



WHERE LEADERS ARE MADE
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District 52 Council Meeting Minutes 19 September 2019

8:00 pm

Meeting Open

Zoom call meeting opened by Agnes Lewis, District 52 Director
Circe Denyer, Program Quality Directory and Marcia Bruce Bush, Credentials Committee Chair confirmed attendees by their log-ins. Some were unidentified and confirmed by roll call.

8:15 pm

Call to Order

Agnes called the meeting to order. It's important we establish quorum to ensure the meeting vote is legal. This is the annual district council meeting. There are two district-wide meetings a year and the next will be in the Spring.

Review of the District Mission

John Murray, DTM and Club Growth Director read the District 52 mission.

Review of the Meeting Agenda

Today's meeting business is to approve the district budget and ratify non-elected district appointments. The related documents were available on the District52.org website, and links were provided for all documents in the series of emails prior to the meeting.

Voting Procedures / Credentials Committee Report

Agnes introduced the District 52 Program Quality Director, Circe Denyer, who provided instructions on how callers should mute and unmute their microphones for voting, how to submit questions by typing them into the Zoom chat window and to include the club name and officer position along with questions for identification.

Each club gets 2 votes, each officer must be present to vote. No proxies are allowed. District officers get 1 vote. If district officer is also a club president or VPE, they get a maximum of 2 votes.

Agnes will call for a vote at the appropriate times.

If any callers have any issues, please send private chat or text to Circe.

At this point, Marcia, the credentials chair, affirmed that we don't yet have quorum for voting.

8:21 pm

Marcia, the credentials chair, confirmed that we are exactly at quorum as a few more people called in.

Agnes summarized the meeting rules:

- District 52 uses Robert's Rules of Order
- Principle of majority vote rules

We will consider the items on the agenda that were available to everyone on District 52 website and with the Zoom invitation. Any one item will not exceed 10 minutes. Any speakers are allowed 1 minute to speak. No speakers may speak twice on one topic. Again, majority vote rules.

Agnes reiterated that we did make quorum.

Motion to Approve Appointed Officers

Appointed district officers are introduced:

- Public Relations Manager Judy Thang
- Finance Manager Janelle Parra
- Administrative Manager Janet Berlin
- Webmaster Linnaea Mallete

Agnes explained that Division Directors are elected. All Area Directors and District officers are appointed. The list of names was sent out with the agenda. Agnes will read all names, then ask for voice vote. (See attached list of names read.)

Agnes asks for the vote:

- All in favor say 'aye.' Many verbal 'ayes' are recorded.
- All against say 'nay.' There are no 'nays.'
- Hearing no 'nays,' the motion passes.

Motion to Approve District Alignment

District alignment chart was sent out with the agenda and is also shown on screen by Circe.

Agnes asks for the vote:

- All in favor say 'aye.' Many verbal 'ayes' are recorded.
- All against say 'nay.' There are no 'nays.'
- Hearing no 'nays,' the motion passes.

Year-end Audit Report

District 52 Finance Manager Janelle Parra reported that the 2018-2019 audit committee conducted an hour-long audit of last year's finances on August 24, 2019.

As of June 30, 2019, the District budget showed a total income of \$60,769, total expense of \$51,724, and net income of \$9,045. This is in addition to the prior year's balance left an overall balance of \$44,545.

District Budget Discussion

Agnes discussed how the District budget is constructed. It starts with the profit and loss statement. Revenue is largely the income that is the district's share of membership fees. District expenses include officer training, conference costs, marketing, travel, and club incentives. Ideally, the budget should come out to zero profit, because Toastmasters is a non-profit organization. As a district, we don't need to make a profit and we don't want to lose money either. We should spend district money wisely.

The district has been left with a balance from prior years, so we have a surplus. Our share of memberships is held steady at about \$46,000. We keep about one-fourth in reserve for the next administration. Once we construct our profit & loss on that basis, we take a look at excess cash balance from prior years and attempt to get the excess balance down to zero. How can we spend in a way to help the district grow?

We put extra money into marketing and training with the idea that we need to do more marketing to grow more clubs. This will help the clubs build membership. We put more money into officer training, officer venues and occasions with the idea that well-trained officers are key to the success of a club.

