

District 54 Executive Committee

Meeting Minutes

Saturday October 17, 2020

# *Virtual Zoom Meeting*

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***OPENING***

Dick Poirier, DTM, on behalf of Bradley Stewart, Logistics Manager, called the meeting to order at 9:14 am. He led us in the Pledge of Allegiance.

***WELCOME***

Bala Sreedharan, DTM, District Director, welcomed everyone to the October Virtual DEC meeting on Zoom. He welcomed all guests and encouraged everyone to stay online after the DEC meeting for the District Training and Hall of Fame Award Ceremony.

***INSPIRATIONAL READING***

Martha Sojka, Area 50 Director, gave the inspiration for the meeting. We all have a bank account called “Time”. Every morning, we get 1440 seconds. Every night, we have unused time. How do we spend the time in our daily bank account?

***OUR VISION and DISTRICT MISSION***

The reading of Our Vision and District Mission was led by Abraham “Guna” Gunaseelan, D54 Audit Committee Chair.

**District Vision**We support all clubs in achieving members’ goals and strive to form new clubs to spread the Toastmasters mission.

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

***DISTRICT OFFICERS IN ATTENDANCE***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Present | First | Last | Designation | Office |
| X | BALA | SREEDHARAN | DTM | DISTRICT DIRECTOR |
| X | MARYANN | REICHELT | DTM | PQD |
| X | DAN | KYBURZ | DTM | CGD |
|  | AELITA | ARCHBOLD | EH5 | PRM |
| X | ANDREA | GLUCK | VC1 | ADMINISTRATION MANAGER |
|  | RABAH | SEFFAL | ACS, ALB | FINANCE MANAGER |
| X | CHRIS | BOYK | DTM | IPDD |
|  |  |  |  |  |
|  | JOYCE | SCHUMPERT | ACB, ALB | DIVISION A DIRECTOR |
| X | MICHAEL | BRADFORD | ACB, ALB | DIVISION B DIRECTOR |
| X | GREG | LEROY | VC1 | DIVISION C DIRECTOR |
| X | JULIA | ISSA-GHANTOUS | DL1 | DIVISION D DIRECTOR |
| X | CRAIG | KARVALA | DTM | DIVISION E DIRECTOR |
| X | JEFF | METTERS | LD5 | AREA 10 DIRECTOR |
| X | JEFFREY | STINE | IP4 | AREA 11 DIRECTOR |
| X | WILLIAM | SMOLA | VC2 | AREA 12 DIRECTOR |
| X | KARI | SUSAIRAJ | EC3 | AREA 20 DIRECTOR |
| X | ADAMA | MOSETI | CC, CL | AREA 21 DIRECTOR |
| X | LAURA | HANSEN | LD2 | AREA 22 DIRECTOR |
| X | ADAM | BOCKLER | LD4 | AREA 30 DIRECTOR |
|  | MILIND | SOMAN | DL1 | AREA 31 DIRECTOR |
|  | JODI | MELTON | VC1 | AREA 32 DIRECTOR |
| X | CONSTANCE | LUSIETTO | CC | AREA 40 DIRECTOR |
|  | DOMINIC | TIPPABATTUNI | EC2 | AREA 41 DIRECTOR |
| X | DEBRA K | TOOHILL | DTM | AREA 42 DIRECTOR |
| X | JEN | HO | DL1 | AREA 43 DIRECTOR |
| X | MARTHA | SOJKA | IP3 | AREA 50 DIRECTOR |
| X | JEFF | KUBILLUS | EC2 | AREA 51 DIRECTOR |
| X | DARREL | FELTY | DTM | AREA 52 DIRECTOR |

A quorum is 15 members present; therefore, there was a quorum at the meeting.

# *ADOPTION OF AGENDA*

Bala Sreedharan, DTM, District Director, reviewed the agenda for the meeting. Our Finance Manager, Rabah Seffal, is unable to leave Africa for now; his reports have been submitted and will be read by Chris Boyk, DTM, IPDD.

Changes to the Agenda: Dick Poirier, DTM, will open the meeting on behalf of Bradley Stewart, Logistics Manager. Chris Boyk, IPDD, will read the Public Relations Manager report if Aelita Archbold, PRM, is unable to attend.

Michael Bradford, Division B Director, made a motion to adopt the agenda. The motion was seconded by Greg Leroy, Division C Director. Motion carried. Agenda adopted as amended.

# *ADMINISTRATION MANAGER*

Andrea Gluck, VC1, Administration Manager, presented the August 2020 minutes.

There was a motion and a second to approve the August 2020 minutes. No opposition, motion carried, August 2020 minutes approved.

# *BUDGET PRESENTATION*

Bala Sreedharan, DTM, District Director, reviewed the District 54 Budget for the 2020-2021 year. Changes to note: 1) Annual conference revenue & expenses are $0 due to the upcoming conference in April/May 2021 being changed from in-person to virtual. 2) District Trio Training was held online this year; the funds allocated for travel were re-allocated to the following areas: Marketing, Club Growth, Public Relations, and Education & Training. District Incentives are increased from $25 to $50.

