

9.12.2021 Virtual Business Meeting Minutes

Meeting held virtually via Zoom

Presiding Officer: Ninfa Flewitt, District Director

Recorder: Kelley Rene Daniels, Administrative Manager

2:00 Opening

2:00 Call to Order

2:03 District Mission

2:04 VBM role introductions and online protocol review

2:08 Jodie Sanders - Quorum confirmation, see Appendix A - *confirmed*

2:10 Michael Kinser - Rules of Debate - *adopted*

2:15 Review of Minutes from Spring 2021 Business Meeting - *approved*

2:16 John Bergs - 2020-2021 Year-end Audit Report, see Appendix B

- Motion for adoption by John Bergs on behalf of the Audit Committee and District Executive Committee as Audit Committee Chair
- Committee submission, no second
- No discussion
- 2021-2022 Budget adoption call for vote - result: adopted

2:23 Larry Core - 2021-2022 Budget Proposal, see Appendix C

- Motion for adoption by Larry Core District Finance Manager on behalf of the Finance Committee and District Executive Committee as Finance Committee Chair
- Committee submission, no second
- Discussion
- 2021-2022 Budget adoption call for vote - result: adopted

2:31 Ninfa Flewitt - Appointed Officer Confirmation, see Appendix D

- Motion for confirmation by Jesse Ford District Executive Committee Member
- Committee submission, no second
- No Discussion

- 2021-2022 Appointed Officer Confirmation call for vote - result: confirmed
- 2:35 Ninfa opens Leadership Reports
- Inspiration Plaque competition introduced, voting rules, eligibility
- 2:36 Ninfa Flewitt - District Director, see Appendix E
- 2:38 Marcheta Gardner - Program Quality Director, see Appendix F
- 2:41 Emily Murray - Club Growth Director, see Appendix G
- 2:43 Matt Arrambidez - Public Relations Manager, see Appendix H
- 2:44 Larry Core - Finance Manager, see Appendix I
- 2:46 Donna Young - Division A, see Appendix J
- 2:48 Marian Hicks - Division B, see Appendix K
- 2:50 Les Condit - Division C, see Appendix L
- 2:52 Janet Bates - Division D, see Appendix M
- 2:55 Tammy Kasterke - Division E, see Appendix N
- 2:57 Bindu Chintha - Division F, see Appendix O
- 2:59 Jesse Ford - Division G, see Appendix P
- 3:01 Voting for Inspiration Plaque - winner: Marian Hicks
- 3:02 Marcheta Gardner - Announcement on 2021 Summit
- 3:03 Ninfa Flewitt - Announcement of voting for the three motions
- 2020-2021 Audit report approved 114 - 0
 - 2021-2022 Budget approved 113 - 0
 - 2021-2022 Appointed Officers approved 114-0
- 3:06 New Business
- 3:07 Next Virtual Business Meeting - May 14, 2022
- 3:07 Meeting Adjourned

Signed,

Kelley Rene Daniels

Kelley Rene Daniels

District 25 Administrative Manager 2021-2022

Appendix A

DISTRICT 25

Fall District Council Meeting CREDENTIALS REPORT

Sunday, September 12, 2021

District 25 has 120 paid clubs. Six clubs do not have a valid officer list and so may not vote. The remaining 114 clubs are entitled to two votes, except for two clubs that do not have a vice president education and are entitled to only one vote. Therefore, we have 226 possible club votes.

Each member of the District Executive Committee, or DEC, has one vote. These are the seven senior district officers, the seven division directors, and the 35 area directors, which are a possible 49 votes.

The combined total of possible votes is 275.

For this meeting, there are 102 club presidents and vice presidents education registered. Forty-two DEC members are registered, making a total of 144 possible votes for this meeting.

To have a quorum to conduct business, we must have one-third of the club presidents and vice presidents education. The DEC members do not count toward the quorum.

One-third of 226 possible club votes is 76. This is today's quorum requirement.

With 102 club presidents and vice presidents education registered, we do have a quorum to conduct business at this meeting.

Jodie Sanders, DTM, PDD District 25 Credentials Chair

Appendix B

2021-22 Year-end Audit Report

The reports as provided by District Finance Manager – Sean Graf, ACS, ALB for the period of January 1, 2021 thru June 30, 2021, were audited by the Audit Committee made up of; audit Committee Chairman, John Bergs, and committee members Brenda Daniels and Glenda Curry, DTM's all. The audit was completed and submitted to Toastmaster's International on August 27, 2021.

