

District 57 District Executive Committee Meeting Minutes for August 22, 2015
St. Andrews Presbyterian Church, 1601 Mary St., Pleasant Hill, CA

Attendees: Note - **Positions** shown in bold type below are voting members of the District Executive Committee. **Names** shown in bold type are persons present.

District Director – Teri McDonald

Immediate Past District Governor – Tod Henry
Executive Assistant - OPEN

Program Quality Director – Steve Taddei

Events Team:

Conference Venue Chair – OPEN
Fall Conference Co-chairs – OPEN
Spring Conference Co-chairs - OPEN
Registration Chair – Kevin Thornton
Chief Judge – Stacy Schwan
Contest Chair – Michael Schwan
Installation Dinner Chair - OPEN
Past District Governor Breakfast Chair – Merci del Rosario

Training Team:

TLI North Chair – Greg Scott
TLI South Chair – Leadership Club (represented)
Train the Trainer Chair – Sean Adams
Speechcraft Chair – Suzanne Yorkunas
Youth Leadership Chair – Jean Luong

Club Growth Director – Sue Haun

Club Coach Chair – OPEN
Club Mentor Chair - OPEN
Ad-DD Training Chair – Patricia DeSa
International Conference Travel Chair – Monica Sullivan

Public Relations Manager – Ed Cullen

Social Media Team Lead – OPEN

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Newsletter Lead – OPEN
Mail Chimp Team Lead – OPEN
Google Hangout Team Leas - OPEN
Advertising Team Lead _ OPEN
Web Team Leader – **Happy Skywalker**
Website Staff – Vinella Garcia
Website Staff – OPEN

Finance Manager – Kimberly Whitaker

Administration Manager – Dennis Neary

Assistant Administration Manager – **Sharon Brown**

Logistics Manager – **Duane Weller**

Statistician – Gerorge Marshall

Parlimentarian – **Bill Woolfolk**

Recognition Team

High Performance Leadership Chair – **Jean Cunningham**

Awards Chair – Pam Thompson

Division Directors:

Division A – Mary Verghese

Division E – Jake Dmitiry

Division B – Diane Pleuss

Division F – Shyam Nath

Division C – Dilek Alkaya

Division G – Janice Thomas

Division D – Lola Pratt

Division H – Savitha Setlur

Area Directors:

Area A01 – Chris Finn

Area D14 - Happy Skywalker

Area A02 – Trish Johnson

Area D26 – Roger Howland

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Area A13 - Nilva Fuller

Area D30 – Debo Sarker

Area A22 – Thomas Zarembinski

Area E04 – Andrew Gi

Area A29 - Justin Paras

Area E15 – Nancy Tran

Area A33 - Edwin Grimwold

Area E18 - Susan Colburn

Area B06 - Ann Hartwig

Area F16 - Karen Moirao

Area B07 - Karen Leffler

Area F20 - Kathy Brancheau

Area B17 - Tala Beigi

Area F32 - Sarah Kirkland

Area B21 - Donna Loo

Area G10 - Rick White

Area B23 - Curt Hayashida

Area G11 – Sue Finch

Area B27 - Joe Amaro

Area G25 – Mark Burchill

Area C08 - Carol Haynes

Area G31 – Lily Trent

Area C09 - Jia Chen

Area H05 – Stephen King-Monroe

Area C24 - Debra Poblete

Area H19 – Jonathan Wells

Area D03 - Sharon Brown

Area H28 – Irene Andro

Area D12 – Justin Young

Area H34 – Joseph Fernandez

Others in Attendance:

Tyree Johnson – Past District Governor

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Meeting called to order at 9:05 AM, Division Logistics Manager, Duayne Weller

- Led everyone through the pledge of allegiance
- Reminded everyone of District 57 Mission statement – “We build new clubs and support all clubs in achieving excellence.”
- Introduced our District 57 Director, Teri McDonald

Opening Remarks, District Director, Teri McDonald

- Welcomed everyone.
- Discussed the mission statement. “We build new clubs...” Our goal for this year is 16 new clubs; two in each division. “...and support new clubs in achieving excellence.” We have 161 clubs in the district. We support all 161 clubs; 177 including the 16 new ones.
- Ice Breaker: Everyone had a first or last name of a leader and/or public speaker on their back. We were given seven minutes to ask people yes or no questions about our name. Somewhere in the room was a person with the other half of your name. The goal was to find that person. The first five pairs to identify one another won a prize. The pairs identified were: Steve Jobs, Ronald Reagan, Walt Disney, Jane Goodall, Wayne Dyer, Carol Burnette, Brian Tracy, Jane Fonda and Les Brown. Kennedy and Johnson also teamed up.
- We are still looking for people to join our team. We need internet savvy web team members. We need newsletter help. We need conference chairs. We have conference committee chairs, we just need someone to coordinate all the chairs.

