

District 65 Executive Committee Meeting
September 10, 2016
Location: Blue U., 2456 State Route 414, Waterloo, NY

Call to order and pledge were done at the beginning of the Leadership Breakfast meeting, and therefore not repeated.

Sherry Hunt, District Director, opened the meeting by explaining the purpose of the agenda and review of process of reporting.

The process from the agenda:

- a. Will be submitted directly to the Administration Manager, 2 weeks before the DEC meeting with a copy to the Division Director. Administration manager will acknowledge reports received and will pass to the Public Relations Manager for posting online
- b. Will utilize information from Area Council meetings and Club Visit Reports submitted to compile the report content, using the format provided)

Division Director Reports in order given:

Division D Summary Report, by Robin Allen, Division Director

All 4 areas met 4 officers training; all have area contest scheduled, and area 42 has to visit 2 more clubs; multi-area make-up training held as well as individual area training sessions.

Division C Summary report, by Raymond Mulgrew, Division Director

Getting ready for contest season; only Area 34 has not scheduled contest. The other 3 areas have contests scheduled.

Division C is having their contest on October 15 10 – 4 pm (back-up date is October 22)

Division B Summary Report, by Stephen Olczak, Division Director for Division A (Corey Wilson was unable to attend)

Down 1, possibly 2, area directors.

Division A Summary Report, by Stephen Olczak, Division Director

Divisional council meeting held; focus to get to know and TLI makeup sessions; 30 attend training and networked.

1 visited all clubs; most have visited most clubs; area contests are booked and scheduled; district is also scheduled; visiting weak clubs and sharing best practices.

Division E Summary Report, by Nelson Pardee, Division Director

5 area contests scheduled; and 1 will be scheduled today.

2 complete reports and 1 written was turned in.

Makeup training done - 31 people trained

District 65 Executive Committee Meeting
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Location: Blue U., 2456 State Route 414, Waterloo, NY

Division contest is scheduled

Officer reports

Logistics: Tom Pieklo

- Main focus – conference in Fall
- Met with Mara and having discussion

Administrative Manager: Wanda Edwards

- New to role; will do best
- Glad to be part of District 65 leadership

Financial manager: Juanita Rivera-Ortiz

Summary of budget: reviewed by line item

- Primary areas for revenue are dues and conference revenue
- Main area of expenses is conferences; identical to revenue so they should zero out

Discussions on Budget:

- Speech Contest Revenue and Expenses: Sherry reviewed speech contest should zero out—what you pay out should be equal to what you collect from attendees.
 - District puts \$50 seed money for areas and \$75 for district contests. Contestants cannot be charged. What is submitted to be reimbursed should equal what is provided to area or district to spend.
 - Sherry shared that she has seen where pizza and drinks are ordered for food for contests, and then non-contestants are asked to contribute specific amount to share in costs of buying the food. Contests should not result in district owing more money to area or district, and if it makes money, the extra goes to the district.
- How is membership revenue calculated? Dues are submitted to TI and then TI gives District a percentage based on average membership in past year.

Sherry explained how future budgets will show when money was spent. Budget will change as expenses are paid. Important to submit expenses in a timely manner.

Communications is website

Sherry explained: Budget draft has to be sent to TI; needs to be approved by group; TI will give feedback and will be presented at Fall Conference for final vote.

Sherry asked if a quorum was present:

Yes: 24 officers were present

District 65 Executive Committee Meeting
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From the agenda: 7 Administrative positions, 5 Divisions, 23 Areas equals 35 total DEC votes available
a. 18 voting DEC members, or more, will constitute a quorum has been met

Question arose on whether the deficit in budget was allowed: projected deficit not real and well within TI guidelines. The budget draft shows anticipation of what we will spend and what we plan to collect; and is within guidelines. If the budget is not within guidelines, TI will send it back to the district to redo.

Kendra Fee-McNulty submitted a motion to accept the draft budget: Robin Allen seconded.

Sherry asked if there was further discussion.

Brion Keller answered question regarding travel portion of budget: travel has to be less than 30% of total budget. What does that include? everything. Area and district mileage and toll reimbursement to perform Toastmasters business.

The budget was Unanimously Approved.

Public Relations Manager Kendra Fee-McNulty

- Goal is to streamline communication to members and allow feedback; Changes have been made to make D65 site more user friendly and readable on mobile devices.
- Switching the Events Calendar from Google to a different calendar that can be searchable; can still be used with Google calendar
- District newsletter—format and timing will change as they work with other conference events. Working on keeping emails succinct and short;
 - Frequency: Delivered on Wednesday to all members: members can then check email, have snip-it of information with links to the website for more information.
- Area and division directors—best person to give members information about what is happening
- This week Kendra is sending information on how to add events to district calendar

Club Growth Director Lillian Knight-Falson

- Gave summary—added 4 clubs last year; lost 748 members and added 510 members, so net loss
- Leads on new possible clubs: Constellation, Memorial AME church. Dashboard shows our base is 108 clubs—need to build 4 more clubs to be Distinguished District.
- Working to get a team in place from each division to be on committee to help with growth and send letters to corporation and community groups.
- Shared idea given to have different people do parts of what is needed so work is not on person or persons. Handed out business cards and 3 x 5 cards at Leadership Breakfast to get volunteers and leads for more clubs.

