



District 29 Council Online Meeting Minutes

September 19, 2022, Monday

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| Meeting Date | Monday, September 19, 2022 |
| Meeting Time | 7:05pm – 8:33pm |
| Meeting Venue | Zoom Virtual Meeting |
| Attendees | 95 participants (Please refer to online registrants) |
| Distribution | |

MINUTES

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| 1. | 7:05pm | <p>Call to Order – Administration Manager, Irene Tang, DTM</p> <p>Irene Tang read out several announcements that require members' attention to prepare for our District 29 Council Meeting.</p> <ol style="list-style-type: none">1. This 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.2. 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.3. 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.4. Let's take a moment to test the "raise hand" feature. For those on the telephone, press "star 9" on your keypad a few times. For those on the computer or smart mobile device, open the participant window and look for the hand icon in the control bar at the bottom of this window. For some, it may be under the "more" menu. Click that a few times.5. If you are having technical difficulties finding the hand icon, computer users may use the chat box; otherwise, please call or text (703) 989-2198.6. Testing is now over. Madam Administration Manager, please clear all raised hand status and let's continue.7. 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 at least two people who are representing the motion and seconding the motion to adopt the report.8. The voting members of the District 29 Council are Club Presidents and Vice Presidents Education of a 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 |
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| | | <p>speaking 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.</p> <p>Now, to start the meeting, it is my pleasure to introduce the presiding officer of our District 29 Council Meeting, our District Director, Distinguished Toastmaster, Rick Taylor.</p> |
| 2. | | <p>Welcome and Introduction – District Director, Rick Taylor, DTM</p> <p>Rick Taylor called the District Council Meeting to order. This is our Fall virtual District Council Meeting as required by Toastmasters International prior to the September 30 deadline. He is grateful for our cooperation and participation in this meeting and offer a huge thank you for caring about our club and our district. In the spirit of this year's District theme, "Raise the Bar," this 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.</p> <p>He introduced others providing support to facilitate this virtual meeting:</p> <ol style="list-style-type: none"> 1. Credentials Chair, Distinguished Toastmaster, David Kirsten. 2. District Administration Manager, Distinguished Toastmaster, Irene Tang. <p>Rick Taylor also explained the procedure of "unanimous consent" to expedite business when there appears to be no questions or concerns. Participants will hear the phrase "without objection" or "if there is no objection" in each relevant case. If participants wish the issue to be debated and voted on in a more formal manner, he/she may object by simply "raising your hand" online and we will do so. When Rick says, "if there are no objections," there will be a 5 second pause to allow any hands to be raised by entering "star 9" on participants' telephone keypad or clicking on the hand icon of participants' computer or smart mobile device. If there are no hands raised during the pause, then he 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.</p> |
| 3. | | <p>Review the District Mission – Administration Manager, Irene Tang, DTM</p> <p>Irene Tang read out the District Mission.</p> <p>"We build new clubs and support all clubs in achieving excellence."</p> |
| 4. | | <p>Review the Meeting Agenda – District Director, Rick Taylor, DTM</p> <p>Rick Taylor reviewed the meeting agenda with District Council members. If there are no corrections, the meeting agenda will be adopted. AD13 Scott Nibbe asked what the purpose of registration is. Rick answered, the district uses registration to see if we have a quorum. Seeing no hands raised, the meeting agenda will be adopted as submitted.</p> |
| 5. | | <p>Standing and Ground Rules – District Director, Rick Taylor, DTM</p> <p>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 are the same ones used by the District in the past with the accommodations required for a virtual meeting.</p> <p>The standing and ground rules have been e-mailed to district council members. If there are no objections, the Ground Rules for this District Business Meeting will be approved as presented. If</p> |

