

District Council Meeting Minutes for November 14, 2015
San Ramon Valley Conference Center, 3301 Crow Canyon Road, San Ramon, CA

Officers present:

District Director – Teri McDonald
Program Quality Director – Steve Taddei
Club Growth Director – Sue Haun
Public Relations Director – Ed Culen
Administration Manager – Dennis Neary
Finance Manager – Kimberly Whitaker
Logistics Manager – Duane Weiler

Meeting called to order at 11:10 A.M. Logistics Manager, Duayne Weiler

- Lead everyone through the Pledge of Allegiance
- Introduced our District 57 Director, Teri McDonald

Opening remarks, Teri McDonald 11:13 A.M.

- Welcomed everyone to the Fall Conference!
- In accordance with Toastmasters International policies and procedures, the District Council meets twice a year to conduct district business and to ratify the appointments of the non-elected officers by the District Director.
- Introduced the members sitting at the front table: Administration Manager - Dennis Neary, Parliamentarian- William Woolfolk, Club Growth Director – Sue Haun, Program Quality Director – Steve Taddei, Distinguished Toastmasters all.
- Introduced Dave Orris, Credentials Chair to present the credentials Report.

Credentials Report, Dave Orris, Credentials Chair 11:15 A.M.

- 157 active Clubs in District 57 as of November 13 - 314 eligible club officer votes. We need one third of that number for a quorum, or 105 votes. We have 137 eligible club officers present and 22 district officers present, for a total of 158 votes. Madam District Director, we have a quorum. Eighty votes are required for a majority and 106 votes are required for a two thirds vote.

District Parliamentarian- William Woolfolk summarized the parliamentary procedures for the meeting. 11:17 A.M.

- As prescribed by Toastmasters International, District 57 conducts its business using Roberts Rules of Order.
- Parliamentary procedures come down to three things.
 - We discuss one item at a time.
 - The majority rules.
 - The minority has the right to be heard.
- Any new business to come before the council will be presented in writing to the District Director or the District Administration Manager before the call of new business.
- Debate on one item will be limited to no more than 15 minutes.
- The maker of the motion will be given the opportunity to speak first. Each speaker will be limited to one minute and will not speak again until all who want to speak on the issue have been heard.

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- Only credentialed Council members may speak or vote on an issue. Before addressing the assembly, wait to be recognized by the director then state your name and the club you represent.

Call for a motion to adopt the rules as presented, Teri McDonald 11:19 A.M.

- Ed Cullen, Warehouse Toastmasters moved to adopt the rules.
- Roger Howland, Lakeside Speakeasy Toastmasters seconded the motion.
- The motion was unanimously approved by voice vote.

Call for a motion to adopt the meeting agenda, Teri McDonald 11:21 A.M.

- Larry Miller, Capitol Speakers moved to adopt the agenda.
- Happy Skywalker, Vision Masters seconded the motion.
- The motion was unanimously approved by voice vote.

Report on the Minutes for the District Council Meeting on May 2, 2015, Dennis Neary 11:22 A.M.

- The minutes were emailed to all club Presidents and Vice Presidents of Education prior to the meeting. You should all have a copy on the table in front of you. Is there any discussion or are there any items you would like to see amended?
- The motion to approve the previous Fall Conference minutes had been seconded by Carolyn Douglas, Toast of Richmond, not Caroline Douglas. That will be corrected in the minutes.
- No other items were questioned and the minutes were turned back to the District Director for approval.

Call for a motion to accept the minutes as revised, Teri McDonald 11:24 A.M.

- Donna Marie Haskell, Stagecoach Speakers moved to adopt the minutes.
- Stephanie Butler, Union City Toastmasters seconded the motion.
- The motion was unanimously approved by voice vote.

Financial Manager's Report, Kimberly Whitaker 11:25 A.M.

- The budget summary shows that through in September we underspent. That is because some conferences budgeted for September were paid in October and/or some people were late in submitting their expense vouchers. Revenue was within \$500 of budget.
- The year to date summary shows that we have overspent. That is because we have pre-purchased materials for future events, such as TLI and the Spring Conference. This figure will even out as the year progresses. For instance, the rent on our meeting space for DECM has been paid for the year, but was budgeted monthly.

2014 – 2015 Financial Audit Report, Tyree Johnson 11:28

- The semi-annual audit reviews the District's bank statements, the reserve revenue statement and the treasurer's report.
- All substantial transactions were reviewed and the costs were recorded in the proper cost categories according to Toastmasters International guidelines.

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- Please recognize the other members of the audit committee, Duane Weiler and Pam Thompson.
- The report has been accepted by Toastmasters World Headquarters and I to accept the audit committee report as complete.

Call for a vote to accept the audit committee report, Teri McDonald 11:29 A.M.

- The motion was unanimously approved by voice vote.

Public Relations Manager Report, Ed Cullen 11:31 A.M.

- Asked the people who are part of the website remake team to stand and be recognized.
- We are rebuilding the website and it is going to be great. We are not doing it just for this year. We are passing on to next year's team a website that is easy to maintain and operate.
- We have approximately 500 Facebook followers. If you are not one of them, please go to the Facebook pages and like them.
- We have a district sponsored meetup program that is becoming available for more and more clubs.
- We have two public relations contests. The best club web presence and the best club campaign are two achievements that will be rewarded.
- Get the word out. We are teaming up; we are moving up; and I consider everyone in this room as part of the public relations team.

Club Growth Director Report, Sue Haun 11:34 A.M.

