



District Council Meeting Minutes  
Monday, September 21, 2020  
Zoom Meeting

1. Call to Order and Welcome – District 36 Director - Sandra Coles-Bell
  - a. The meeting was called to order at 7:30 pm by District 36 Director - Sandra Coles-Bell
2. Welcome
  - a. The District Director welcomed Club Officers, District Staff Members and Guests.
3. Inspirational Moment
  - a. The Inspirational speaker was Toastmaster Bertram Reed. The Inspirational Speech title was “Give the Perfect Gift”.
4. Review of the District Mission
  - a. The District Mission was read by Past District 36 Director John Kinsman, DTM.
5. Review the Meeting Agenda
  - a. No Objections - The agenda was adopted.
  - b. District Director introduced the Officials for this meeting. The Officials were:
    - Logistics Manager and Timer – Ramu Garapati
    - Credentials Committee Chair – DTM Perry Neal - Past District 66 Director
    - Credentials Committee Member – DTM Danielle Derrick – Past District 36 Director
    - Parliamentarian – DTM David Chase – Past District 36 Parliamentarian
6. Voting Procedures
  - a. District Director explained the voting procedures and election rules for the meeting.
7. Credentials Committee Report
  - a. District Director introduced the Credentials Committee Chair DTM Perry Neal to provide the Credentials Committee Report.
    - District 36 has 185 Clubs.
    - Out of 185 Clubs – 2 Clubs has not submitted an Officer List.
    - One club is ineligible due to fewer than 3 renewing members.
    - One club is in low pay status because of fewer than 8 paid club memberships.
    - Subtracting the 4 ineligible clubs, District 36 has 181 eligible clubs.
    - Based on 2 votes (President and Vice President Education) per club the district council vote total is 362.
    - Toastmaster regulations limits Non-DEC members 2 votes per person. There are currently 3 council members that are not on the DEC carrying three votes. If I subtract 1 vote from each, we have 359 eligible votes on the district council. Perry added 359 eligible votes that to the 43 DEC members for a total available vote of 402.
    - Quorum is defined as 1/3 of the total district council votes (359).
    - We need 120 votes for quorum. According to registration there are 191 people registered.

- We have a Quorum.
- No Objections - Credential Committee Report was adopted.

8. Approval of DEC Meeting Minutes (May 16, 2020)

a. Amendments/Questions

- Malene Smith, President, She Leads She Speaks asked that the credential chair verify the numbers from the election that took place on May 2020.
- Danielle Derrick asked "Confirmation for any particular office or every office?"
- Malene Smith states "The District Director number of votes".
- Danielle Derrick response "I am showing Sandra Coles-Bell 113 votes Joel Palachuvittil 57 votes.
- Malene made a motion that the May 16, 2020 minutes be updated to reflect those election results.
- District Director stated "Motions are not needed for amendments to be done to the results. Those will be recorded by the Administration Manager and an updated copy will be placed on the district website".
- No other question/objections – Agenda was approved.

9. Appointment of Leaders

a. District Director introduced the following Officers confirmed since the last council meeting but must be approved by the District Council. Without objection the following Officers were appointed in these confirmed positions:

- Division Director Lori Bradshaw, DTM
- Division Director Gina Joseph, DTM
- Division Director Monique Sears, ACB, CL
- Division Director Hareldau Argyle, DTM
- No Objections – The following Officers were appointed as Division Directors.

b. District Director introduced the following Area Directors that were confirmed since the last council meeting but must be approved by the District Council. Without objection the following Officers were appointed in these confirmed positions:

- Public Relations Manager Malene Smith, DTM
- Administration Manager Anita Hankerson, ACG, ALB
- Finance Manager Carmen Koffi, DTM
- Area 16 Director Abbas Busari
- Area 21 Director Tara Manchin
- Area 22 Director Verona Itam
- Area 23 Director Michael Kurdyla
- Area 24 Director Zeljka Sedlo
- Area 31 Director Pamela Person
- Area 32 Director Lawrence Heller
- Area 33 Director Camille Xu
- Area 34 Director John McCaskill
- Area 35 Director Doris Bishop
- Area 36 Director Stephanie Gantt
- Area 41 Director Sonya Ponds
- Area 42 Director Sujata Emani
- Area 45 Director Jes Dickerson
- Area 46 Director Kendra Day-Hernandez
- Area 51 Director Prajwai Regmi
- Area 56 Director Lisa Ng
- Area 57 Director Robert Behr
- Area 62 Director Shan Liang
- Area 63 Director Bruce Holmes

- Area 66 Director Rose De Mar Mboulet
- Area 71 Director Gurinder Choudary
- Area 72 Director Hema Sidhu
- Area 73 Director Farrell Levine
- Area 74 Director Prabhikirat Singh
- Area 75 Director Augusta Inniss
- Area 76 Director LaToya Douglas
- Bernadette Catalan asked to have Area 12 Director name repeated. District Director responded “There is no assigned Area Director for Area 12 at this time”.
- No Objection – The following Officers are confirmed in those positions.

