



District 57 Executive Committee Meeting Minutes

SEPTEMBER 2016

St. Andrew's Presbyterian Church

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

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

District Director	Steve Taddei
Program Quality Director	Randie Ellington
Club Growth Director	Dilek Alkaya
Administration Manager	Sharon Brown
Finance Manager	Destinee Cooper
Public Relations Manager	Tala Beigi
Logistics Manager	James Forslind
Immediate Past District Director	Teri McDonald

DIVISION DIRECTORS: *(Names with in bold were in attendance)*

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

(Names with in bold were in attendance)

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

OTHERS IN ATTENDANCE:

Contest Chair	Suzanne Yorkunas	Parliamentarian	Bill Woolfolk
TLI Dean	Kevin Thornton	OATM Chair	Nancy Tran
HPL Chair	Jean Cunningham	Nominating Chair	Teri McDonald
Speechcraft Chair	Ed Cullen		



Social Media	Shyam Nath		
--------------	------------	--	--

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

Opening Remarks, District Director, Steve Taddei

- Reached our goal 80% of getting Area and Division Directors trained.
- Success in getting Club Visit Reports completed was Chris Foster Area E4. Chris shared key tips for his success.

Club Growth Director, Dilek Alkaya

- At least half the leaders have visited their clubs.
- Front runners with a majority of their clubs visit reports completed were acknowledged, Justin Bordessa, Neal Trotter, Brenda Walker and Kishna Chockalingam.
- Covered points regarding best way to have the clubs to complete sections of the Visit Report. Give them some type of hand-out or information that they can use.
- Reviewed the Dashboard tools and how to find data on the clubs and how they are progressing.
- George Marshall has created tools that are reports to help leaders.
- Dilek introduced **Chris Foster**: Three ways to become Distinguished Area, 1.50% clubs must be distinguished. 2.No net loss of clubs and 3. 75% Club Visit reports submitted on time.
- **Chris Foster** discussed best practices of clubs in his area. One of the clubs gets involved with the High Schools in their community. Another club has very dedicated members in the club whether 3 members show up 15 minutes early to set up the room. Chevron, a closed club, runs a very efficient, sticks to the agenda and are in and out within 45minutes. They make guest feel welcomed by introducing themselves, Healthy Toast, very enthusiastic club, West County Toastmaster understands who they are and have a vision of why they attend. Demo Team supports the district gain new clubs.

District Director, Steve Taddei

- Clubs that have club anniversaries or other special events we can share that information. The District 57 will be acknowledged with a certificate.

Administration Manager, Sharon Brown

- Reviewed the minutes. One amendment to mark Rick Morgin as present at the August meeting.
- The minutes were amended to reflect these changes. It was moved and seconded that the minutes be approved as amended and the vote was unanimous. John McHugh, Area G-25 first approved and Vivian Prater, Area D-30 second approval of the minutes.

District Director, Steve Taddei

- Reviewed the budget. The budget reflects the districts direction and goals.
- Revenue comes from several paces. What is left from previous year which is \$36K in account. TI has a formula that is based on the previous year's membership and decides how much revenue to give the district. Each district gets 25% of member dues. Should get at least \$60K. Can't spend down to 0, must leave at least \$15,000 in account for the next year. Ending the year with \$6,000. We have revenue \$105K, we are budgeted to spend \$121K we are bringing value to the members.
- Discussed the vision for the district. Randy, Steve, Dilek and Tala will be taking a trip North to visit Sue Finch and the clubs in that area. They don't know who we are. There is room to grow that area.
- Conference will be November 4 & 5, 2016 at the San Ramon Conference Center, **Rick Furbush is the key note speaker at the conference on November 5th**. Rick was instrumental in helping us put



together the template for the DEMO meeting. We are much better at starting clubs due to the DEMO meeting.

- We are focusing on bringing the best resources to our conferences.
- In might we go back to the California Maritime Academy and Key Note speaker is our 1st
- Vice President of Toastmasters International, Lark Doley.
- We have 2 TLI during the year. The June TLI is the nuts and bolts of officer training which is half day. The January TLI will be a full day of training with Rita Barber as the Key note speaker. Rita is an expert at building new clubs and growing membership. We will reach out to someone else to bring in another speaker.
- New clubs receive a banner, give awards to sponsors and mentors. Nancy is going to do OATM awards. **Dilek** came up with a great idea to come up with a Club OATM. example: the club that turned in their proxy. These are new ideas that are still in progress. We want to reward ideas that make the district stronger and President Distinguished. We want 2 new clubs per district.
- Opened up the floor for questions from the leaders.
- Shyam ask about a **mobile app** during the conferences. TI has a mobile app that you can pull up the agenda from your phone. This might be under PR. The TRIO can have a discussion about it.
- Nate inquired about fundraising. **Steve** mentioned reaching out to Corp clubs, we put in the budget to get revenue during Speech contest to have raffles.
- Question raised why there are 3 TLI entries. **Destinee** explained that a portion of the June 2016 TLI budget was put in June the other portion put in July 2016. The TLI in January 2017 budget is all in January 2017. Whether the TLI is in June or July 2017 the budgeted will again be split into each month like we did in 2016.
- **Teri** McDonald noticed conference sheet there was \$1000 that should be added. Destinee will send an amendment.
- **Randie** did not noticed mid year training on the budget. **Steve** listed this under travel.
- **Randie** ask about making allocation for Pathways. **Randie** said we don't really have a lot of information about Pathways. **Teri** made the motion to put funds in the budget for Pathways. Happy Skywalker first and Brenda Walker second.
- Steve made the motion to accept the budget with the amendments, John McHugh first and Happy Skywalker made the second