- We have added two new Toastmasters Clubs since July 1, Toast By the Tracks and APAPA TVC Toastmasters.
- We have approximately 30 leads for new clubs. Thirty is not enough. Please let me know if you see any potential new clubs on the horizon.
- We currently have three kickoff meetings scheduled in November for potential new clubs.
- We have approximately 3,000 members in the district.
- To support our clubs, the district is offering Moments of Truth kits to all clubs that currently have twelve or less members. If your club has twelve members or less you can go to the awards desk and sign a commitment that you will present the Moments of Truth to your club within 45 days, and you can pick up the packet for free. If your club has 13 to 18 members and would like a Moments of Truth kit, you can sign up and the packet will be mailed to you.
- Some of our clubs need guidance from a more experienced Toastmaster. We call this the Club Coach program. This is for clubs with 12 or less members. We need more club coaches. I would like to recognize our Club Coach Chair, Randy Ellington.

Program Quality Director Report, Steve Taddei 11:37 A.M.

- We had two Toastmasters Leadership Institute (TLI) sessions; one in Ukiah in June and one at Diablo Valley College (DVC) in July. We had a good problem to have at DVC; we outgrew the room.

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- We are going to make the next TLI fantastic. We will have Lance Miller, World Champion of Public Speaking, Michael Notaro, Past International President, and Joan Lewis, our Regional Advisor, will all be presenting. This will be on January 9 at Los Positas College. TLI is free. You can purchase lunch for a small fee.
- We also train the Division Directors and the Area Directors. We have 42 division and area directors, and 40 of them got trained.
- Train the Trainer will be on December 5. If you would like to present at TLI we encourage you to attend this event. Gina Cefalu will be the chair. It will be in Pleasanton. If you would like to be a presenter at the TLI in January or the next one in June or July, go to Train the Trainer.
- December 10th at the University of California at Berkeley, World Champion of Public Speaking, Ed Tate will be making a presentation for District 57 Toastmasters.
- May 14 we will have the Spring Conference in Berkeley. Exact location to be announced soon. Darren LaCroix, World Champion of Public Speaking will be our keynote speaker.

District Director's Report, Teri McDonald 11:42 A.M.

- We are focusing on all the requirements that we need to accomplish to be a distinguished district by the end of the year. We believe that we should have visibility and transparency in the district. We have posted the District Success Plan on the D57 website. We will post the district budget on our website after we finalize it here today.
- I am amazed by the quality of the people in this room and by the quality of the people I meet when I attend Area and Division Contests. It is great to get to know every one of you here. I know that you are all working on your personal goals to become better speakers, better leaders and better people. I believe in every single one of you.
- Our goal is to be Presidents Distinguished this year. I know that feels like a lofty goal but I believe in all of our members, and we are in a position to be distinguished for a third year in a row – something we have not accomplished since 1989.

Unfinished Business, Teri McDonald 11:44 A.M.

- Since there is no unfinished business from last May, we will move on to new business.

New Business, Teri McDonald 11:44 A.M.

- The first item of business is the adoption of the District 57 budget for 2015 – 2016. The chair recognizes Distinguished Toastmaster, Kimberly Whitaker, who will present the District Budget. The budget has been approved by Toastmasters International Headquarters.
- **District Budget, Kimberly Whitaker 11:45 A.M.**
 - As you can see, there are some areas with huge amounts of money. The district team has spent many hours sweating blood over this. They put together what we think is the best use of our funds.
 - We see a large amount of money budgeted for November and May. That money is for this event and the Spring Conference. There are some funds budgeted for the District Leaders' travel because they are required to go to training out of the district.

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- **Call for Discussion, Teri McDonald 11:47 A.M.**
 - Question by Larry Miller, Capitol Speakers, regarding the Contest Revenue.
 - Explained by Steve Tadei, Program Quality Director, that we are giving the opportunity for friends and relatives of contestants to attend just the contests at the Fall and Spring Conferences for a fee of \$25.
- **Motion to adopt the budget as presented, Kimberly Whitaker 11:48 A.M.**
 - Unanimously approved by voice vote.
- **Ratify Appointed District Officer, Teri McDonald 11:49 A.M.**
 - Motion to approve appointed district officers by John Zingman, East Bay Toastmasters
 - Seconded by Joel Davis, Stagecoach Warriors
 - Motion approved by unanimous voice vote.
- **Presentation of Netizens – A Virtual Toastmasters Club, Larry Miller 11:51 A.M.**
 - **Netizens** (net citizens) is a virtual club that was sanctioned by Toastmasters International World Headquarters three and a half years ago to give them feedback on what does and doesn't work.
 - Our work is now paying off. At their August Directors Meeting, the Toastmasters International Board of Directors sanctioned virtual clubs throughout Toastmasters starting I 2016.
 - There are two phases of virtual toastmasters. The first phase is sixty percent brick and mortar club and forty percent virtual. Phase two will be 100% virtual.
 - It is a fantastic way to interact with Toastmasters around the world.
 - We meet the first and third Sunday of every month at 10:30 A.M.

District Announcements 11:55 A.M.

- Steve Tadei -The Spring Conference is on May 14 with Darren LaCroix and a team of speakers. Mark your calendars.
- Tyree Johnson – Andre Lewis is in charge of the Outstanding Toastmaster Award program. This program is being reinstated this year after a short hiatus. WE encourage all District 57 Toastmasters to participate. The theme of this conference is "Challenge your Limits." This is a great way to do it.

Meeting Adjourned 11:58 A.M.

Minutes prepared by: Dennis Neary, District Administration Manager

Minutes Approved: