



Toastmasters

District 52

2018 Spring Conference

District Council

Business Meeting Packet

May 5, 2018
9:00AM

Airtel Plaza Hotel and Conference Center
7277 Valjean Avenue
Van Nuys, CA 9140



District Council Annual Meeting Toasters District 52

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District 52 Toastmasters District Council Meeting

Airtel Plaza Hotel and Conference Center, Van Nuys, CA

Saturday, May 5, 2018

Agenda

1. Call to Order
2. Inspirational Opening
3. Review the District Mission
4. Welcome and Introductory Remarks
5. Credentials Committee Report
6. Review Business Meeting Ground Rules
7. Appointment: Minutes Approval Committee
8. Appointment: Business Meeting Tellers (Ballot Counters)
9. Review of Meeting Agenda
10. Admin. Mgr's Report - Approve District Council Meeting Minutes
11. Adopt Alignment Committee Report
12. District Leadership Committee Report
13. Review of the Election Ground Rules
14. Nominations from the Floor - District Leader Election
15. Audit Committee Report
16. Finance Manager's Report
17. Senior District Officer Reports on Progress Toward District Goals
18. Conduct Unfinished and New Business
19. Announcements
20. Adjourn the meeting



District Council Annual Meeting Toastmasters District 52

Business Meeting Ground Rules

- I. **Authority** - *Robert's Rules of Order*, Newly Revised, (10th edition) shall be the governing document, in accordance with Toastmasters International's District Administrative Bylaws.
- II. **Voting Delegates** - are members of the District Council, which consists of the District Executive Committee and President (or proxy holder) and Vice-President Education (or proxy holder) of each member Club in the District.

The District Executive Committee consists of: the District Director, Program Quality Director, Club Growth Director, Immediate Past District Governor, District Public Relations Manager, District Administration Manager, District Finance Manager, Division Directors, and Area Directors.

III. Resolutions or Motions.

A. General Order of Business: Resolutions, or motions over 12 words, excluding "I move", or a single motion combining two or more subjects, shall be submitted in writing to the District Secretary immediately after stating the motion or resolution.

B. New Business: New business may be presented by voting delegates only. All resolutions motions, or announcements shall be submitted, in writing, to the District Administration Manager by conclusion of the reading and approval of the Previous Council Meeting Minutes.

IV. Recognition by the Chair - Participants desiring to speak shall stand and:

- A. Address the Chair: "Mister / Madam District Director";
- B. Wait for acknowledgment by the Chairperson;
- C. State name, Club number and delegate status (voting or non-voting);
- D. State business.



District 52 Toastmasters Business Meeting Ground Rules (Continued)

- V. Discussion or Debate** - will not be permitted unless an appropriate Motion or Resolution is on the floor, outlining a specific subject.
- A. The Author (Maker) of the motion will be provided the first opportunity for discussion.
 - B. If a standing microphone is provided, anyone who speaks must use it, after being recognized by the Chair.
 - C. Speaking time will not begin until a speaker has been recognized and begins to speak, from the standing Microphone, if one is provided.
 - D. No person may speak longer than 1.0 minute at one time, except by General Consent, or two-thirds (2/3) vote of the voting delegates.
 - E. The Chair shall identify voting delegates with opposing views, then alternately recognize them.
 - F. No one is entitled to speak for a second time, until all others have had a first opportunity. No one may speak more than twice.
 - G. Debate on any main motion will be limited to ten (10) minutes total, except by General Consent or two thirds (2/3) vote of the voting delegates.
 - H. Time limits for debate on a motion apply only to the speaking times as defined above, and such limits will not include debate, if allowed, by anyone other than a voting delegate.



2017 Fall District Council Business Meeting Minutes of District 52

The meeting convened on Saturday, September 16, 2017 at 9:00am Embassy Suites Hotel, 800 North Central Avenue, Glendale, CA 91203

Before the Meeting was called to Order:

- Confirmation: timing lights are in place and operating.
- Confirmation: tellers are ready with collection boxes.
- Confirmation: quorum is present.
- Per District Administrative Bylaws, Article X(c), a quorum is one-third of the club presidents and vice presidents education, or authorized proxies, from member clubs in good standing in the district.
- A quorum was confirmed.

9:15 AM Sgt. at Arms David Silva announced the meeting was in session.

9:15 AM Kathleen Lubin, DTM - District Director Called the Meeting to Order:

- Flag Salute and Non-religious Inspirational was led by Red Runyon, DTM
- John Murray introduced the dignitaries including International Director Region 10 Michael Osur, DTM and the current District Leaders, Division Directors and Area Directors.
- The District Mission Statement was read by Madeline Wallace, CC

9:21 AM District Director/Chair Kathleen Lubin, welcomes attendees to the Fall 2017 Conference and Business Meeting, introduced District Administration Manager, Susan Stewart, DTM and Parliamentarian, Norm Cook, DTM, PDG-F.

