

District 57 District Executive Committee Meeting Minutes for December 19, 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

Program Quality Director – Steve Taddei

Events Team:

Registration Chair – Kevin Thornton
Chief Judge – Stacy Schwan
Contest Chair – Michael Schwan
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 – Gina Cefalu
Speechcraft Chair – Suzanne Yorkunas
Youth Leadership Chair – Jean Luong

Club Growth Director – OPEN

Club Coach Chair – **Randie Ellington**
International Conference Travel Chair – Monica Sullivan

Public Relations Manager – Ed Cullen

Web Team Leader – Happy Skywalker
Website Staff – Ron Catoire
Website Staff – Nathan Wood
Website Staff – Daneille Wiese-Smith
Website Staff – Thuy Hong Nguyen
Website Staff – Dilek Alkaya

Finance Manager – Kimberly Whitaker

Administration Manager – Dennis Neary

Assistant Administration Manager – Sharon Brown

Logistics Manager – **Duane Weier**

Statistician – Gerorge Marshall
Parliamentarian – **Bill Woolfolk**

Recognition Team

High Performance Leadership Chair – Jean Cunningham
AD/DD HPL Chief – **Tyree Johnson**
Awards Chair – Pam Thompson

District 57 District Executive Committee Meeting Minutes for December 19, 2015
St. Andrews Presbyterian Church, 1601 Mary St., Pleasant Hill, CA

Division Directors:

Division A – Mary Verghese
Division B – Diane Pleuss
Division C – Dilek Alkaya
Division D – Lola Pratt

Division E – Jake Dmitiry
Division F – Shyam Nath
Division G – Janice Thomas
Division H – Savitha Setlur

Area Directors:

Area A01 – Chris Finn
Area A02 – Trish Johnson
Area A13 - Nilva Fuller
Area A22 – Thomas Zarembinski
Area A29 - Justin Paras
Area A33 - Edwin Grimwold
Area B06 - Ann Hartwig
Area B07 - Karen Leffler
Area B17 - Tala Beigi
Area B21 - Donna Loo
Area B23 - Curt Hayashida
Area B27 - Joe Amaro
Area C08 - Carol Haynes
Area C09 - Jia Chen
Area C24 - Robert Lee
Area D03 - Sharon Brown
Area D12 – Justin Young

Area D14 - Happy Skywalker
Area D26 – Roger Howland
Area D30 – Debo Sarker
Area E04 – Andrew Gi
Area E15 – Nancy Tran
Area E18 - Susan Colburn
Area F16 - Karen Moirao
Area F20 - Kathy Brancheau
Area F32 - Ron Catoire
Area G10 - Rick White
Area G11 – Sue Finch
Area G25 – Mark Burchill
Area G31 – Lily Trent
Area H05 – Stephen King-Monroe
Area H19 – Jonathan Wells
Area H28 – Irene Andro
Area H34 – Gina Cefalu

Meeting called to order at 9:00 AM, District Logistics Manager, Duayne Weiler

- 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 9:01 A.M.

- Welcomed everyone.
- Asked for eight volunteers, four teams of two. One member of each team was given a box with a hole in the top, to strap around their waist so that it was in the middle of the back. Each box contained ten jingle balls. The other was instructed to encourage their partner to find ways to get the balls out of the box without using their hands within a one minute time limit. Some contestants went as far as to stand on their heads. The winners were awarded a prize and all contestants got a consolidation prize.
- Changes to the Leadership Team – We have replaced Joseph Hernandez as Area H-34 Director. He is now a District Officer in District 4. He is being replaced by Gina Cefalu, who volunteered to step up to the job.
- Also Sue Haun has stepped down as Club Growth Director. We are actively looking for a replacement. Please let us know if you are interested in being Club Growth Director and/or if you have any nominations for the position.
- We have a new club and have five demo meetings scheduled in January.

District 57 District Executive Committee Meeting Minutes for December 19, 2015
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- The year is half over. Area and Division Directors have been through the contests and makeup training sessions one time. If you still have any questions, please feel free to ask anyone in the District Executive Committee.

