

District 54 Executive Committee

Meeting Minutes

Saturday, January 21, 2023

# *Virtual Meeting*

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[***OPENING***](#_top)

Jim Dickson, DTM, called the meeting to order at 9:15 am. He led us in the Pledge of Allegiance.

***WELCOME***

Bonnie Tippey, DTM, District Director, welcomed everyone to the meeting. She facilitated the DEC meeting.

***INSPIRATION***

Steve Vaccaro, Area 40 Director, gave the inspiration.

There once was a king who did an experiment and put a giant boulder in middle of the street. He hid to see if people moved it. Merchants walked by and complained about the king. A peasant walked by arms filled with groceries, stopped, put groceries down and moved the boulder. He was rewarded with a bag filled with coins from king.

The obstacles we face offer an opportunity to improve. Push through challenges instead of leaving it for the next person.

***OUR DISTRICT VISION, MISSION and CORE VALUES***

The reading of Our Vision and District Mission was led by Dale Posont, Division D Director.

**District Vision**To end the year with a healthy, dynamic District with 70+ Clubs, all achieving Distinguished or better.

**District Mission**We build new clubs and support all clubs in achieving excellence.

**District Core Values**

We strive to adhere to the following core values:

* Integrity
* Respect
* Service
* Excellence

***DISTRICT OFFICERS IN ATTENDANCE***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Present | First | Last | Designation | Office |
| X | BONNIE | TIPPEY | DTM | DISTRICT DIRECTOR |
| X | HEATHER | BLASE | DTM | PROGRAM QUALITY DIRECTOR |
| X | DARREL | FELTY | DTM | CLUB GROWTH DIRECTOR |
| X | SHERRI | DELEONARDIS | DTM | PUBLIC RELATIONS MANAGER |
| X | KARI | SUSAIRAJ | EC5 | ADMINISTRATION MANAGER |
| X | DEBRA | TOOHILL | DTM | FINANCE MANAGER |
| X | MARYANN | REICHELT | DTM | IMMEDIATE PAST DISTRICT DIRECTOR |
| X | JIM | DICKSON | DTM | LOGISTICS MANAGER, NV |
| X | LAKSHMI | GOPALAKRISHNAN | PM4 | DIVISION A DIRECTOR |
| X | PATRICK | OLSON | VC3 | DIVISION B DIRECTOR |
| X | GARY | VAUGHN | PM2 | DIVISION C DIRECTOR |
| X | DALE | POSONT | EH2 | DIVISION D DIRECTOR |
| X | ESTELLE | FOSTER | VC4 | AREA 10 DIRECTOR |
|  | RON | JONES | VC1 | AREA 11 DIRECTOR |
|  | JULIA | HSIA | CC | AREA 12 DIRECTOR |
|  | JANA | HERGERT | PM5 | AREA 20 DIRECTOR |
|  | ABRAHAM | GUNASEELAN | IP3 | AREA 21 DIRECTOR |
| X | BRIJESH | JANARDHANAN | IP1 | AREA 22 DIRECTOR |
| X | CHRISTINA | EVANS | LD4 | AREA 30 DIRECTOR |
| X | KIM | KAUFMAN | VC1 | AREA 31 DIRECTOR |
|  | TBD |  |  | AREA 32 DIRECTOR |
| X | STEVEN | VACCARO | PM2 | AREA 40 DIRECTOR |
|  | KELLY | NIELSEN | DTM | AREA 41 DIRECTOR |
| X | DAN | KYBURZ | DTM | AREA 42 DIRECTOR |

17 voting members were present – a quorum is 12; therefore, there was a quorum at the meeting.

# *ADOPTION OF AGENDA*

Bonnie Tippey, DTM, District Director, reviewed the agenda for the meeting.

Changes to the agenda included:

* After finance manager report, Maryann Reichelt, District Leadership Committee Chair will give the District Leadership Committee Report.

# *ADMINISTRATION MANAGER*

Kari Susairaj, Administration Manager, presented the December minutes.

The meeting minutes and all other meeting-related documents are housed on the D54 website.

No updates were needed, and minutes were accepted as read.

# *FINANCE MANAGER*

Debra Toohill, DTM, Finance Manager, gave the finance report, as it was from November. Report submitted and attached.

* District reserve: $36,475.70
* Membership revenue: $233.19 with YDT $8,051.48
* District expenses: $1,177.74 with YTD $1,452.71
* Expense items- get those submitted timely
* Mid-year audit- February 15th

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# *DISTRIST LEADERSHIP COMMITTEE REPORT*

Maryann Reichelt, IPDD, DTM, gave the District Leadership Committee Report. No written report was submitted.

* Call for nominations for district officers for next year.
* Resources on the d54tm.com site
* To ask questions, nominate someone or VOLUNTEER please contact Maryann at District54DLC@hotmail.com. Thank you in advance!

***Division Reports & PRM Report***

The verbal reports were submitted by Division Directors in advance of meeting. The reports were presented in alphabetical order.

***DIVISION A***

Lakshmi Gopalakrishnan, Division A Director, presented the Division A Director’s report. Report submitted and attached.

* Club speech contests completed by February 11
* Encouraging to attend winter TLIs
* Combined area contest February 25

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# *DIVISION B*

Patrick Olson, Division B Director, presented the Division B Director’s report. Report submitted and attached.

* Combined Area contests on February 11
* Motivate- 2 clubs will be suspended soon if no new members
* Adjust- make changes as needed to success plans
* Area directors are making visits

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***DIVISION C***

Gary Vaughn, Division C Director, presented the Division C Director’s Report. Report submitted and attached.