9:22 AM The Director reviewed the Ground Rules and Definitions for the meeting which included explaining the procedures for debate, making, seconding, and voting on motions.

9:24 AM The Director then appointed the Minutes Approval Committee for the September, 2017 Conference:

Chairperson: Marianne Toghia Members: Neil Katsuyama and Elia Evans

9:26 AM The Director then announced the appointment of the Tellers and Timers for 2017 Fall District Council Meeting: Chief Teller: Agnes Lewis , Assistant Teller: Christine Courtois



Chief Timer: Terry Mayfield and Assistant Timer: Ingrid Mendez

9:27 AM The Director then called for Credentials Committee Chairperson Lance Webster, DTM, IPDD to present the Credentials report 93 Delegates and 13 DEC officers were determined present, satisfying the requirements for a quorum. There are 116 clubs in good standing within the District, giving the total number of club delegates possible 232 at 2 club delegates per club. With one third needed to make a Quorum, 77 are needed. In addition to club delegates, each member of the District Executive Committee receives one additional vote. The total number of registered delegates is 106. If all votes are cast, a majority would be 54 (more than half the total number of registered voters) and if all votes are cast, 2/3 would 76 (more than 2/3 the total number of registered voters).

9:27 AM The Director restated that a quorum was present and absent objection, the Credential Committee's Report was adopted.

9:28 AM The Director then called for adoption of Business Meeting Agenda, a copy of which was included in the business packet. Absent any corrections or questions, the Agenda was adopted as published.

9:29 AM The Director then called for adoption of Business Ground Rules, a copy of which was included in the business packet. The Director called attention to Rule III-B and Rule V and directed the timers and Sgt-At-Arms to these rules. Absent any objections, the Ground Rules were adopted as published.

9:31 AM The Director then called for adoption of the Spring 2017 Minutes, a copy of which was included in the business packet. The Minutes were certified and filed with the District Administration Manager, Marianne Toghia by the Minutes Approval Committee consisting of Chairperson: Don Cogan, and Members: Darryl De Bond and Elizabeth Gilbert.

The following corrections to the minutes were requested: Tom Iland, DTM, Improv Toastmasters requested that Page 9 change "Outliers Club #7488" to "Adventurers Club #7488". Armen Klugian, ALB, ACS Media City Toastmasters, requested that Alithea Coleman's name be corrected in spelling from "Althea" to "Alithea."

9:35 AM Absent any objections, the Certified Minutes of the Spring 2017 Business Meeting were adopted as published and amended above.

9:35 AM The Director then discussed the District Administrative Bylaws require vacancies in elected and appointed offices be filled by the Executive Committee and District Director. Such appointments are effective immediately and confirmed at the next District Council Meeting. The appointments were approved by the District Executive Committee, and must be confirmed by the District Council today as follows: Israel Khan A10; Tamicka Green A11; Red Runyon A12; Jeff Harman A13; John Liebling A14; Mohammad Khouja B20; Marcia Iturbe B21; Christy



Kadharmestan B22; Mike Carland B23; Jeremy Weinglass B24; Madelon Wallace C30; Kimberly Todd-Tullos C31; Melissa Roughton C32; Indu Malhotra C33; JC O'Connell C34 ;Veronica Corona D40; James Park D41; Christine Courtois D42;

Kevin Knight D43; Lisa Sandoval E50; Elia Evans E51; Ingrid Mendez E52; Neena Agnihotri E53; Neil Katsuyama E54

Doug Characky F60; Aida Chayo F61; Eric Kong F62; Engie Santos E63. The Director then called for adoption of these appointments. Absent any corrections or objections, the district office appointments are confirmed.

9:37 AM The Director then discussed the proposed re-alignment of the clubs for the year 2017-2018, a copy of which was included in the business packet. The District Council approved the division boundaries and club alignment at the Spring 2017 business meeting. Since then, several new clubs have been transferred into our district and chartered. The District Director has assigned those new clubs to areas and the District Executive Committee has approved those assignments. The Director asked if there were any questions.

9:38 AM The Director then discussed the 2016-2017 Year-end Audit Report which was included in the business packet. The Audit Report was approved by the District Executive Committee and must be confirmed by the District Council today. The report has been submitted to World Headquarters on time as required and has been accepted. The Chair recognizes Audit Committee Chair/Member 2016-2017 Lillit Cholakian, who acknowledged the report in the business packet on pages 13 and 14.

Absent any objections, the year-end audit report for 2016-2017 was ratified as submitted to World Headquarters.