Program Quality Director, Steve Taddei 9:22 A.M.

- Saturday, November 14 is the Fall Conference at San Ramon Valley Conference Center. Region 2 International Director, Gloria Ushido, will be the keynote speaker. Come to hear her speak and for the contests and educational sessions. This will be the culmination of the Evaluation and Humorous Speech contests. The clubs will have contests in August, area contests will be in September, division contests in October and the grand finals on November 14 at San Ramon Valley Conference Center.

Quality Club Contests:

- All Area and Division Directors will be given Evaluation and Humorous Contest packages today. These provide all the area and division contests.
- One major thing you need to do immediately is determine your venue for the contest. If you do not have a venue, ask. Ask the person who had your position last year. Area Directors ask your Division Director. Division Directors ask the trio. Ask anyone who has chaired an area or division contest in your area/division. Ask anyone in the room. The people in this room are your best resources. Find your venue and set the date and time as soon as possible.
- Read the checklists in the back of the official contest rulebook. There is a checklist for the contest chair, for the chief judge and for the contestant. These are very helpful.
- Do not chair your own contests. Find somebody who wants to step out of their comfort zone and chair the event. This person could very well be your replacement next year. This also allows you to concentrate on building new clubs and helping all clubs achieve

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excellence while they chair the conference.

- Introduced District 57 Chief Judge, Stacy Schwan. Michael Schwan is the District 57 Contest Chair.
- Discussed certain contest rules that are commonly misinterpreted:
 - All voting judges are anonymous. The tie breaker judge, although he is a separate entity from the voting judges, is included in this rule. The Chief Judge, who does not vote, is not. Our district had been incorrectly directed by TI WHQ in the past to keep the Chief Judge anonymous.
 - The Chief Judge appoints the judges. The Area/Division Director and/or Contest Chair can help fine judges, but the Chief Judge makes the final decision. Nobody except the Chief Judge knows who the tie breaker judge is. The tie breaker ballot is not considered unless there is a tie.
 - For the International Contest, a member must have completed six speech projects to compete, unless (s)he is a charter member of a club that chartered during the present toastmaster year. This rule does not apply to any other contest. However, it does apply to judges for all contests above the club level. Judges at this level also need to be a member for at least six months.
 - At the Division level and above, judges cannot be a member of any club as any contestant. The contestant may be representing a club you do not belong to, but if you both belong to a different club, you cannot judge that contest.

Break: 9:51 A.M.

Club Growth Director, Sue Haun 10:04 A.M.

Thrive in the Distinguished Recognition Program As Applied to Presidents Distinguished

- Our goal by June 30th is Presidents Distinguished District. In order to achieve that we need to:
 - Go from 161 clubs to 174 clubs.
 - Increase our membership payments from 7104 to 7673.
 - Have at least 50% of our club distinguished. We should be able to achieve 60%.

The six areas in the Area Director's Visit Report are the six areas in the moments of truth.

- First Impressions
- Member Orientation
- Fellowship, Variety and Communication
- Program Planning and Meeting Organization
- Membership Strength
- Achievement Recognition

There are no free speeches. Every speech is a manual speech.

As an Area Director do not be afraid to tell the clubs that are not working the program, that we know the program works. However, the program only works if you work the program.

Area visits are critical. They give you the opportunity to help clubs that are struggling and guide them toward improvement. Many clubs that are struggling now can be distinguished by the

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end of the year.

If you encounter a situation in a club that you don't know how to handle, reach out to your Division Director, reach out to the past Area Governor or reach out to anyone in this room. We are all here to help one another.

No club needs to be perfect. Clubs just need to do enough things right to become distinguished. If your clubs are distinguished, your area will be distinguished. If your areas are distinguished, your division will be distinguished. If the divisions are distinguished, the district will be distinguished. It all starts with the club.

If club officers seem overwhelmed with ten goals, tell them there are only four areas they need to concentrate on: educational awards, membership, officer training and administration.

**District Director, Teri McDonald, and
Program Quality Director, Steve Taddei: 10:32**

Handed out ribbons to the Public Relations Manager, Finance Manager, Administration Manager, Division Directors and all Area Directors who had completed training.

Break: 10:37 A.M.

Contest packets were distributed to Area and Division Directors during the break.

**District Director, Teri McDonald 10:52
Convention Report**

Spoke about the International Convention in Las Vegas last week.

Trish Johnson related that about 1,000 attendees were first timers, as she was. She talked about connecting to members from all over the world and listening to amazing speakers – both breakout speakers and the finalists in the International Speech Contest. None of the top three were from the US. Muhammad Yunus, Nobel Peace Prize winner, spoke at the Golden Gavel event.

Savitha Setlur spoke about renewing relationships with people she met at the convention last year. She also enjoyed the market place, especially the candidate's showcase. She was extremely impressed with the leadership shown at the business meeting. Mark your calendars and be in Washington D.C. next year.

Ed Cullen discussed the procedures used for the vote on Proposal A. There was strong opposition to the proposal. People objected to the bundling of the four items in the proposal. Everyone was allowed to express their opinion. The proposal eventually passed, after two votes. Muhammad Yunus discussed his plan for zero poverty, zero unemployment and zero carbon emission. Past world champions of public speaking were very generous in passing out their tips for improving our speeches. The contests were a whole different level of speech. Teri carried the national flag of Kuwait in the parade of flags during the opening ceremonies. She found this to be a very moving experience. When she was standing on stage and the United States National Anthem was played, her eyes welled up. She insists, however that she was not crying.

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Administration Manager, Dennis Neary 11:11

Asked for approval of the July minutes. Ed Cullen moved to approve, Mark Burchill seconded. The minutes were unanimously approved.

Finance Report, Kimberly Whitaker 11:13

We are currently operating without a budget. By the next DECM we should have an approved budget and I will be able to give you actual numbers. There is a voucher on the District 57 website for vouchers. You can download that form, scan in your receipts and email your expenses to me. You can also bring the voucher and receipts to the DECM and submit it for payment. Be certain to fill in all of the required information. Be sure to put in the month of the expense. Submit the expenses regularly as they come in. Do not wait several months to submit a voucher. The budget is tentatively approved by the trio. It is formally approved at the business meeting at the Fall Conference in November.

High Performance Leadership, Jean Cunningham 11:23

You need to create your area and division success plans now, so you can achieve them this year. What is a High Performance Leadership Project? A project where you have the opportunity to display leadership by delegating the tasks to others, giving them guidance and encouragement, and assist them in completing the task. You provide the vision, goals and values. You serve the people accomplishing the goals. Managers have demands; leaders influence and promote growth. In High Performance Leadership you influence others to achieve your vision. Good qualities for a leader include: listening, empathy, awareness, helpfulness, persuasiveness, inspirational and service.

Project 1 of the HPL requires you to be brutally honest with yourself. You need to access your abilities as a leader. It explains the six dimensions of leadership: visions and values, direction, persuasion, support, development and appreciation.

Project 2 requires you to develop your vision, mission and core values.

Project 3 is where you create your action committee. You need to get your team to buy into your goals and objectives. You need to develop your action strategy, your roles, your goals and your timetable.

Project 4 is where your action committee actually works the plan. This is where you help the team accomplish the mission by supplying support, development and appreciation. This requires dealing with obstacles, people and other obstructions. This is where you need to let go and delegate.

Project 5 is where you analyze your results and present the results to your club. This is also where you show appreciation for your team.

We have in this district a built in leadership guidance committee. Toastmasters Leadership Club is available to serve as your guidance committee. If you sign up as a club member, the club is there to help you with your HPL project. Two meetings a month are dedicated to helping people with their HPL projects.

Tyree Johnson spoke about making you Area Director or Division Director position a High Performance Leadership Project. Send Tyree an email and he will send you the criteria for making your position a HPL. The Leadership Club is concentrating on making your Area Director

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or Division Director achievement a High Performance Leadership Project. Please contact Tyree (Johnson.tyree@gmail.com).

District Director, Teri McDonald, Wrap Up 11:50

We are celebrating a new club in Division E sponsored by Tanya Janson. This is the third or fourth club at UC Berkeley.

Next Meeting – September 19, 9:00 A.M.

Adjourned – 11:54 A.M.

Minutes prepared by: Dennis Neary, District Administration Manager

Minutes Approved: September 19, 2015