Reports:

Administration Manager, Dennis Neary 9:14 A.M.

As District Chief Ambassador Dennis started by awarding new name badges to two of the District 57 Revitalized Education Program Ambassadors. The badges currently held by Ed Cullen and Kimberly Whitaker did not note that they had both recently achieved the designation of Distinguished Toastmaster. The new badges clearly reflect their DTM status. Congratulations to Ed and Kimberly.

As the Administration Manager he asked for approval of the October minutes. Noted some changes that became apparent after the minutes were printed. Randie Ellington is the new Club Coach Chair. There are new website team members who will be listed. The Friday night showcase before the conference was listed as the Saturday night showcase. That has been corrected. Jean Cunningham moved to approve the minutes as revised. Tala Beigi seconded the motion. The minutes were unanimously approved.

Finance Manager, Kimberly Whitaker 9:20 A.M.

You should all have copies of the budget summary including budgeted and actual amounts of the income and expenses for the month of November and the year to date totals from July 1, 2015 through November 30, 2015. We did go a little bit over budget on the conference, but we plan to make it up on the Spring Conference.

Program Quality Director, Steve Taddei 9:24 A.M.

We had roughly 150 attendees at the District Conference. We sent out a video, and I think that got people excited about the conference. We were looking for closer to 200 and we are looking for a location for the Spring Conference that will hold at least 300 people. The Spring Conference will tentatively be held in either Berkeley or Emeryville. We are looking for a location other than a conference center or a hotel. In order to get booked at either of those, you need to pay for food for everyone who attends, whether they eat or not. We are looking for a venue where food can be optional for the attendees and will not be included in the price of attending the conference. We are looking at a couple of community colleges that may give the registrants an option of purchasing meals at an additional cost. This will keep the cost down for those who do not want to purchase food. We are looking for more corporate sponsorship. We are looking for a chair who will contact corporations, starting with those that are currently sponsoring clubs, to ask them to sponsor the conference

The Spring Conference will be on May 14. Darren Lacroix, a world champion of public speaking, will be the keynote speaker. He will be the third world champion we will have hosted this year. It started with Ed Tate at a special function at Cal Berkeley and includes Lance Miller at Toastmasters Leadership Institute (TLI) on January 9. The trio had a project this year with Moments of Truth. Any club with 12 or less members could receive a free Moments of Truth kit at the conference. The only requirement was that they agreed to present the program to the club within 30 days. There are more copies available for any club that will commit to present the module within a month.

Steve introduced Kevin Thorton, our Registration Chair for TLI. We have a great team for TLI and the agenda will be on the website in the next few days.

Public Relations Report, Ed Cullen 9:33 A.M.

December is a fabulous month. Ed Tate's presentation was a fabulous event. It was free. TLI will be a fabulous event. It's free. Two world champions of public speaking in one month, for free.

The things that happen in December were part of Public Relations in October. We are now thinking about February, looking for speechathons that will happen then, talking up toastmasters and club table

District 57 District Executive Committee Meeting Minutes for December 19, 2015
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topics and international contests. You will notice that the website changes constantly. This portion of the website used to say Ed Tate, it now says TLI. We send out blasts often, but not so often that people want to opt out of receiving them. I have a great team. In fact, every one of you is doing public relations.

At the Train the Trainer Seminar, Gina Cefalu gave me the first certificate, and people didn't want me to get off the stage. They had too many questions. "How can I get my event on the calendar?" "Can I get my club contest on the calendar?" Submitting your event is easy. Go to the District 57 website, move your mouse to "Calendar" and a drop down menu appears with one item—"Add Calendar Events." This will walk you through it. The calendar can accommodate 34 Area Contests, but it cannot accommodate 160+ club contests in one month. We can post open houses.

Please take the time to become familiar with the District 57 website (D57TM.org.). There is a wealth of information available. This is a valuable tool you should be using. Another valuable tool is the Toastmasters International website (toastmasters.org). The Leadership Central tab will take you to Distinguished Performance Reports. This will give you key information about all of the clubs in your area or division. This information is found on the "dashboard."