9:39 AM The Director then announced the appointment of the 2017-2018 Audit Committee:
Chairperson: Lawrence Quesada, DTM
Members: Bill Moon, DTM, Lillit Cholakian, DTM and Enrico Pena, DTM

9:40 AM The Director then called for adoption of the District Budget Report, a copy of which was included in the business packet on page 15. The District Budget was approved by the District Executive Committee and must be confirmed by the District Council today. It was created by Finance Manager Khulood Madany. The Director then discussed the Finance Manager's Report which is contained in the business packet. As the 2017 – 2018 District Finance Manager, Khulood Madany, is ill today and unable to give the report. It was noted that one goal this year is to bring the District Website up to industry standards and that that is included in the District Budget. Absent any corrections or objections, the District Budget for 2017-2018 was adopted as published. The Finance Manager's Report will be filed with the District Administration Manager and referred to the Audit Committee.



9:43 AM The Director asked District Administration Manager, Susan Stewart, DTM, if any new business was submitted and there wasn't.

9:43 AM The Director then announced that this concludes the business of this Council.

9:44 AM The Director announced the Division Directors' written reports are included in the business packet, pages 21 through 26 She asked each Division Directors to give a 1 minute report. Highlights are given below:

Division A Director: Richard Stewart, DTM

Richard announced that the Health of Division A is very good. We intend to Double our Division and are well under way with one club about to be sponsored and another one forming up. Additionally one club, Renaissance Speakers is already Distinguished.

Division B Director: Circe Denyer, DTM

Circe announced that she has strong and enthusiastic Area Directors and they are executing "Plan B."

Division C Director: Paul Sutherlin, DTM

Paul announced that he has a Distinguished Club in Division C.

Division D Director: Ricardo Vasquez, CC The report was given by Area D42 Director, Christine Courtois in Ricardo's absence. She reported that Division D was strong and that 2 clubs are in the process of being sponsored.

Division E Director: Saifur Rahman, CC, ALB

Saifur reported that 90 % of Division E Clubs had 4 or more officers trained and they have added one new club.

Division F Director: Tom Iland, DTM

Tom reported that 100% of Division F's clubs have at least 4 officers trained and Division will be even more Fantastic!

PR Manager Wen Chain, ACB, announced that we will make things happen together. Her report is in the business pack, page 20.

9:51 AM The Director called for the following District Leader reports, in the business pack, pages 16-19:



Club Growth Director – Serena McCullough, DTM, emphasized that purpose is to Build New Clubs. Her goal is to have

28 new clubs – one for each area.

Program Quality Director - Erik Fonseca, DTM, has the target of having all clubs have 4 or more officers trained. 32 clubs have all 7 trained. He is working on developing the mentorship program as well

District Director, Kathleen Lubin, DTM, reminded us that TI is dedicated to making leaders, communicators and critical

thinkers. She encouraged us all to take advantage of all of the opportunities around us and to “Help self, then work together to help others.”

9:55 AM Announcements by the Director:

- Our next District Council Meeting will take place in May, date and location TBD.
- The second round of Officer Training begins December 1, 2017. Check the District website for details.
- The Toastmasters Leadership Institute (TLI) will take place on January 20, 2018, at Glendale Community College

9:56 AM The Director thanked the members for their attendance and service to the District Council and to

their clubs and their fellow Toastmasters, then concluded the meeting.

At 9:57 AM Gavel to Adjourn

Meeting adjourned at 10:00am

Submitted 9/16/2017

Susan Stewart

Administration Manager/Recording Secretary



District 52 Toastmasters 2018 Spring Business Meeting Election Ground Rules

- I. **Committee Report** – The Chairperson or designee shall read the names of the members of the Leadership Committee, after which, the names of the nominees qualified by the Committee.
- II. **Nominations from the Floor** – Follow the Leadership Committee report, one office at a time, starting with the District Director in descending order.
 - A. Nominators must be members of the District Council.
 - B. Nominations shall be conducted as follow:
 1. Names and Club numbers of persons either placing a name in nomination or seconding a nominee shall be given to the District Director prior to the Business Meeting.
 2. Candidates being nominated from the floor must give prior consent to the nominator.
 3. The Leadership Committee Chairperson shall have guidelines of the necessary qualifications for each office for easy reference.
 4. The Leadership Committee Chairperson shall collect to “Officer Agreement and Release Statement” and qualify the eligibility of the nominees from the floor. While the Nominations Chairperson is making this verification, the business meeting will continue.
 5. Procedure:
 - a. Address the Chairperson: “Mr./Madame District Director;”
 - b. Wait for acknowledgment by the Chairperson;
 - c. State your name and Club number;
 - d. State: “I place in nomination, for the office of, the name of, _____.”
- III. **Uncontested Offices** – When there is only one candidate for an office; District Director may close the nominations and declare the candidate elected.
- IV. **Nominating Speeches**
 - A. Each officer candidate is entitled to a two (2) minute nominating speech.
 - B. Nominating speeches shall be delivered in alphabetical order of the candidates’ surname. Speeches shall be delivered from the platform and shall be given by the candidate, if present. If the candidate is not in attendance, the speech may be given by the candidate’s representative.
- V. **Voting** – Immediately following the conclusion of the speeches for each office, a secret ballot will be taken.



