District 10 District Council Meeting Minutes

24 September 2022

In attendance:

- District Director: Bob Churilla
- Program Quality Director: Sandra Orland
- Club Growth Director: Andrea Wells
- Public Relations Manager: Lenroy Jones
- Finance Manager: Preeti Venkataramani
- Administration Manager: Emily Szabo
- Central Division Director: Malcolm Tsung
- Eastern Division Director: Diane Jackson
- Northern Division Director: Selena Mallory
- Western Division Director: Bill McGee
- Area 13 Director: Sangeeta Teegala
- Area 14 Director: Maureen Bachman
- Area 22 Director: Zahirah Suddeth
- Area 23 Director: Karen Gabrielse
- Area 41 Director: Susan Russell
- Area 42 Director: Louise DeBell
- Club President, Lenroy Jones, MVC #1259
- Club President, Joe Javorsky, Impact Toastmasters #9124
- Club Vice President of Education, William Simpson, Crossroads
- Club Vice President of Education, Bill McGee, Talk of the Town
- Club Vice President of Education, Tricia Spayer, Impact Toastmasters #9124
- Club Vice President of Education, Sravanthi Vallampati, Diversity for Success
- Club Vice President of Education, Jada Kirk
- Immediate Past District Director: Tricia Spayer
- Audit Committee Chair: Charlene VanDeWeerd
- Credential Chair: Tracey Touma
- Parliamentarian: Deonna Moore Taylor

Attendees, title/position/club unknown:

- Deborah Bonner
- Helene Beer
- Jasmine Zogheib
- Jeannine Murray
- Juel Leonard
- Loren Dill
- Marcus Phillips
- Nancy Temple
- Ron Banonis
- Sofia Lehtonen
- Terri Sexton
- Valerie Costa

9:05AM: Welcome

- Program Quality Director - We want to see clubs & members success
- Club Growth Director – recall District Mission: We build new clubs & support all clubs in achieving excellence
- Inspiring Words – Sandra Orland
    - It takes a village to grow together
    - Let’s grow together as a team, as a District, as individuals
    - We’ll be cheering each other on to go for it, go to the next level
    - We’ve overcome so much the past 3 years, now we’re in a new phase (hybrid experience)
    - It might be uncomfortable at times, but keep pushing, it gets easier with time & practice

- We're learning transferrable, marketable skills

9:11AM: District Mission – Andrea Wells

9:12AM: Credential Chair – Tracey Touma

- 78 clubs in the district in good standing (each club has 2 votes: 1 for Pres, 1 for VPE)
- 1 member can hold the weight from each club (1 person can carry 2 votes)
- 1/3 of eligible clubs must be in attendance during today's meeting = 53 voting participants
- We **do not** have quorum today
- We will send ballot via email to Pres & VPE for virtual vote at the end of the meeting

9:18AM: Agenda is adopted

9:18AM: Audit Committee Report

- Summarized annual report
- Committee members Oakland Lewis, Patricia Redding
- 3 broad categories: organization, policy review, substantiating transactions
- Examined profit/loss statements, bank statements, reserve statements
- Line by line review of registers available online via Google spreadsheets
- Reviewed Concur financial system
- Transactions were well-supported. All appropriate documentation made it easy to verify

9:20AM: Profit & Loss Statement – Tricia Spayer

- We submitted 2021-2022 budget based on previous years' budgets
  - We expected to spend $34,390.52, we spent $21,229.14 ($13,161.38 under)
  - Note: A discrepancy <$100 between budget & actual is considered "in budget"
  - Membership was down ($4,252.60 under budget)
  - Conference revenue was down ($941.74 under budget)
    - Since conference was virtual, we were able to save money
  - Fundraising earned $455.45 more than expected
  - District Bookstore was down ($24.60 under budget)
  - We put money into an accrual bucket (we put $7,000 into this bucket) for use in 2022-2023 Toastmasters year
- Question:
  - Jeannine Murray Medina 941 club: What fundraising was done?
    - Sandra: Connect for Success (auction), charged donation fee (~100 people attended session)

9:31AM: District leader Appointments

- 2 area director vacancies currently (Areas 24, 51)
- Sent district leadership spreadsheet for review
- Bob Churilla announces area directors
  - Area 10: Merkisha Rush
  - Area 11: Joe Pannitto
  - Area 12: Marjorie Miller
  - Area 13: Sangeeta Teegala
  - Area 14: Maureen Bachman
  - Area 20: Marilyn Harman
  - Area 21: Angela Ventura
  - Area 22: Zahirah Suddeth
  - Area 23: Karen Gabrielse
  - Area 30: William Dembie
  - Area 31: George Clayton
  - Area 32: Kenneth Griffin
  - Area 40: Sugata Chatterjee
  - Area 41: Susan Russell
  - Area 42: Louise DeBell
  - Area 43: MaryAnne Burrows
  - Area 50: Mary Hillen
  - Area 52: Suchita Rajan
  - Area 53: Greg Danko