District Director, Teri McDonald 9:42 A.M.

Introduced our Immediate Past District Governor, and the last District 57 Governor ever, Tod Henry. Also introduced Randie Ellington, who will be running the District Executive Committee Meeting next month, with help from Tod. Teri and Steve, and hopefully the replacement Club Growth Director, will be attending District Officer Training in Las Vegas, and will be unable to be here.

Following up on the Toastmasters International website, Teri pointed out that clicking on "Additional Information" from the dashboard will give you additional insights into how the district is performing.

Break: 9:45 A.M.

District Director, Teri McDonald 10:04 A.M.

Announced the Area Director of the month of December – Stephen King-Monroe, Area H-5.

Announced the Area Director of the month of November – Nancy Tran, Area E-15.

District Director, Teri McDonald and Program Quality Director, Steve Taddei 10:08 A.M.

Building a Championship Club, Part 1, an interactive workshop using a Lance Miller CD. Each question was asked after hearing Lance Miler discuss the subject.

Q. - What is a Championship Club? A – They meet their goals. They decide that they will be a championship club, and they plan how to accomplish it. Their meetings run on time and are structured. They have committed leadership. They have fun. Championship clubs just do the ordinary, but they do it extraordinarily well.

A championship club does not start a meeting scrambling to fill positions. In a championship club, all roles are filled a week in advance, cancellations are covered before the meeting starts, and the club looks like they are organized.

Q. – Why do people join a club and why do they stay?

A. – Friendly yet professional environment. Opportunity to grow. Structured meetings. Camaraderie. To enhance their career. They are building confidence. To overcome fears.

Q. – How can you inspire your clubs to think of each meeting not as just a meeting, but as an event?

A. – Don't rely on emails for all of your communication with the clubs. Phone calls are more personal and can be much more efficient. Area Directors have to reach out the Club Officers, as does the Club President. Club officers need to reach out the club members. All club members need to be encouraged to make the club successful and make the meetings into events. Every year each club should schedule one Executive Committee Meeting (preferably in July or August) for all of the club officers to review the Club Leadership Handbook so that everyone knows the specifics of their duties.

District 57 District Executive Committee Meeting Minutes for December 19, 2015
St. Andrews Presbyterian Church, 1601 Mary St., Pleasant Hill, CA

Q. – What do the Executive Committee Meetings of a Championship Club look like?

A. – There is a written agenda and it is sent out beforehand. Mentors are assigned for new members who do not already have one. Progress toward distinguished goals is reviewed. Planning for events.

Break: 10:56 A.M.

District Director, Teri McDonald and Program Quality Director, Steve Taddei 11:10 A.M.

Steve introduced David Dai, the Chairman of Toastmasters Leadership Institute. We are looking for a co-chair.

Building a Championship Club, Part 2. A Championship Club starts on time and starts with a bang.

Q. – What are some ways to start a club meeting with a bang?

A. – Start with awards. Alameda Tongue Twisters starts with all members reciting a tongue twister. Introduce visitors.

Q. – What are some things that keep the enthusiasm going throughout the meeting?

A. – Positive evaluations – Use the sandwich method. Use “I” language rather than “you” language. Lots of applause. New and inexperienced members have a mentor to guide them. More experienced members are energized by encouraging them to mentor new members.

Q. – Any creative ways to get clubs to participate in the contests?

A. – At the club members, tell people that the speech they just delivered is of contest quality and they will be competing with it in the upcoming contest. Make you club speech contest a special event. Put together a committee to make the contest a special event. Put the contest on like it is an event equal to the academy awards.

District Director, Teri McDonald and Division H Director, Savitha Setlur 11:41

Celebration for the newest club in District 57 – Trident Toastmasters, Area 05, Division G.

Next Meeting – January 16, 9:00 A.M.

Adjourned – 11:45 A.M.

Minutes prepared by: Dennis Neary, District Administration Manager

Minutes Approved: February 13, 2016