District 52 Toastmasters 2018 Spring Business Meeting Leadership Committee Report

Committee Chair: Lance Webster, DTM, IPDG

Committee Members:

Edwin Bernard	DTM	PDG
Agnes Lewis	DTM	
Elizabeth Gilbert	DTM	
Karen Hudson	DTM	
Red Runyon	DTM	

The nominating committee has vetted and forwarded the following Candidates for the 2018 – 2019 District Officers:

Candidate	Position
Erik Fonseca, ACS, ALB	District Director
Serena McCullough, DTM	Program Quality Director
Ingrid Mendez, ACB, CL	Club Growth Director
Red Runyon, DTM	Division A Director
Christy Kadharmestan	Division B Director
Aasiyah Ghazi, DTM	Division C Director
Jaime Lozano	Division D Director
David Jenkins	Division E Director
Agnes Lewis, DTM	Division F Director



District 52 Alignment Committee Report

Rev 4/27/2018

PROPOSED 2018-2019 DISTRICT 52 AREA & DIVISION ALIGNMENT

Division A	Division B	Division C	Division D	Division E	Division F
A10	B20	C30	D40	E50	F60
1966 Mindful Communicators 2466 Navigators 279840 Health Net 3944160 VOLT	172 Cosmopolitan Tech 147 Getim Toasty 529812 Lambda Orators 6522903 BlackLine Corporate	8 Glendale One 2909634 Dream Works 1101868 Studio City Speakers 1078973 Prepared Speakers	4935291 Voices of Los Angeles 2299917 HBN Toastmasters 6746 Locations 692880 AECOM Los Angeles	2075630 City West TM 3158838 St. Vincent De Paul 533086 City Masters Crystal 2219491 CityMasters 2	4643 Quest 9316 Toastmasters 6486357 PDC Toastmasters 5393965 Panorama City
A11	B21	C31	D41	E51	F61
641372 Dynamic Speakers 5118771 Valley Stars 4165 Woodland Hills 4054980 Malibu Toastmasters	2981519 Stagemasters 5515 Distinguished Singles 3958370 Champagne 720644 Brighton Gardens	29 Jewel City 1803700 ToastMousters 3623 Executive 7488 Adventurers	1049068 HDR Los Angeles 7451 LACMTA Speak Easy 3236873 Lofty Speakers 8228 LAPD Code One	2042688 Wine and Dine 5286142 Griffols 3626 Water and Power 6588384 AEG of Los Angeles	8605 Challengers 5186100 Apoura Articulates 826306 Westlake Bank of America 849125 Spirit Speaks
A12	B22	C32	D42	E52	F62
641372 Dynamic Speakers 1007423 Scintillating TM 5579682 CSUN Matadors Masters 914 Burnt TM	3729871 Neuro Orators TM 4479678 SCV Chamber Speaks 1670 Valencia 5654908 Master Debaters	1320 Burbank 659175 Warner Bros 748804 Toastmasters 4 Writers 9065 Ernest Speakers	651107 Mid-Wilshire 3046 Voices Latinas 616895 Public Works Pioneers 3567 L A Civic Center Club	2152150 City Masters 1 7145 Spring 2036440 KPMG LA 4279 Bunker Hill	9655 Calabasas 2628336 Cake Communicators 704891 Spirit Communicators 674328 Santa Susana Speakers
A13	B23	C33	D43	E53	F63
1256 Glendale-Foothills 2374 Renaissance 4952141 Foothills Community 677312 YMCA of the Foothills	4407551 Outliers 9066 Advanced Speakers of LA 9641 Daybreak Santa Clarita 1449544 New Horizons	6882308 On the Level- Prospective 6011 Media City 3 Los Angeles 1653 Rising Star	4869823 L.A. Care #2 5951 Toast Of Downtown 298 Watermasters 5554002 City Hall X	382 LAUSD 2941014 Getty Center 4305 Figuratively Speaking 05948394 33G Wells Fargo	4266460 Dine Equity-Glendale 3633 Leadership & Public Speaking 5280519 Barmstorming 6276 Valley Vocalizers
	B24	C34		E54	
	3410372 Health Professionals 2570651 Improv 4076848 PDT Personal Developmt TM 6178 Self-Mastery	6776360 Virtual Imagination 407924 DTM Club 1311423 Imagination NBC Universal		616 Downtown L.A. 4771953 FINRA 486972 L.A. Care #1 421 Roundtable	



2017 – 2018 Mid-Year Audit Committee Report



TOASTMASTERS INTERNATIONAL
Certification for
July 1, 2017-December 31, 2017

DISTRICT 52

INSTRUCTIONS:

1. Complete all sections on the Narrative tab.
2. Fill in the white cells below with the appropriate information and print out this page.
3. Obtain related signature below. **Electronic signatures are not acceptable.**
4. Distribute monthly reports per Toastmasters International protocol B.4, to the District Director, Program Quality Director and the Club Growth Director within 30 days after the end of the month.
5. **Quarter reports due to World Headquarters:**
 - * September Report: **October 31**
 - * December (Audit) Report: **February 15**
 - * March Report: **April 30**
 - * June (Audit) Report: **August 31**
6. Submit approved narratives and certification page to World Headquarters by email or fax:
 - * Scan and email the PDF to DistrictFinancialReports@toastmasters.org
 - * Or fax to (949) 858-1207

NOTE: This certification form must be complete for the report to be accepted by World Headquarters. Reserve funds will not be released until World Headquarters receives the completed report.

In Base Currency	<u>US Dollar</u>
Semi Annual Net Income/(Loss) [July 1, 2017-December 31, 2017]	<u>(2,862.41)</u>
Year to Date Net Income/(Loss) as of 4/9/2018	<u>11,013.23</u>
Total Available Funds as of 4/9/2018	<u>40,650.64</u>

1. We, the undersigned, certify that all district financial records have been made available to the audit committee (Mid-year and Year-end) for inspection and that that any unpaid bills or other outstanding obligations for the 0 term have been reported to the audit committee and included in accruals section of this audit. We further certify that there are no other outstanding district obligations incurred for the 0 term.

Dated this 4/9/2018 day of _____

Kathleen Lubin
District Director

Khulood Madany
Finance Manager

Complets only for the Mid-year Report and Year-end Report:

2. We, the undersigned members of the Audit Committee, have examined the records of District 52 for the 0 term in accordance with the Audit Committee Guidelines* and believe that this report properly reflects the operation for that term.

day of APRIL

Wahid
Chairman

Wilbur C. Mow
Member

Member

* Audit Committee Guidelines are available at the "District Finance" section of the website:
NOTE: Audit committee members cannot be members of the district executive committee (e.g., District Director, Program Quality Director, Club Growth Director, Immediate Past District Governor, Administration Manager, Finance Manager, Public Relations Manager, Division Directors, Area Directors).



Finance Manager Report, Khulood Madany May 8, 2018 Profit and Loss Statement

District 52 Profit & Loss (Actual vs. Budget Summary) (in USD)

Month Ending 12/31/2017			07/01/2017 Through 12/31/2017		
Actual	Budget	Variance	Actual	Budget	Variance
District Revenue					
791.25	488.00	303.25	25,112.10	24,453.00	659.10
0.00	0.00	0.00	0.00	1,950.00	(1,950.00)
0.00	150.00	(150.00)	0.00	1,000.00	(1,000.00)
0.00	0.00	0.00	330.00	1,200.00	(870.00)
0.00	0.00	0.00	0.00	1,300.00	(1,300.00)
<u>791.25</u>	<u>638.00</u>	<u>153.25</u>	<u>25,442.10</u>	<u>29,903.00</u>	<u>(4,460.90)</u>
District Expenses					
587.67	0.00	587.67	4,576.38	3,100.00	1,476.38
0.00	0.00	0.00	0.00	130.00	(130.00)
0.00	0.00	0.00	0.00	1,200.00	(1,200.00)
59.43	30.00	29.43	916.15	6,812.00	(5,895.85)
0.00	217.00	(217.00)	835.61	3,702.00	(2,866.39)
618.62	417.00	201.62	(91.59)	3,302.00	(3,393.59)
678.08	115.00	563.08	1,937.35	3,665.00	(1,727.65)
1,709.86	100.00	1,609.86	6,247.17	7,180.00	(932.83)
0.00	0.00	0.00	7.80	2,000.00	(1,992.20)
<u>3,653.66</u>	<u>879.00</u>	<u>2,774.66</u>	<u>14,428.87</u>	<u>31,091.00</u>	<u>(16,662.13)</u>
<u>(2,862.41)</u>	<u>(241.00)</u>	<u>(2,621.41)</u>	<u>11,013.23</u>	<u>(1,188.00)</u>	<u>12,201.23</u>
Total Net Income					

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**District 52 Director's Report, Kathleen Lubin,
DTM
April 21, 2018**

Serving as your district director is a great responsibility and I am grateful for this exciting opportunity. The distinguished program maximizes leadership opportunities and provides tools for club and district leaders to be successful. As a district, we set our sights on Presidents Distinguished status, which requires 8% net growth and 50 percent of club base distinguished. We are making great progress.