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| | | <p>there are any objections, enter “star 9” on your telephone keypad or click on the hand icon now. Seeing no objections, the Ground Rules are approved as presented.</p> |
| 6. | | <p>Credentials Committee Report – Credentials Committee Chair, David Kristen, DTM</p> <p>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 of Education from member clubs in the district. No proxies are permitted and each member must cast their own vote.</p> <p>District 29 has 119 paid clubs in good standing represented by 238 Club Presidents and Vice Presidents Education. A quorum is defined as the total number of Club Presidents and VPEs divided by 3. Since 238 divided by 3 is 79.3, we have a quorum because there are 122 registered Club Presidents and VPEs.</p> <p>In addition, members of the District Executive Committee are each entitled to one vote which does not count toward quorum. We have recorded 17 registrants of the District Executive Committee; therefore, we have a total of 139 virtual ballots. A simple majority will be one more than half of the total number of total votes cast. That number is 70.</p> <p>A second is not required. Seeing no hands raised, the credential committee’s report will be accepted as submitted and filed with the District.</p> |
| 7. | | <p>Approval of Meeting Minutes – District Director, Rick Taylor, DTM</p> <p>Earlier today, an e-mail was sent out by Administration Manager, Irene Tang, to District Council members with a copy of the minutes from our previous meeting on May 9, 2022. Rick Taylor asked the floor if there are any corrections or additions or questions. If so, enter “star 9” on your telephone keypad or click on the hand icon now. Seeing no hands raised, the minutes are accepted as distributed and placed on file.</p> |
| 8. | | <p>Confirmation of Leader Appointments – District Director, Rick Taylor, DTM</p> <p>Rick Taylor, as the District Director, appointed a Public Relations Manager, Administration Manager, Finance Manager, Logistics Manager and 27 Area Directors after the election of district officers on May 9, 2022. The complete list of appointees can be found on the D29’s website under Leadership. These appointees with the exception of the Area 71 Director have been serving since July 1, 2022. The Area 71 Director has been serving since August 24, 2022. All of them will serve through June 30, 2023. These officials have one vote at Council Meetings. For this reason, their appointments are subject to Council approval. He asked the floor if there are any objections to these appointments. If so, enter “star 9” on your telephone keypad or click on the hand icon now. Seeing no objections to the appointments as listed, the appointments are approved.</p> <p>He thanked our elected officials which include our Program Quality Director, Club Growth Director, 7 Division Directors as well as all the duly appointed officials for being such dedicated members and for all that they do for Toastmasters International to fulfill our District Mission.</p> |
| 9. | | <p>District Budget – District Director, Rick Taylor, DTM</p> <p>In accordance with Article XI of the District Administrative Bylaws, the District 29 Budget was prepared by members of the District Executive Committee, including the Chairman and DEC members Chalese Gilmore, Paula Green and Jennifer Hurst, with support and guidance from Bettie St. Clair. The District Budget meets the policy standards of Toastmasters International.</p> <p>Before we proceed with seeking the District Council’s formal approval of the Budget, there are a few details Rick would like to share with the participants, particularly for those members who have not had a chance to review the budget that was emailed to Council members.</p> |

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| | | <p>First, Toastmasters International determines the allotted budget for our District as with all other Districts. As many of you are aware, membership payments were down significantly last year. This had a direct impact on our budget for the 2022-2023 program year. District 29's allotted budget for the 2022-2023 as determined by Toastmasters International is \$39,471 – roughly \$7,000 less than the amount allotted to our District the previous program year, \$46,249.</p> <p>The budget must be submitted by September 30, 2022, and all of the funds allocated conform with Toastmasters International Policy. In addition, the Budget has been pre-approved by Toastmasters International.</p> <p>Rick allowed some time for discussion. A member raised the question for allocated budget for open house expenses. Rick already replied to this member, and it will not be affected. Member Gwen Talbot asked why we have \$7K less this year. TI based its funding allocation on membership payments, which were down significantly last year. Member Yanina Kirtley asked why the budget showed 2021-2022 and not 2022-2023 budget. Rick replied that the Trio were working with the template that TI sent them. It's because it was a TI budget template. The net loss is related to January 2023 travel expense that TI will cover this travelling expense. Member Narayanan Doraswamy asked to scroll the page up to view the break down on the budget page. Member Cheryl Baker asked why the budget included so much money for travelling. Rick pointed out that the amount is significantly higher than in previous years since this will be the first time in 3 years the Trio will travel for Fall and Winter District Leader training. Rick articulated the value of the training for the Trio team. TI has clubs in 144 countries around the world and this is an opportunity to learn from and connect with District peers from other parts of the globe.</p> <p>Seeing no more hands raised, Rick closed the discussion on the budget. A motion was made to approve the budget. Paula seconded. The 2022-2023 budget was approved.</p> |
| 10. | | <p>Year-end Audit Report – Immediate Past District Director, Bettie St. Clair, DTM</p> <p>Rick Taylor mentioned that Mary Phillips, last year's Audit Chair, could not be with us tonight. Therefore, the Chair recognizes Immediate Past District Director, Bettie St. Clair, to present the Audit Report for the period ending June 30, 2022, on behalf of the Audit Committee.</p> <p>Bettie St. Clair reported that the Audit Committee consisted of Mary Phillips, as the Audit Chair and team members, John Lammé and Rudolfo Moralez. The Audit Committee reviewed all the financial records of our administration for the six months ending June 30, 2022.</p> <p>Their review included:</p> <ol style="list-style-type: none"> 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. <p>They found no deficiencies in the handling of District finances. The Audit Report was sent to Toastmasters International World Headquarters with the records.</p> <p>On behalf of the Audit Committee, Bettie St. Clair moved that the District Council accept the Audit Committee's Report as submitted. It does not require a second. Hearing no objections, the audit report was accepted as submitted.</p> |
| 11. | | <p>Director and Manager Reports</p> <ul style="list-style-type: none"> ● Public Relations Manager, Edmond Joe, DTM Edmond reported that he is welcome for any announcement publicized including open house, educational awards, in social media like Facebook. ● Club Growth Director, Paula Green, DTM Paula reported that, as of September 18, 2022: |

