



District 7 Business Meeting Minutes November 5, 2016

Leanna Lindquist – District Director
Rodger Cook – Administrative Manager
David Shehorn – Parliamentarian

Business meeting begins @ 1:02 p.m.

Gary Schmidt – Past International President -reads district mission

Opening Remarks

Leanna Lindquist – District Director - extended warm welcome to all members and guests attending meeting.

- Introduces Dignitaries not introduced earlier.
- Introduces *Rodger Cook* - Administrative Manager, and *David Shehorn* - Parliamentarian.

David Shehorn – Parliamentarian - reads meeting procedures.

Credential Report

Jerry Kleffner

- Of 160 active clubs in the District, 57 clubs checked in.
- There are 20 members of district executive committee in attendance.

Leanna Lindquist – accepts the Credential Report as filed.

Business Meeting Agenda

Leanna Lindquist – made motion for the agenda to be accepted as published.

Alexis Mason – Clark County Toastmasters - Moves to accept the agenda as published.

Susan Bender-Phelps – TM for Speaking Professionals - Seconds motion

No opposition – agenda approved and accepted.

Approval of the minutes from May 7, 2016 Business Meeting

Leanna Lindquist – made motion for approval of minutes of annual business meeting.

- *Rodger Cook* – Administrative Manager – makes motion to dispense with reading of minutes, as they are posted on the D7 website, and copies are on tables.

Cathy French – CGD – made motion to accept

John Rodke - Yawn Patrol Club – 2nd the motion

- *Alexis Mason* – Past District Governor – has corrections, under the Audit Report, two typos. “Both” Smith vs. Bob Smith.

Leanna Lindquist – minutes are accepted as corrected.

Confirmation of Area Director Appointments

Leanna Lindquist – noted list of area directors on tables. No vote is required, confirmation only. Hearing no questions, or corrections, appointments are confirmed.

Financial Reports

Note: In the absence of *Jill Ward* – Finance Manager, *Jerry Kleffner* will present the finance reports.

Audit Committee Report

Jerry Kleffner – read audit report for 2015-2016 (2nd half).

- TI requires signature on all invoices by the District Director and Finance Manager, however due to the distances between the two officers, this was not possible. The District obtained a variance from TI to have one of the local officers sign in the District Director's place. All checks had two signatures.
- Eight vouchers were found that did not have the required two signatures. The second signature was obtained on all before the packet was sent to TI.
- Several expenditures over \$500 did not have the required two signatures in addition to the Finance Director. The District Director had signed, but not an additional trio member. Finance Director found most, and they were signed by an additional trio member.
- Many debit card transactions were not documented as being pre-approved, per policy. They were all signed after the fact, but pre-approval had not been obtained.

Leanna Lindquist – No vote is required on the Audit Report. Asks for questions.

Kristen Webb-Thomson – Timber Talkers – asked if the signatures had been acquired and if a protocol had been developed.

Jerry Kleffner – not all of the vouchers for the invoices in question had been located, but they did go back and add the required signatures for most of them.

- *Leanna Lindquist* made note they are now following guidelines.

Leanna Lindquist – Audit Report is approved, and will be filed.

Budget Report 2016 -2017

Leanna Lindquist – noted that the District Budget will need approval.

- *Jerry Kleffner* – reads Budget report.
- *Leanna Lindquist* – makes a motion to accept the District Budget as presented.

Lyle Schellenberg – Bootstrappers Club – motions to accept the Budget

Karen O'Keefe – Competitive Speakers Club – 2nd the motion

Leanna Lindquist – motion has been moved, and 2nd to approve the district budget as presented. Calls for questions.

- *Kristen Webb-Thomson* – Timber Talkers – had a question related to debit card purchases and are they being properly approved in advance.
- *Leanna Lindquist* – answered yes. Prior approvals are being generated now. Went on to explain the process for the approval with the D7 debit card. Calls for any additional questions.
- *Michael Rogers* – Noontime Club - asked if TI had approved the budget.
 - *Jerry Kleffner* - responded that TI had, and requested that additional funds be added for the mid-year training.

Leanna Lindquist – made motion to accept Budget.

No opposition – Budget is approved and accepted.

