



District 62

Toastmasters International
2018 - Celebrating 60 Years

Minutes of the District 62
Annual Business Meeting
April 27, 2019
Kellogg Hotel & Conference Center
East Lansing MI

Called to order: at 4:01 p.m. by
District Director, Helen Dotson.

Welcome: Helen shared a memory as an Area Director attending her first District Council meeting at the 2003 Fall Conference. She was enthralled with the business side of Toastmasters demonstrated there. For example, the poise and professionalism with which Audit Chairman Ron Musich presented the Audit Report and the grace of District Governor Sue Monroe's leadership of the meeting. The seed was planted way back then, over sixteen years ago. It is an honor and privilege to serve as the presiding officer for today's District Council meeting.

Parliamentary procedure helps us to have clear purpose, speed the process, and allow for both majority and minority opinions to be heard and considered. We will conduct our meeting with that spirit, and with the high regard and respect we have for each other as Toastmasters.

District Director
Helen Dotson, DTM

Program Quality Director
Spencer VanRoekel, DTM

Club Growth Director
Faith Cooper, DTM, DL4, VC1

Administration Manager
Cindy Pavella, DTM, PID, PRA

Finance Manager
Amy Moored, CPA, DTM

Public Relations Manager
Karen MacLean, IP1

Immediate Past District Director
Karen Newhouse, DTM

Division C Director
Whitney Mitchell, CC, ALB

Division E Director

Division N Director
Sienna Mavima, DTM

Division S Director
Bhanu Singh, ACB, ALS

Division W Director
Laura St. Louis, DTM

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Admin Support Team

Webmaster
Bryan Garfoot, DTM

District Leadership Committee Chair
Karen Newhouse, DTM

Pathways Lead Guide
Lori Haynes, ACS, ALB

Audit Committee Chair
Mary Lawrence, ACB, ALB

District Parliamentarian
Bhanu Singh, ACB, ALS

www.62toast.com
www.toastmasters.org

<https://www.facebook.com/groups/103667698094/>

Area 2 Director
Chet Zelasko, ACS

Area 3 Director
Andrew McCullough, ACS, CL

Area 4 Director
Al Hight, ACG, CL

Area 5 Director
Crow Demortier, VC5

Area 6 Director
Darlene Smith, CC, ALB

Area 7 Director
Joshua Gillespie, CC, ALB

Area 8 Director
Marcia Marques, DTM

Area 9 Director
Stefan Jossen, ACB, CL

Area 10 Director
Debra Loader, CC, MS1, ALB

Area 11 Director
Lavon Compton, ACS, ALB, EC1

Area 12 Director
Nathan Hickman, CC, PM1

Area 13 Director
Diane Sinclair, CC, ALB

Area 14 Director
Victor Marques

Area 15 Director
Mark Li, ACB, CL

Area 16 Director
Roy Sims, ACS, ALB

Area 17 Director
Adam Bush, CL

Area 18 Director
Anna Donahue, CC, CL

Area 19 Director
Barb Sheren, CL

Area 20 Director
Ron Jacobs, ACB, CL

Area 21 Director
Lori Haynes, ACS, ALB

Area 22 Director



Mission of the District. Cindy Pavella, Administration Manager, read the District of the Mission: We build new clubs and support all clubs in achieving excellence.

Parliamentarian. Director Dotson reviewed the member composition of the District Council (each club's president and vice-president of education, and the District Executive Committee), how proxies can be given to other club members in attendance by their club's president or vice-president of education who are unable to attend the meeting in person. District Executive Committee members cannot give their proxy to another District or Club officer. District Executive Committee members, Club Officers or their proxies were instructed to register at the Credentials Desk prior to the meeting to obtain their ballots.