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| | | <p><u>o Membership Renewals</u> There are 1,816 current members in the district and only 441 members renewed their membership. She had e-mailed out reminder to all club officers.</p> <p><u>o Clubs that are not renewing</u></p> <ul style="list-style-type: none"> ▪ Division D – Reston VIP, Speak with Security ▪ Division F – Speakeasy, REAL ▪ Division G – Thomas Jefferson, Strayer, Five Shields <p>She also followed up with all these members who would like to continue with other clubs. She is hoping to “Leave no member behind.”</p> <p><u>o Clubs to be Chartered Soon</u></p> <ul style="list-style-type: none"> ▪ ENSCO – The Technical Talkers ▪ Capital One McLean (3rd club) ▪ Riverbed ▪ EPA <p><u>o Area Director Reports – Due October 30, 2022</u> She has received 16 Area Director Reports and is expecting to receive the remaining 104 reports. She gladly announced that Helen Kelly, Area 52 Director of Division E has completed all the club visit reports.</p> <p><u>o Important Needs</u> She is seeking for Club Coaches, Sponsors and Mentors. Club Coaches are mainly helping the struggling clubs. Club Sponsors are sponsoring new clubs. Club Mentors help give guidance to new clubs. She is encouraging us to invite a friend, colleague, or neighbor to toastmasters so that the district can increase the memberships, “Raise the Bar.”</p> <p>● Program Quality Director, Chalese Gilmore, DTM Chalese shared some POWERPOINT slides in her report as follows:</p> <p><u>o Summer TLI Status</u> 36 clubs received Golden Toaster Club Award with all 7 club officers trained. 94 clubs out of 120 clubs have a minimum of 4 club officers trained.</p> <p><u>o Fall Contest Season</u></p> <ul style="list-style-type: none"> o There are still 5 area contests ongoing. o Division Contests will be in October 2022. The updated Division Contest Scripts is available from September 30, 2022. o The Zoom Host/Cohost Training will be held on October 4, 2022 at 8pm. o The Division Contest Support Meeting will be on October 12, 2022 at 8pm. <p><u>o 2022-2023 Education Awards</u> There are 126 education awards. In which, there are 2 Pathways Mentor Program Awards that go to Robert Wilson, LD5 and Bethany Richard, DTM. One Distinguished Toastmaster (DTM) Award go to Lynn Ann Mullane, DTM.</p> <p><u>o Pathways Adoption Rates</u> For questions, please contact District 29 Pathways Chair, Michelle Matthews, and her e-mail is path@tmd29.org.</p> <p><u>o Upcoming Events</u> Mid-Year Gala Dinner is scheduled at International County Club, Fairfax, VA on Friday, November 18, 2022, between 6pm and 9m. Tickets go on sale in September 2022.</p> <p><u>o Q&A</u> Please call/text her at (703) 655-4505 or e-mail, Chalese.Gilmore@gmail.com or Trio@tmd29.org, for questions.</p> |
| 12. | | <p>Division Director Reports Rick introduced the District 29 Division Directors. They are:</p> <ul style="list-style-type: none"> o Division A Director, Earl Jensen o Division B Director, Fran Guastadesigni o Division C Director, Lynn Ann Mullane o Division D Director, Sukumar Nayak o Division E Director, Mary Dotson o Division F Director, Anitrus Jones |

