

District 57 District Executive Committee Meeting Minutes for October 24, 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 – Gina Cefalu  
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 – OPEN  
International Conference Travel Chair – Monica Sullivan

**Public Relations Manager – Ed Cullen**

Social Media Team Lead – OPEN  
Newsletter Lead – OPEN  
Mail Chimp Team Lead – OPEN  
Google Hangout Team Lead - OPEN  
Advertising Team Lead \_ OPEN  
Web Team Leader – **Happy Skywalker**  
Website Staff – Vinella Garcia  
Website Staff – **Nathan Wood**

**Finance Manager – Kimberly Whitaker**

**Administration Manager – Dennis Neary**

Assistant Administration Manager – **Sharon Brown**

Logistics Manager – **Duane Weller**

Statistician – George Marshall  
Parliamentarian – **Bill Woolfolk**

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Recognition Team

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

**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** - Debra Poblete  
**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 Cotoire  
**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** – Joseph Fernandez

**Others in Attendance:**

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**Meeting called to order at 9:00 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 9:01 A.M.**

- Welcomed everyone.
- Discussed the mission statement. “We build new clubs...” Our goal for this year is 16 new clubs; two in each division. Out of 16 we now have 2. We are now a distinguished district 2 years in a row, and committed to a third year in a row.
- We support all clubs in achieving excellence. How do we do that? We talk to the individual club members. We find out what the clubs needs are. We give them guidance and, more importantly, assistance in achieving their goals and filling their needs. If all of our clubs are distinguished, our areas will be distinguished, our divisions will be distinguished and the district will be presidents distinguished, provided we grow our club base and membership sufficiently.
- We want to give back to the church; please bring nonperishable food contributions to the DECM meetings to support the church’s food drive.

**Icebreaker 9:03 A.M.**

The group broke into teams of five members. Each team was tasked with coming up with as many different types, kinds and brands of candy as they could. A prize was awarded to the team that came up with the largest number of candies that no other team listed. At first thought you might imagine that every different candy would be listed by at least two teams. That is not the case. Every team came up with at least thirty different candies, but there are hundreds of different kinds. Every team had some unique candies, but the winning team had nineteen different candies that nobody else thought of. It helps to have somebody from Europe on your team who is familiar with candies that are unknown in the United States. Teri handed out the prize to each member of that team; a box of Altoids, which no team had mentioned.

**Reports:**

**Administration Manager, Dennis Neary 9:28 A.M.**

If you haven’t signed in, please do so during the break.

The minutes for the April, June and September meetings were discussed and revisions were made to the June meeting. Kimberly Whitaker made a motion to approve the minutes as corrected for all three meetings and Roger Howland seconded the motion. The motion passed with unanimous approval. The Minutes for the May District Council meeting will be approved at the November District Council meeting on November 14 during the Fall Conference. The District Council meets twice a year, at the Spring and Fall Conference.

**Finance Manager, Kimberly Whitaker 9:32 A.M.**

Kimberly is a brand new Distinguished Toastmaster.

The report for July, August and September is available on the back table. We are working with Toastmasters International to finalize it so we can vote on it at the District Fall Conference on November 14.

The vouchers for reimbursement and the SOP explaining how to use them are on the District 57 website (D57tm.org) Click on “Resources” at the top, go to forms, and the voucher is the first thing listed. The second thing on the list is the Standard Operating Procedure, which explains how to fill out the voucher.

**Club Growth Director, Sue Haun 9:36 A.M.**

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So far this year we have added two clubs. To make the District Presidents Distinguished, we need a net growth of 14. We are currently at 2,841 member payments. This number is slightly below what we anticipated, and we are proactively working with clubs that haven't yet submitted their renewals. This is not unusual and is not unique to our district. Clubs worldwide are slow to renew. Still, we do not want to be complacent about this. We have one demo meeting scheduled in Windsor next week. We currently have twenty clubs that have not yet renewed the dues for at least eight members. Two clubs have been lost, but we expect to regain the other eighteen. With the loss of two clubs, we need sixteen new clubs to achieve Presidents Distinguished.

Sue asked for suggestions of things we can do to help clubs get their dues payments submitted. The suggestions included talking to the club officers and finding out what problems they were facing, helping a new club treasurer submit the dues on line and taking the time to mentor them on other aspects of the job (i.e. getting a Club Debit Card). Suggestions also included describing the benefits of renewing dues on time. Automatic dues renewals, where the member would be required to opt out of renewing, was mentioned. Open houses and Speechcraft were also mentioned. Area Directors should be focusing on the clubs in your area that haven't yet renewed at least eight members.

Club building is very important. Please bring in leads. We need leads that include the name of a Toastmasters champion in the organization.

**Program Quality Director, Steve Taddei** 9:51 A.M.

Saturday, November 14 is the Fall Conference at San Ramon Valley Conference Center. We have an incredible team putting this conference together. Region 2 International Director, Gloria Shishido, will be the keynote speaker. Come to hear her speak, for the contests and for the educational sessions. We have fantastic speakers for the breakout sessions. The Saturday night showcase speaker will be our two time International Speech Contest finalist, James Jeffley. Christine Robinson, who has made it to the International semi-finals three times will also be presenting at the conference. The price will be \$85 to attend the conference; \$80 for guests. It will be \$95 after November 5 at the door.

We have opportunities for people to help the conference run smoothly. Please contact Steve if you would like an opportunity to improve your leadership skills.

**Break:** 10:04 A.M.

**District Director, Teri McDonald** 10:18 A.M.

**Super Heroes:** Bill Woolfolk, our District Parliamentarian was awarded a trophy for his service to the district over the past several years. Bill is one of many Super Heroes in this District. Super Heroes are achievers, they meet their goals. A Super Hero is an average person with extraordinary talents, abilities or commitment. Teri talked about The Avengers. They are all Super Heroes; they all have different extraordinary abilities, but they all have individual weaknesses. Together, as a team, they consistently overcome their weaknesses and compliment their abilities. We are all a team. We need to work together to meet our common goals. We need to support other team members in their areas of expertise and step in to help them with their weaknesses.

Even Super Heroes need to take a break.

**Division Director Reports, Lola Pratt** 10:39 A.M.

**Division D, Lola Pratt:** 10:39 A.M.

Acknowledged Sharon Brown as a Super Hero in Division D. Contests are over and we can now go ahead in membership growth. One club is already Presidents Distinguished for the year; Warehouse Toastmasters. One new club that should be chartering soon in Division D is Pandora. When an experienced member moves away, don't let them get away without sharing their knowledge with the new members in the club.

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**Division A, Justin Paras for Mary Verghese 10:46**

There are 31 clubs in Division A, with 530 paid members. Over 100 club officers were trained in Division A make up training sessions. Twenty six of thirty one clubs renewed dues on time, and the other five will shortly. We have three meetup accounts established for clubs and will soon have more. At Northwestern University they had an open house where 177 people attended. At a recent club meeting they had more than 100 people present. We expect to start multiple new clubs at this venue.

**Division B, Diane Pleuss 10:51**

At their open house, the president of Chevmasters talked about their recent Speechcraft. He had a photo of all the speechcraft students, which they had all signed. They had three guest speakers, Dennis Dawson, one club member who had suffered a stroke and spoke about how the club had helped him regain his speaking ability, and a 14 year old girl who was a graduate of their recent Youth Leadership Program.

Of our base number of 26 clubs, 22 have renewed. We have lost two clubs and do expect the remaining two to renew shortly. We have one third of our clubs at twenty members or more, one third between 12 and 20 and one third with less than 12 members.

**Division C, Dilek Alkaya 10:57**

Division C started new TM year with 13 clubs in 3 areas with dedicated members/officers and Ads.

Division C stands for:

Communication:

- All 13 Club officers list have been submitted
- 9 out of 13 club visits completed and reports are submitted (5 by Carol Haynes - C8)

Collaboration:

- Thanks to the Division G and Division B Directors for their support recruiting Target Speakers for our Division C contest and helping our 3 Division C Toastmasters who wanted to be Target Speaker outside of their Area/Division
- Firetalkers changed its name to North Marin . Thanks to Bio Marin for providing their new meeting location. There will be open house/demo meeting in Nov to increase their membership to charter strength and more
- Had 2 demo meeting in Vallejo . Special thanks to Steve T, Sue H, Tyree J , Carol S for their support at demo meetings and Juni Abuda for his initiative to sponsor a new TM club at his Church in Vallejo... more to come on this initiative

Contribution to Division C's Success:

- As of today, Total 21 educational goals submitted, Marin Toastmasters is already Distinguished.
- 6 out of 13 clubs are almost distinguished with DCP: 4
- All 13 clubs paid at least the minimum number of membership dues
- Trained min 4-5 officers at 10 out of 13 clubs

Contribution to the Fall Conference's Success

- Div C member Christine Robinson will have a workshop session and no doubt there will be TMs signed up to attend/volunteer

Cheer:

- Thanks to all contest teams and awesome Fall Area/Div contests hosted by TM clubs.C8: Capitol Speakers, C9: Marin, C24: Rise and Shine, Div C: Dominican
- Awesome support and help by Walter Shine for securing Div C Fall and Spring Contest and Div C make-up officer training locations.

