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Meeting Minutes of District 29 Council Meeting September 14, 2021

Welcome and Introduction

The District Council Business Meeting opened at 7:00pm. District Director, Distinguished Toastmaster, Bettie St. Clair was introduced by Logistics Manager, Innovative Planning 5, Lamont Green, and the meeting was called to order.

As the presiding officer, District Director, Distinguished Toastmaster, Bettie St. Clair, welcomed the group. She stated our Fall virtual District Council Meeting as required by Toastmasters International prior to the September 30 deadline and she was grateful for council members cooperation and participation in the meeting. She also said that she offered a huge thank you for caring about clubs and our district. She stated in the spirit of our District strategy, "Be Bold," the meeting provides a forum for us to hear from our district officers, obtain status updates, and vote on matters crucial to the continued success of District 29, our clubs and our Toastmaster members.

During this meeting, as the Chair, District Director said,

"I will use the procedure of "unanimous consent" to expedite business when there appears to be no questions or concerns. You will hear the phrase "without objection" or "if there is no objection" used in each relevant case. If you wish the issue to be debated and voted on in a more formal manner, you may object by simply "raising your hand" online and we will do so. When I say, "if there are no objections," there will be a 5 second pause to allow any hands to be raised by entering "star 9" on your telephone keypad or clicking on the hand icon of your computer or smart mobile device. If there are no hands raised during the pause, then I will declare the item is approved as presented.

Computer users may use the chat feature to chat amongst the participants but, the Chair will not be tracking this during the meeting."

District Director introduced others providing support to facilitate this virtual meeting:

1. Credentials Chair and Past District Director, Distinguished Toastmaster, Amy Brener
2. District Administration Manager, Distinguished Toastmaster, Ae-Kyong Morrell
3. District Logistics Manager, Engaging Humor L5, Lamont Green

To prepare for the District Council Meeting, several announcements were presented by the Logistics Manager:

- A delegates' package was sent to all members of the District Council and is available to everyone on the District 29 website at www.tmd29.org/events under the District 29 Council Meeting Event along with the questions received and answers provided.
- Please have this handy for this meeting since we will be stepping through the pages as reference.
- The meeting is being recorded and your active participation constitutes your consent to the recording. If you do not wish to have your voice or image recorded, please mute your audio and stop your video.

- Since this is a virtual meeting, you are participating either through your computer, smart mobile device, telephone or a combination thereof. If you are on your computer or smart mobile device, you may activate your camera at your own discretion but, we recommend you keep your camera turned off. In addition, any inputs to the chat box will become part of the records for this meeting.
- To avoid disruption from unintended background noise, everyone will be muted except for the Chair and speakers that the Chair acknowledges. If you desire to speak, you must “raise your hand” by utilizing the “raise hand” feature of the application from your computer or smart mobile device. If you are using your telephone, enter “star 9” on your telephone keypad. The “raise hand” feature is a toggle so click once or dial “star 9” to raise your hand and click or dial “star 9” again to lower your hand. Once the Chair recognizes you, you will be unmuted to speak your business. If you are chosen to speak, please be courteous to the council by ensuring there is no background noise. The “raise hand” feature will also be used for seconding motions or voting when called for by the Chair. For computer and smart mobile device participants, the polling feature will be used to cast votes online.
- Your delegates’ package contains information relevant to today’s meeting. It is organized in such a way to help you follow the reports.
- In your delegates’ package are reports from several committees. As a reminder of parliamentary procedure, motions to adopt committee reports do not require a second since they are submitted on behalf of a committee of a least two people who are representing the motion and seconding the motion to adopt the report.
- The voting members of the District 29 Council are Club Presidents and Vice Presidents Education of the District 29 club in good standing; and the members of the District Executive Committee. Only members of the District Council may make, second or vote on motions and speak in debate. To address the Council, raise your hand and after being recognized by the Chair, you will be unmuted so you can first clearly state your name and District Council role so that our District Administration Manager can keep accurate records of today’s meeting. If you are a Club President or Vice President Education, also state the name of the club you are representing. Then, state your business.

District and Club Mission Review

Chalese Gilmore read the District Mission - “We build new clubs and support all clubs in achieving excellence.”.

Credentials Committee Report

The Standing Rules are not subject to approval by the Council, as they are part of the District Administrative Bylaws of Toastmasters International.