Profit and Loss Statement

Jerry Kleffner reads report data.

Leanna Lindquist – calls for questions. Noted how the district receives the funds from TI.

Having no questions, the report will be filed with TI.

Appointed Officers

Leanna Lindquist – Calls for questions with regard to the list of appointed officers. Having none, declares the officers confirmed.

Staff Reports

Public Relations Manager – *Phyllis Harmon*

- Read PR mission statement.
- Current Promotions
 - Be Extraordinary – District Director
 - Open Houses, Job Fairs, New Club Charters – Club Growth Director
 - Flyers for Club Events – Club Leadership
 - Press Releases – 1x month
 - Media Outlets – Social Media, CCTV, Voices, PR Newswire, LinkedIn
 - D7 Blog – Asked for everyone's participation.

Club Growth Director - *Cathy French*

- Bingo cards –reminded everyone to participate
- Catch the Bus – Mass transit ads running in Vancouver, Portland, Eugene, and Medford. See a bus, take a photo, state the location, and send it in for posting on Facebook.
- Club Growth

- Met first goal of 4 new clubs chartered by October 31.
- Have 1 club that will charter in early November.
- 7 new clubs are in process of chartering.
- 13 new club leads in development.
- Seeking more new Niche or Corporate club leads.
- District goal is 20 new clubs this year.
- 160 clubs have fully renewed. A few are challenged with not having minimum of 8 members.
- Goal is to finish the year with 186 clubs to earn Presidents Distinguished District.
- 2947 membership renewals received thus far. Target is 7201, representing this dues cycle.
- Will continue collection of dues from new and renewal members through cycle, into April.
- Two new contests starting today.
 - Extraordinary Millennial Award
 - Reach for the Stars Contest – outstanding club growth award.
- Special award for first Area Director in each Division to complete club visits, and reports submitted today win a Messenger Bag. The winners are:
 - A - Dick Parsons
 - C - Linda Potter
 - D - Carol Wager
 - E - Carmil Ritchey
 - F - Paul Fanning
 - G - Norman Wolfe
 - H - Tanya Meyers

Program Quality Director – *Donna Stark*

- Re-read the District 7 mission statement
- Noted PDQ's focus is to support club excellence.
- Distinguished Clubs
 - 86 clubs need to achieve Distinguished Club status, or better. Goal is 90 Distinguished Clubs.
- Club Success Planning
 - Incentive offered to encourage club officers to create Club Success Plan. 17 clubs submitted CSP's and entered into drawing for 1 of 3 \$100 TI gift certificates.
 - Winners are: Corvallis Club 395, Daylighters, Downtown Lunch Bunch (Hillsboro)
 - Clubs to be reminded and encouraged to revisit CSP plan regularly, make adjustments where needed.
- Officer Training
 - Single largest common denominator among distinguished clubs.
 - 17 clubs had all 7 officers trained.
 - 128 clubs had four or more officers trained during Summer training cycle.
 - Save date for TLI – January 14, 2017 at Wilsonville High School.

District Director – *Leanna Lindquist*

- Displayed photo that was posted in Voices (enhanced by Phyllis) depicting D7 leaders and members behind a banner proclaiming "Presidents Distinguished District".
- D7 goal is to become Presidents Distinguished District. Goal was voted on by the area, and district directors.
- Every single member in D7 needs to make one pledge to a goal, and then achieve it this year. Pledges are being published in Voices. Pledge sheets were passed around the tables.
- Be Extraordinary Program, aimed at honoring those members that go out of their way to make an ordinary task, extraordinary. Those that are nominated will receive a special pin.

End of Reports

Unfinished Business

Leanna Lindquist – Calls for any Unfinished Business.

David Shehorn – Parliamentarian – Made motion to return the "Dick Moser Award" to the table.

Brinn Hemmingson – Portland Progressives - 2nd motion

Leanna Lindquist - requests that the motion that was tabled at the Annual Business meeting be read.

Rodger Cook – reads motion; Motion is to replace the Lou Webb Award with the Dick Moser Award.

Jim Daniel – Roseburg Club - requests information on the Lou Webb Award.

- Alexis Mason – PDG, and Allan Edinger – PDG - went on to elaborate who Lou Webb was, and the work she had done for District 7.

