



District 57 Executive Committee Meeting Minutes

JULY 2016

St. Andrew's Presbyterian Church

1601 Mary Drive, Pleasant Hill, Ca - California, 94523,

Attendees:

**(Names with in bold were in attendance)**

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

DIVISION DIRECTORS (all present)

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

**(Names with in bold were in attendance)**

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

OTHERS IN ATTENDANCE:

Chief Ambassador Pathway	<b>Dennis Neary</b>
District Parliamentarian, Distinguished Toastmaster	– <b>Bill Woolfolk</b>



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

## **Opening Remarks, District Director, Steve Taddei**

- Welcomed New Officers and recognized the members that are Officers for the first time. Recognized all Division Directors and Area Directors by having them stand.
- Discussed Structure of District 57 and as an officer you want to start building a team of people to help you. The diversity of people in Toastmasters clubs and the Club Mission is to be supportive, positive, empowering people help to build self confidence.
- How to present ourselves in the public, by having a positive attitude.
- Introduced The TRIO: Explain the responsibility of the TRIO: District Director, Steve Taddei, Program Director, Randie Ellington, Club Growth Director, Dilek Alkaya (out of town). Dilek is in Turkey during a Coup, but she is safe.
- Introduced and explained the roles of: Public Relation Manager, Tala Beigi, Financial Manager, Destinee Cooper, Administration Manager, Sharon Brown and Logistics Manager, James Forslind.
- Meeting today is about training the Division and Area Directors. There will be Make up Training for those Officers that could not attend.

## **Program Quality Director, Randie Ellington, "Building a Team."**

Randie has been a member since early 1980 and is a member of the Founders District (the first district).

- Start with the basics in the Leadership Handbook, officers will be successful.
- 85% of the Officers need to be trained by September 30, 2016.
- How to build a team and how to work with the clubs.
- Randie first covered Develop Successful Team. Start looking for your successor early and give them small project to start.
- Discussed how to motivate the club officers to create successful clubs.
- Area and Division Directors have many responsibilities, Club Visits and Contest; provide support to their clubs with constant communication. Visit twice a year. Recommended to visit more maybe quarterly.
- Work closely with the Club Presidents and Club VP of Education from each club, create a Council. Recruit them to do your reports, help with Area and Division contest and club visits if you can't attend. One of them will be your successor.
- Officers must look at the Dashboard at least once a week. The TRIO looks at the DCP Dashboard daily. We need to grow our membership 8% of what we ended with last year. Need to have grown clubs 50% of our Base. There are 3 metrics that matter to us to achieve Presidents Distinguished. (1) Total membership, (2) Number of Clubs, and (3) Distinguished Clubs.
- Get your reports in earlier than the deadlines. It gives the TRIO time to review and react if there is a club in trouble.
- Team Agreement or Success Plan involves the Area Director, Club President and Club VP of Education. The Success Plan use 4 key Values for their club to focus on. How to resolve possible obstacles
- Conflict resolution will happen. Keep the problem localized between the people involved, no need to bring in outside opinions.



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- Introduced Jean Cunningham, Past Distinguished District Governor, is heading up the HPL Program. Recommended joining the Leadership Club, you can give your presentation to an existing guidance council (rather than putting together a support committee).

### **Public Relations Manager Tala Beigi**

- Minutes and training material will be posted on the d57tm.org website.
- Ask for volunteers to build her PR webmaster team.
- Directors need to submit their calendar events to Tala so she can get in posted on the D57 website. Put as much detailed information about the event as possible, like set up time, parking, food etc.
- Go to webmaster@d57tm.org to put the makeup training dates on the D57 calendar.
- Open House postings will not go on calendar. Encouraged to use the District Leadership & Communications Meet-up post.

### **Administration Manager - Sharon Brown**

- Record DECM meetings and type up the minutes
- Record and type TRIO meeting minutes
- Keeper of records

Nathan Woods volunteered as Assistant Administration Manager and will be sure to record the minutes in Sharon's absence.

### **Finance Manager – Destinee Cooper**

- Discussed submitting receipts for reimbursement. She will require the original receipts.
- Directions for completing the updated Voucher which can be found on the website in Resources/Forms. She will bring vouchers to each meeting. Instructions for being reimbursed will be updated at August DECM.
- By September 30, 2016, Destinee will have the budget numbers for District and Area Directors and Club activities. All expenses will be part of the District budget PRIOR to spending and vouchers must be approved by Steve or Destinee prior to spending.
- Will be recruiting a Finance Chair for each Toastmaster event. The Assistant Finance Chair can help with one event or more than one. Assistant will help Destinee with counting and ensuring numbers are accurate. This will Prep them for being Finance Manager for next year.
- In the process of finalizing the budget, which should be complete by September. Our bank account is positive and we are awaiting final numbers for the awards dinner, which will happen after the audit. We went over budget for the awards dinner.

### **District Parliamentarian, Distinguished Toastmaster – Bill Woolfolk**

- Given an Awards from District 57



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- During the Annual Business Meeting at Conferences, Bill keeps the District leaders informed and advises the Trio on Roberts Rules of Order, how to run an Elections.
- Explains the Bylaws and keeps our organization in order and above board to be in good standing with TI.
- Bill will server another year as the District Parliamentarian

### **District Director - Steve Taddei –Importance of Voting during the Convention**

- Reviewed International Convention in Washington D.C.
- Annual Business Meeting on Saturday, Aug 20 in Washing D.C. were we elect Int'l Officers to serve for 1 year & Directors serve for two years. We also must vote on 2 proposed amendments for the Bylaws.
- District 57 has 155 clubs, each club has 2 votes, should be 310 votes. With 15,000 clubs worldwide that is 30,000 votes. Best way to cast vote is go to conventions. If you can't go, Club Secretary and President have a vote but can assign a proxy.
- Have 2 members running for Int'l Todd Henry and Jim Coley, running to sit on the Board of Directors.
- Go to the club website to complete the Proxy form. Club Secretary or President can assign the Proxy which can be club member going to convention or any member around the world attending the convention. You can specify how you want the Proxy to vote or you can let the Proxy make the decision.
- Trio will get educated on the Amendments and interview the members running for the Board of Director. Area and Division Directors can find everything they need to know about the candidates and amendments in the June Toastmaster Magazine (see page 26-27)
- Advised Division Directors to call the clubs to encourage completing the Proxy and turning it in.
- Mentioned the Deadline to turn in your Proxy can be as late as 2 days prior to election.
- Will be sending out an E-blast or Video to members to announce voting.

### **District Parliamentarian, Distinguished Toastmaster – Bill Woofolk**

- Bill explained the importance of not turning in vote to the District Director.
- Advised everyone to read the Toastmaster magazine which has much of the information regarding the candidates running for office and information on the amendments that are up for a vote, enabling us to be educated and informed on the issues.
- The 2017 convention will be in Vancouver B.C., Canada.

### **District Director - Steve Taddei –CLUB QUALITY ROUNDTABLE**

- Discussion why did you join Toastmaster and why did members stay in Toastmasters. What makes a clubs successful?



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- Discussed possible reasons of why clubs have a low membership and how it affects the club quality.
- Suggested great ideas for discussing challenges with club officers. Ways to guide club officers to successfully working the Education program.
- Suggest doing the club visits more that the required 2 times a year.
- Advised Area Directors on how to complete the Club reports. Tips on the best time to send in the reports EARLY. Because getting reports in early, gives the District time to respond to a club that is having trouble.
- All the Division and Area Leaders, breakout into groups and get to know each other.

### **Education Ambassador – Dennis Neary (Pathway Program)**

- 10 different Pathway programs, Pathways Program will be three districts will pilot the program. The handpicked Districts are D21 Washington D.C., D51 Malaysia and D57 will tryout the new education program in 6 months
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- You will have 3 years after the program is launched to finish the old program. But a new member will need to start with the new program.
- When the program roles out you can drop the current manuals and start the new program or you can do both.
- You start with a computer questionnaire that analyses your input on your strengths and weakness then computer makes suggestions on which Pathway program you should work with.
- There are 5 Levels in each Pathway (handout with breakdown can be found online)
- DTM is still the highest Award
- The old ACS will count towards your awards in the new program
- The DCP Program will change in the second half of the year. Four of the goals will not be changed but the first 6 goals on the DCP will change (handout with breakdown can be found online). Should be much easier to accomplish.
- During the transition you can mix and match both the old goals already accomplished and are counted along with the new program goals achieved.
- Achieve club accomplishes 10 out of the 16 goals
- President, VP of Education & Secretary will have access to, Base Camp not on Club Central, which is a new Dashboard that keeps track of the completed projects.
- Pathway guides appointed by Prog. Quality Director, to serve for 1 year and help club officers get familiar with how to enter the data. Being a Pathway guide gives you Credit towards the DTM Award.
- Training on the new program in October 2016.

### **District Director - Steve Taddei –HELP CLUB ACHIEVE EXCELLENCE**

Division Directors broke out into groups with their Area Directors.

Meeting adjourned                      12:00 NOON