Toastmasters International name badges are being ordered for all the DEC members.

Motion to accept the budget as amended was made by Dan Kyburz, DTM, Club Growth Director. Seconded by Chris Boyk, DTM, IPDD. Motion carried; budget approved as amended.

# *AUDIT COMMITTEE REPORT*

Kristen Boyd, 2019-2020 Audit Committee Manager, presented the Audit Report.

It was a bit challenging to perform the audit, as our Finance Manager, Rabah Seffal, was unable to return to the country. However, here are some key findings:

* Some transactions lacked the proper documentation
* Interest income was incorrectly recorded as interest expense
* Some June 2020 expenses may not have been recorded in the correct Toastmasters year.

# *PRISON CLUB TRUST ACCOUNT AUDIT REPORT*

Tony Koury, DTM, presented the Prison Club Trust Account Audit Report for the 2019-2020 Toastmasters year. Also, on the Audit Committee was Jason Heissler, DTM.

This was the first time that the prison trust account was audited. This is not part of the district’s funds; it is a separate account. The ending balance agreed with Toastmasters International.

Recommendations from the Audit:

* Detailed explanations of any discrepancies
* Any netted entries should have references and details
* Allocated funds should specify which club/member
* All money should flow through the Prison Clubs Liaison

# *FINANCE MANAGER*

Chris Boyk, DTM, IPDD, presented the Finance Manager Report on behalf of Rabah Seffal, who was unable to attend from Algeria. The report is on a one-month lag and was based on August 2020 information.

The District has over $23,000 in funds available – however, it is important to note that it is not all spendable – we can only spend what we have budgeted for the year.



***Division Reports & PRM Report***

The verbal reports were submitted by each Division Director in advance of meeting. The reports were presented in the following order: D, E, B, C.

# *DIVISION A*

The Division A Director did not attend the meeting and no report was submitted.

***DIVISION B***

Michael Bradford, Division B Director, presented the Division B Director’s Report, submitted and attached.

RLI Toastmasters celebrated their 15th Anniversary! John Deere clubs are considering having joint meetings. The DTM Advanced Club changed its name to “The Leadership Train”.



***DIVISION C***

Greg Leroy, Division C Director, presented the Division C Director’s Report, submitted and attached.



# *DIVISION D*

Julia Issa-Ghantous, Division D Director, presented the Division D Director’s Report, submitted and attached.

Sunrise Speakers is looking for a Club President.



***DIVISION E***

Dr. Craig Karvala, DTM, Division E Director, presented the Division E Director’s Report, submitted and attached.



***PUBLIC RELATIONS MANAGER***

Chris Boyk, IPDD presented the Public Relations Manager report on behalf of Aelita Archbold, PRM, who was unable to attend. The PRM report is submitted and attached.

The PRM encourages everyone to join the District 54 Facebook group. Dick Poirier is our new Webmaster. Look for a future online event: “D54 Toastmasters Got Talent”. Open District Positions: Newsletter Editor, Social Media Coordinator.



***CLUB GROWTH DIRECTOR***

Dan Kyburz, DTM, Club Growth Director, presented the Club Growth Director Report, submitted and attached.

Only 2 clubs at charter strength at the time of this meeting. We had originally lost 18 clubs at dues renewal time, but got 3 back, still 15 lost.

If your club wants a coach, please reach out to the CGD.



***PROGRAM QUALITY DIRECTOR***

Due to technical difficulties, the PQD was unable to present during the meeting; however, report attached.

WANTED: TLI Dean. Stay tuned for upcoming details about how District 54 is “shaking it up!”



***DISTRICT DIRECTOR***

Bala Sreedharan, DTM, District Director presented a District Director Report, submitted and attached.

Yash Toastmasters is disbanding. All the districts in Region 5 are struggling to maintain membership right now.

All open District positions are listed on the District website.



# *OPEN DISCUSSION / Q&A / ANNOUNCEMENTS*

The question was raised – how do we use social media effectively? We should be attracting new members, not existing ones.

Ron Korte, Immediate Past PRM, mentioned the need for policies and parameters regarding e-mail marketing.

# *NEW BUSINESS*

November’s meeting will address the Annual Conference going virtual in April/May 2021. This will need to be up for a vote.

# *CLOSING THOUGHTS*

Jeff Kubillus, Area 51 Director, gave the Closing Thoughts.

New responsibilities make us realize that we don’t have all the answers. Our role is to live out the Toastmasters International mission and guide members to success. Remember: Two heads are always better than one!

# *ADJOURNMENT*

Chris Boyk, IPDD, made a motion to adjourn the meeting. The motion was seconded by Dr. Craig Karvala, DTM, Division E director. Motion carried.

Bala Sreedharan, DTM, District Director, adjourned the meeting at 10:52 am.

Respectfully Submitted,

Andrea Gluck, VC1

District 54 Administration Manager, 2020-2021