- Bob Churilla announces top 6 (logistics manager position is vacant)
    - District Director: Bob Churilla
    - Program Quality Director: Sandra Orland
    - Club Growth Director: Andrea Wells
    - Public Relations Manager: Lenroy Jones
    - Finance Manager: Preeti Venkataramani
    - Administration Manager: Emily Szabo
- Questions
    - Zahirah Suddeth (Area 22 Director): can an area director serve 2 areas to fill a vacancy?
        - Bob: Division directors are covering the vacancies.
        - Tricia: when you serve as area director, you're only permitted to serve in 1 role (so technically no, you can't formally fill the vacancy). However, an area director can visit other clubs & support the division director in covering the vacancy.
    - Karen Gabrielse (Area 23 Director): surrounding area directors will help cover Area 24 vacancy. Can we submit the area director visit report online, or do we need to send it to the Division Director?
        - Tricia: You can't submit it yourself. Division Director will need to submit. You can fill out the area visit PDF and send to Division Director for submission.

9:46AM: Point of Order, Parliamentarian: Deonna Moore Taylor

- If we don't have quorum, we can't have this meeting
    - Tricia: To my understanding, we can run this meeting without a quorum, then vote later.
    - Deonna: Please send me this clause, I'll review.

9:46AM: Break

9:51AM: Meeting resumed

- Parliamentarian: we can still have this meeting.
    - Rules are confusing. Robert's Rules says that we need to table the meeting because there's no quorum. But TI rules indicate that we can have the meeting. Conflicting information.
    - We'll continue the meeting today, but we can't vote until the meeting ends. Will call TI next week and get clarification for future meetings.

9:54AM: Motion to approve district leader appointments

- Bill Simpson (VPE Crossroads) makes motion
- Susan Russell (Area 41 Director) seconds

9:55AM: Motion to approve April 25, 2022 District Council Meeting Minutes

- Diane Jackson (Eastern Division Director & VPE 6500 Eastside Toastmasters) makes motion
- Joe Javorsky (President of Impact Toastmasters #9124) seconds

10:02AM: D10 Finance Report – Preeti Venkataramani

- Presented draft budget summary
    - Budget base: $29,278
    - Reserve: $7,319.60

- Our goal continues to be “get FIT in finance” (**F**ast & forward, **I**mpart budget knowledge, **T**raining resource library)
- New resource: finance FAQ
    - How to use concur
    - Payment method pros/cons
    - How to redeem/purchase TI gift certificates
- We’re currently in renewal season: 6-month memberships are due by 9/30
- Motion to approve budget
    - Susan Russell (Area 41 Director) makes motion
    - Sravanthi Vallampati (VPE, Diversity for Success Toastmasters) seconds

10:12AM: District Director Report – Bob Churilla

- Quarterly District Town Halls
    - I’m here to serve you, D10
    - Town halls may be more frequent if there’s interest
- Networking Opportunities
    - 2-3 times this year, district-wide
    - Private chat rooms
    - Guest speakers
- DTM Recognition Ceremony
    - Spring/summer 2023, host event in the park (outdoors) to honor members who earned DTMs since 2019
    - Moving back toward in person district events
    - Let’s Show appreciation for our new DTMs’ hard work

10:16AM: Program Quality Director Report – Sandra Orland

- Slides: https://docs.google.com/presentation/d/1-9z9EEECnLcTonN65MVJ7JmoFw94kKMu3M8M_Jmv21I/edit?usp=sharing
- Round 1 TLIs were successful
    - 5 division makeup sessions
    - 3 power hour makeup TLI held by area directors
    - 74.9% of all club officers were trained
    - 80% of district 10 clubs achieved at least 4 trained officers
    - Need to focus a little more on Southern Division
    - 6 clubs still need to turn in club officer reports to receive credit
        - Downtown Toastmasters Club
        - Logistically Speaking
        - Toast of Rockwell
        - Cleveland Speaks Toastmasters Club
        - CMBA Communicators
        - ComDoc Toastmasters
    - 2 clubs are closing
        - Bridgestone Firestone Club
        - Medina Leaders Speak
- Round 2 TLI December 3
    - Makeup training must be Nov 1-Feb 28
    - Makeup training scheduled
        - Jan 14: Western Division
        - Jan 16: Eastern Division