Club Growth Director, Dilek Alkaya

- Why do you stay in Toastmasters. New members bring new ideas and energy to the clubs.
- We have 9 Divisions now. We want to grow new 2 clubs per Division.
- New club with 62 members in Area G, we will split this club and have 2 clubs from this.
- Clubs with less than 12 members qualify for club coach.
- Club number is 158 now. We have at least 30 clubs that qualify to have club coach.
- Question was raised how are the club coaches assigned? You can find the paperwork on the TI website. Dilek or TRIO must approve. The coach would complete the paperwork and turn in to them. This could help with the DTM. The District Director and club Executive Committee and members should be agreeable to have a coach assigned and have good chemistry with the coach.
- Sending surveys to all members.
- New club Stroke of Genius has chartered. Also another new club called Hanger Games that just sign the papers, sponsored by Glen Hoffman and Dilek Alkaya, the mentor will be Linda Redwood-Kahn. This club may need to split into US and International clubs.
- Dilek explained the role of the club sponsor which finds the lead and completes the paperwork for the chartering club. The club mentor attends the club meeting as a resource for 6 months.



- Jean Cunningham asks about attending Club Coach and Mentor training workshop. Last year this was provided but we did not have it in 2016. We need to have further discussion.
- Dilek suggested Division Directors create their own teams for coaches and mentors.
- Another DEMO meeting scheduled (9/28 and 9/29).
- Become part of the DEMO team open to all.
- Save the date Jesse Oakley, Regional Advisor coming to the October 7, 2016 DECM.
- Handed out lead forms for positional new clubs to complete and turn in.

Finance Manager, Destinee Cooper

- Reimbursement receipts will keep a running tally of how much money you have available in your Division budget.
- TI rules will not allow expenses to be paid more than 60 days out. Review the Standard Operating Procedure (SOP) for details.

Public Relations Manager, Tala Beigi

- Tala and the PR Team met and brainstormed about some great ideas. We are sending out a DECM news letter using Mailchimp. Mailchimp will encompass many bit size pieces of information of what is going on in the clubs/district. You may still receive some individual emails (i.e. Proxy) but the goal is to limit them as much as possible. The next Mailchimp should be coming out in September.
- Introduced the PR team Adria Richards, Joel David, Happy Skywalker, Ed Cullen, Jeff Watson, and Shyam Nath.
- Working to resolve 3 main website items that need our attention: **1.** Slow loading, uploading information onto website; **2.** Event registration page is outdated not very efficient; **3.** Content on website is old and the organization of the content should be modified/updated to make it more user friendly with great material. Tala reviewed district websites from the past 2010, 2013.
- Solutions presented by Adria Richards. A company called Cyber will charge \$5 a month to work on the district website. Take existing site and their programmers will work on it.
- **Tala** discussed improving site, the website will always be a work in progress. The team will always be updating the site. Event registration is most important. Want to make it more efficient.
- **Adria** presented our website triage. Gathered feedback regarding the site by talking to people, go some history from George Marshall. **Adria** created a triage on what to focus on first. **1** Loading time and errors notices have been fixed with Band-Aid. **2.** Event registration in the next 2 weeks should be easier to use; **3.** Email groups (not going through or bouncing) we should have that resolved in the next month. **4.** Website content and better functionality is the outdated, we will be consistently working on content. **Top 3 things** web team will be focusing on (event registration, website calendar and Hosting with Google apps)
- **Tala**, create an early adoption team to test out the event registration page. Will have a webinar as a tutorial to help everyone learn how to navigate through registration process. We will have this up and running by September 24th in time to handle the conference registration and selling tickets.
- Adding additions buttons on the dashboard, Club Growth, Open House (toolkit), Starting New Clubs tools, Club Officer Training (presentations or addition tools), Club Contest toolkit, HPL tools, OATM tools, Leadership resources (DCP reports, Voucher reimbursement, DECM minutes).
- Discussion regarding videos being available for some training (judges, officers roles). It would need to be secure for members only.
- **Adria** ask for feedback regarding website. Handed out a survey with 3 questions to help the website team see what can be improved.



Program Quality Director, Randie Ellington

- Responsible for club becoming Distinguished. Focus on the conferences. August 23, 2017 next year in Vancouver. Handed out bookmark for Int'l Convention.
- District Training: Accomplished 95% of Area/Division Directors training. Make sure the clubs have at least their 4 officers trained. Check to make sure the clubs received credit for their training. We're illegible to be a Distinguished District.
- Repeated Rick Furbush, Leadership Adviser is keynote speaker for conference November 5th. He will focus on Leadership, growth and new clubs, Rick will assist in chartering new clubs we are working on. November 4th is Friday night showcase. Randie ask Rick to target areas of, life, communication, and leadership. Randie and Nilva looking for volunteers for the conference to be presenters.
- Humorous and Evaluation Contest Chair, **Suzanne Yorkunas**, will make sure the contest is fair and enjoyable.
- **Nilva Fuller**, November Conference Chair, asking for volunteers (**nilvafuller@nilvafuller.com**) for the November conference. Needs a Facility Chair, Silent Auction Chair, Education Chair, Volunteer Coordinator are the main positions that need people. Go to our club members and get them to volunteer for these roles.
- **Steve** mentioned we can have raffles but Silent Auctions are discouraged do to our tax status.
- **Randie** mentioned we have new contest scripts to download. Reminded us we can download the contest packages.
- **Steve** suggested asking club members to volunteer for some of the small roles like Ballot Counter at the conference.

Meeting adjourned at 12:00 noon