I am pleased to announce that 23 clubs have reached distinguished status or higher status. Fifty clubs are 'almost' distinguished. These clubs have achieved at least four Distinguished Club Program (DCP) goals and need one more goal or they need more members to be distinguished. We are well below our goal of 128 paid clubs because the loss of clubs has outpaced the building of new clubs. The good news is that by working together, we can build more clubs, turn this around and get this done.

Challenges

New Clubs- Ask how you can support your local Club Growth team. They do not have enough depth on their teams for delegating, sharing responsibility and keeping up with the activities. We need new clubs and participating in a demonstration meeting is an amazing growth experience. We can do it!

Club Excellence- I challenge every club to add two more members by June 30th. For clubs to meet the needs of their members there must be a constant influx of new members. This ensures ample opportunity to speak and lead within a more diverse group. Clubs should devote time and effort towards promoting membership.

Personal Excellence- Ask your VP of Education how you can get on the agenda to finish your manual or Path.

Succession Planning- May is the month for leaders to bring others into the leadership pipeline and then prepare them to be their successor. Succession planning is vitally important but as busy people, we set succession planning aside so we can conduct the more urgent day-to-day requirements. If we delay succession planning, it eventually becomes urgent.

More Fun- Visit other clubs in the district. Some clubs experienced a loss of membership for reasons beyond their control, such as employee turnover in corporate clubs or loss of meeting rooms for community clubs. Your presence helps your fellow Toastmasters to provide quality meetings and they will love you for it.

Opportunities

Remember, every club is a group of people seeking the opportunity to grow and develop through the Toastmasters education program. For some people, Toastmasters is the only place where they find these opportunities.

We are all part of the District 52 Team and together we can do it!



Program Quality Director Report, submitted by Erik Fonseca, ACS, ALB April 21, 2018

The 2017-2018 program year has been a tremendous adventure since its launch on July 1, 2017. A lot has been accomplished by the PQD team and a lot is currently being done to achieve our unmet goals.

What have we accomplished?

- Hosted a successful final Fall Conference in September 2017
- Hosted a successful TLI in January 2018
- Trained an average of 500 club officers in both training rounds
- Led a smooth transition to the new Pathways Learning Experience with 14 Pathways Guides
- Oversaw the successful execution of club, area and division level contests in February-April 2018

Where are we now?

According to the Toastmasters website, 23 clubs have achieved Distinguished or better as of late April 2018. We started the program year with bases of 118 paid clubs and 5,189 membership payments collected.

Where do we want to be?

To be President's Distinguished, the district needs:

- 30 more paid clubs
- 1,012 more paid memberships
- 37 more distinguished clubs

Acknowledgements

I want to thank the members of our DEC, particularly DD Kathleen Lubin, CGD Serena McCullough, DivD Ricardo Vasquez, DivD Saifur Rahman, AD Red Runyon, AD Veronica Corona, District Chief Judge Jaime Lozano, District Contest Chair Nelson Better, District Logistics Chair Marcia Bruce Bush, District Webinar Chair Michael Janovici, JoJo Nall, Karen Hudson and Train the Trainer Chair Cynthia Grande for working with me to meet our goals.

A HUGE THANK YOU to Pathways Chief Ambassador Steve James and his team for ensuring the Pathways rollout was successful in our district.

And of course, another BIG THANK YOU to my mentors: Past District Directors Tamala Takahashi (District 52), Marlow Wilkerson (District 1), Kerry Deschamps (District 96), Lance Webster (District 52) and Rosalyn Carter (District 12).



Club Growth Director Report, submitted by Serena McCullough, DTM April 21, 2018

The Club Growth Team continues to make progress; however, has not met the goals to achieve President Distinguished. We are below our goal by 754 membership payments and 24 clubs.

We will continue to work towards our goal of building new clubs until June 30, 2018.

Progress: A district marketing plan was prepared. Thank you to individuals that stepped up as volunteers at demo meetings, sponsors, mentors, and those who brought forth leads to get new clubs off the ground.

We chartered 3 new clubs since the start of the program year on July 1, 2017:

333G Club in Los Angeles -Division E53; Virtual Imagination in Universal City -Division C34; YMCA of the Foothills in La Canada -Division A13

Thank you to Sponsors and Mentors: Saifur Rahman, Benny Yeh, Himanshu Kathuria, Israel Khan, Neena Agnihotri, Jeff Harmon, Susan Stewart, Julia Rabago, Keaver Brenai, Natalie Speech, Brian Schweidenback.

Ten clubs took advantage of our Club Coach Program in place to assist low membership clubs. Thank you to Club Coaches: Djoser Garrison-Quick, Brian Schweidenback, Dorothy Blake, Lisa Kaul, Michael Janovici, James Kearney, Meg Cheng, Melissa Roughton, Jessica Denham, Peter Genter, Doug Characky, Alegre Ramos.

Our internal speaker's bureau, District 52's Travelling Speakers group supports and helps retain clubs. New club sponsors, mentors and club coaches are trained using Toastmasters materials to help to ensure that members receive the full benefit of membership.

The club growth team oversees three membership-building contests held in conjunction with TI's Smedley Award, Talk Up Toastmasters, and Beat the Clock programs.

A dues renewal reminder campaign was organized for October and April payment periods.

The biggest challenge was inability to recruit and organize a marketing team. Finding the right people who can focus on the critical success factors will help develop leadership skills and fulfill the district mission.

Actions I will take: Continue to qualify all leads. We currently have 11 warm/hot leads going. Encourage everyone to bring in new club leads that we could charter in the next two months.



Public Relations Manager Report submitted by Wen Chien, ACB April 26, 2018

The Public Relations Team reinforces the Toastmasters branding standards through consistent application of district messaging and visual communications. The brand accurately symbolizes the benefits of this great organization we are all proud to be part of. This can be beneficial in attracting and retaining members by clearly showing a connection with an international organization.

Recruiting the right Toastmasters for the right position is essential. I'd like to thank members of the PR Team for all their hard work, especially Michael Janovici, Steven Cavallero and Yali Chen, Kevin Chen.

Progress since the last report:

Conducting 'Zoom Call' Webinar Series with guest speakers and timely and relevant topics.

During Membership-building campaigns, communicates the leadership skills and attributes members can acquire through Toastmasters.

Provides resources:: Master Your Meetings Manual; A Toastmaster Wears Many Hats; Audience Messaging tips for Current Toastmasters; Potential Members, Corporations; The Elevator Pitch; Membership Growth manual, Toastmasters Brand Manual.

Contributed to successful Pathways Program rollout in Dec. 2017; website redesign is project is underway.

Comparisons of the Fall and the Spring Conferences Promotion:

We started to email three groups of recipients weekly 23 days before the Fall Conference and all members biweekly 60 days before the Spring Conference. Please refer the chart below. The data collection was up to April 22, 2018. Conclusions: 1. more emails, less responses and 2. more groups, more responses.

Fall Conference Sep. 16, 2017	Email Starting Date	Email Frequency	Recipients	Bounces %	Email Opens %
	Aug. 23, 2017	weekly	All members	2.7	25.03
		Weekly	Qualified VPE	1.0	35.17
		Weekly	Presidents	1.4	33.58
Spring Conference May 5, 2018	Mar. 5, 2018	Biweekly	All members	2.97	20.39

District 52 Toastmasters is excited as we look to the future of our organization.



Division A Report submitted by Richard Stewart, DTM April 26, 2018

New Club Sponsorships:

Division A had a goal of adding one new Club per Area. To date, we have added one club under Jeff Harman's Area 13 and have a second club in progress in Area 13 with the demonstration meeting scheduled for May 22nd. Tamicka Easley's Area 11 has a new club in progress.

Clubs in Danger:

One club is suspended (Peppermasters) in Red Runyan's Area 12. Three clubs are at risk with less than 8 members: Area 13 Glendale-Foothills; Free Thinkers; Area 14 CSUN Matadors

Distinguished Club Status:

Our original goal was to have 75 % of the clubs in Division A as Distinguished or above and 25% of the clubs in Division A as President's Distinguished. With 22 clubs, we have 5 that are Distinguished or above (23%) and 3 are President's Distinguished (14%) Currently we have: Area 10: Mindful Communicators President's Distinguished; Area 11: Warner Center – President's Distinguished; Area 12: Burnt Toastmasters – Distinguished; Area 13: Renaissance Speakers – President's Distinguished; Area 14: Dynamic Speakers – Distinguished

Dues Status:

Currently have 15 of 22 clubs in the Division paid, but several are under handling to be paid soon. Of the 7 unpaid clubs, one is suspended and 2 have less than 8 members and are at risk. CSUN will likely not renew. The other 3 clubs are in process of handling their payments and have strong membership bases.

Division A All Stars:

TAMICKA EISLEY is sponsoring a new club. Also one of her club's is President's Distinguished.

JEFF HARMAN has all Area Director Reports submitted, one new club SPONSORED, another new club in progress and a President's Distinguished Club in his area; potential of second President's Distinguished Club

ISREAL KHAN visited all of his clubs, all clubs are paid and he has a President's Distinguished Club in his area.

RED RUNYAN was acting Division A Director for 3 months, including running the Division Contest, when my wife and I were hospitalized. Not only did he handle his Area 12, but also took on Area 14 for John Liebling due to an illness in his family. He successfully has a Distinguished Club in each of these areas.



**Division B Director Report submitted by Circe Denyer, DTM
April 26, 2018**

Division B is on track to finish successfully.

We are in need of two more paid clubs which should be met after Toastmasters International reports on the Payments of New Horizons (paid by telephone) and Blackline which is a corporate club that seems to be unaware of the schedule for payments.

We need two more distinguished clubs. Daybreak is on track to be distinguished as is StageMasters.

Area contests were completed successfully and club visits are being finalized.

We have a few low member clubs and they are working with coaches to bring them back up to healthy status.

Clubs are being supported to get the goals needed to achieve distinguished status. Progress There is one club set for a launch meeting in May and one soon to follow in Division B. Areas in need of attention

Club growth for low membership clubs.

Corporate clubs are in need of dues payment support. Possibly a liaison assignment would help these clubs stay on track.

A new liaison position was created for one club and it helps the Div. director to follow up on Toastmasters International dues payments.

One AD participated in the Cold Call lead event. Suggestions:

We could use more time to prepare to participate in launch or charter club support that the District has announce. The time to help is announced very close to the event and is not easy to offer support to the District.



**Division C Director Report submitted by Paul Sutherlin, DTM
April 26, 2018**

Division C has done a great job supporting their Toastmaster clubs.

Twelve of the sixteen active clubs have already earned enough DCP points to earn distinguished club or better with 2 months left in the Toastmaster's year!

Club membership and establishing new clubs is a growth area for the division.

Overall membership is down, and we are working with the clubs to bring in new members.

Many of the clubs that have already earned DCP goals to reach distinguished will need to increase their membership in order to be eligible for the award.

Clubs are switching over to the new and exciting Pathways educational track which has taken additional resources during the transitional time, though should see a return back to traditional club growths as resources will be allocated back to that area.

All of our area directors had successful Area and Division contests, which ran very smoothly both starting and ending on time as well!



**Division D Director Report submitted by Ricardo Vasquez, ACB, ALB
April 26, 2018**

To be President's Distinguished, the division needs 5 more paid clubs; 8 more distinguished clubs.

5 clubs have 5+ DCP goals earned so far. 2 clubs have 5+ DCP goals earned and 20+ or +5 members so far.

Within the next 2 weeks, I shall be meeting with my 4 Area Directors to establish an end of year plan where we will strive to at least gain Distinguished Status.

Areas D40 and D42 have a good chance of becoming Distinguished or better.

Area D40 has three clubs which great chance of finishing the year Distinguished: Aecom Los Angeles; Hispanic Business Network (HBN); Loquations

Area D42 has two clubs which have a great chance of finishing the year Distinguished or better: Voces Latinas and Public Works Pioneers

Area D43: LA Care #2 has already achieved Select Distinguished status and two other clubs will need to work hard to reach at Distinguished status

Area D41 lost two clubs (BRC Toastmasters and Federally Speaking).

Odd Speakers Toastmasters is in the chartering process.

Area Directors will continue to find new club leads to ensure a club is started in each area before June 30.



**Division E Director Report, Saifur Rahman, CC, ALB
April 26, 2018**

To be President's Distinguished, the division needs:

- 5 more paid club(s).
- 7 more distinguished club(s).

To be Select Distinguished, the division needs:

- 4 more paid club(s).
- 6 more distinguished club(s).

Five clubs have 5+ DCP goals earned so far. Three clubs have 5+ DCP goals earned and 20+ or +5 members so far.



Division F Director Report, submitted by Tom Iland, DTM April 15, 2018

No clubs have been added in Division F; however, leads have been identified and are being pursued in the interest of building and chartering new clubs for the division.

All 17 Division F clubs remain in good standing. The division experienced no club loss and no clubs had their charter status suspended during the fiscal year.

All 17 Division F clubs accomplished Distinguished Club Program (DCP) Goal #10 relating to administration by submitting an officer list and at least eight renewal dues on time during the fiscal year.

Of all the divisions in District 52, Division F had the highest amount of clubs with at least four officers trained in both training windows with 94% of clubs accomplishing DCP Goal #9 relating to training.

As of the date of this report, the following clubs have achieved 'Distinguished' status or better:

- Calabasas Toastmasters
- Talkmasters Toastmasters
- Westlake Bank of America Toastmasters

The division's area directors have been informed what DCP goals remain for their respective clubs in order for the clubs to reach at least 'Distinguished' status.

I am confident that at least nine clubs in the division can hit this mark and another club will be built in the division before the end of the fiscal year resulting in "President's Distinguished Division" status for Division F!



Notes