The Ground Rules are adopted by the District Council at each meeting and the Ground Rules on pages 3 and 4 in your delegates’ package are the same ones used by the District in the past with the accommodations required for a virtual meeting. If there are no objections, the Ground Rules for this District Business Meeting will be approved as presented.

Seeing no objections, the Ground Rules are approved as presented.

District Director introduced the past District Director, DTM, Amy Brener who will present the Credentials Committee Report.

Credentials Chair (Amy Brener): According to Toastmasters International District Administrative Bylaws, a quorum is required to conduct business. A quorum is defined as one-third of the Presidents and Vice Presidents Education from member clubs in the District. Since this is a virtual meeting, no proxies are permitted, and each member must cast their own vote. District 29 has 136 clubs represented by 272 Club Presidents and Vice Presidents Education. A quorum, therefore, is 91 because it is 272 Club Presidents and Vice Presidents Education divided by 3. As of 11pm Yesterday, we have recorded 160 registrations for this virtual District Council Meeting by Club Presidents and Vice Presidents Education. Since 160 is greater than 91, we have a quorum.

In addition, members of the District Executive Committee are each entitled to one vote which does not count towards quorum. We have recorded 27 registrants of the District Executive Committee as of 11pm Yesterday. Therefore, we have minimum 187 virtual ballots.

A simple majority will be one more than half of the total number of votes cast.

We will be voting for or against motions using Zoom's Polling Feature. If the votes are close, a member of the credentials committee will reach out to each individual who carry more than one vote so that we may count the actual number of votes each person is entitled to.

I am behalf of the Credentials Committee, I moved for the acceptance of the Credentials Report.

District Director: It has been moved on behalf of the Credentials Committee that the Credentials Report be accepted. Since this is a motion to adopt a committee report, a second is not required. If there are no objections, the report will be accepted as submitted. If you object, enter "star 9" on your telephone keypad or click on the hand icon now.

A question from Diane Baumgartner – It seems that the credentials report is based on the number of people who registered not the number of people that actually attended today. I am just curious about that.

Amy Brener – Just like in person meeting, people go to credentials table and pick up their credentials, but they do not always participate in the business meeting for votes. The purpose of the quorum is we need to know how many people have registered for the meeting which is equivalent to picking up the vaults at the credentials table. There is no obligation to actually vote.

Another question from Dave Kirsten – Just for clarification, for those of us are representing both President and VPE for club do we count twice?

Amy Brener – Yes, that is only proxy we have.

District Director - Seeing no objections, the Chair requests Administration Manager, Ae-Kyong Morrell, to file the Credentials Report as submitted.

Agenda Approval

The approval of the minutes from the Spring District 29 Annual Business Meeting held on May 12, 2021. A copy of the minutes has been included in your delegates' package. District Director stated, "Seeing no hands raised, the minutes are accepted as distributed and placed on file."

Confirmation of District Director Appointments

District Director said, "After the election of district officers on May 12, 2021, as the District Director, I appointed a Public Relations Manager, Administration Manager, Finance Manager, Logistics Manager and 30 Area Directors. The complete list of appointees can be found on page 9 of your delegates' package.

There are no exceptions for appointees, the officials have one vote at Council Meetings. For this reason, their appointments are subject to Council approval."

District Director stated, "Seeing no objections to the appointments as listed, the appointments are approved."

District Director thanked and said "Our elected officials which include the District 29 Program Quality Director, Club Growth Director, 7 Division Directors as well as your duly appointed officials for being such dedicated members and for all that they do for Toastmasters International to fulfill our District Mission."

Adoption of 2021-2022 Budget

District Director said "In accordance with Article XI of the District Administrative Bylaws, the District 29 Budget was prepared by the District Executive Committee, with our District Director as Chairman, in the form prescribed by Toastmasters International. A copy of the Budget is included in your delegates' package. The budget must be submitted by September 30, 2021, and all of the funds allocated conform with Toastmasters International Policy. In addition, the Budget has been pre-approved by Toastmasters International. On behalf of the Budget Committee, I move for adoption of the 2021-2022 District 29 Budget as outlined in the delegates' package.

Seeing no hands raised to indicate questions or objections, the Budget is accepted as submitted and will be in turn submitted to Toastmasters International as the approved District 29 Budget."

Adoption of District Alignment

District Director said "The alignment for District 29 has been approved by the District Executive Committee and is being presented to be approved by this body as well. On behalf of the District Executive Committee, I moved for adoption of the alignment of District 29 for 2021-2022.

