



District 57 Executive Committee Meeting Minutes
 AUGUST 2016
 Diablo Valley College
 321 Golf Club Rd, Pleasant Hill, CA

Attendees:

(Names with in bold were in attendance)

District Director	Steve Taddei
Program Quality Director	Randie Ellington
Club Growth Director	Dilek Alkaya
Administration Manager	Sharon Brown
Finance Manager	Destinee Cooper
Public Relations Manager	Tala Beigi
Logistics Manager	James Forslind

DIVISION DIRECTORS (all present)

Division A – Justin Paras	Division C – Carol Haynes
Division B – Donna Loo	Division D – Happy Skywalker
Division E – Linda Lawler	Division G – Jenn Sesto
Division F – Karen Moirao	Division H – Stephan King-Monroe
Division I – Edwin Grimwood	

(Names with in bold were in attendance)

Area A – 1 Director	Joel David	Area A- 2 Director	Krishna Chockalingam
Area A -22 Director	Jerreau Taylor	Area A – 35 Director	Nicolas Will
Area B – 6 Director	Elizabeth Banks	Area B – 7 Director	Rick Morgin
Area B –17 Director	Haykeem Jordan	Area B - 21 Director	Mia Foster-White
Area B – 27 Director	Alan Paiolini		
Area C – 8 Director	Jeff Watson	Area C – 9 Director	Julie Garrett
Area C- 24 Director	Linda Redwood-Kahn		
Area D – 3 Director	Debar-ray Jones	Area D – 12 Director	Neal Trotter
Area D – 14 Director	Nathan Woods	Area D – 26 Director	Brenda Karroll-Walker
Area D – 30 Director	Vivian Prater	Area E – 4 Director	Chris Foster
Area E – 15 Director	Edson Ramos	Area E – 18 Director	Carolyn Douglas
Area E - 23 Director	Matt Clagett	Area F – 16 Director	Vijay Ratthinam
Area F – 20 Director	Trish Johnston	Area F – 32 Director	Ben Sykes
Area G – 10 Director	Eric Shaul	Area G – 11 Director	Sue Finch
Area G – 25 Director	John McHugh	Area G – 31 Director	Justin Bordessa
Area H – 5 Director	Tim Totah	Area H – 19 Director	Kerman Deboo
Area H – 28 Director	Chuck Chang	Area H – 34 Director	David Dai
Area I – 13 Director	Pravesh Kumar		
Area I – 29 Director	Mariam Ghazvini	Area I – 33 Director	Koshy George
Area I – 36 Director	Merideth White		



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OTHERS IN ATTENDANCE:

HPL Chair **Jean Cunningham**
Social Media **Shyam Nath**

Meeting called to order at 9:10am, Sergeant at Arms, James Forslind

Opening Remarks, District Director, Steve Taddei

- Presented an award to Dilek Alkaya for Division Director of the Year.
- Moment of Silence for Past District Governor, Past Int'l Director, Ronald Wallace who passed away in August.
- Mission of District is building new clubs. Introduced Dilek Alkaya

Club Growth Director, Dilek Alkaya

- Discussed 2 Goals. First to maintain existing clubs, guide them and support them. Second to grow new clubs.
- Refer to Facilitator Guide to review Mission of the District.
- Discussed ideas of why we build more clubs; spread the word, attrition, provide opportunities; its fun; credit toward your DTM.
- Looking to become President's Distinguished for the District. Goal is 2 new clubs per district. We already have 3 new clubs with paperwork to complete.
- Reviewed the different responsibilities and who is responsible for those duties, as an example; submitting the paperwork to charter the new clubs is the Club Growth Director.
- Ask for volunteers to be on her team and prepare to be next Club Growth Director.
- Club mentor serves 6 months to 1 year
- Explained that when you find a potential for a new club, call the Club Growth Director, Dilek. Dilek will coordinate the next steps with the informal informational meeting and then the DEMO meeting.
- Great Q & A
- How many people qualify for being a new club. Dilek wants at least 20 new member applications in order to charter a new club. For corporate clubs the company should have at least 200 or more employees.
- Discussed Club mentors serve 6 months to 1 year. Recommended not to be the mentor to your own club.
- Discussed responsibilities of Club Sponsors and Club Mentor you don't need to be a member of the club to be a sponsor or mentor.
- Cost to charter a club \$135 and \$57.06 per member.