Commitment:

- Kudos to 2 early triple crown winners Jay Ligda and Carol Haynes.

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**Division E, Jake Dmitriy 11:03**

Lola and I have been partners in co-chairing training sessions for Division D and Division E. I would like to thank all Division E Area Directors for their great work to date. Being a Division Director is much easier than being an Area Director (Governor), as long as all of the Area Directors do their jobs well. In that case there is nothing left for the Division Director to do (except maybe run the Division Contests and the make-up training sessions). Nancy Tran has eight clubs in her area. She has already filed seven AD reports.

**Division F, Karen Moriao for Shyam Nath 11:11 A.M.**

WE already have one new club. We are using meetup and are having initial successes. WE have seventeen clubs. One is struggling. We are hoping to turn that club from a corporate club to a community club and make it again viable.

**Division G, Janice Thomas 11:18 A.M.**

District 57 covers more than 250 miles. Over 200 of them are in Division G. We started the year with 19 clubs. One of them had a membership of three. We got all of our club officers trained. One club couldn't get all their officers together for training until after August 30. Even though they did not credit for the training, they still got the benefit of the training. All of our clubs got their dues in on time. WE have one new club.

**Division H, Savitha Setlur 11:25 A.M.**

The new Division H stands for High Performance. We partnered with Division F for the make-up officer training. We held our Division Contests in a brand new venue, which we hope to use often in the future. We have five clubs that have not yet renewed and we will make sure that all five renew at least eight members. Two clubs have already achieved four or more DCP goals. Our goal is for this division to be Presidents Distinguished, with all areas being at least distinguished. We also plan to be starting a new club in the Hindu Temple.

**Break: 11:31 A.M.**

**District Director, Teri McDonald 11:37 A.M.**

This is a working session. Please set with your divisions. We are going to set up a watch-list for Division Directors and Area Directors to help you track your clubs and identify potential problems early. The Dashboard on the Toastmasters International website has three tabs. The first tab gives you District performance. The second has Division and Area performance, and the third is Club performance. You can export any or all of this data. I exported all three tabs into an excel spreadsheet to create a watch-list. Each division has the data for their division. This watch-list identifies four areas where a club may be having problems:

- October renewals: Any club that failed to renew at least eight members on time is exhibiting one red flag.
- Membership drop: A club with a membership drop of five or more members between July 1 and the present exhibits a red flag. If that club was not distinguished last year, they get a second flag. (Ed. Note: One club in the division I reviewed went from 32 members to 2 – that might merit three red flags.)
- Club goals met: Any club that has completed no DCP goals by mid-October gets a red flag.
- Officers list submitted on time. A club that did not submit their officer list on time gets a red flag. If it still isn't submitted, they get two.
- Officers trained. Any club with no officers trained gets a red flag.

Any club with no or one red flag is doing well and should be congratulated.

A club with two red flags is potentially in trouble and needs monitoring.

A club with three red flags is in danger and may require intervention.

A club with four or more red flags needs CPR support STAT!

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This information is not static. The sheets I handed out are already out of date in some areas. Joe Fernandez has agreed to automate this data and put it on the D57 website, so you can access an up to date watch-list for your area or division at any time during the year.

This list will allow you to be proactive and have conversations with the club presidents to help them keep their clubs from imploding.

Each group was given five minutes to brainstorm about ways to assist the struggling clubs in their divisions.

**Recognition, Teri McDonald 11:56**

Area Director of the Month: All club visit reports turned in. All dues paid on time for all the clubs. All clubs completed DCP Goal #10 (officer list and dues submitted on time). Three of the four clubs have at least four new members since July 1. This area director is the director for Area B-21, **Donna Loo**.

Sue Haun awarded two prizes for members who submitted information regarding potential new clubs at the meeting. The prizes went to Justin Paras and Savitha Setlur.

Division Director of the quarter: All Area Directors were trained. All Clubs in three areas paid on time. She is working to rebuild a suspended club. This person had seven make-up trainings for her club officers. Two clubs are at Select Distinguished already. This person is Division G Director, **Janice Thomas**.

**Next Meeting – December 19, 9:00 A.M.**

**Adjourned – 12:04 A.M.**

Minutes prepared by: Dennis Neary, District Administration Manager

Minutes Approved: