

District 36

Virtual District Council Meeting

Sunday, September 26, 2021
2:00 p.m. - 5:00 p.m.

Bonnie Maidak, DTM – District Director

AnnMarie Walker, DTM – Program Quality Director

Gwen Miller, DTM – Club Growth Director



WHERE LEADERS ARE MADE

Tammy Wylie, DTM
Public Relations
Manager

Janice Strachan, DTM
Administration
Manager

Scott Meyer, DTM
Finance Manager

Sandra Coles-Bell, DTM
Immediate Past District
Director

District 2021-2022 Vision Statement

District 36 will be a vibrant community of enthusiastic, energetic Toastmasters who are dedicated to helping themselves and others achieve their highest communication and leadership potential.

www.district36.org | www.toastmasters.org

2021-2022 Virtual District Council Meeting Agenda

Sunday, September 26, 2021

Agenda Item	Title Presenter
1. Call to Order	District Director, Bonnie Maidak, DTM
2. Welcome and Introduction	District Director, Bonnie Maidak, DTM
3. District Mission / District Purpose	TBC
4. Credentials Report	Credentials Chair, Lynne Rea Adams, DTM
5. Meeting Rules Adoption	District Parliamentarian, William R. Buslee, DTM
6. Agenda Adoption	District Director, Bonnie Maidak, DTM
7. Spring Meeting Minutes Approval	District Director, Bonnie Maidak, DTM
8. Confirmation of Appointments	District Director, Bonnie Maidak, DTM
9. Auditor's Report Adoption	Audit Chair, Lisa Simmons, DTM
10. District Budget Adoption	Finance Manager, Scott Meyer, DTM
11. Profit & Loss Report	Finance Manager, Scott Meyer, DTM
12. Alignment Update	District Director, Bonnie Maidak, DTM
13. Division Reports	(2 minutes each) Division A Director, John Ojeifo, DTM Division B Director, Cris Birch, DTM Division C Director, Pam Person, IP5 Division D Director, David Alexander, DTM Division E Director, Robert Behr, VC5 Division F Director, Rose Burrell, DTM Division G Director, Augusta Inniss, PM5
14. District Reports	(2 minutes each) Public Relations Manager, Tammy Wylie, DTM Club Growth Director, Gwen Miller, DTM Program Quality Director, AnnMarie Walker, DTM District Director, Bonnie Maidak, DTM
15. Unfinished Business	District Director, Bonnie Maidak, DTM
16. New Business	District Director, Bonnie Maidak, DTM
17. Announcements	District Director, Bonnie Maidak, DTM
18. Meeting Adjournment	District Director, Bonnie Maidak, DTM

Zoom Etiquette

1. When entering the Zoom meeting, all participants must be identified with your Role plus your First and Last Name so it shows on screen. If your name is not listed, you will be asked to identify yourself. If you do not add your name, you will be removed from the meeting. Examples:
 - P FirstName LastName for Club President
 - V FirstName LastName for Vice President Education
 - T1 FirstName LastName for district timer #1
2. All participants will be muted when joining.
3. All participants will keep camera/video off unless speaking.
4. When acknowledged by the Chair, the Zoom host will un-mute your audio to allow you to speak.
5. The "Raise Hand" feature is available by clicking on the hand icon in the participant window or by clicking on the "Raise Hand" icon in the Reactions bar at the bottom/top of the screen, depending on the version of Zoom that you have. If you are participating by phone, please press "star 9" to raise your hand.

District 36 Council Meeting Standing Rules (for virtual meetings)

From TI District Administrative Bylaws, Articles IX - XI and XIII, as amended
(Not subject to approval by the District Council)

Voting District Council Composition: The District Council shall consist of the District Executive Committee and the President and Vice President Education from each member club in the District. The District Executive Committee is composed of the District Director, Program Quality Director, Club Growth Director, Public Relations Manager, Administration Manager, Finance Manager, Division Directors, Area Directors, and the Immediate Past District Director. These shall be the only voting members of the District Council.

Quorum: One-third of the Presidents and Vice Presidents Education from member clubs in the District shall constitute a quorum for District Council Meetings. In the event that any business is transacted at any District Council meeting at which a quorum is not present, the action shall be deemed as valid as if a quorum were present if it thereafter is expressly approved in writing, personally, by mail, fax, e-mail, electronic transmission or other reasonable means, by the affirmative vote of a majority of the Member Clubs in the District on the basis of two (2) votes per club.

Proxies: Proxies are not permitted for a virtual business meeting.

Voting: Each member of the District Council participating in a Council Meeting is entitled to one vote. The President and Vice President Education from a member club in good standing are entitled to two votes and any such individual member who is also entitled to a vote as a member of the District Executive Committee is entitled to an additional vote, for a total of three votes. All other members of the District Council shall be limited to a maximum of two votes. Proxies are not permitted for virtual meetings.

Rules of Order: Robert's Rules of Order Newly Revised shall be the final authority on parliamentary procedure insofar as they do not conflict with any provision in the District Administrative Bylaws, the Articles of Incorporation or Bylaws of Toastmasters International, Policies and Procedures, set by the Toastmasters International Board of Directors.

5. District 36 Council Meeting Proposed Ground Rules (for virtual meetings)

Credentials: Council members were asked to preregister to establish a quorum. Registrations to determine a quorum will be tallied 24 hours prior to the meeting.

Parliamentary Aids: To expedite the meeting, the Chairperson will use unanimous consent as much as possible, especially in accepting the submission of committee reports. Any Council Member may object to unanimous consent by stating “objection” when the presiding officer says, “if there are no objections” or “hearing no objections.” With any objection, a motion will have to be made and seconded, discussed and voted. While all points of view are entitled to be heard, that does not mean every member needs to speak. Because of limited time for debate and discussion, members are asked to primarily make statements that offer new information and not repeat what has already been stated. Rights of the minority opinion are to be protected and respected even though majority rules. Courtesy should be extended to all participants and that includes not asking redundant questions that have previously been answered either in the delegates’ package or by other delegates.

Submittal of Motions: Resolutions, motions, or amendments to motions shall be submitted in writing to the Chair. For a virtual meeting this may be done via Chat.

New Business: Motions for “New Business” must be submitted no later than seven days prior to the council meeting.

Announcements: The Chairperson should be informed of any intentions to make announcements before the start of the District Council Meeting.

Addressing the Council: Recognition by the Chairperson is required before a person addresses the District Council. Without recognition, comments will not be part of the official record. During virtual meetings, individuals shall be muted unless delivering a report or recognized by the chair and unmuted. To address the District Council, an individual must address the Chairperson and wait for acknowledgment by the Chairperson. For a virtual meeting, an individual will address the Chairperson through the “Raise Hand” and “Chat” features and must be recognized by the chair and unmuted before addressing the District Council.

1. During the virtual meeting, to ask a question, make a motion, speak in debate, or second a motion, please “Raise Hand” and write in the Chat box, giving your name and District role or club name/club number represented (in the Council meeting), and wait to be acknowledged by the Chair.
2. Once acknowledged, the individual should state their name, club name, club number, or District Council role, and then succinctly state the business.
3. The District Director will request that main motions and amendments be in writing in advance (when possible), signed by the maker of the motion using the following format (/s/ First and Last name), and submitted electronically to be presented to the Chair, with a copy to the Administration Manager. For virtual meetings, such documents may be

posted in the chat.

4. All Council members may participate in discussions, in accordance with these rules and the District's parliamentary authority.

Business Time Limits and Guidelines for Participation: There will be limited debate on items of business.