The report is available online. Based on the committee's review, this certification verifies that the financial reports presented for the 6- month period are a fair representation of the financial transactions that occurred during this period.

In the mid-year review it was found that both the District Director and Finance Manager were not signing the checks. Reviewing checks verified that both are now signing the checks.

In further review of Section C of the Audit Committee Guidelines there is a requirement that all expenses over \$500 must be approved in advance by the district director and either the program quality director or the club growth director. While this has happened in most cases, orders with Toastmasters International were verbally approved. Working with the district director to make sure that the written approvals happen.

A review of the detailed year end profit and loss statement revealed some of the challenges our leadership team had during this year. Due to changes primarily as a result of Covid and the loss of clubs and members the revenue was down significantly. Virtual training, competitions, and meetings resulted in significant savings in lodging, travel, and food.

Changing venues for the Summit and conference did result in unexpected meeting room charges with the new venue. These costs would have normally been included with the food budget so they did not adversely affect the overall expenses.

Respectfully,

John Bergs

District Audit Chairman 2020-2021

Proposed 2021-2022 District 25 Budget

Good afternoon, District 25 Council.

I offer for your consideration our proposed 2021 – 2022 District budget.

This budget, which received District 25 Executive Committee approval July 24, is available on our District website.

For the 2021 – 2022 financial year, the total revenue budgeted is \$103,614. The total expenses budgeted are \$104,295, which produces a budgeted net loss of \$681.

The budget received a preliminary review by Toastmasters International District Finance. With the exception of one monthly expense, District Finance gave tentative approval.

That exception is to the "TI Allocation" line item. That is a monthly expense paid to Toastmasters International to cover our share of the accounting system overhead. The budget as proposed contains a monthly TI Allocation expense of \$230.00, which was the amount charged last year. The corrected amount is \$192.00, a reduction of \$38.00 per month or \$456.00 for the year.

Our objective, our focus, is to benefit the clubs and members of Toastmasters International District 25 by:

- Promoting educational growth
- Increasing club membership and retention, and
- Creating new clubs.

In addition to these primary areas of focus, funds are budgeted to support:

- District communications, including our website and newsletter
- Administrative supplies and district management materials
- Awards and recognition, and
- Authorized district travel to officially recognized conferences and meetings.

On behalf of the Finance Committee and the District Executive Committee (DEC), I (Finance Manager Larry Core), move that the 2021 – 2022 Budget be Adopted.

Appendix D

2021-2022 Appointed District Officers

Public Relations Mgr	Matt	Arrambidez
Finance Manager	Larry	Core
Administration Manager	Kelley	Rene
Area 11 Director	Phylliss	Christian-Daniels
Area 12 Director	Krystal	Besaw
Area 13 Director	Dennis	Regan
Area 14 Director	Nick	Pewitt
Area 15 Director	Jason	Jett
Area 21 Director	Brandi	Wesley
Area 22 Director	Elena	Swindull
Area 23 Director	Angela	Terry-Boggs
Area 24 Director	Sandy	Swan
Area 25 Director	Andres	Aguilar
Area 31 Director	Jim	Jameson
Area 32 Director	Jerod	Blackman
Area 33 Director	Wayne	Lewis
Area 34 Director	Cassie	Bullock
Area 35 Director	Rahmana	Warren
Area 41 Director	Bill	Smith
Area 42 Director	Leigh Ann	Levy
Area 43 Director	Kelsey	Dean
Area 44 Director	Bobby	Tatum
Area 45 Director	Joann	Smith
Area 51 Director	David	Winkowski
Area 52 Director	Dawn	Eck
Area 53 Director	Allison	Griffin
Area 54 Director	Alberto	Pineda
Area 55 Director	Frank	Correa
Area 61 Director	Jim	Chappel
Area 62 Director	Deb	Sanford
Area 63 Director	Suresh	Baysal
Area 64 Director	Pedro	Melendez
Area 65 Director	Conda	Ross
Area 71 Director	Steffie	Bell
Area 72 Director	Kimberly	Martin
Area 73 Director	Dwight	Collings

Area 74 Director	Gregory	Rutledge
Area 75 Director	Diana	Wigginton

Appendix E

District Director Report
Virtual Business Meeting
9/12/2021

District 25, you inspire me! We have had many opportunities to grow and share with each other and I love what I am seeing!

You are embracing this year's theme, by supporting each other and cheering each other on to excellence!

I have been invited to open houses and special events and I continue to see familiar faces at each event!