Seeing no hands raised to indicate questions or objections, the alignment is accepted as submitted and will be in turn submitted to Toastmasters International as the approved District 29 alignment.”

Adoption of Audit Report

District Director said “A copy of the report is included in your delegates’ package. Last year’s Audit Chair, Mary Phillips, could not be with us tonight. Therefore, the Chair recognizes Immediate Past District Director, Narayanan Doraswamy, to present the Audit Report for the period ending June 30, 2021, on behalf of the Audit Committee.” IPDD said the Audit Committee consisted of Mary Phillips, as the Audit Chair and team members John Lammé and Rudolfo Moralez.

IPDD said “The Audit Committee reviewed all the financial records of our administration for the six months ending June 30, 2021. Their review included 1) cash receipts, cash disbursements, and other financial transactions, 2) comparing monthly bank statements and their reconciliations to the general ledger and 3) assessing whether the records were appropriate according to Toastmasters Policy and Protocol. They found no deficiencies in the handling of District finances. The Audit Report was sent to Toastmasters International World Headquarters with the records. A summary of the Audit Report is provided in the delegates’ package.”

District Director said “Seeing no objections, the Audit Report is accepted as submitted.”

Additional Reports

Public Relations Report by Public Relations Manager (Ivonne Vaughn)

- The PR team has been busy creating images and posting events.
- In the last 2 weeks we have learned how to advise a member to add themselves to the FreeToastHost (FTH) email whitelist, now if you are not familiar with FTH whitelist/blacklist, email me at prm@tmd29.org.
- We also held a one on one with a Vice President of PR who really wants to build memberships in their club.
- We also have been working diligently to promote the Trio forums, ZOOM Host training and Pathways Happy hour.
- We are currently working on November 13th Mid-Year Gala - More to come on this.
- The PR Team is here to serve. We wish to drill down into the clubs to inform members we are here to help. Some clubs do not use Social Media. This is when we can step up and use the District, Region and auxiliary TM social media sites to promote for the clubs.

Club Growth Report by Club Growth Director (Chalese Gilmore)

- **Club Growth**
 - ✓ New Clubs in Development
 - Purple Chatter (Leidos) still needs 20 members
Demo Meeting held June 2021
 - ‘B3 Group Inc’ had a demo meeting 9/8 at 4:30pm and we are looking to have a Charter in October.
 - LeaseWeb interested in forming a club
 - ✓ Smedley Campaign Ends September 30th –
By 9/30, if you have 5 new members, the District will give the club a custom Gavel (with Charter date and the Club name)
Or 8 new members, the District will give the club the custom banner.
- **Club Quality**
 - ✓ Club Mentor/Sponsor Training
 - Held August 19th

More Training Opportunities Upcoming – Stay Tuned!
- **Club Retention**
 - ✓ Club Coach – 48 clubs with less than 12 members, we need Club Coaches!
Club Coach Training – Upcoming
 - ✓ Area Reports Training – September 30th

- ✓ If you would like to be a member of the Club Rescue Team, please reach out to me.
- **Open Hours**
 - ✓ Rap Sessions with Your CGD – 3rd Fridays at 6pm

Program Quality Report by program Quality Director (Rick Taylor)

- A key priority for the District 29 Program Quality team is to provide strong support to ensure the success of Area and Division Contests.
Weekly contest support meetings for Division Directors are being held by Immediate Past District Director Narayanan Doraswamy, DTM, District 29 Fall Contest Chair.
- Twice a month Zoom Host training sessions are being held by TLI Chair Margaret Huan and D29 Program Quality Director Rick Taylor every second and fourth Tuesday at 6:00pm in September and October
- Ongoing management of Zoom Host and Co-Host contest schedule and District 29 calendar of events for contests and dry runs.
- District 29's Program Quality Team is excited to offer a new series of monthly "Sunday Socials" that combine learning with connecting to fellow District 29 Toastmasters.
This first Sunday Social of the new program year was held Sunday, Sept. 12 and explored what is required to be an effective contest judge. Title "EFFECTIVE SPEECH CONTEST JUDGING"
- SUMMER TLIs: OVER 75% OF D29 OFFICERS TRAINED; We will be announcing dates SOON for all Winter TLI which will begin in November this year.
- VIDEO RECORDINGS OF TLI ELECTIVE SESSIONS
You can now watch video recordings of the following elective sessions on the District 29 TLI page:
 - ✓ Competing in Humorous Speech Contests
 - ✓ Chief Judge vs. Contest Judge
 - ✓ FreeToastHost
 - ✓ Strengthening Corporate Clubs
 - ✓ Hybrid Meetings
- SUPPORT FOR PATHWAYS ADOPTION
 - ✓ District 29 has set a **90 percent** Pathways adoption rate goal for the 2021-2022 program year (currently at 83%).
 - ✓ Pathways Happy Hours are being held every first and third Tuesday@6pm by District 29 led by Pathways Chair Michelle Matthews, DTM.
Registration is required for each session. For more information, visit the D29 calendar of Events.
- MID-YEAR RECOGNITION GALA
The District 29 Toastmasters Mid-Year Recognition Gala will be held online on Saturday, November 13 from 6:00pm – 9:00pm.
The keynote speaker will be Past Region 7 Advisor **Charles Gates**, DTM.
Register at: bit.ly/D29_2021GALA