The standing rules of the meeting were stated: Any person addressing the Chair (Presiding Officer Helen Dotson, District Director) shall state their name, their club name, and club number; all motions will be made in the positive, not the negative; and only delegates holding a ballot may vote. Parliamentary advisor to the meeting is Advanced Communicator Bronze, Advanced Leader Silver, Bhanu Singh. The Administration Manager is Distinguished Toastmaster, Past International Director, and Past Region Advisor, Cindy Pavella. The Timer is Area 9 Director, Advanced Communicator Bronze, Stefan Jenssen. Ballot counters are Area 10 Director Debra Loader Competent Communicator, Advanced Leader Bronze, MS1 (Motivational Strategies Level 1) and Distinguished Toastmaster Lori Lyons.

Credentials Committee Report. Area 10 Director Debra Loader, Competent Communicator, Advanced Leader Bronze, MS1 (Motivational Strategies Level 1) presented the Credentials Committee Report on behalf of Chairperson, Lisa Waalkes, Distinguished Toastmaster. As of this date, District 62 has 72 eligible clubs. Each club is entitled to two votes, so the number of available club ballots is 144. The number of District Executive Committee members is 30, each entitled to one vote. The total number of available ballots is 174. A quorum for the Council is one third of the Club presidents and vice presidents of education or their proxies. In that there are 72 eligible clubs, the quorum would be 48. The number of clubs represented today was 36. The Credentials Committee certified the presence of 65 club presidents and vice-presidents of education or their proxies as well as 18 members of the District Executive Committee. The number of ballots is 83 which constituted a quorum.

Curlada Eure-Harris, Club #4873156, Lansing Lucidas moved to accept the Credentials Committee report as presented. Thomas Mulconry, President of Club #2050, Logistics Center Toastmasters, said he did not have a ballot. He arrived at 2:45. Director Dotson thanked Tom for attending the meeting but Credentials was closed and the report prepared at 2:30. No second of the motion was needed for a committee report. On voice vote with ballots visible, the ayes had it; motion carried.

Adoption of the Agenda. The Agenda (*Exhibit #1*) was distributed to the Council upon check in at Registration/Credentials. Steven Larsen, Club #3917 Trailblazers moved to accept the agenda as distributed; Faith Cooper, Club Growth Director and member Club #5799, C Division Advanced Speakers, seconded the motion. Helen stated the Agenda needs to be amended with Unfinished Business. Sherry Campbell, Club #3306 Yawn Patrol moved to accept the Agenda as amended; Karen Newhouse, Immediate Past District Director and member Club #1153978 Kellogg's Toastmasters, seconded the motion. On voice vote with ballots visible, the ayes had it; motion carried.



Approval of Previous Meeting Minutes of October 23, 2018. The minutes of the District Council Meeting (*Exhibit #2*) were published and distributed to the District Council on March 25, 2019 and were not read aloud at this meeting. Helen reported that under New Business, the “year end narrative” should be stated as the 2017-2018 year end audit and not the 2018-2019 year end audit. Kyle Walker, Club #5652, Tuesday Talkers, moved to accept the Minutes as corrected; Greg Knepley, Club #1142257 Insights Toastmasters of Brighton Michigan, seconded the motion. On voice vote with ballots visible, the ayes had it; motion carried.

Confirmation of Appointed District Officers since last meeting. According to the District 62 bylaws, all District Officer appointments must be approved by the District Council. Two officers have been appointed by District Director Dotson to serve the remainder of this district year (June 30): Joy Archer Advanced Communicator Bronze as Division E Director to replace Isabella Muscott who was removed from office by World Headquarters on February 1, 2019 and, for the district year without a break in membership (July 1, 2018 to present) Area 17 Director, Competent Communicator and Advanced Leader Bronze Adam Bush. Doug Brinker, Club #477 Energizers moved to accept the appointments as stated. Steven Larsen, Club #3917 Trailblazers seconded the motion. On voice vote with ballots visible, the ayes had it; motion carried.