* Still no Area 32 director- others have filled in
* Prepared for all area contests
* Division contest- looking for volunteers
* Motivating clubs to finish strong- preparing for major events
* Adjusting- looking at how they are conducting area visits, changed division team approach to filling in Area 32
* Actively developing a plan to search for leaders in areas and division
  + Market to leaders to have roles filled
* March 2- Kim Kaufman will be hosting a Toastmasters booth at a Women in Technology event

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# *DIVISION D*

Dale Posont, Division D Director, presented the Division D Director’s report. Report submitted and attached.

* Combined Area contests will be on March 4
* Motivation- area directors talking to members and leadership, participating in contests, open houses by multiple clubs
* Adjusting- division plans and club alignments
* Joliet jesters would love to have speakers focused on humorous speech contests



***PUBLIC RELATIONS MANAGER***

Sherri Deleonardis, DTM, Public Relations Manager, presented the Public Relations Manager report. Report submitted and attached.

* Motivated to end the year strong- dispatches are now getting to State Farm members
* Working to get facebook advertising up and running- thanks to gary in div C and Darrel for links
* Working on Canva and how to create things- everything was lost that Adam Bockler had created when the division stopped using Canva.
* Setting up dates to those who volunteered to help with social media.
* Appreciate patience as getting back on track

District 54 page on Facebook: <https://www.facebook.com/d54tm>

District 54 group on Facebook: <https://www.facebook.com/groups/498728804348481>

District 54 website link: <https://d54tm.com/>

District 54 on LinkedIn: <https://www.linkedin.com/company/76960127>

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***CLUB GROWTH DIRECTOR***

Darrel Felty, DTM, Club Growth Director, presented the Club Growth Director Report. Report submitted and attached.

* Demonstration meeting on January 24 at Wahlclipper in Sterling. Trying to close the sale and commit to chartering a club. Could potentially be multiple clubs due to the interest level.
* Have 12 months to submit paperwork and get enough members, looking for club sponsor and mentor
* Many clubs needing mentors, not enough experience club coaches available



***PROGRAM QUALITY DIRECTOR***

Heather Blase, DTM, Program Quality Director, gave the Program Quality Director’s report. Report submitted and attached.

* Teamwork is one way we are making a difference- moving forward together
* Winter TLIs are all virtual
  + Jan 28 (9am - 12:30pm)
  + Feb 4 (9am - 12:30pm)
  + Feb 19 (1 - 4:30pm)
  + <https://d54tm.com/tlis>
* Speech contests- <https://d54tm.com/contests-1>
* 128 educational awards for the month
* Check out the district site for incentives- <https://d54tm.com/incentives>
* Start your engines- forging leaders is winner- 5 DCP goals
* Area director incentive- Estelle Foster got all area club reports in first
* Division director incentive- Lakshmi Gopalakrishnan had all area directors get reports in first



***DISTRICT DIRECTOR***

Bonnie Tippey, DTM, District Director, gave the District Director Report. Report submitted and attached.

* Begin working on 2nd round of club visits
* Reach out to club officers to set up dates to visit
* Area directors have until May 31- but don’t wait until last minute
* Still have 6 clubs at charter strength, 3 clubs need more members to avoid suspension
* Offer suggestions to other divisions and directors- help out other divisions and clubs
* 1 club with 5 dcp goals- Forging Leaders
* Net growth of only 3 members needed for this year
* New Lenox already added 5 members, Pitchmasters has 9 new, Yes And has 17 new members
* 48% of membership payments- challenge each club to add 1 new member by next DEC meeting
* Have you done everything you could?

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# *UNFINISHED BUSINESS*

* No unfinished business was discussed.

# *OPEN DISCUSSION/Q&A*

* Maryann Reichelt- added call for nomination page moved to front and center. Clear your cache if you can’t see it.
* Steve Vaccaro- suggestion for minutes- post minutes on website or email out ahead of time
  + Should they be emailed and posted ahead of time and everyone is responsible to read instead of reading them during the meeting?
  + Let entire group know how we will handle meeting minutes
  + Bonnie- District Council meeting could be challenge, try new version for February and March DEC meetings to see how we adjust, revisit in March DEC meeting
  + Kari will send Bonnie minutes at least a week before DEC meeting, Bonnie will include with agenda and send to Dick to post on website
    - Any updates, please email in advance to Kari kjsusairaj@gmail.com
* Patrick Olson- is there a corporate club committee?
  + Chris Boyk leads these

# *NEW BUSINESS*

* Volunteer opportunity- work with corporate clubs for Catepillar Digital development program- 9 people new to Cat
  + Host mini speechcraft workshop, give ice breaker speech
  + Tried last year and had success
  + Looking for people in-person includes lunch- Feb 16 in Chicago or will to travel- message Heather

# *CLOSING THOUGHTS*

Estelle Foster, Area 10 Director, gave the closing thoughts.

You may be soon getting a phone call or email to serve in position for next year. Before responding, pause and ask yourself, how can you make a difference. Encourage to think about a friend, family member and reach out to let them know you are thinking of them. We don’t know what’s going on unless we ask. We are setting goals to be better versions of ourselves.

# *ADJOURNMENT*

With no objection, meeting was adjourned.

Bonnie Tippey, DTM, District Director, adjourned the meeting at 10:42 am.

Respectfully Submitted,

Kari Susairaj, EC5, PM5

District 54 Administration Manager, 2022-2023