement, accountability and flexibility.
- Potential Obstacles: Personal obligations, work, time/resource limitations, distance/travel, common availability, loss of momentum caused by lack of timely communication, last year of Legacy program, and onboarding to Pathways.
- Meeting Protocol: The Trio will meet at least weekly. The Top 8 will meet at least monthly. The DEC will meet 4 times in a year; One in person with special meetings as necessary.
- Team Interactions and Behavioral Norms: Email, phone/conference call, text, in-person meetings, virtual meetings and Google Sheets/other collaboration tools.
- Membership Payments Growth
 - Strategy: Recognition and incentives are a priority for the District this year. The District will promote membership building contests more frequently and reward often to keep momentum.
 - Action 1: Schedule membership building campaigns and actively promote them through the newsletter, website, social media.
 - Action 2: Institute reward and recognition programs and promote these programs; e.g., Perfect 10 in District 10, throughout the District.
 - Action 3: Promote membership-building contests (e.g., Smedley, Beat the Clock) during the program period and offer a \$25 TI gift store certificate to clubs that achieve the goal.
- Resources: District 10’s budget has been allocated for promotional and recognition activities. Participation in community activities through impressive displays of Toastmasters branding material (banner, trifold, printed material and human presence) will be encouraged and highlighted throughout the year. Area Directors are promoting these leadership opportunities as well as Division Directors through newsletters and club visits.
- Club Growth
 - Strategy: The District will offer two in-person events focused on club building, growth and club quality; one in the fall and one in the first quarter of the new year. The District will offer special workshops for training coaches and mentors. Webinars and workshops focused on how to start new clubs will be offered. A club extension chair, club retention chair, club quality chair, and new club lead source chair will be appointed. Division and Area Directors will form councils to collaborate and support needs. Success is a team sport. The District and team members will hold themselves accountable.
- Distinguished Clubs
 - The promise of recognition for achieving Distinguished Club goals has motivated clubs to work toward the DCP. Personal recognition by the DD, PQD, and CGD was an incentive for members last Toastmasters year. A greater effort will be made to encourage officers and members in future leadership positions to participate in second round training. This year, for the first round of TLI training, the District had 22 clubs achieve seven officers trained.
 - Resources: The District is budgeted for several Distinguished club incentives in 2019-2020, including lectern banners, membership pins and special recognition for clubs that achieve all ten DCP goals and for clubs that train all seven club officers in both training rounds.
- Additional Goals: The District will promote success planning to better build a leadership pipeline for the future. Division and Area Directors are encouraged to solicit and train Assistant Division and Area Directors (and associated committees as needed) to help learn about leadership responsibility and take on future roles to support the District and its members. We believe this will enable the District to live up to the tagline “Where Leaders are Made.”

Program Quality Director Alicia Smith-Kirk, offered the following club statistics as of September 28, 2019:

- 1,082 member payments have been received to date. 100 off pace from last year, as 1,182 were received last year.
- Six clubs have four new members.
- One club has five new members.
- Last year, 131 education awards were achieved; There are 221 education awards achieved.
- Pathways adoption rate: 68% complete adoption; 49 clubs have 100% adoption rate by all 7 officers.

A motion to vote to approve District 10's District Success Plan was in order.

- Motion to Vote was made by: Area 25 Director, David Yung
- Motion was seconded by Dale Force, Firelands Club #391

12. Results of Voting: The results of voting for three items are outlined below:

1. Do you Approve of District 10's Appointed Officers?

110 Voting Members: 109 Yes (99.1%)
1 No (0.90%)

Vote carried: Yes

2. Do you Approve of District 10's Budget for 2019-2020?

110 Voting Members: 108 Yes (98.2%)
2 No (1.8%)

Vote carried: Yes

3. Do you Approve of District 10's District Success Plan for 2019-2020?

110 Voting Members 109 Yes (99.1%)
1 No (0.90%)

Vote carried: Yes

13. Division Director Reports

- Southern Division – Lenroy Jones: Membership payments are coming in slowly. On-line newsletter will be published mid to late October. The Chair of Division's speech contest will be appointed soon, date will then be announced. Second round make up TLI training will be Saturday, February 1st at Stark State College. Dr. Para Jones, President of Stark State College has extended an invitation to the District leadership to attend an event on October 30' 2019, at Stark State College's Main Campus. Finally, there will be information in the Southern Division newsletter about Prison Clubs fund development.
- Northern Division – Wendi Polman: Membership payments are coming in slowly. Tri-C Club is currently in Eastern Division but needs to be realigned to Northern Division. Past District Director Vicky Nann advised that this was already decided at the May 11, 2019 Annual District Council meeting in the Realignment Report. District Director Sravanthi Vallampati agreed to follow-up with Toastmasters World Headquarters to confirm the realignment of Tri-C to Northern Division.
- Eastern Division – Rayshawn Eatmon: Area Directors are doing well and keeping in touch. Reminder of October 5, 2019 Leadership Symposium at Brooklyn Library with David Yung, Deborah Bonner and Craig Gerlock
- Central Division – Norberto Flores: Currently, only 11 out of 23 clubs have reached the minimum of paid membership. One theory is that the Treasurer of each club has not yet sent in dues. The Area Directors are following up. Contests have already been scheduled. The Beacon and Wadsworth Clubs have coaches since they are low on members. Tony Green is also assisting. Make up TLI training will be December 14, 2019, 10:00 AM – 2:00 PM at the Main Library in Akron. Two issues of Central Division's monthly newsletter have been published. The October 5, 2019, Leadership Symposium hosted on October 5th will be published on the District calendar.

- Western Division –Alicia Smith-Kirk (for Ines Jimenez): Good turnout for TLI make up sessions. Area Directors continuing club visits. Published newsletter for Western Division. Hosted Pathways in-person training. Holding a free Toast Host even in October, as well as a holiday social event in December.

14. Announcements

- Club Growth Director Jolyn Brown-Redic announced the Club Quality and Recognition Forum will be held on Saturday, October 19, 2019, from 8:00 AM until 1:00 PM at the Holiday Inn, Independence, Ohio. There will also be a recognition ceremony to honor clubs and individuals who have achieved outstanding goals during the 2018-2019 Toastmasters year. Members in District 10 received an email calling for nominations for the “of the Year” awards. Information can be found on District 10’s website.
 - Question from William Simpson: Will the bookstore be at the October 19th event?
 - Answer: Yes, the bookstore will be at the October 19th event.
- District Director Sravanthi Vallampati congratulated Public Relations Manager Sharon Stadul on the new website.
- Program Quality Director, Alicia Smith-Kirk, announced the Toastmasters Leadership Institute dates are Saturday, December 7, 2019, 8:00 am – 12:00 pm. The Spring Conference dates are May 15-16, 2020. The District contest is May 16, 2020.
- Finance Manager Rachun Caldwell, reminded all Area Directors to submit expense reports before the October 15th deadline changing reimbursement from 58 cents per mile to 14 cents per mile.
- Past District Director Vicky Nann advised as Chair of the District Leadership Committee to start thinking about the next Toastmasters year to run for elected positions.
- Question from Wendi Polman, Northern Division Director: Have the name badges arrived?
Answer from District Director Sravanthi Vallampati: Yes, they have, and they will be distributed starting in early October.

No additional discussion.

Meeting adjourned at 3:13 pm EDT by District Director Sravanthi Vallampati

Respectfully submitted,

Charlene VanDeWeerd
Administration Manager, District 10