

# November 12th, 2017 DEC Meeting



## District 65 District Executive Meeting Minutes

**Date:** 11/12/2017

**Time:** 10:00 – 3:00 PM

**Attendees:** District 65 Club District Executive Club Officers

**Next Meeting:** January 25th, 2017,

### Agenda Topics

Topic #	Topic Description	Time	Topic Speaker
Topic 1	Call to Order	10:00 AM	Mark Reinbolt DTM, Ellen Pieklo DTM District Director
Topic 2	Inspiration	10:02 AM	TBD
Topic 3	Review and Approval of DEC Meeting Minutes	10:03 AM	Ellen Pieklo DTM District Director
Topic 4	Review of District Health	10:06 AM	John Sleeth, DTM, PDG
Topic 5	Members of Distinguished Visits	10:33 AM	Ellen Pieklo DTM District Director
Topic 6	Area/Division Contest Training	10:53 AM	Glenn Gordon, DTM
Topic 7	Review of Audit Report & Budget and Incentives Earned/Paid	11:23 AM	Julie Ricchiazzi, ACB, ALB
	Lunch Break	11:53 AM	
Topic 8	Spring Contest	12:03 PM	Lillian Knight Faison, DTM
Topic 9	Club Growth District Presentation	12:13 PM	Keith Maderer, DTM
Topic 10	Program Quality District Presentation	12:43 PM	Lillian Knight Faison, DTM
Topic 11	Divisions/Area Directors Reports/Concerns	1:15 PM	All Present Division/Area Directors

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Topic 12	Q & A	1:45 PM	
Topic 13	New Business	1:55 PM	Ellen Pieklo DTM District Director
Topic 14	Announcements & Adjournment	1:55 PM	Ellen Pieklo DTM District Director

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## Topic 2: Inspiration

### **Key Point(s)**

1. Provided to the audience by Jordan. He spoke about contests and District Conferences.
2. Plan/Prep shifts to perform the days of the Conference.

**Decisions:** None were identified

**Actions:** None were identified

## Topic 3: Review and Approval of DEC Meeting Minutes

### **Key Point(s)**

1. Requested feedback/approval for 9/9/17 DEC Mtg. minutes.

**Decisions:** 9/9 DEC Mtg. minutes were approved without objection.

**Actions:** None identified

## Topic 4: Review of District Health

### **Key Point(s)**

1. Contests:
  - Fall contests were tough to do with a tight window. Spring contests will be easier.
  - Fall didn't going as well as they could have for communications and packages.
  - Area contests' judges, people attendance, venue and timing could improve.
2. Opportunities:
  - Use join me when/where possible.
  - Have meetings with the area councils.
  - Utilize VIP committee past groups. They can join with sole purpose to help district.
  - Area/Division Directors: read through contest materials (rule book) and leadership handbook.
  - Use District 65 contact information.
  - Inspire and engage each other. Build the relationships with members, a good foundation.
  - Learn to lead and have a shared vision.
  - More volunteering.
  - Figure out the best way to reach members with communication and ensure it is a closed loop.
  - Members should be made to feel valued; motivate to stay in vs. leave.

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- Consider networking, knowing club names, understand likes/dislikes of club members and where necessary engage a mentor (Kate).
- Members want set times with minimal changes, capture input, same time/same people/same agenda – respected their opinions (Ruth).
- Have a vision to serve the members.
- Reward/recognize members.
- The only power for a Toastmasters leader is the power to persuade. Keep that in mind.
- Invite to council mtgs.

**Decisions:** *None were identified.*

**Actions:**

1. Ellen will provide a list of active past District 65 officers (completed, attached with mtg. minutes).

### Topic 5: Members of Distinguished Visits

**Key Point(s)**

1. A large number still had to be submitted. Noted it takes about 1 hour.
2. For college clubs time demand is high.
3. Need to consider ways to bring people in to help weaker clubs. Explore assistant Area and Division direction.
4. Consider the give and take opportunities for clubs.

**Decisions** *None were identified.*

**Actions** *None were identified.*

### Topic 6: Area/Division Contest Training

**Key Point(s)**

1. As mentioned prior there are Contest opportunities. Make a contest great, prep and have fun. Start on time and end on time. Be lighthearted.
2. Trio did provide packets which are on TI Website (i.e. Rule book, certification eligibility for contestants/judges, Tie breaker judges, counters/timers, etc.).
3. Note, presentations are online and link was sent.
4. Make sure required papers are provided (e.g. evaluation worksheet) and all trophies are available. One week prior mail paper work.
5. In contest agenda, no club name should be mentioned.
6. Contest presiding officers must be prepped including contest chair, overall mtg. space must be set, forms sent ahead.
7. Follow rule book and leadership handbook.