District Alignment Committee Report. According to District 62 bylaws, the member clubs of this District shall be organized into Areas, the number and composition of which shall be determined by the District Council at its Annual Business Meeting to become effective the following July 1st. The District may further organize Areas into Divisions which shall be accomplished at the Annual Business Meeting to become effective the following July 1st. An area must have an average of four clubs with a maximum of six and a minimum of three only if there is a strong likelihood a club will charter in the area. In keeping with this requirement, District Director Dotson named an Alignment Committee. Past District Governor and Distinguished Toastmaster, Ron Musich, was appointed the Chairman. The Committee was comprised of the Division Directors, assisted by Distinguished Toastmasters and Past District Governors Lisa Waalkes and Margaret Sieh, and Program Quality Director, Distinguished Toastmaster Spencer VanRoekel. The Committee’s report was published and distributed to the District Council on April 18. Ron presented the Committee’s Report (*Exhibit #3*). Mary Gibbs, Club #4776 Transportation moved to accept the Report as presented; no second was required for a committee report. Discussion ensued upon Ron’s announcement about Area 18 in the N Division with only two active clubs due to the recent closure of #6579787 The Big Blues club. Lynne Bradley-Horan, Club #3442 North Kent Community Club inquired about moving North Kent from Area 20 into Area 18; it was explained Club #2170593 Fremont Area is likely to close which would leave only two clubs in Area 20 if North Kent moved to Area 18. The Committee’s recommendation is to eliminate Area 18 by moving #6180 West Michigan Advanced Club to Area 12 and #8177 GVSU Downtown Club to Area 19. Amy Moored, Club #3637 Gun Lake Toastmasters moved to accept the recommendation; Sherry Campbell, Club #3306 Yawn Patrol seconded the motion. On voice vote with ballots visible, one nay but the ayes had it; motion carried. The Revised Alignment will be sent to World Headquarters to be effective July 1, 2019.

District Leadership Committee Report. In compliance with District 62 bylaws, the District Director appointed a Leadership Committee which was tasked to follow the Procedural Rules established by Toastmasters International to make every effort to find and nominate candidates for district office who are qualified and able. Immediate Past District Director, Distinguished Toastmaster, Karen Newhouse was appointed Chairman and the Committee was comprised of Distinguished Toastmasters and Past District Governors Aaron Templeton, Lorrie Ito, Ron Musich, Lisa



Waalkes, Margaret Sieh, and Distinguished Toastmaster, Past International Director Bruce Frandsen. The District Leadership Committee Report (*Exhibit #4*) was published and distributed to the District Council on April 1, 2019. Karen presented the Report noting there may be nominations from the floor: for District Director, Spencer VanRoekel; for Program Quality Director, Faith Cooper; for Club Growth Director, Laura St. Louis; for Division C Director, Doug Brinker, for Division N Director, Nathan Hickman, for Division S Director, Darlene Smith, for Division W Director, Anna Donahue. No candidate was nominated for Division E Director. Andy McCullough, Area 3 Director, Club #639 Capitol City moved to accept the report as presented; no second was required for a committee report. On voice vote with ballots visible, the ayes had it; motion carried.

District Officer Elections. In accordance with Toastmasters International Procedural Rules for Campaigns for District Office and the Election of District Officers, the election process was conducted as follows: Nominations from the floor were called for the positions of District Director, Program Quality Director, Club Growth Director, and the five Division Directors. Floor nominees were found to be eligible, agreed to serve if elected, and signed the Officer Agreement and Release statement published by Toastmasters International. When only one candidate stood for election in an office, a motion to dispense with the secret ballot for the uncontested office and to direct the Administration Manager to cast a single ballot was suggested.

For the office of District Director, Greg Knepley, Club #1142257 Insights Toastmasters of Brighton Michigan moved to dispense with the secret ballot and instruct the Administration Manager to cast a single ballot for Spencer VanRoekel. Victor Marques, Area 14 Director, Club #3025 Strictly Speaking, seconded the motion. On voice vote with ballots visible, the ayes had it; motion carried. A single ballot was cast for Distinguished Toastmaster Spencer VanRoekel, 2019-2020 District Director.