#### 10. Business Requiring Adoption

- a. District Budget - District Director introduced D36 Finance Manager Carmen Koffi, DTM to present the District 36 budget.
  - 2019-2020 Year End Report
    - Overall decrease in revenue and expenses. The decrease in expenses was driven by the reduction of membership revenue and not having a physical conference. No tickets were sold. Reduction of the district store revenue which was related to no book store sales at TLI or District 36 Spring conference. In total district revenue was \$77, 576.00
    - D36 had a decrease in expenses because of COVID. The second part of the year the district had to go face to face which a lot of expenses were not occurred. District Conference, TLI, Marketing, Education and Training, Administration and Speech Contests all went down.
    - Total District expenses was \$71,601.00
    - Total Net Income was \$5,976.00
    - Total Available Funds was \$23,376.65
  - 2020-2021 Budget Presentation
    - Membership Dues Allocation total is \$66,830.00.
    - D36 did not budget for Conference Revenue because most of the activities will be held online. D36 did not budget for ticket sells. D36 budgeted \$500.00 for gifts and Thank Yous for guest at the Conference.
    - No budgeted expense for District 36 Store. D36 does not plan to purchase any district store items from Toastmasters. D36 will focus on selling the items we have in stock. The bookstore items D36 has on hand is about \$1150.00.
    - For Speech Contest revenue D36 budgeted about \$2000.00 for Sponsorship.
    - Total Revenue Budgeted is \$70.480.00.
    - D36 will not have a fundraising expense.
    - Marketing expense will focus on the younger demographic. D36 has invested in the Ad and Public Relation campaigns, which goes into the Public Relations expense.
    - Total Budget for Recognition expense is \$13,270.00 to recognize Club and Member achievements.
    - Total Budget for Club Growth Expense is \$9,850.00 to make sure D36 is increasing our numbers focusing on club retention, club growth, membership growth and membership retention.
    - Education and Training expense is mainly for TLI Events or any Educational events held in the district.
    - Speech Contest expense is primarily for any trophies purchased to congratulate all the participants or helpers during the speech contest.
    - Administration expense covers D36 monthly recurring expenses which include storage unit, mailings, google suite, MailChimp for communications and vendors outside of Toastmasters.
    - Total expenses will be \$52,000.00.

- D36 did not budget for food and meals, travel and lodging expenses. That expense is primarily for the Mid-Year training for the District Director, Program Quality Director and Club Growth Director attend in January. D36 Leadership was notified that this event will be held online.
- At the end of the year D36 hopes to have about \$18,000.00 Net Profit.
- District 36 Goal for 2020 – 2021
  - I. Reach out to the young adult demography in hopes of securing a sustainable growth of our membership base;
  - II. Retain the number of clubs (no club loss) and increase the number of members in existing clubs while creating new clubs and adding new members;
  - III. Recognize members as well as clubs, areas, divisions and district leader’s commitment to excellence throughout the year.
- Questions for Finance Manager:
  - I. President Tommye Grant, Clara Barton, 5883 asked “What constitutes the Speech Contest revenue”? Carmen Koffi’s response “Instead of during the auction at the District Conference as in prior years, we are hoping to get Sponsorship to cover a portion of the speech contest expense, which is mainly the trophies for the contestants.
  - II. Tommye likes the idea of getting rid of the inventory in the bookstore. “Any idea how that will be done”? Carmen Koffi’s response, “The discussion so far is D36 will try to hold virtual sales ... details are still in process. We do not have the final decision on that yet. D36 has \$1150.00 of merchandise as of June 30, 2020”.
- Voting on Budget (Live Vote)
  - I. Voting DEC members performed a test vote using Election Buddy.
  - II. District Director explained voting procedures using Election Buddy.
  - III. Members of the DEC voted on “For the budget or against the budget”.
  - IV. Live Vote email was sent to voting DEC members at 8:23 pm by Danielle Derrick.
  - V. Logistic Manager informed District Director the voting time period ended. The voting time period ended at 8:33 pm.
- Voting on Budget Report Results (Credential Chair Perry Neal, DTM, PDD, D66)
  - I. 139 votes casted in the Election Buddy software in FAVOR of adopting the budget.
  - II. 2 email votes casted in FAVOR of adopting the budget.
  - III. Total of 141 FOR the adoption of the budget.
  - IV. 1 vote AGAINST adopting the budget.
  - V. 3 Abstentions
  - VI. 1 email from a member not eligible to vote on the District Council.
  - VII. **141** votes in FAVOR in adopting the budget.
  - VIII. **1** vote AGAINST adopting the budget.
  - IX. **3** ABSTENTIONS