There is an excitement in the air as we cheer on our members who complete levels, paths, and goals they set for themselves! We have 2 new incentives this year! The Nemileta Networking Nine and Intentionally Inspirational. The goal is to encourage you to step outside of your club, get to know more Toastmaster friends, while sharing energy and enthusiasm across the district! You get a pin, and a Ribbon, but more than that, you will learn from each club you visit, and they will learn from you! I am thrilled to see clubs posting on social media, asking for visitors to take on a role and even more than that, my heart melts when I see our friends, volunteering to fill those roles! Your energy and excitement are contagious!

When we help each other, there is no stopping our family of Toastmasters in District 25!

Speaking of family... Did you hear that we have family dinner planned? Join the Trio every 3rd Wednesday at 6:30 pm (via Zoom) for dinner and chat. Lucky for you, you will not have to eat my cooking! These one-hour sessions will be our opportunity to get to know you better and your opportunity to get to know us!

We look forward to building those relationships with our members as I continue to be Inspired by YOU!

Appendix F

Program Quality Director Report

VBM 9/12/21

Good Morning D25 Leadership!

We build new clubs and **support all clubs in achieving excellence!**

We wrapped up the Summer TLI sessions in fashion... including a POP UP TLI! Thanks to Jesse Ford in leading the effort and for all the DDs, we finished with 61% of our officers trained. Special Kudos to Division C, Area Directors Jim Jamison and Wayne Lewis, for 100%... ALL Officers trained! Shout out to Colleyville, Keller Communicators, Off the Cuff, XPO Logistics, ACH Renaissance, Arbor Toastmasters, Pro A.M. and Skymasters Toastmasters Clubs! Congrats and THANK YOU!!!

Also, kudos to Divisions A & C – Donna Young, Les Condit for 74% of Officers Trained and again, Div C - Les Condit and Div F. Bindu Chintha for the percentage of Clubs with 4-7 Officers trained – upwards of 85%!

Not only are our officers taking care of business, but our members are being intentional in Pathways! To date, we have 203 Educational Awards, including “14” Triple Crown Awards!

We have begun planning for contest season and preparation is underway for Contest Training at our DEC in October! Whether you compete or Judge or sign up as a helper, please start planning NOW to participate!

We're busy behind the scenes getting ready for the Summit 2021! Be prepared to Soar to Higher heights as we Inspire and Empower each of you! We're on the edge of our seats with anticipation to Open registration in a few days... so be ready to hit that button to register, purchase Raffle tickets and come participate in engaging and exciting Educational Sessions, with You in mind!

Madam District Director!

Appendix G

CGD report for 9/12 Virtual Business Meeting

Current status: 2,132 members in 120 active clubs, 144 Total Clubs. No new clubs yet.

Dues are open- and due by end of the month.

Club Success Workshop- Be Our Guest- Sat Oct 9 from 9 to 1030. This is tips, tricks and techniques for creating the best possible guest experience- not finding and getting guests to visit, but the experience they have once they log into Zoom or step foot in the meeting room. It is free and open to any Toastmaster.

We do have a few club leads, but we need more- a reminder that it is a responsibility of Area Directors to find and develop club leads to grow into new clubs for their areas.

We have a shortage of Coaches and many clubs that are requesting them. We are actively recruiting, but we need help. It's a DTM requirement- so if you hear of anyone in your clubs that is working on their DTM, or has finished a level 4 or level 5, please send us their info or send them to us so we can get them added to the roster.

Good engagement in Nemileta Networking Nine incentive- as Ninfa reviewed earlier. Haven't heard yet of any clubs officially working on the Intentionally Inspirational incentive but it's still early so we still have time to keep telling clubs about it.

I'm loving how we're growing and we're here to help you grow more- please reach out.

Madam Chair

Emily Murray, Club Growth Director, DEC member

Appendix H

Matt Arrambidez - Public Relations Manager

I have shared in our last monthly meeting that I was creating a resource page for the members to have access to in regards to marketing tactics.

I have come to the conclusion that a step by step video/s that can be posted on our D25 youtube will be easier for access.

I will be going through the process of creating content in the form of copywriting, image creation, and scheduling posts.

I have the outline set and just need to add some details.

Appendix I

Toastmasters International District 25 Finance Report September 12, 2021

Good Afternoon, District 25 Council.

As of July 31, 2021:

The reconciled Wells Fargo Bank balance was:	\$ 33,209.47
The reconciled District Reserve balance was:	\$ 22,352.57
Subtracting "Minimum District Reserve Required at Year-End"	<u>(\$ 11,541.00)</u>
Computes a Total Funds Available	<u>\$ 44,021.04</u>

Respectfully submitted by:

Larry Core, DTM

District 25 Finance Manager 2021-2022

Division A – Agents For Acceleration – Division A Director, Donna Young, DTM

- One by one, CLUB by CLUB, **AREA by AREA**, the members wishes are ADHERED TO:
 - Meeting **ADMIRABLY** in PERSON, Virtually, and in HYBRID MODE
 - OPEN INVITATION **ALLOW** members to **ATTEND** each other's clubs meeting
 - ALLOWING a free flow of ADVISE and ASSIMILATION of PATHWAYS PEDAGOGY.
- **ATTENDANCE** at the TLI was UP in DIVISION A with **ALMOST ALL** CLUB earning the GIMME THE LOOT or SUPER 7 AWARDS and **ALLOWING ALL** to build GOOD CONNECTIONS **and AUGMENTING** the BEST PRACTICE learnings between Toastmaster peers.
- ACCELERATING right out of the starting blocks, Area A has ATTAINED 46 Educational Awards and 61 DCP Points and added 22 New, Dual, or Reinstated members.
- **ACCOLADES** go out to Members and club Inviting ALL to join in the NIMELITA 9 and INSPIRATIONALLY INTENTIONAL Incentives.
- One by one, members are growing as individuals, **ABSORBING** the TLI learnings with 85% of the clubs having 4 – 7 officers trained.
- And the **AVID ADVENTURERS** of Division A are **AGOG** with **APPROACHES** for **ACHIEVEMENT** offered by the TLI training and the infinitely **ADJUSTABLE** Pathways curriculum.
- 70 % of our AREA A member have **ACHIEVED** a Pathways or Traditional Education **AWARD**. They serve as models and guides for our members to **APE** or IMITATE for the **ATTAINMENT** of EXCELLENCE for our members and club leaders.

Appendix K

Division B Business Meeting Report
September 12, 2021

Thank you for boarding BLT Airlines flight #DCP10 with our final destination being the island of Distinguished Clubs. Our area director crew that will be serving you today is Brandi Wesley, Elena Swindull, Angela Terry Boggs, Sandy Swan and Andres Aguilar. This is a full flight with 380 club members on board. Our flight time today is 2 minutes but we most certainly hope to get you to your destination sooner. Ladies and gentlemen, the captain has turned off the seat-belt sign and you are free to attend as many success workshops as possible.

We have reached our cruising altitude of 18 clubs in good standing. And while we may experience a little turbulence, we plan to cruise even higher. We would like to thank our 86 elite reward members that completed their TLI trainings. We congratulate the 3 super elite that had 7 officers trained! In total clubs that had at least 4 officers trained represented 68% of the clubs in Division B. We know you have learned a lot and that participation will pay further dividends as you soar to the island of Distinguished. We have a set of airplane wings for the individuals that have earned an education award this Toastmaster year. There are 30 education awards earned thus far.

On today's flight, for your reading pleasure, you can dive into the area reports completed thus far. We are at 41% reports completed and the rest are in motion. Use those reports to help you and your clubs get to the island of Distinguished faster.

Looks like the captain has turned on seatbelt sign as we start our descent. As you leave, please be sure to sign up for the Division B - BLT Facebook page where important information and celebrations are shared to help you on the next leg of your flight. We look forward to serving you and thank you for flying BLT airlines where Building Leaders of Tomorrow is our goal.

Respectfully submitted,

Marian Hicks

Appendix L

Les Condit - Division C

Division C will "C's The Day!"

Once again, I will not regal you with cuteness. But today I will show you signs of greatness. Our Area Directors, Clubs and members are working hard for success.

Marcheta tried to steal my thunder on the wonderful job that our clubs did on getting officers trained with the support of their Area Directors, but she missed a couple of details. It was the first time in 6 years that any area had 100% of their officers trained and Secondly, of the 17 Division C clubs that have turned in officer lists, 104 officers were trained and only 15 officers were not trained and finally 12 of those 17 clubs were super 7.

Arlington Nooners in Area 34 already has the 5 DCP points necessary to be a distinguish club if they maintain their membership and the Division has a total of 11 DCP points.

Division C has 15 new members and 32 Education Awards.

Our Area 34 Director, Cassie Bullock has found a potential location for our Area Contests and our Area 33 Director, Wayne Lewis has got his first Area council scheduled coming up this next week.

The 5 Area Directors in Division C are working hard to analyze their clubs much like a doctor analyses a patient and then to dispense their guidance like a doctor dispenses medicine and many of the patients are getting better, but 2 clubs in the morgue and 1 is in ICU, so we are firing up the maternity ward and getting to work on new clubs as our focus once renewals are in this month.

Appendix M

Janet Bates - Division D



Division D “3 D VISION”

9/12/2021

Great job by all Division D Area Directors!! They have been very busy making visits to their clubs and keep their clubs up to date on upcoming D25 events and deadlines.

The Division D Sponsored TLI was a great success! A big shout out to all the Division D Area Directors for all their hard work that helped make this TLI successful. Also, thanks to Chuck Mencke for being the Webmaster, Richard Layne and Dave Papenmeier for conducting the Supplemental Sessions. A shout out to Maribeth Fontala and Sandy Swan for their help with officer training.

We are very excited about the Division D basket that will be in the raffle at the upcoming Summit.

Division D working hard for our members, clubs, Division, and District 25!!

Thank you,

Janet Bates

Division D Director 2021-2022

District 25 Toastmasters

Appendix N

Tammy Kasterke - Division E

Good afternoon, District 25!

Division E has the moves... They are doing the <click> Hustle!

Sound out beat – **David, Area 51**

Sound out beat – **Dawn Area 52**

Sound out beat – **Allison Area 53**

Sound out beat – **Alberto Area 54**

Sound out beat – **Frank Area 55**

Do the HUSTLE! These 5 amazing leaders are heating up the dance floor in Division E.

I'm Tammy Kasterke, Division E Director, the lucky one to dance alongside these talented Area Directors.

Here's what I mean by doing the H.U.S.T.L.E.?

H is for **Helpful**, keeping their clubs be in "the know" with TM happenings

U is for **their Upbeat**, supportive club reports that encourage clubs

S is for **Service mindset**, by attending club meetings and taking on roles

T is for **Team focused**. They know club success requires members working together.

L is for the **Leader in them**, challenging their clubs to the next level,

E is for **Excellence**, by modeling the TI and District 25 mission to their clubs every day!

Here are a few <last click> examples of their skilled dance steps, or rather their HUSTLE in motion...

- They took on leader roles at TLI
- They challenging Club officers to attend training
- They celebrate Member Level Achievements timely
- They are stayin' on top of their Area Reports
- They promote Hot Topics to the members
- They prepared an amazing Raffle Basket for the Summit
- And, they inspired clubs to grow members with Open Houses

One thing I've realized in the 2 ½ months with these ADs, I'm dancing with the Stars!

Appendix O

Bindu Chintha - Division F

Please find below Division F Director Report:

- Division F is going strong with area directors completing their official visits and keying their reports for the clubs in their areas.
- All Area Directors of Division F completed at least one of their AD reports with Area 61 Director completing 100% of reports for their area and Area 65 Director completing 75% of reports for their area. As we speak Division F stands at 48% completion of reports.
- Division F also recently completed their Division Sponsored TLI, which was well-attended by 65+ officers & well participated making it a successful event. The TLI received an excellent rating from attendees. Kudos to Division F area directors for their efforts and hard work in making TLI a huge success.
- Area director continue to visit their clubs helping them have successful meetings by fulfilling roles, mentoring members, building relationships with the club members.
- Over all Division F is looking great with a fearless drive to make a wonderful Toastmasters Year!!

Thanks,
-Bindu

Appendix P

DIVISION G REPORT: 9-12-2021 Jesse Ford

There once was a great Toastmaster
Her favorite colors white and obviously blue.
She led her district through many a great feat
Her focus, "Inspired by YOU."
This great toastmaster had helpers
2 of them did the most time
One of them taught us about servant leadership for TLI
The other if your lucky...will call you "sunshine"
But lets not forget that we have 7 Divisions
Oh they all quite seemed quite a sight
But 1 of them seemed different
1 of them seemed to have a little bit more bite.
We start with Division A
They taught us about attitude
But then there was Division B
And with them it was gratitude
Lest we forget Division C
We saw them continue to grow
But then there was Division D
I heard TLI was better than the super bowl half time show
Let's take a min to talk about Division E
I think they said something about energize
And then we have Division F
Let's give them all a hand because the bar did rise
So we are all District twenty five
But there is one whose obviously the best
I say this and trust me I am modest
This Division puts the others to rest
You probably figured it out
I mean its super clear to me
The best in the District
Its obviously DIVISION G
Division G has homemade salsa
And of course the best Area Directors hands down
We had 14 clubs with more than 4 officers trained
And I heard not one with a frown
Division G is on fire
Come visit any of our clubs if you please
We are inspired by all of you
But.....we are still the Most GGGGGs...

Maddame District Director.