1. Each individual shall have a maximum of two (2) minutes to address the question. No member of the District Council shall speak in debate more than once on the same question except by permission of the District Council granted by a two-thirds vote (or unanimous consent) without debate.
2. Council Members holding ballots have the right to debate before members without ballots.
3. The maximum time for discussing or debating any particular motion, including its amendments, shall be fifteen (15) minutes. Unless two-thirds majority of Council Members vote in favor of any motion to change the time limits for debate, the Council will immediately vote on the pending question if the 15-minute limit is reached.
4. Any Toastmaster in good standing may voice their opinion on any question of business but may not make any motion nor vote on any business unless they are a Council Member.
5. During the Annual Business Meeting, each district officer candidate, including any floor candidate, is entitled to a two (2) minute speech after nominations are closed and prior to election of the respective officer position. At the discretion of the Chairperson, candidate speeches may be suspended for uncontested positions (cases in which only one candidate has been nominated). Speeches by candidates are delivered in alphabetical order of the candidate's last name, by office, beginning with the highest contested office. Each speech shall be delivered by the candidate if present. If the candidate is absent and has consented to the nomination and signed the Officer Agreement and Release Statement, the candidate's representative may give the speech. All floor candidates must identify their intent to run from the floor by seven (7) days prior to the business meeting and must have been interviewed by the District Leadership Committee (DLC): non-DLC-interviewed floor candidates will not be accepted during the meeting. No other speeches, demonstrations, or other activities related to the election of officers are allowed during the Council Meeting.

Appointment of Timer: The District Director shall appoint an official timer(s) for this District Council Meeting. The designated timer(s) will mute the speaker when speaking time expires.

District Administrative Bylaws: District Council shall refer to Toastmasters.org for current governing documents.



7. District 36 Spring Council Meeting Minutes Sunday May 16, 2021 Zoom Meeting

1. Call to Order and Welcome – District 36 Director – Sandra Coles-Bell, DTM
 - a. The meeting was called to order at 2:00 pm by District 36 Director – Sandra Coles-Bell
2. Welcome
 - a. The District 36 Director welcomed Club Officers, District Staff Members and Guests.
3. Inspirational Moment
 - a. The Inspirational Speaker was Toastmaster Nikki Miller.
4. Review of the District Mission
 - a. The District mission was read by Past District 36 Director Barry Piatt, 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:
 - i. Timer Number 1 – DTM Ludie LaBoard (DC Courts 4527279)
 - ii. Timer Number 2 – DTM Melisma Cox (Diplomatically Speaking 226515)
 - iii. Credentials Committee Chair – DTM Danielle Derrick (Speech Regulators 1154377)
 - iv. Parliamentarian – DTM David Chase (Toastmasters Becoming Advanced 01129368 – District 29)
6. Voting Procedures
 - a. Credential Chair DTM Danielle Derrick provided the voting procedures and election rules for the meeting.
7. Credential Committee Report

- a. Credential Chair DTM Danielle Derrick provided the Credential Committee Report.
 - i. District 36 had 166 eligible clubs in the district.
 - ii. Each club received two votes: one for President and one for Vice President Education (VPE)
 - iii. To achieve a quorum 1/3 Presidents and VPEs of eligible clubs must have registered which was 110. There were 126 Presidents and VPEs represented.
 - iv. As such we had a quorum.**
 - v. There were 32 District Executive Committee (DEC) Members represented. DEC members were not counted to achieve a quorum.
 - vi. The total ballots available were 171. If everyone voted, the simple majority would have been 86, 2/3 vote would have been 114.
 - vii. Conclusion of the Credentials Committee Report. Sandra thanked Danielle Derrick, DTM
 - viii. Without objection, the Credentials Report was adopted.

- 8. Approval of Meeting Minutes (September 21, 2020)
 - a. Amendments/Questions

There were no objections, so we dispensed with the reading of the minutes. Administration Manager Toastmaster Anita Hankerson recorded that the minutes dated September 21, 2020 were accepted.

