



# District 65 Executive Committee Meeting Agenda

## DEC Meeting #3, 2016-17 Year

Date: January 28, 2017  
Location: Virtual via WebEx

- I. **Call to Order** Tom Pieklo  
Opened at 9:08 am.
- II. **Pledge** Tom Pieklo
- III. **Reading of the District Mission** Brion Keller  
Technical difficulties prevented reading of mission statement
- IV. **Roll call and certification of quorum** Wanda Edwards
  - a. 7 Administrative positions, 5 Divisions, 22 Areas equals 34 total DEC votes available
  - b. 18 voting DEC members, or more, will constitute a quorum has been met  
Roll call indicated 17 DEC members attending. One joined 30 minutes later, making 18
- V. **District Officer Reports/Presentation (5 min. max unless otherwise noted)**
  - a. Administrative Manager Wanda Edwards  
Minutes submitted on D65 website. Please go out and read the minutes, send changes to Wanda Edwards ([wanda0myers@yahoo.com](mailto:wanda0myers@yahoo.com)).
  - b. Logistics Manager Tom Pieklo  
Report submitted and attached as part of minutes. Sherry asked about inventory and updating of equipment. Tom is in process of taking inventory, updating, and disposing of outdated equipment.
  - c. Finance Manager (20 min.) Juanita Rivera-Ortiz
    - i. Budget review/discussion/vote-no vote. In process of doing 12/31/16 audit.  
Sherry: Submit all expenses through new Concur TI system, which insures all expenses are paid in a timely manner and easy to track. Once a quarter is closed, reimbursing for expenses if more difficult because books are closed for that quarter.  
Juanita: Can submit all expenses by paper until the books close for 12/31/16. Reminded everyone to submit travel/mileage expenses today for previous quarter.
  - d. Public Relations Manager Sherry Hunt  
Kendra has not responded to communication from TRIO on webpage, so Sherry is acting as PR Manager.
  - e. Club Growth Director (30 min) Lillian Knight-Faison  
Report submitted and part of minute addendum; no clubs will show as Distinguished until after April 10.
    - i. Club Growth Opportunities
  - f. Program Quality Director (30 min) Sherry Hunt for Ellen Pieklo  
PowerPoints presented and made part of minute addendum; Discussion and clarification on conferences after this Fall 2017. No Fall conferences after Fall 2017. As result, the Fall 2017 conference chair asked Sherry if the conference could be Friday and Saturday. Sherry asked for group consensus on length and events. Discussion followed. No vote taken.
    - i. Spring Speech Contest Update—All contests are being listed on D65 calendar
  - g. District Director Sherry Hunt
    - i. State of the District
- VI. Division Director Reports (will utilize information from District Council meetings and Area Director reports received to compile the report content, using the format provided)
  - a. Division A—Report Submitted Stephen Olczak
  - b. Division B—No Report Cory Wilson
  - c. Division C—Report Submitted Ray Mulgrew
  - d. Division D-- Robin Allen  
Actively seeking 2 new potential clubs; Seeking new officers from CL needing Advanced CL Opportunities; Covering for 1 Area Director who is having health issues;
  - e. Division E—Report Submitted Nelson Pardee

- VII. Area Director Reports – Acknowledgment of those received  
 Received Area Director Reports prior to meeting which are in addendum of minutes  
 Division A: Areas 13,14,15  
 Division B – no area or Division reports  
 Division C—no area reports  
 Division D: Areas 43,44  
 Division E: Areas 51,52,56 reports
- 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).
- VIII. Committee Reports
- a. Spring Conference Committee Ellen Pieklo  
 PowerPoint Presentation: Needs volunteers. Next meeting at the hotel in Rochester January 31 at 6 pm.
  - b. District Leadership Committee Update Brion Keller  
 Explained process for nominations and vetting of candidates. Still needs nominations for Public Relations Manager, Division B Director, and Division C Director. Has nominations for other elected positions. Will send Sherry the list 6 weeks before Spring Conference and the list gets published 4 weeks before Spring Conference.  
 Sherry reviewed that if someone tells a Toastmaster that they plan to run for an office from the floor, they are considered a candidate. One can nominate to run from the floor during the conference.
- IX. Carry-over Business
- X. New Business
- a. Preparing for the District Council Meeting Sherry Hunt
    - i. Alignment Committee Report (Lorraine Mott)  
 Report will be presented at the March 11 meeting. Expectation is Lorraine will have spoken to clubs affected for discussions. Needs all DEC members to attend webinar for feedback and to get questions answered. Ask that you wait to present to clubs until after meeting.
    - ii. Nominations/Election process (Brion Keller)
    - iii. Motions that need to be brought to the DC  
 Motions over 25 words should be written for accuracy.
    - iv. Procedures Committee Recommendations  
 Motions for Procedures and policies committee should be submitted to Jared Kronenburg.
- XI. Announcements
- a. Next District Executive Committee Meeting
    - i. Location: WebEx
    - ii. Date: March 11, 2017
    - iii. Time: 1:00-4:00pm
  - b. Area and district reports should be submitted no later than February 25 to Wanda Edwards, with a copy to Sherry Hunt.