Administrative Manager, Sharon Brown

- Reviewed corrections of the minutes, misspelling.
- **Steve Taddei** called for a vote to accept the minutes
- Minutes approved & accepted by Happy Skywalker, seconded by Haykeem Jordan

District Chief Judge, Dennis Dawson



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- Running a Great Contest. Select a Contest Chair, best person that could become your replacement as Area Director.
- 4 types of contest, Evaluation, Humorous, Table Topics, Tall Tales, Video.
- Discussed Humorous speech should not be a bunch of one liners. Should have Opening, Body and Close.
- Give the Judges Ballot to the speakers to give them an idea of what the judges are looking for.
- Read the Speech Contest Rulebook, use as a resource.
- Use Toastmasters Int'l to order awards. If you go outside of Toastmaster Int'l to make awards, you can't use the logo or the word Toastmasters due to copyright issues.
- Q & A
- Suggested to ask the Division Director about funds to purchase awards for your contest.
- Where should the Judges sit during a contest? In the front of the room, should be close enough to hear the speaker and avoid distractions.
- As a Judge you don't reveal anything to the Contestants to give them feedback, motivation or encouragement after selecting a winner.
- Tips on how the Chief Judge should give the Contest Chair name of the winners.
- Suggested to Put the Place # in big letters and the name of winner in smaller numbers.
- Discussed to have a Judge from each club and also Judges outside your area. Try to get as many Judges as possible. Don't be a Judge for your own contest.
- Best Practice is for Judges sign the ballots during their orientation.
- Ballots that are not signed when turned in are discarded and not counted.
- Misspelled names do not discount a ballot
- If you use an iPad to evaluate a speech. There is a special Evaluation form if you use electronic devise to evaluate. Best to use paper. You can set up a template print it out on paper.
- No more 25% of a speech can be from an external place. Speaker must prove that speech is your original material.
- Who can protest? Only Judges and Contestants before the announcement of the winners.
- You can use the same speech in all the contest if you want. For Int'l speech semifinals has to be different than in the finals.
- Judges should have completed 6 speeches in the CC manual and completed the Judges training you download from the TI website.
- To participate in the Humorous, Evaluation, Table Topic contest, you don't have to have completed ANY speeches in your CC manual. Only in the Int'l Speech contest do you need to have completed 6 speeches in the CC manual.
- You can give your same speech over and over again from the CC manual as long as it fits the project.
- Should have 2 Timing devices at a contest.
- The winning announcement is the highlight and final point of the evening. All announcements should be given prior to announcing the winners.

District Director, Steve Taddei

- Passed out information sheets. Each month DECM will distribute an information sheet to give Area Directors so they know what to talk about during club visits.



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Finance Director, Destinee Cooper

- Review rules for reimbursement. Have your original receipts or invoice to turn in and you will receive a reimbursement check the same date if at DECM.
- Just finished audit July 30th and know what we can do better.
- Still working on a final budget on Profit and Loss report.
- Will have the SOP (Standard Operating Procedure) uploaded on the website.
- TRIO can sign your vouchers
- Find Voucher form on the D57tm.org website under Forms. The voucher is prefilled with the address of where to send your voucher enabling me to send your check ASAP.

Program Quality Director

Randie Ellington

- Medallions are in for the Area and Division Contest.
- Training for Area and Division must be completed. There may be a Makeup.
- Distinguished Club Program, Recognition Program and the Club Success Program reviewed
- Reviewed Moments of Truth and the six important areas that is the core for club quality and important for first impressions with a guest. Once they join fellowship of the club.
- Stressed the important of retaining members, growing and developing members.
- Reviewed how critical it is to recognize and support the efforts of the members.
- Reviewed the Distinguished Club Program and the 10 goals.
- Realignment should be complete and in the system now.
- Clubs with large membership and only 3 people achieving goals shows the Area Director and Division Director that they need to help those clubs realize it is a group effort, that more members should be achieving their educational goals.
- TLI was in June, getting prepared for Make-up training. Make sure Officers received credit for attending TLI. If they are Officers for more than 1 club, they are able to sign up in 2 classes and attend 1 class. They MUST SIGN up for BOTH Clubs. Any problems contact Randie.
- Distinguished Area Program, when the Area Directors minimum requirements, if you have 4 clubs between July 1, 2016 and June 30, 2017 and submit 3 Area Director Club Visit reports due in the Fall by November 30th and Spring by June 30th, your Area will be Distinguished.
- Need to get these reports in at least a couple of weeks before the due date to allow the District Leaders to address any challenges that they see in the reports. It gives them a chance to provide support before the issues becomes bigger.
- Net Club Loss, always looking to add new clubs to your area and maintain your clubs currently in your area. Discussed the bases number and grow that number.
- Discussion regarding suspended clubs (they are not active). No club net loss
- For an Area to be Distinguished they 45% of your clubs to be Distinguished.
- Showed the Directors a 1 page or At a Glance tracking record for Club Success Plan. Helps to define your plan for the club.
- Suggested Stretch goals to Directors. To go above and beyond your minimum goals.
- Offered different Resources that are available to Directors to help them.

Meeting Adjourned at 12pm