- 9. Business Requiring Adoption
 - a. Alignment Committee Report
 - i. Sandra reviewed the alignment changes with the District Council Members.
 - ii. Alignment Committee Chair Mike Onzay shared the map showing the proposed realignment geographically.
 - 1. Question from PRES Bernadette Catalan (5873962) – I do not see Phoenix Rizing restated under Division C, Area 36 in the spreadsheet.
 - a. Sandra’s response – Bernadette my apologies. I did not get that restated into Division C in the spreadsheet.
 - 2. Motion from PRES Tommye Grant (5893) – I would like to make a motion that, since the realignment scheme was not revealed to the clubs in general before this meeting, that the realignment be tabled until a later time with votes online.
 - a. Sandra’s Response – Thank You President Tommye Grant. The Motion is on the table and requires a ‘second’. If you would like to second the motion, please put your name, club number and position in the chat.
 - 3. President Joyce Nyairo (Prince Emmanuel SDA 07039651) seconded the motion.

- a. Sandra’s Response – We need to take a vote on tabling this motion. Credentials Chair said we can use Election Buddy for the vote on the motion.
- 4. Chair recognized President Senora Smith (M Street Verbalizers 1943) asked “Will there be proper discussion before voting to table this motion?”
 - a. Motion is followed by a vote as to whether to discuss. The Parliamentarian concurred. Sandra asked the Logistics Manager to create a poll to vote on tabling the discussion of realignment. The poll was open only to the people who are members of the District Council and the DEC who were eligible to vote.
 - b. Parliamentarian David Chase explained that “tabling postpones the discussion of the motion until such time as everybody has the opportunity to look over the information, digest it and vote intelligently on the issue. If you do not vote to table the discussion, then the discussion continues”.
 - c. The poll was made visible on the screen. Members of the DEC, Club Presidents or Club VPEs were asked to vote on the motion to table the discussion of alignment for future online voting.
 - d. Parliamentarian David Chase – The results indicated the vote passed. The motion carried which meant the discussion of realignment is postponed until an online vote can be taken.
- 5. Sandra thanked the Parliamentarian David Chase and all who voted to make the decision. We are here for transparency and to make sure that we serve the district in the best way possible. At a later time, we will send out information about how to do online voting. Thank you for asking the questions and moving us along on this issue.

ADDENDUM (Administration Manager received notice on June 29, 2021)

The Alignment Proposal did pass with a quorum vote of 174 (91%) in favor and 12 (6%) opposed.

10. Audit Committee Report

- a. Audit Committee Chair – DTM Lisa Simmons
 - i. In February, a District 36 Audit Committee was formed to conduct the mid-year audit of district finances from July 1, 2020 – December 31, 2020.
 - ii. The Audit Committee was composed of Toastmaster members who possessed extensive accounting and had finance knowledge experience.

- iii. They reviewed revenue and expense transactions. They vouched those transactions and bank reconciliations to bank statements, to receipts and expense registers and to the Concur expense reimbursement system.
- iv. They also reviewed that those transactions were spent in accordance with the mission and governing documents with Toastmaster International.
- v. In addition, they examined the monthly financial statements prepared by the District Finance Manager.
- vi. They discovered a few documentation issues. The TRIO addressed them in writing and took appropriate corrective measures prior to the Audit Committee Meeting.
- vii. They did not discover any expenses that did not align with the mission of District 36 Toastmasters or Toastmasters International.
- viii. Additionally, the financial statements were materially stated for the period ending December 31, 2020.
- ix. Conclusion of the Audit Committee Report. Sandra thanked Lisa Simmons, DTM.

11. District Leadership Committee Report

- a. District Leadership Committee Chair – Lillian Cooke, DTM
 - i. Lillian provided the names of the members of the 2020 – 2021 District Leadership Committee.
 - ii. The District Leadership Committee submitted the following District Leader Nominations:
 - 1. District Director – Bonnie Maidak
 - 2. District Director - Manpreet Matharu
 - 3. Program Quality Director – AnnMarie Walker
 - 4. Division Director – Robert Behr
 - 5. Division Director – Augusta Innis
 - iii. Conclusion of the District Leadership Committee Report. There were insufficient nominees for all open division director slots.
- b. Sandra accepted the report. Sandra asked if there are any floor candidates that have followed the procedures outlined by Toastmasters International to be considered floor candidates.
 - i. Lillian Cooke – District Director Coles-Bell there was one floor candidate application received per announced protocol. DTM Gwen Miller for the position of Club Growth Director. She has been reviewed by the District Leadership Committee and vetted.
- c. Sandra thanked the District Leadership Committee Members who devoted time to be part of this particularly important process.
- d. Malene Smith, Public Relations Manager and President of She Leads She Speaks Club (7038189) nominated Gwen Miller for Club Growth Director.
- e. For the office of District Director these names have been placed in nomination
 - i. DTM Bonnie Maidak