**Decisions:** *None were identified.*

**Actions:**

1. Get started with the Spring contest now.

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2. **Contest details** including rulebook, judges' training and
  - <https://www.toastmasters.org/resources/speech-contest-rulebook>
  - <https://www.toastmasters.org/resources/speech-contest-judges-training>
  - <https://www.toastmasters.org/resources/club-leadership-handbook>
  - <https://www.toastmasters.org/leadership-central/district-leader-tools/leadership-roles>
  - <https://www.toastmasters.org/leadership-central/district-leader-tools/district-management/elections-toolkit/district-leadership-committee>

### Topic 7: Review of Audit Report & Budget and Incentives Earned/Paid

#### **Key Point(s) (Julie)**

1. Shared TI is losing the Voucher Systems.
2. Reiterated the incentives: \$50 voucher – Open Houses (still a check reimbursement), \$25 gift card for 4 new members, \$25 TI for Success Plan.
3. Contests for Club/Area can go up to \$50 and for Divisions up to \$75. Speech packets are \$11/packet.
4. It was mentioned the video is hard to use for the 1<sup>st</sup> time and get into for Voucher System.
  - Forgot password, 9 digits and must start with 0 so it is 10 digits.
  - Must wait for deposit to go in/out of the system.
  - Going from M & T to Bank Of America.
  - Cut-off date for this is TBD but it will be before the end of June 2018.

#### **Decisions:**

1. Julie/Ellen approved. TI has reviewed/approved. Mentioned it is very secure.
2. In future get our own trophies. TI trophies are expensive & most clubs don't get them from TI.

#### **Actions**

1. Colette will attach Budget report once she receives a copy.

### Topic 8: Spring Contest

#### **Key Point(s):**

1. Covered in previous topics. No additional notes were captured.

**Decisions:** *None were identified.*

**Actions:** *None were identified.*

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## Topic 9: Club Growth District Presentation

### **Key Point(s):**

1. Sponsor, Mentor, Club Coaches were discussed a little more regarding opportunities/needs.
2. Division A has a lot of new clubs.
3. For new clubs, ATO (Application to Org) must be filed, cost is \$125. This includes a KIT, with 20 sets of manuals, gavel, supplies, etc. to start a club.
  - Recommendation was to have this before demo mtg.
  - Glenn shared he used the Rick Furbish style.
  - Mara recommended to set up shorter meetings
  - Most recent online post for 2017-2018 is incentives.
4. There are some new leads in Buffalo, Binghamton and Rochester (e.g. Paychex Ins.). Ray mentioned there are 2-3 other clubs.
5. Club in Geneseo was suspended, 8 clubs are in jeopardy, 4 are with no member payments. Several are struggling, opportunity for coaches?

**Decisions:** *None were identified.*

### **Actions:**

1. Rick Furbish asked that Keith mail this information to Area/Division Directors.
2. Talk with potential Chambers of Commerce. Understand there may be resistance/limits.
3. Keith must share how to access/use join me.

## Topic 10: Program Quality District Presentation

### **Key Point(s):**

1. Talked about winter training and approach. Also, touched on approach for Pathways.
  - Look at making the winter TLI more centrally located.
  - Divisions (e.g. Division A) are looking already at winter training make-up sessions.
  - Consider/look at officers in dual roles for training.
  - TI requests 4 hours but must be creative.
  - Look at creating a schedule.
2. Pathways
  - Sam Mehta presented this information
  - May 2018 roll out targeted.
  - Guides assignment in 3 months.
  - Clubs trained (President/VPE).

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- Explore how this can be incorporated into the training. Have to cover in major TLI. Have to advise how this will occur in Divisions/Areas/Clubs.
3. Training
- Officer training from 12/1/2017-2/28/2017 locations.
  - Centralization approach must be communicated.
  - Majority should occur after the holidays. Include training the trainer.
  - Approach: have 1-2 major TLI on 1/17/2018. Then Area/Division can schedule after that.
  - Suggestion was to have it in Waterloo at the Holiday Inn and in Batavia for District level.
  - Really need to consider ideas for helping clubs with contests vs. TLI training.
  - Training must be face-to-face.
6. Help for clubs discussed
- Thermal Fisher needs a coach, not following recommendations/guidance provided.
  - Consider helping through building relationships which are respected.
  - Noted, TLI is needed throughout Division E.
  - Area Director (Mara) mentioned using the Division Director (e.g. John) can be helpful.
  - Discussed college club demands,

**Decisions:** *None were identified.*

**Actions:**

1. Confirm with TI if a person holds dual roles and goes to both trainings how it can be counted (i.e. 1 time or 2 times).

### Topic 11: Divisions/Area Directors Reports/Concerns

**Key Point(s):**

1. Multiple Division/Area Directors shared minimal input given the discussion/reports provided the day before at the 11/11 Business Mtg.
2. Additional input not previously covered during 11/12 mtg.
  - Consider ways to incent clubs to do things outside their clubs (e.g. Corporate clubs).
  - Really consider using Past Area/Division Directors (Governors).
  - Train the trainers.
  - Having multiple open houses (e.g. 3 in a row) can be helpful.
  - Look into the District Pride Cup. It is very easy to measure this year.

**Decisions:** *None were identified.*

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**Actions:** *None were identified.*



### Topic 12: Q & A

**Key Point(s):** *None were identified.*

**Decisions:** *None were identified.*

**Actions:** *None were identified.*

### Topic 13: New Business

**Key Point(s):**

1. VIP DEC Meeting information will be provided along with the 11/11 and 11/12 mtg. notes.
2. Members need to register for credentials at the 2 business meetings each year so they have a vote at the District Council Meeting..

**Decisions:** *None were identified.*

**Actions:**

1. Colette will provide the additional materials that Ellen provided with the meeting notes.
2. Members must make sure to do this at the next conference in April Conference.