Those are the major budget differences from last year to this year. Our reserve is still double what is required. We show a loss, but that's because we are trying to rebuild the District, and we have the funds available.

Agnes asks for any questions.

Marko has a question

Q: What Janelle reported on, is that the current budget or something else?

A: What Janelle reported on was the audit for last fiscal year.

The proposed budget for 2019-2020 is posted on the District 52 website. The District budget shows a net loss of \$18,184. Because of the balance of \$44,000 from prior years, we still have about \$14,000 excess reserves.

Motion to Approve Budget

Agnes asks for the vote:

All in favor say 'aye.' Many verbal 'ayes' are recorded.

All against say 'nay.' There are no 'nays.'

Hearing no 'nays,' the motion passes.

Program Quality Report

Circe discussed results of recent officer training and plans for the future, including improvements to the Pathways program.

The district had successful officer training for the first half of the Toastmaster year. 81 per cent of clubs meet the minimum DCP training requirement of 4 or more officers trained. Some clubs had no officers trained. We will try to reach out to those clubs early in November and December before the next round of training. Officer training for the second half of the Toastmaster year will not be a rehash of the first half's training. It will be focused on completing DCP requirements.

On the Pathways education program, they are making it a lot easier for new members and established members to use. Specifically, members can look ahead at projects on a path when we couldn't before. Be sure to review all the new information on the District 52 web page. There are also several Pathways videos you should check out on our website. Dawn Jenkins, the Pathways Chair, has an ongoing Pathways blog with more information and we will continue to enrich our education materials.

Club Growth Report

John reported that the club growth team has chartered 2 new clubs, and has 5 more clubs close to chartering. The district has asked Area Directors to submit new club leads, and about one-fourth have. He thanked Jackie Sanders for providing many quality leads. John described some of the current incentives for club growth:

\$100 TI bucks for each club lead chartered before 11/30

\$75 TI bucks for each club that renews 75% of base membership by 9/23

\$50 TI bucks for club Open House events during September or October

New member incentives between \$30-\$100 TI bucks

See the District52.org "Incentives" tab for more information. Please enrich your clubs to make them healthier.

Public Relations Report

Judy Thang, Public Relations Manager, discussed upcoming marketing plans for the district. We've been sending emails to keep members in the district updated. Last year there were too many duplicate emails, so this year, we are making an effort not to bombard members with emails. Marko mentioned using the district Google calendar for events. There is also a monthly newsletter. One was sent for September and another will go out next week. Agnes and the district team have also been using phone calls instead of emails in some instances.

Agnes concluded that the takeaway is we are trying activities that directly benefit clubs, including several new incentives. If those on the call have ideas on how we can help clubs, please send us your ideas. We can help with resources and advice. We can help organize Open House events for instance. We are open to helping the clubs in whatever way we can.

Agnes asked for questions or comments. There were none.

Division Directors' Reports

Division A: David Ballantine

Area directors are visiting clubs and submitting their reports. We are focusing on getting visit reports in by the deadline. We are also getting ADs ready for contest season.

Agnes adds that the ADs have a responsibility to visit their clubs and report back, and to find new club leads.

Division B: James Kearney

Division has 17 clubs; 12 have been visited; 6 have been reported on. Luz Sanchez has visited all her clubs. Six clubs have renewed.

Division C: Marcia Iturbe

Area has completed almost all its club visits. Maria Gonzalez has one more visit to go. Area C23 also has one more club to visit. We are working on getting club visit reports entered.

Division D: James Park left the call early due to a schedule issue.

Division E: Veronica Corona

Division F: Maurice DiMino

ADs are doing a great job with their club visits. Some have not submitted their club leads yet.

Agnes explained that club leads only need to have contact information, not necessarily further development. The Club Growth team will develop the contact.

For the next meeting we will find a better way to verify quorum more quickly. Reminder to use district52.org website for information.

Agnes opened discussion to the floor for new topics. Hearing none, the meeting was concluded.

9:00 pm

Meeting Adjourned

Attachments:

Meeting Agenda and List of Appointed Officers

Credentials Committee Report

District 52 2019-2020 Alignment Chart

District 52 2019-2020 Budget Summary