



District 7 Toastmasters District Executive Committee Meeting

September 28, 2016

Leanna Lindquist, District Director, presiding
Rodger Cook, Administrative Manager taking notes
David Shehorn – Parliamentarian

District administrative by-laws require executive committee meetings to be held throughout the year. This is the first of two meetings. Review and approval of reports will be presented at the District Business Meeting on November 5, 2016.

Leanna Lindquist, DD calls the meeting to order at 7:07 p.m.

Meeting Instructions - Donna Stark, PQD

Reviewed the instructions for the meeting, using computer audio, telephone audio option, muting and unmuting and the voting process.

Voting Process - Cathy French, CGD

Explains the DEC committee process for reports that require a vote.

A practice ballot is voted on. Votes were cast for your presidential candidate. No results were posted, however 96% of attendees voted.

District Mission - Phyllis Harmon, PRM

Phyllis recites the Toastmasters International Mission, District Mission, and Toastmasters International Envisioned Future statements.

Welcome - Leanna Lindquist, DD

Thanks everyone for attending the call. Acknowledges three additional district leaders in attendance:

- Parliamentarian, David Shehorn,
- District Administration Manager, Rodger Cook
- District Finance Manager, Jill Ward

Role Call - Cathy French – CGD

As with all district business meetings, a quorum must be met.

Twenty-seven people attending on the computer and 1 person joined via telephone – there is a quorum.

Approval of Agenda - Leanna Lindquist, DD

There is no response to the request for comments on the agenda. Cathy French, CGD made a motion to approve the agenda, and Donna Stark, PQD seconds the motion. A vote on the agenda is called, 100% of people approved the agenda. Agenda is adopted.

Administrative Manager Report - Rodger Cook

Minutes from the April 6, 2016, DECM meeting have been posted. After a call for any questions/objections and hearing none, the minutes are adopted.

Finance Reports - Jill Ward, Finance Manager

- 1) **Budget Report 2016-2017** was presented for review and comments.
 - a) Michelle Alba-Lim, Immediate Past DD, requests the budget for communications and public relations be reviewed regarding payments made to the webmaster, or company, that manages the district website. Proposes that a committee, or independent group, be formed to review this portion of the budget in relationship to the needs of the membership.
 - b) Leanna Lindquist, DD calls upon David Shehorn, Parliamentarian, for advice on the recommendation. Due to technical issues, David could not be heard.
 - c) Phyllis Harmon, PRM makes comment that this is not the place to add new business.
 - d) David Shehorn wrote a note that Phyllis is correct. This proposal will need to be addressed during New Business.
 - e) With no more questions, Leanna Lindquist calls for a vote to approve the budget, which was 97% Yes and 3% No for budget acceptance.
- 2) **Audit Report**
 - a) Jill Ward, DFM noted that TI returned the audit report with some findings and questions. These were addressed, and TI acknowledges everything required was received.
- 3) **Finance Report**
 - a) July was submitted, and TI acknowledged that they were received. July profit/loss report not available yet on software. Still gathering data for the August reports.

District Success Plan - Leanna Lindquist, DD

The District Success plan will be under constant review, is considered organic and constantly growing, changing, and revised as necessary. The vote for approval of the District Success Plan is 86% Yes and 14% No. District Success Plan is approved.

Division Director Reports - Leanna Lindquist, DD

- **Sothorn Division – A** **Nena Heitz**
 - All three area contests completed.
 - Division contest scheduled for Saturday, October 15.
 - Still need a few more judges, call out made for volunteers.
 - A few last minute members will pay dues by Friday (9/30).
- **Central Division – B** **John Rodke**
 - Every club has trained a minimum of 4 officers.

- All area contests are completed.
- Working to get final club dues paid prior to deadline.
- In the process of locating a new venue for the division contest in Corvallis and leads are welcome. Also need a few contest volunteers.

- **Capitol Division – C** **Lyle Schellenberg**

- This division is comprised of four diverse clubs (community, corporate, and prison):
 - Three in Salem metro.
 - Area 44 covers Sherwood, Newberg, McMinnville, and Lincoln City.
- Three area contests completed, with a fourth on September 29.
- Division contest slated for Saturday, October 8, in Newberg.