Division Director Reports

The next order of business will be the Division Director Reports,
The District 29 Division Directors are:

Division A Director, DL5, Earl Jensen –

Contests: Area 11,12,13, and 14 completed; Division A Contest will be held on 10/2/2021
TLI Training – 6 clubs earn a GOLDEN TOASTER AWARD ribbon
Member dues – Working in progress

Smedley Award – Working in progress
Pathways Adoption Rates – 85%
Area Director's Club Visit Report – On going

Division B Director, MS1, Lee Proctor –

Contest for the Division B will be held on 10/30/2021
TLI Training – 19 out of 21 clubs have been completed
Member dues – 2 clubs have been paid dues
educational achievements – 4 members earned Triple Crown
Area Director's Club Visit Report – 4 clubs completed

Division C Director, PM4, Kelly Wenner -

It might be some challenges because of many Corporate clubs in District C, but they are very engaged and very active clubs.
Monthly meeting with Area Directors to talk about club's growth, challenges and support
Contest for the Division C will be held on 10/23/2021
TLI Training – 3 clubs earn a GOLDEN TOASTER AWARD ribbon

Division D Director, MS5, Sukumar Nayak -

Contest for the Division D is on 11/4/2021
TLI Training – 9 clubs earn a GOLDEN TOASTER AWARD ribbon
Member dues – Working in progress
Pathways Adoption Rates – On going

Division E Director, DTM, Deborah Reeves -

Division E Contest will be held on 10/28/2021
TLI Training – 4 clubs earn a GOLDEN TOASTER AWARD ribbon
Member dues – 3 clubs have been paid
Pathways Adoption Rates – Getting very close to 90%!!!
Area Director's Club Visit – Completed

Division F Director, MS5, Leilani DeWitt -

Contest for the Division F will be held on 10/23/2021
TLI Training – 6 clubs earn a GOLDEN TOASTER AWARD ribbon
Member dues – Working in progress

Division G Director EC1, Jean Monroe -

Contest for the Division G will be held on 10/16/2021
TLI Training – 7 clubs earn a GOLDEN TOASTER AWARD ribbon
Pathways Adoption Rates – 85%

These reports were provided for information purposes and therefore, they require no action and will be placed on file.

Unfinished Business

District Director said based on our reviewing our records and minutes of the past Annual Business Meeting, there is no unfinished business.

New Business

There were no additional new business items submitted to the Chair prior to this meeting.

Announcements

Announcements were made by our Club Growth Director, Chalese Gilmore.

- Fall Contests: If you would like to attend any of contests, please reach out to Area/Division Director for Zoom information.
- Pathways Happy Hour: every first and third Tuesday@6pm
- Zoom Happy Hour: Only September and October (2nd and 4th Tuesday at 6pm)
- Area Directors Training for new Area Directors: Will be announced for additional trainings
- Dues Renewal Deadline is 10/1/2021
- District Newsletter is coming soon – By 10/5/2021
- Mid-Year Recognition Gala: 11/13/2021
- TRIO Open Hours:
 - Conversations with the DD – 4th Monday at 6pm
 - Straight Talk with the PQD – 3rd Wednesday at 7pm
 - Rap Sessions with your CGD – 3rd Friday at 6pm

Adjournment

The Council has conducted all business listed on the agenda. District Director thanked all for joining in on this first ever virtual District Council meeting and would like to invite participants to submit any feedback to

TRIO@tmd29.org.

The District 29 Council was adjourned by Logistic Manager.