- ii. DTM Manpreet Matharu
 - f. Each candidate was allowed to give a two-minute speech. If the two-minute limit had been exceeded, the Logistics Manager would have muted the candidate.
 - g. Credentials Chair DTM Danielle Derrick explained the voting procedures to the members of the District Council and DEC. The test vote was open for 5 minutes. In the event, a member did not receive the email with the vote, they were asked to email their response to credentials@district36.org and to include the Club you belong to and your Club position.
 - h. After the successful conclusion of the test vote, voting began for the office of the District Director. The allotted time was ten-minutes for the completion of the vote. Election Results
 - a. 109 Votes -Bonnie Maidak (WINNER)
 - b. 56 Votes – Manpreet Matharu
 - i. Program Quality Director: AnnMarie Walker was placed in nomination. There was one uncontested candidate for the office of Program Quality Director. Without objection, the Chair dispensed with the secret ballot and instructed the Administration Manager to cast a single ballot for the candidate in this uncontested office. Thereby the elected Program Quality Director was declared to be DTM AnnMarie Walker.
 - j. Club Growth Director: Gwen Miller was placed in nomination. There was one uncontested candidate for the office of Club Growth Director. Without objection, the Chair dispensed with the secret ballot and instructed the Administration Manager to cast a single ballot for the candidate in this uncontested office. Thereby the elected Club Growth Director was declared to be DTM Gwen Miller.
 - k. Division Directors: Robert Behr and Augusta Inniss have been placed in nomination for two of the seven available Division Director positions. Without objection, the Chair dispensed with a secret ballot and instructed the Administration Manager to cast a single vote for the two candidates to fill two of the seven Division Director positions available in District 36. Thereby Robert Behr and Augusta Inniss were elected to be Division Directors, and they chose which divisions to serve following the meeting.
 - l. We have concluded the elections for District Leadership for the Toastmaster year 2021 – 2022. Thank you for your patience. Thank you for how you conducted yourself through this meeting.
12. Public Relations Manager Report – Malene Smith, DTM
- a. The Public Relation Manager’s responsibility included coordinating an active public relations and publicity program in the district.
 - b. Malene’s team included Sarah Leroy as Webmaster.
 - c. Goals for this year were:
 - i. Migrate and redesign the district website.
 - ii. Engage VPPRs in the district through training.

- iii. Establish and maintain lines of communication to the district and clubs.
 - d. These three goals were achieved through participation through TLI.
 - e. Coordinated two separate trainings:
 - i. Branding Your Clubs
 - ii. Social Media Marketing
 - f. Mentored Club VPPRs as requested one on one.
 - g. Conclusion of the Public Relations Managers Report. Sandra thanked Malene Smith, DTM

- 13. Finance Manager Report – Carmen Koffi, DTM
 - a. Report covered July 1, 2020 -March 31, 2021
 - i. Overall, we had a good financial year.
 - 1. Net Profit increased over what was budgeted. The only source of income was membership. Higher than what was budgeted.
 - 2. Decrease in District expenses
 - a. We did not have face-to-face events so we did not spend what we budgeted to spend.
 - b. primarily resulting from an increase in PR and Education expenses. This was where we focused our efforts for the year.
 - 3. We have a net profit of \$48,677.00.
 - 4. Available funds as of March 31, 2021 - \$65,374.

- 14. Division Directors Reports: The Division Directors provided oral reports.