- **Columbia Division – D** **David Johnson**

- Area 51 club visit reports completed.

Areas 51 and 52 conducted a joint contest on Thursday, September 22, in Cascade Locks.

- Areas 53 and 54 held a joint contest on Tuesday, September 27, at the Columbia River Correctional facilities.
- First and second place winners to compete at the Division contest at the Self Enhancement Institute on Thursday, October 22.
- D7 calendar has been up-dated with contest venue, and date.
- Only 25% of clubs have reported collecting sufficient dues.
- Do not expect two clubs to survive. Seeking new club leads along the Eastern corridor of I-84.

- **Willamette Division – E** **Emilie Taylor**

- All area contests are completed, with a good turnout and participation from all clubs. Nearly every club had participants.
- Division contest is slated for Thursday, October 20, at Reed College.
- Twenty out of 25 clubs have paid their dues, received confirmation from 3 clubs that theirs will be paid on September 29. Positive that all club dues will be submitted on time.
- Club visits underway by area directors with completion by the end of October, with some reports already submitted.
- Several clubs will be facing relocation at the end of this year. We will be monitoring closely.
- Potential new club is Oregon City Hall, with initial contact made in February. The kick off meeting was held on July 9, They have eight members currently. Some scheduling issues are being worked out, which should hasten the chartering of the club.

- **Downtown Division – F** **Dottie Love**

- Dottie was not on call.

- **Northern Division – G** **Peter DeGraff**

- Area contests are completed.
- Division contest will be held on Saturday, October 15, in Long View, WA, at the Cowlitz PUD.
- Peter will actively recruit volunteers to help with the contest.
- Working with clubs to ensure that dues are paid prior to the deadline.
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- - The Banfield Barkers will have a special event to celebrate their 10th anniversary on Thursday, September 29.
 - Being monitored closely is a struggling club and a new club.

- **Sunset Division – H** **Joe Anthony**
 - Thanked Ginger Killion for mentoring the area directors and Lori Anderson for helping set-up at various venues.
 - Joint area contest completed. Note that 94 did not participate in the contest.
 - Held 2nd kick-off meeting for the new club potential at Holy Trinity church. Good turnout, but not enough interesting in forming a club. Did spend extra time networking with those interested in guiding them to our clubs in the area.
 - Lost FIG club in area 95, will focus on starting a new club in the West Beaverton area.
 - Finally gearing up for their Division contest.
- **High Desert Division – I** **Faye Phillips** in place of Joseph Polk
 - Re-launch of Communicators Plus on Wednesday, October 5. Motivational speaker James Evanow (Bend club member) will make a presentation, and Leanna Lindquist is slated to be the Toastmaster at the event. Open House focus will be to draw guests to the event as potential members of area clubs.

TRIO REPORTS

CGD - Cathy French

- Renewal deadline for DCP credit is October 1.
- As of September 26, 96 of 173 clubs have renewed with 8 or more members. Seventy-two clubs have not submitted dues.
- New Clubs: Peer Masters – Salem, and Samaritan Ah-So-Um in Corvallis. Both clubs chartered in September.
- Charter paperwork was submitted this week for Stagecoach and Puppetmasters (both Portland clubs).
- Goal is to have four clubs chartered by the end of October. Update: This goal was met in early October.
- We received 14 club leads from the Directors retreat. Please send me a report as to your progress, good or bad.
- Spread the word: BINGO program with great prizes to be won. Grand prize for the 1st “Black Out” is the module “The Art of Effective Evaluation” from the Success Communication Series valued at \$50.
- Be certain to tell your clubs that if their dues were fully paid by September 15, two boxes can be marked off of their BINGO card (with your signed initials). This also applies to the individuals that have paid. Great opportunity for clubs and membership to have many boxes signed off when they are attending or serve at an area/division contest, giving a speech, and club visits.
- Area Director Reports are due on November 30. A few are already completed. A “Messenger Bag” will be awarded to the first division director, in each division, that completes all reports. Bags will be awarded at the D7 Conference.

PQD – Donna Stark

- Mantra “It’s All About the Quality.”
- My focus is to help all clubs to achieve excellence.
- Club quality equals a quality experience for the member.
- Club success incentive plans that were submitted earlier in the year were thoughtful and well done

- **Club Success Plan:** Directors need to ask their clubs if they have created one, even if they did not do one early on, and submitted it for the incentive. There is value in doing so. If they did this, how is it working for them? Making it a standing agenda item. Do not let them gather dust!
- **Moment of Truth:** Another great tool for club quality, helping them assess their club’s strengths and challenges. Part of the Successful Club series and they can get credit towards their ALB. Area directors can offer to present this program to a club.
- **Distinguished Club Program:** Goal is to have 90 clubs reach distinguished status. This is part of the District Success Plan. Bottom line this program is primarily for the membership’s benefit.

DD – Leanna Lindquist

- District 7’s goal and focus is to achieve the Presidents Distinguished District award. There are three parts to our goal
 - Membership payments from current, and new members.
 - The number of clubs in the district is vital, we need to retain current clubs, and add new clubs.
 - When members commit to enhancing their own learning experience, the number of Distinguished clubs will grow.
- Lead by example, start by pledging what you are going to do for the district as a leader. See the pledge button in Voices, and soon-to-be on the D7 website. As district leaders, we need to talk about this often to the membership. Ask members if they have made their pledge (everyone should be able to make one pledge). Just imagine the possibilities if all 3,000+ district members made a pledge and accomplished it this year.
- The “Be Extraordinary” campaign was launched in August. Catch someone in the act of doing something ordinary in an extraordinary way. Everyone can nominate anyone! A nominee will receive a pin and be acknowledged in Voices.

Remaining Business - Leanna Lindquist, DD

- Addressed questions regarding dues renewal, grace period, member and club suspension.
- Per David Shehorn, officers who have not paid their dues on time become an officer not in good standing; thus, not able to perform the duties of an officer.
- Scott Frasier raised question regarding an email he received TI. TI states any member that has not paid their October dues by October 1st, will remain on the club’s on-line roster for 2 months. During this time, a club officer can pay the delinquent renewal order, returning the member’s status to good standing. This is considered a late payment and not a reinstatement. Leanna went on to explain that the reason for this is to make it easier for a member to pay late dues vs. having to rejoin their club(s). However, the member will not be permitted to participate in

contests or act as an officer during this time. The \$20 new member fee is only paid once, even after leaving TM and returning later.

New Business - Leanna Lindquist, DD

- Micelle Alba-Lim, Immediate Past DD wants to propose a review of the current budget for communications and public relations. Specifically two items, website expense and for outside contractor expense. Leanna Lindquist requests input from David Shehorn, Parliamentarian. David responded the proposal needs a second prior to a vote. Lyle Schellenberg, Division C Director, seconds the motion.
- Leanna calls for a vote by a raise of hands. 27 eligible to vote: 13 Yes, 1 short of a majority. Proposal fails to pass.

Announcements - Leanna Lindquist, DD

- Per Leanna Lindquist, the Trio will make a call to the division directors in October. A Google Doc will be sent out to register for the call. There will not be a call in the month of November due to the conference business meeting.
- Lyle Schellenberg reminded everyone of the Division C contest on October 8. Invites everyone to attend.
- Paul Fanning, Area 72, Division F, announces division contest on October 10, welcomes anyone who can come and assist.
- Phyllis Harmon, District PRM, requests an up-date on the fall conference. Leanna replied that we will when we get to that topic.
- Per Leanna Lindquist, the next DEC business meeting will be held on November 5, Warner Pacific College, 1 p.m.
- Donna Stark, PQD, the Fall D7 Conference will be held on November 5. Our Key Note, and afternoon speaker is the renowned Patricia Fripp. She will also be the featured presenter at the Friday night social.

Adjournment at 8:22 p.m.

Respectfully



Rodger Cook, Administrative Manager
September 28, 2016