- 2023-2024 Toastmasters Year
  - Round 1 TLI: June 10, 2023 9AM-12PM
- 100% of Area & Division Directors were trained
- Upcoming Initiatives
  - Lunch Learn Lead series
    - Training series 12pm on 4th Fridays of the month
  - Pumped Up for Pathways
    - 2nd & 4th Tuesdays, 12-1pm ET
  - Club officer socials
  - More Zoom training & Area Director training
  - Club contest training & district recognition training coming in October
- Contests
  - International Speech & Table Topics
  - Club decides method of selection for area contest (now – January 1)
  - Virtual Area Contests (January 2 – March 5)
    - January 21, 10AM-12PM: Area 41 Contest
    - January 28, 10AM-12PM: Area 53 Contest
  - Hybrid Division Contests (March 6 – April 16)
    - No contests April 5-9
    - March 11, 10AM-1PM: Eastern Div Contest
    - March 25: Western Div Contest
  - Hybrid District Contest (May 6)
- DTM Co-chairs: Lenard Taylor & Amy Fahnestock
- District 10 Spring 2023 Hybrid Conference
  - Co-chairs Tracey Touma & Catherine Peterson
  - Education co-chairs Deonna Moore Taylor & Pete Punwani
  - Friday, May 5, In-Person Networking Event
  - Hybrid conference, May 6th
    - District International Speech & Table Topics Contests
    - Tentatively planning DTM Recognition Gala

10:26AM: Club Growth Director Report – Andrea Wells

- Base of 80 clubs (per TI)
  - 11 clubs with <7 members
  - 26 clubs with 8-12 members
  - 19 clubs with 13-19 members
  - 24 clubs with >= 20 members
  - 37 clubs eligible for club coach
- Goals
  - Charter 10 new clubs this year
  - 0 net loss of clubs
  - Increase membership within all clubs to at least charter strength
- Club Coach Eligibility Requirements
  - Clubs must have at least 3, but not more than 12 members
  - Have at last 1 club officer that has completed Club Coach Training module in Pathways
  - Not suspended or closed

    - Don't have 2 coaches appointed
    - Sign Club Coach Agreement
- Prospective Club Coach Requirements
    - Paid member in good standing
    - Have not been a member of eligible club in the last 6 mo
    - Have been a member of Toastmasters for at least 1 year
    - Have served as a club officer for 1 annual term (or 2 semiannual terms)
    - Have completed minimum of Level 2 in Pathways, or ACB/ALB in Legacy Program
    - Have completed Club Coach Program Training Module in Pathways
    - Sign Club Coach Agreement
- Club Coach Program
    - Must serve at least 6 months
    - Coach cannot join the club during their appointment
    - Club coach must submit & complete the required forms
        - Preliminary reports within 30 days of appointment
        - Progress report every 60 days
        - Final report after appointment has ended
    - Club must achieve at least distinguished status by June 30
- Membership
    - Incentives for Early Bird renewals
        - Alive Inside Toastmasters Club
        - Keymunicators Club
        - Men With Voice/Men With Vision
        - Parker SpeakEasies
        - Bailey Toastmasters
        - Ariel Toastmasters 1
        - Ariel Toastmasters 2
        - Warren Toastmasters
        - Colorful Communicators
        - Progressive Messengers
        - Lubrizol Toastmasters
        - Speak to Lead
        - CCAC Toastmasters
        - Progressive Insurance Advanced Toastmasters
        - Brakethrough Speakers
    - Membership building contests
    - Open House Incentives
- If your club is struggling with membership & need help, please communicate with Area Director. We don't know if you're struggling if you don't tell us!

10:36AM: Public Relations Manager Report – Lenroy Jones

- Communication plan includes internal & external communication. There are a lot of tools. We use social media, email, snail mail. Word of mouth is still really powerful
- 2022-2023 Focus
    - Communicate D10 Events
    - Effective Communication

    - Review, refine, & streamline D10 communications
    - Volunteer Leadership
- Keep our communication flow timely, accurately, & consistently to members & leaders
- Host sessions for D10 VPPR & participate in Region 6 PRM meetings
- Keep in the forefront Return on Investment (ROI) of our time, talent, & treasure
    - Weekly update is the one getting all the clicks because it has events & reminder (30% click rate)
- 10 Keys to D10 Communication Success
    - Listening
    - Ongoing Assessment
    - Volunteers & working together
    - Sharing Information
    - Continuous Improvement
    - Development & executing a realistic plan
    - Consolidating available resources
    - Increasing Return on Investments
    - Understand our stakeholders
    - Volunteers & working together
- Join the PR team
    - Email/text/call Lenroy
        - publicrelations@district10.org
        - 954-483-0820