For the office of Program Quality Director, Distinguished Toastmaster, Faith Cooper was nominated but withdrew from nomination. Director Dotson thanked Faith for her service to our members, stated Faith will finish her 2018-2019 year of service as Club Growth Director, and wished her well. Peggy McCourry, Club #3637 Gun Lake Toastmasters nominated Distinguished Toastmaster Amy Moored, Past District Director and current Finance Manager for Program Quality Director. Amy submitted her paperwork upon nomination. Mary Gibbs, Club #4776 Transportation moved to dispense with the secret ballot and instruct the Administration Manager to cast a single ballot for Amy Moored. Steven Larsen, Club #3917 Trailblazers seconded the motion. On voice vote with ballots visible, the ayes had it; motion carried. A single ballot was cast for Distinguished Toastmaster Amy Moored, 2019-2020 Program Quality Director.

For the office of Club Growth Director, Nathan Hickman, Area 12 Director, Club #6187 Lunch Bunch moved to dispense with the secret ballot and instruct the Administration Manager to cast a single ballot for Laura St. Louis. Diane Sinclair, Area 13 Director Club #7307 EloQuents, seconded the motion. On voice vote with ballots visible, the ayes had it; motion carried. A single ballot was cast for Distinguished Toastmaster Laura St. Louis, 2019-2020 Club Growth Director.

For the office of C Division Director, Curlada Eure-Harris, Club #4873156, Lansing Lucidas moved to dispense with the secret ballot and instruct the Administration Manager to cast a single ballot for Doug Brinker. Margaret Sieh, Club #7403 Toast of the Town, seconded the motion. On voice vote with ballots visible, the ayes had it; motion carried. A single ballot was cast for Doug Brinker, Advanced Communicator Gold, Advanced Leader Bronze, Dynamic Leadership Level 1, 2019-2020 Division C Director.



For the office of E Division Director, Lori Haynes, Club #202 Whirlpool nominated Joy Archer of Club #5799 C Division Advanced Speakers and Club #3517350 Curwood Toastmasters. Director Dotson read the following statement submitted by Joy Archer dated April 11, 2019: "Dear Helen, I accept a nomination for Division E Director and apologize for missing the meeting, but I have a prior speaking engagement. If elected, excited to work with the area directors in Division E." A signed officer agreement was provided. Doug Brinker, Club #477 Energizers moved to dispense with the secret ballot and instruct the Administration Manager to cast a single ballot for Joy Archer. Aaron Reger, Club #3517350 Curwood Toastmasters seconded the motion. On voice vote with ballots visible, the ayes had it; motion carried. A single ballot was cast for Joy Archer, Advanced Communicator Bronze, Competent Leader, 2019-2020 Division E Director.

For the office of N Division Director, Marcia Marques, Area 8 Director, Club #3637 Gun Lake moved to dispense with the secret ballot and instruct the Administration Manager to cast a single ballot for Nathan Hickman. Lori Haynes, Club #202 Whirlpool seconded the motion. On voice vote with ballots visible, the ayes had it; motion carried. A single ballot was cast for Nathan Hickman, Advanced Communicator Bronze, Presentation Mastery Level 1, 2019-2020 Division N Director.

For the office of S Division Director, Doug Brinker, Club #477 Energizers moved to dispense with the secret ballot and instruct the Administration Manager to cast a single ballot for Darlene Smith. Scott Oring, Club #1080 Power Toastmasters seconded the motion. On voice vote with ballots visible, the ayes had it; motion carried. A single ballot was cast for Darlene Smith, Advanced Communicator Bronze, Advanced Leader Bronze, 2019-2020 Division S Director.

For the office of W Division Director, Spencer VanRoekel, Program Quality Director, Club #6187 Lunch Bunch moved to dispense with the secret ballot and instruct the Administration Manager to cast a single ballot for Anna Donahue. Darlene Smith, Area 6 Director, Club #1080 Power Toastmasters seconded the motion. On voice vote with ballots visible, the ayes had it; motion carried. A single ballot was cast for Anna Donahue, Competent Communicator, Competent Leader, 2019-2020 Division W Director.