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| | | <ul style="list-style-type: none"> o Division G Director Nerine Clemenzi <p>These reports were provided for information purposes and therefore, they require no action and will be placed on file.</p> <ul style="list-style-type: none"> • Division A Director, Earl Jensen, IP5 <ul style="list-style-type: none"> o 2 clubs achieved the Golden Toasters Awards at TLI. o 8 new members and club renewals. o Average Pathways Adoption Rate is 90%. <ul style="list-style-type: none"> ▪ AD11: 95% ▪ AD12: 92% ▪ AD13: ?? ▪ AD14: 85% • Division B Director, Fran Guastadesigni, DL4 <ul style="list-style-type: none"> o 6 winners going to Division B on Saturday, October 29, 2022. o TLI Training <ul style="list-style-type: none"> ▪ AD21: 1 golden toaster ▪ AD22: 2 golden toasters ▪ AD23: 3 golden toasters <p>She needs some works to do to help some struggling clubs in her division.</p> • Division C Director, Lynn Ann Mullane, DTM <p>Lynn shared a POWERPOINT slides reporting as follows:</p> <ul style="list-style-type: none"> o <u>TLI Training</u> <ul style="list-style-type: none"> ▪ All 16 clubs have at least 4 TLI trained. ▪ More than 8 clubs earned Golden Toaster Awards. o <u>New Members</u> <ul style="list-style-type: none"> ▪ 11 new members amongst 5 clubs. o <u>Pathways Education Awards</u> <ul style="list-style-type: none"> ▪ 27 Pathways Education Awards have been achieved o <u>Upcoming Events</u> <ul style="list-style-type: none"> ▪ Area 31 & Area 32 Contest – Thursday, September 22, 2022, at 7pm ▪ Area 33 & Area 34 Contest – Thursday, September 29, 2022, at 7pm ▪ Division C Contest – Thursday, October 20, 2022, at 6:30pm • Division D Director, Sukumar Nayak, DTM <ul style="list-style-type: none"> o 14 educational awards o TLI – 85 officers trained o 3 golden toasters o Pathways adoption <ul style="list-style-type: none"> ▪ the yellow-highlight clubs needed to be worked on before 90% adoption rate. • Division E Director, Mary Dotson, DTM <ul style="list-style-type: none"> o Most of the club visits are done and not all the reports are competed. o Helpers for 9/27/2022 Area 51/52 speech contests are needed. o AD53/54 speech contests will be on Tuesday, October 4, 2022 at 7pm o Division E Contest – Tuesday, October 25, 2022 at 6:30pm. • Division F Director, Anitrus Jones, DTM <p>Anitrus Jones reported that 2 clubs are not going to renew and hopefully the members from the closing clubs will absorb from other clubs.</p> <ul style="list-style-type: none"> o 7 clubs earned Golden Toasters Awards for Summer TLI. o They are having a combined speech contest on Sunday, September 25, 2022 at 1pm. • Division G Director, Nerine Clemenzi, MS2 <ul style="list-style-type: none"> o <u>Contests</u> <ul style="list-style-type: none"> ▪ Area 71 and Area 72 Contests – Saturday morning, October 1, 2022. |
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| | | <ul style="list-style-type: none"> ▪ Area 73 and Area 74 Contests – Saturday afternoon, October 1, 2022. ▪ Division G Contests – Saturday morning, October 22, 2022. <p><u>o Training / Education</u></p> <ul style="list-style-type: none"> ▪ 2 clubs earned Golden Toaster Awards ▪ Division G has a 96% Pathways adoption rate. <p><u>o Triple Crown</u></p> <ul style="list-style-type: none"> ▪ Sandra Darlene Stice of Chopawamsic Club and Stafford County Toastmasters Club ▪ Robert Wilson of Terrific Trainers of Toastmasters <p><u>o New Members</u></p> <ul style="list-style-type: none"> ▪ A total of 8 new members for Division G <p><u>o Renewals</u></p> <p>3 clubs completed the membership renewals</p> <ul style="list-style-type: none"> ▪ Terrific Trainers of Toastmasters ▪ Lake Ridge Toastmaster ▪ Rappahannock Regional Toastmasters Club <p><u>o Club Health Concerns</u></p> <ul style="list-style-type: none"> ▪ A71: Strayer ▪ A71: Build a Bridge Toastmasters ▪ A71: Thomas Jefferson Toastmasters ▪ A73: Five Shields ▪ S3 Toastmasters |
| 13. | | <p>Unfinished/New Business – District Director, Rick Taylor, DTM</p> <p><u>o Unfinished Business</u></p> <p>Rick Taylor announced that having reviewed our records and minutes of the past Annual Business Meeting, there is no unfinished business.</p> <p><u>o New Business</u></p> <p>Rick Taylor then proceeded directly to New Business. There were no additional new business items submitted to the Chair prior to this meeting.</p> |
| 14. | 8:25pm | <p>Announcements – Administration Manager, Irene Tang, DTM</p> <p>Irene Tang shared two announcements with the Council:</p> <ol style="list-style-type: none"> 1. Steering Committee Meeting will be held on Monday, October 17, 2022, at 7pm. 2. DEC meeting will be held on Monday, November 21, 2022, at 7pm. |
| 15. | 8:29pm | <p>Next Meeting – District Director, Rick Taylor, DTM</p> <p>Our 2nd part of District 29 Virtual Business Council Meeting 2022-2023 will be holding in May 2023. The specific date is to be advised.</p> |
| 16. | 8:33pm | <p>Meeting Adjourned – Administration Manager, Irene Tang, DTM</p> <p>As we have completed our business, unless there is an objection, the 2022-2023 District 29 Business Council Meeting was adjourned by Irene Tang at 8:33pm.</p> |