b. Year-end Audit Report

- District Director was informed by the past Immediate District Director that the “Audit Committee Report was not totally completed and will not be presented at this time in the meeting”.
- District Director stated “There were no further actions regarding the alignment that was presented at 2019 – 2020 District Council Meeting. The alignment stands as it is”.

## 11. Additional Reports:

- a. Division Director Reports
  - The Division Directors provided oral reports.
- b. Director and Manager Reports
  - District Director introduced Club Growth Director (CGD) AnnMarie Walker, DTM
    - Club Extension - D36 has interested clubs that are going through the demo process to become chartered clubs.
    - Club/Membership Retention – D36 is in dues season.
      - I. Eight members paid by October 1, 2020 to be in Good Standing.
      - II. Contestants will have to be in good standing to compete.
    - Club Coaches
      - I. CGD is recruiting for Toastmasters who would like to inspire, encourage other members and clubs to become outstanding within the District.
      - II. There are low member clubs that are looking for Club Coaches.
      - III. CGD encouraged all members especially Club Presidents and VPEs in strong clubs to network with other clubs in order to “Grow Together”.
  - District Director introduced Program Quality Director (PQD) Bonnie Maidak, DTM
    - Club Officer Training
      - I. Summer TLI Recap
        - 137 Clubs (69.2%) met goal 9a of DCP
        - 33 clubs (16.7%) achieved Dream Team
        - 821 out of 1204 (68.7%) Club Officers trained
        - 27 clubs with no Club Officers trained (Plan to improve for Winter TLI season)
      - II. Winter TLI 2020 – 2021
        - Saturday, December 5, 2020 (Morning Session/Afternoon Session)
        - Sunday, January 10, 2021 (Afternoon Session)
        - Saturday, January 30, 2021 (Morning Session/Afternoon Session)
        - Thursday, February 11, 2021 (Evening Session/No Electives)
    - Fall Table Topic Contests 2020
      - I. Calendar
        - Club (September)
        - Area (October)
        - Division (November)
        - District (Spring)
      - II. PQD identified Areas that are eligible to send TWO contestants.
    - Incentives
      - I. PQD presented a slide for Incentives.
    - Save the Dates
      - I. YLP Webinar – October 6, 2020
      - II. Fall Education Event – November 21, 2020
      - III. Winter TLI Dates
    - Distinguished Clubs/Distinguished Club Programs
      - I. PQD presented a slide with a list of items for “What Does a Club Get Out of Being Distinguished”? This is a way to measure how the Club Officers are serving their members.
      - II. PQD presented a slide showing the Multi-Year District 36 DCP Analysis. Please email PQD to obtain a copy.

c. District Director Report

- District 36 will be staying in the COVID quiet environment through the end of our Toastmasters Year. This decision was made by Toastmasters International. That does mean that we stop having fun or connecting. We each are being called to be a different level of Leader. District Director Sandra Coles-Bell invites you, as you grow with me and we grow for each other that we each level up our leadership.

12. New Business

- a. No New Business

13. Announcements

- a. District 36 is holding a Fall Educational Session on Saturday, November 21, 2020
- b. Our District 36 website is being revised. We completed the hosting of our website. Now it is being hosted and the domain name is now in one location. This was a BIG undertaking. Revisions include:
- Increased security within the website;
  - An updated look (far more informative);
  - Update email address on Toastmasters International website. This is the easiest way for D36 to contact you and provide you with newsletter.

14. Sandra's Closing

- a. Sandra states "My sincere Thanks to each of you for attending tonight's business meeting. Because of you we have ratified the D36 budget and we can now move forward. We are each here to serve you. As we have completed our business, unless there is an objection, the 2020 District 36 Council Meeting will be adjourned. Hearing and Seeing No Objections – This meeting is adjourned."
- b. District Council Meeting Adjourned at 9:06 pm