District 65 Executive Committee Meeting
September 10, 2016
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Question: Are Gavel clubs still in high school? Yes. Corey Wilson is a good resource on how to build high school clubs or expose Toastmasters to younger group. Different than TI requirement.

Does not count towards club growth; Sherry provided her opinion on how it impacts leadership growth in our district. Youth leadership does impact Toastmasters and community

Question: What obstacles should we look for in new club growth? Resources available on TI with steps and elements needed to grow club to strength. Sherry also shared other resources.

Nancy Scott reminded group: Organization grew out of leadership program at Y; parents were jealous of what youth were learning and wanted what the kids were getting.

Program Quality Director Ellen Pieklo

Handouts—schedule of contests being held; Letter with contest training date for judges and for hosting contests. Also distributed supplies for contests to district leaders

Also had contest training scheduled:

- September 11 and September 13: Chief Judge and Judge training- anyone who is a chief judge should take training. Link to training on website and sent out to leadership.
- Phone conferences—rules for contests

Ellen explained that perception is contests are not fair. Important that contests are conducted following the rules while HAVING FUN. Opportunity to show new people what Toastmasters is about—opportunity to sell Toastmasters. Because we have extra medallions from the last contest season, we will be giving out medallions to winners in an effort to use all our contest inventory.

Provided Certificates of Participation to hand out – appreciation goes to those who help.

Question: who can be disqualified? That is why we are having training. Person was referred to the training schedule

Procedures changed: 1 participant per area for those areas with 5 or more clubs; 4 clubs or less, you can send 2 participants to the area contest.

Contestants cannot be charged to do contests.

Shelley and Ellen both explained how the district will provide seed money;

- Make the contest what the clubs want and are willing to pay for. Costs of contest must equal district seed money provided.

Send winners to Ellen so they can work on next contests.

- Track who wins and try to find judges in the next level.

District 65 Executive Committee Meeting
September 10, 2016
Location: Blue U., 2456 State Route 414, Waterloo, NY

- Send names of winners to Ellen and the next higher level within 2 days of contest conclusion. Example: If running area contests, send to Division Director AND Ellen within 2 days of contest conclusion.
- Complete the form with all support roles for contest. (have a fun and quality contest);

District officers try to make contests, so share when contests are being held. Clubs, areas, and districts really appreciate when you go to contest in other areas and support each other and offer to help.

Read rulebook so you are aware of rules

How do we handle protests: Covered during the contest training. Referred to Jared's training. Jared has been identified as the D65 Chief Judge and Contest Advisor.

Committee Reports

2018—all district will not have fall conference—still have to have business meeting in fall. Affects contests and committees. TI would like fall conferences to go away; next president doesn't like conferences. Thinks all district meetings should be only training.

Procedures committee is looking into how we will be affected; Jared will be looking at changes needed

Spring conference Committee Intro: Ellen—May 5- 7, 2017; 7th DEC training; Radisson hotel in Rochester, NY on waterfront. Coming up themes--Pathways to Success is an idea—Rochester conference will have international director or one in line for president.

Fall Conference update: remind of importance to register for conference; need to have the right numbers.

- Deadline to Register: October 31. Follow up with clubs and members to remind them of deadline

District Leadership Committee Brion Keller

Collecting nominating forms for names of people members who would be good at different roles in 2017-2018. Need to submit form to be considered for role

By January, if Brion doesn't get forms, then the committee will find people to nominate; need full slate of roles by Spring Conference. Elections are held at Spring Conference—need nominating forms by January.

Brion will be getting additional members for his committee who vets the nominations. Do ask before you nominate someone for a role. Explain that being asked does not mean you will be placed in the

District 65 Executive Committee Meeting
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role—you will need to be elected. Need names 6 weeks before conference (may 5) so they can be published.

Carry-over Business

- Find all DEC members that need to be trained—needs to meet with Sherry.

New Business

AREA 24; downtown Rochester clubs needs area director;

Prepare for district council meeting: outline of what is needed in agenda.

Nancy Scott has letters for Pat Profile-awards to give to clubs for nominations

Brion Keller: Division Mission stated

We build new clubs and support clubs in achieving excellence.

Officers have 30 days to get reimbursed for expenses; get receipts to Juanita. Any expenses in August needs to be provided.

Pay attention to incentives on district websites. Make sure clubs know of the incentives.

Leadership will receive a Webex invite – login will be sent to let you see what the screen looks like; system is different to navigate. We will be submitting expenses through this new system.

Checks made out to you for area expenses; checks made out to club, not individuals.

Next meeting announced. It will be held on November 6, at the Genesee Grande Hotel, E. Genesee Street, Syracuse, NY. Continental breakfast at 8:30 am followed by meeting 9 – 12:30 pm.

Brion needs award nominations: Toastmasters of year has to be someone not serving currently as a District leadership.

Kendra – will add link to nominations form on webpage; need nominations within next 3 weeks for term 2015-16 for each: area, district, division directors

Robin Allen moved meeting be adjourned. Ray Mulgrew seconded. Meeting adjourned.