Audit Committee Report. In accordance with District 62 bylaws, the District Director appoints an Audit Committee which shall conduct an interim mid-year audit (July – December) and an end of fiscal Year (June 30) audit. The audit Committee Chairman for this year is Mary Lawrence, Strategic Relationships Level 3 of the S Division and the Committee was comprised of Lynne Bradley-Horan of the N Division and Kristan M. Pierce of the W Division. The Mid-Year Audit report was prepared and sent to World Headquarters, along with supporting documentation on March 1, 2019. The Mid-Year Audit Report, along with the Summary of Mid-Year Audit (*Exhibit #5*), was published and distributed to the District Council on April 4. The report of the Audit for the period of July 1 through December 31, 2018 was given by Audit Committee member, Distinguished Toastmaster, Lynne Bradley-Horan. Diane Sinclair, Area 13 Director Club #7307 EloQuents, moved to accept the Mid-Year Audit report as presented; no second was required for a committee report. On voice vote with ballots visible, the ayes had it; motion carried.

Financial State of the District. For information purposes only, a financial report of the period ending March 31, 2019a was presented by Finance Manager, Distinguished Toastmaster, Amy Moored. District has \$37,731.36 in funds of which \$8,177.55 (District Reserve) is required to remain available for the next District Year beginning July 1, leaving \$29,553.81 available funds. Membership is lower than projected which resulted in lowered revenue (\$28,399 budget, actual \$25,552.73 as of March 31, 2019). District Book Store expenses minus revenue (budgeted) leaves a small loss-




breakeven. It is the intention of the District to sell off stock due to online Pathways supplies and fewer District events to hold sales. Marketing/ Communications (\$6,520.44 budget) and PR \$4,500 budget has not been spent as projected; approximately \$1,178.05 and \$838 was spent. An expanded district website and Meet-Up expenses were budgeted at \$2,019.94 but actual is \$659.70. \$2,400 promotional materials in the budget have not been spent. Travel budget is \$16,000; \$13,500 has been spent year to date. Overall, the District has a loss of \$1,399.99 compared to the budgeted loss of \$11,726.81. The budget was approved by the District Council in the fall; it is the intention to spend down the funds as monies are meant to be used and not accumulated. The budget was developed to give back to the members and spend monies on Marketing and PR to build clubs. Training and education expenses are slightly under budget. \$720 in incentives for Club Coaches/New Club Sponsors/New Club Mentors is under budget. Speech contest expenses are on par in total even though the Awards Expenses is over budget. Administration expenses are on par with the budget overall. Amy stated that World Headquarters wants to change districts to the Bank of America; currently District 62 utilizes PNC. Amy reminded members to submit eligible expenses timely for the District to close books timely, make a smooth transition to the July 1, 2019 new district year and complete the Year-End Audit. Sherry Campbell, Club #3306 Yawn Patrol said Marketing/ Communication funds should be spent. Curlada Eure-Harris, Club #4873156, Lansing Lucidas suggested that Area Directors review/discuss the budget, finances and expenses during their club visits to explain how the district finances operate and understand the reports. Amy suggested they attend the Virtual Business Meeting in the Fall when the District Budget is reviewed and adopted. Nancy Tuohy, Club #6180 West Michigan Advanced, asked what is the number of paid members actual compared to budget expectations. Director Dotson stated that World Headquarters provides each District with the budget number of member/ payments based on the preceding year membership count and income, the District does not compute the budgeted amount. The Financial Report for the period ending March 31, 2019 will be filed.

Reports of Leadership Team. These 3-minute (maximum) reports are for information purposes only. Director Dotson said this has been a year of transition and change, specifically the first virtual District Council meeting held in the fall and adoption of Pathways as of July 1, 2019; the place where leaders are made; stabilize our district and foundation; committed members and leaders; branding policies for consistency; pass the baton to the next leadership team.