Allan Edinger – makes a motion to leave the Lou Webb Award as is, and create a new Dick Moser Award. Asks if the motion can be amended.

- *Leanna Lindquist* – states that we can vote yes and the Lou Webb Award will go away and be replaced with the Dick Moser Award. Or voting no will leave the Lou Webb Award in place.
 - *Allan Edinger* – recommends that a no vote should take place on this motion. And under New Business a motion should be made to create a Dick Moser Award.

- *David Shehorn* – confirms process.
- *Cate Arnold* – Silicon Forest TM – asks why the original motion cannot be amended.
- *David Shehorn* – explains that an amendment is not possible. Recommends that under New Business a motion be made to create a new Dick Moser Award.

Cleon Cox – Wallmasters International Club – provided more detail as to what Lou Webb did for the district.

Michelle Alba-Lim – Immediate Past District Director – provided details on how the idea of the Dick Moser Award was born. Wanted to make sure everyone understands the original intent of the award and the proposal that is tabled.

Leanna Lindquist – calls for a vote on the Unfinished Business that has been tabled.

- *Lisa Hutton* – Marylhurst TM – reads the definition of the Lou Webb Award from the D7 website.

Vote taken = Unanimous “No”

New Business

Leanna Lindquist – calls for any New Business.

David Johnson – Fortune 500 Club - makes a motion for the formation of the new Dick Moser Award. Provided the qualities of individuals that would qualify to be nominated for the award. Annual cost said to \$49.

Brinn Hemminson – Portland Progressives - 2nd the motion.

Leanna Lindquist - call for discussion in favor of the award.

- *Michelle Alba-Lim* and *Phyllis Harmon* – provided accolades in favor of the new award.

Kristen Webb-Thomson – Timber Talkers – asks how many awards does District 7 give out each year?

- *Leanna Lindquist* – replied; Lou Webb, Herb Stude Education, Area and Division Director of the Year, and District Toastmaster of the Year awards. At the end of the year the “Trio” have several special awards.

Karen Locke – Early Words Club – wanted to know the criteria for the Dick Moser Award.

- *Leanna Lindquist* – explained the core values of the award.

Ken Harris – Yawn Patrol – asked who will be responsible to select the winner of the award?

- *Leanna Lindquist* – said either the “Trio” will, or perhaps a select committee will be formed.

Teo Wences – Yawn patrol – proposes that instead of a plaque or trophy be given out, that a donation of \$50 be given to a youth club.

- *Leanna Lindquist* – is certain that TI will not permit a district to make a donation, call upon Gary Schmidt to confirm policy.
- *Gary Schmidt* – Past International President – Agreed.

Vote Taken = Unanimous “Yes”

Announcements

Alexis Mason – PDG – calling for club, area, division, and district leadership to form a succession plan. Start training those that will follow in your footsteps. Help groom our future D7 leadership. Encouraged all of the “POTs” (Plain Old Toastmasters) to step up and run for an elected office. Deadline for candidates to declare is 12/15/16. Conference calls for interviews will be in late February and early March 2017. Elections take place on May 6, 2017.

Michelle Alba-Lim – IPDD – announced 2015-2016 D7 Leadership Award recipients.

John Waters – Clackamas Stepping Stones – Had questions with regard to the new educational program “Pathways”. He was part of the test program.

- Leanna Lindquist advised John that this topic was out of order for this portion of the program. She will put John in contact with Adel O’Neal whom is the D7 Chief Ambassador for the Pathways program.

Donna Stark – PQD – announced the D7 Spring 2017 Conference to be held on May 6 (venue location pending).

- Keynote speaker is our own *Cathy Armillas*, DTM
- First 75 registrations will be \$55 for Saturday only conference.
- Seeking help from the D7 membership in planning and preparation.
- Confirmed conference location will be Portland area.

Leanna Lindquist - calls for a motion to adjourn the meeting

Norm Wolfe – Vancouver TM - makes the motion to adjourn.

Becky Holm – Roseburg Club – 2nd motion.

Adjournment @ 2:12 p.m.

DocuSigned by:

Rodger Cook

Rodger Cook – District Administration Manager

November 5, 2016