10:45AM: Immediate Past District Director Report – Tricia Spayer

- Worked with Preeti & Selena Mallory to submit year end bookstore inventor
- Audit committee completed year end audit & submitted to TI
    - Reviewed budgeted items & how much we ended up spending (with finance manager & audit committee)
- Worked with finance manager to submit approval template
- Passion is working behind the scenes with D10 technology needs
    - Will work behind the scenes to keep things moving in Google workspace, Zoom, etc this year
    - Launched new Zoom account registration process
        - Last year, some clubs experienced zoom bombers
        - Others had issues with not being able to join meeting
    - Implemented zoom registration for zoom meeting links to coordinate calendar

10:51AM: Questions/Discussion

- Deonna Moore Taylor: suggestion for District Director
    - This is the lowest membership we've had in 14 years
    - You've got a lot of great ideas, but not sure about timeline
    - As a past District Director,
    - Strong recommendation to reach out to former members via survey, figure out why members aren't renewing (especially past district leaders)
    - There's a lot of focus on new members, but what about seasoned members? Membership retention is also important.
- Sravanthi Vallampati

    - Agree with Deonna. There are many people willing to help
    - Consider converting a town hall meeting to be a gathering for district leaders to discuss ideas
- Deonna: Does Andrea have any club leads?
    - Andrea: Yes, we have a few in the pipeline
    - Deonna: Let me know if you need help. I'm willing to help coach & do whatever it takes. I love being a Toastmaster. I love District 10. I don't want to see our district fall. If it falls, it'll be, in part, because of me.
- Jeannine Murray: Pumped up for Pathways will be really helpful. There's a lot of confusion in my club. My club's VPE last year didn't properly process level completions. I imagine there are other clubs that struggle with the same thing.
- Joe Javorsky: There were a few clubs "in the red zone." I'm not a club mentor, but is there something you recommend doing to help fellow clubs? I'm trying to figure out what we can do to help if we're not in a formalized role.
    - Sandra: Area Directors are reaching out to those clubs. If there are no officers listed on Toastmasters International, the clubs can't process membership payments or process level completions. It's a big deal.

11:04AM: Final Discussion Comments

- Sandra: we haven't forgotten former district leaders, we're just not sure where to place you yet. If you're interested in helping, please let the trio, division director, or area director know, and we'll find a role for you. We have so many programs that we want to launch, we need more hands.
- Lenroy: we need to problem-solve at each level to figure out how to balance legacy program & Pathways. We want every member & volunteer to have ROI on their efforts.
- Tracey Touma: we need to exude positivity. The Toastmasters International store's outage has caused a lot of frustration. But we can control our attitude. Be creative, create certificates, & come together to spread positivity.
- Bob: TI Store outage has caused global concern. TI is losing members because of it. We need to advocate for our members. People need to feel satisfied & respected.
- Preeti: Why don't we make a video recording of how to process membership payments & level completions (TI already created these videos, available on YouTube)
- Andrea: agree with Deonna. I miss the connection with former district leaders. We don't want to overwhelm you, but we certainly welcome your suggestions. Will be reaching out to Deonna to mentor our club coaches.
    - District Success Support Team
        - Short term, bite-sized projects, allowing members to be involved on the district level without extensive time commitment
        - Members can complete Pathways Levels 4 & 5 projects & serve the district – a "win-win"
        - Great opportunity for former district leaders to be involved
- Tricia: check former club rosters to identify former members who you could invite to a club meeting. Could host a celebration party. Don't contact former members just to collect dues. Reach out to them throughout the year & let them know that you're thinking about them.

11:17AM: Voting

- Parliamentarian: Need to send out notes & documents for members to review. Technically, they should've had these documents 14 days prior to this meeting. But it's too late for that
- We need to submit the vote by September 30, so let's set a deadline for September 27, 5pm

11:21AM: Trio Concluding Remarks

- District Director
  - Celebrate talent in the district. We have work to do, and the people to do it.
  - Be persistent
- Club Growth Director
  - I appreciate you for all you do. I'm here for you. We'll celebrate with you. We'll work with you.
- Program Quality Director
  - We're here for you, we support you.
  - Additional speech contest is Table Topics

11:29AM Meeting Adjourned