Spencer VanRoekel reported as of today, 11 clubs are Distinguished or better, 25 more are needed to meet the district's goal; 31 clubs are eligible to be Distinguished. 352 total education awards, 195 are non-Pathways. The traditional education program (not Pathways) is winding down.

Faith Cooper said it has been an honor and privilege serve the District this year as Club Growth Director. One of her goals was to provide more support to club coaches specifically, training was provided with the webinar "How to be an expert club coach" which is on the district website, www.62toast.com. 24 club coaches have been assigned. International President Lark Doley feels club coaches are critically important which is why anyone who serves as a successful club coach by June 30, 2020 earns not only club coach credit but district leadership officer credit which is one of the requirements to achieve the Distinguished Toastmaster designation.

Her second goal was  with webinar/training to build and increase of two Meet-Ups. In October, Region VI Advisor, Jeff Sobel, came to the district and visited various corporations to strengthen the Toastmaster relationships. The Marketing Plan has 15 leads, two of which are actively meeting, and one has a tentative kick off date set. Two new corporate clubs were formed this year. Faith expressed her thanks to the club coaches, new club



sponsors and mentors. Faith plans to finish the year strong to ensure the incoming Club Growth Director has a solid start on July 1. She promised to continue to support members of District 62 to dream, believe, and achieve their goals.

Unfinished Business. Regarding the Unfinished Business from the October 23, 2018 District Council meeting, Director Dotson reported that Stephanie Cantin, 2017-18 Finance Manager, worked to close the gaps by submitting the 2017-18 Year End Audit Narrative and Finance forms to World Headquarters. The District is in good financial standing with Toastmasters International and current with all financial reporting requirements.

New Business. None.

Announcements. Cindy Pavella said it was ‘serendipity’ that Helen should begin this meeting with her memory of Past District Governor Sue Monroe. A few minutes prior to this meeting, Mike Cox informed Cindy and a few others, that he just received word that Sue, who moved back into the District this year, passed away. A moment of silence was held in remembrance of Sue Monroe, past District Governor (2003-04) and Auto-Owners club member.

District Director Dotson announced that the 2019-2020 District Officer/Executive Committee Training will be held Saturday, June 1, 2019 at the Seidman College of Business, Grand Rapids, MI.

2019-2020 Club Officer Training (aka TLI – Toastmasters Leadership Institute) will be held Saturday, June 29, 2019 also at the Seidman College of Business, Grand Rapids, MI. Helen declared that the Seidman Center is a highly professional venue which costs \$4,000 for room rental and additional monies for food/drink. She recognized and thanked Sienna Mavima, N Division Director and Club #8177 GVSU Downtown club member, for being the liaison who has arranged for the District many times to utilize the facility at no cost; the District pays about \$3,500 for food/drink.

Next Meeting. The fall District Council meeting will be held as a virtual meeting per Toastmasters International requirements. It is scheduled for Saturday, September 14, 2019.

Adjournment. Director Dotson expressed her thanks to the officials and delegates for conducting our business in an orderly, courteous, and efficient manner. There being no further business, Roger Storm, Club #2345 ToastNotables moved to adjourn the meeting; Kyle Walker Club #5652 Tuesday Talkers seconded the motion. On voice vote with ballots visible, the ayes had it; motion carried. Meeting Adjourned at 5:47 p.m.

Respectfully submitted by

Cindy Pavella
Cindy Pavella, DTM, PID,
PRA District 62
Administration Manager

Exhibit 1: Agenda Spring District 62 Council Meeting
Exhibit 2: Minutes of October 23, 2019 District Council Meeting
Exhibit 3: District Alignment Committee Report
Exhibit 4: District Leadership Committee Report
Exhibit 5: District 62 Mid-Year Audit Report, Narrative Summary