

District 54 Executive Committee

Meeting Minutes

Saturday, July 16, 2022

# *Hybrid Meeting*

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

Maryann Reichelt, DTM, IPDD, called the meeting to order at 9:01 am. She led us in the Pledge of Allegiance.

***WELCOME***

Dan Kyburz, DTM, District Director, welcomed everyone to the meeting. He facilitated the DEC meeting.

***INSPIRATION***

Estelle Foster, Area 10 Director, gave the inspiration.

A recent podcast told a story of a 24-hour horse race. One horse became lame and the rider chose to run. Imagine running 100 miles in a long race.

Set a personal goal and see what you can achieve. Are you letting anything hold you back from achieving your goal?

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

The reading of Our Vision and District Mission was led by Gary Vaughn, Division C Director.

**District Vision**Move from a slow-moving dream to a vibrant District where all members, current and new, achieve their goals.

**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 | DAN | KYBURZ | DTM | DISTRICT DIRECTOR |
| X | BONNIE | TIPPEY | 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 |
|  | TBD |  |  | 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 |
| x | JULIA | HSIA | CC | AREA 12 DIRECTOR |
| X | 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 |
|  | STEVEN | VACCARO | PM2 | AREA 40 DIRECTOR |
|  | KELLY | NIELSEN | DTM | AREA 41 DIRECTOR |
|  | TBD |  |  | AREA 41 DIRECTOR |

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

# *ADOPTION OF AGENDA*

Dan Kyburz, DTM, District Director, reviewed the agenda for the meeting.

Changes to the agenda included:

* District mission will be presented by Gary Vaughn
* Finance report will be presented later in the agenda

Sherri Deleonardis, DTM, Public Relations Manager, made the motion to accept the agenda as amended; Gary Vaughn, Division C Director, seconded the motion. No opposition: agenda accepted as amended.

# *ADMINISTRATION MANAGER*

Kari Susairaj, Administration Manager, presented the June minutes.

The meeting minutes and all other meeting-related documents are now housed on the D54 website. The meeting minutes were reviewed and approved beforehand by the D54 Trio. Therefore, no additional approval is needed during the meeting.

# *FINANCE MANAGER*

No report was given.

***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. No written report submitted.

* Getting acquainted with club and area directors
* Sent officer list to area directors as they have yet to get access to district central
* 2 clubs not meeting, working to provide workshops to lead a club
* Clubs working on club success plans

# *DIVISION B*

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

* Working on division success plan- dependent on TLI updates to see DPM reports
* Encouraging clubs to complete Moments of Truth



***DIVISION C***

Gary Vaughn, Division C Director, presented the Division C Director’s Report. No written report submitted.

* Still looking for an Area 32 Director,
* Plan to have other area directors help fill in until an area director is found
* Working on addressing issues- one club with no officers elected
* Area club visits scheduled in Area 31
* Great communication plan is in the works to send out

# *DIVISION D*

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

* 3 areas with 15 clubs
* Looking for one area director- following up with possible candidate
* Monthly scheduled call to coordinate activities

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***PUBLIC RELATIONS MANAGER***

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

* + Attending webinar on July 26
  + Created first district dispatch
    - These will continue weekly on Mondays
    - Issue with State Farm receiving these but fixed it by sending internally through the company email
  + Anything to include in the district dispatch, let Sherri know [sherriscott09@comcast.net](mailto:sherriscott09@comcast.net)
  + Looking for help for LinkedIn
  + LinkedIn Ad campaign
    - Evaluating success of campaign

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.

* Marketing team will be using district market analysis tool to attract experiences and opportunities
  + Next year will show a history of dat
* Jon Greiner has authorization from TI to reactivate Hilltop
  + Hope to put on demo meeting soon
  + Waiting on Tony’s recovery
  + Need club mentor
  + Developing email process to attract members and pathways progress
* Sending requests for corporate visits
* Division and area directors- help identify mentors and sponsors
* Checking on clubs with low member status or not meeting
* Need for volunteers- people to fill roles



***PROGRAM QUALITY DIRECTOR***

Bonnie Tippey, DTM, Program Quality Director, gave the Program Quality Director’s report. Report submitted and attached and is also stored on the district website.

* District 54 has lost many clubs and members, we are struggling
* Doesn’t feel that way- feel invigorate, excited, positive, ready to go
* Need to find new ways and thoughts to help grow clubs and skills
* Think outside the box- innovative ideas, share them, some will work and some will not but try different things!
* Congratulatory letters used to be sent- they are being brought back through email
  + Emails include division, area and club presidents. We should share our congrats as well.
* Check out the district site for incentives- <https://d54tm.com/incentives>



***DISTRICT DIRECTOR***

Dan Kyburz, DTM, District Director, presented the District Director Report. No written report submitted.

* Goal to end year with healthy district of 70 clubs
* New ERP system- TLI is struggling to get it updated
* 8 clubs distinguished for 21/22 Toastmasters year
* Member payments down by over 7%
  + Area directors- reach out for visits
  + Club success plan completed by Sept 17
  + International Conference- Registration for convention in Nashville
  + Working on getting district dollars updated on district website

# *OLD BUSINESS*

* No old business was discussed

# *OPEN DISCUSSION/Q&A*

* Christina Evans- lots of zoom meetings, are others purchasing zoom licenses?
  + Check with members to see if anyone has a full account that they can level
  + Contact Dick Poirier to see if district account is available
  + Reach out to Bonnie, Sherri or Debra if they have an account available
  + Exec committee meeting- if 40 min runs out, everyone log off then back in
* Gary Vaughn- clarify what qualified club coach and sponsor would be
  + Mentor- knows how to train and start in Toastmasters
  + Sponsor- helps find members to start new club, fill out starting paperwork and items
* Kim Kaufman- club proxy
  + Club presidents have gotten email and they need to assign proxy to either District director or to themselves if they are attending
* Jana Hergert
  + Status on Tony
  + He is in good spirits and recovering
  + *Tony Koury 2321 W. Bainter Ln, Peoria Il., 61615-4203*

# *NEW BUSINESS*

* No new business presented

# *CLOSING THOUGHTS*

Julia Hsia, Area 12 Director, gave the closing thoughts.

We can do this- it takes all of us to put our best foot forward.

LEAD-

Love, shower all members with love

Extraordinary- we know we are human but we want to achieve more

Action- don’t just talk or procrastinate, get things done

Done- have it marked done because we did it.

If you want to go fast you go alone, if you want to go far you go together as a group.

# *ADJOURNMENT*

With no objection, meeting was adjourned.

Dan Kyburz, DTM, District Director adjourned the meeting at 10:08 am.

Respectfully Submitted,

Kari Susairaj, EC5, PM5

District 54 Administration Manager, 2022-2023