- 15. Club Growth Director and Program Quality Director Elect DTM AnnMarie Walker
 - a. Pivot – What does that mean to the Club Growth Team. It means we had to firmly plant seeds with the ability to view everything around us.
 - b. Even though this was a challenging year, we had Open Houses, Demos that resulted in two chartered clubs and one more pending, with several in the works.
 - c. The Club Growth Team had several Membership Tip Talks.
 - d. We had two Membership Growth Summits where we discussed best practices to grow our clubs.
 - e. We had two marketing campaigns. One for non-Toastmasters and one for Toastmasters that have not renewed for the last two cycles.
 - f. Currently District 36 was down 22 clubs but the year was not over. Even though we were down clubs we are still good in the ranking throughout the Toastmaster world. We were ranked number 5 in Region 7 for paid clubs. We were ranked number 1 for membership payments.
 - g. In the Toastmaster world ranking, District 36 was number 68 for paid clubs and 26 for membership payment.
 - h. The year was not over so everyone was asked to continue to work the DCP plan, so we could Grow For Each Other.

- i. She thanked the members of District 36, and the Club Growth Team. She thanked her Mentor who challenged her to use the word “assertive”.
16. Program Quality Director and District Director Elect DTM Bonnie Maidak
- a. Bonnie highlighted and thanked the members on her Contest Committee Team. Some of the committee’s achievements:
 - i. Standardized guide for virtual contests
 - ii. New electronic ballots results captured improvement of the ballot submission process.
 - b. Bonnie highlighted and thanked her Conference Team.
 - c. Bonnie highlighted and thanked her Data Analysis Team.
 - i. Transitioned to Google Data Studio for Analysis
 - d. Bonnie highlighted and thanked the Education Team Members. Programs from the Education team:
 - i. First Sunday of the Month
 - ii. November Educational Summit
 - iii. Open Conversations about Pathways
 - iv. Pathways Trainings by the Storeys
 - v. TI’s “From Speaker to Trainer”
 - e. TLI/Core Officer Training
 - i. 18% more officers trained than last year
 - ii. Seven Summer Events – 892 total participants
 - iii. Six Winter Events – 1052 total participants
 - iv. D36 officers at non D36 Events:
 - 1. 133 attendees in the Summer
 - 2. 42 attendees in the Winter
 - v. 10/41 Areas had all clubs meet DCP goal #9
 - vi. Area 75 – All Clubs had 100% Club Officers trained
 - vii. Division C had 100% VPEs attend training in Winter
 - viii. Winter TLI postcard campaign
 - ix. More efficient task management, internal communication
 - f. Bonnie highlighted her TLI Team
 - g. Bonnie highlighted her Mentor
 - i. Paulette Claiborne, PDG
 - h. Bonnie highlighted YLP Coordinator
 - i. Jennifer Ferguson, DTM
 - i. Bonnie highlighted team member Florence Donald as “and the Most Helpful of All”
17. District Director Report – Sandra Coles-Bell
- a. This was a transformational year. The theme was “Grow for Each Other” and that started the transformation from making every one of us move from just thinking about ourselves, particularly in this COVID environment. We just looked

at each other but not be in each other's company. That was the beginning of the transformation.

- b. How did we reach out to help and grow ourselves and each other? You've heard the reports. You have seen the results. That is what a transformational team is all about. That is who we became through this year.
- c. There is not one Division Director that I have not seen grow.
- d. There is not one Zoom Team member that I have not seen grow and value.
- e. There is not one DEC member, Area Director, Club President, Public Relations Manager, Finance Manager, Administration Manager who has not transformed. This is a transformational team. Not just leadership but growing and getting energy from each other.
- f. Let's continue transforming through the end of this year. Let us continue looking at the DCP. Embracing every value that there is including the four that are paramount to each one of us, Respect, Integrity, Service and Excellence. My fellow Toastmasters, you are part of the transformation.
- g. I am forever humbled and forever grateful.

18. Sandra adjourned the meeting at 4:15 pm.

District 36



WHERE LEADERS ARE MADE