

**Toastmasters District 55**  
**District Executive Committee Meeting Minutes**  
**September 9, 2017**

1. Meeting was called to order at 10:35 a.m. by District Director Linda Oliver, DTM
2. Inspirational thought for the day was given by Blanca Kelley, ACG ALB
3. Update on David Estrada's Health
4. The District Mission was read by Rick Collins, CC CL
5. Roll was called by Amy O'Neil ACB ALB – quorum declared
6. Agenda was presented for adoption by Linda Oliver, DTM – adopted
7. The minutes from the July 8, 2017, were presented by Amy O'Neil ACB ALB – adopted & filed
8. Financial report was presented by Stephanie Bostick, TM – report filed
9. The following appointed District Officers were confirmed:
  - a. Daniel Garces, ACB CL as District Financial Manager
  - b. Trey Cammack, ACB as F24 Area Director
  - c. Rudy Morales-Miranda, ACS CL as F25 Area Director
  - d. Channing Cook, CC as H44 Area Director
  - e. Daynia Hernandez, CL as K74 Area Director
  - f. Ruth Smith, DTM as Speech-craft Chair
  - g. Linda Williams, DTM PDDG PRA as District Leadership Chair
  - h. Cindy Cross, DTM as Audit Committee Chair
10. The Audit Committee Report for the year 2016-2017 was presented by Audit Committee Chair Cindy Cross, DTM. Report Adopted and filed
11. The budget for the 2017-2018 year was presented by Linda Oliver, DTM – Motion made by Amy O'Neil, ACB ALB and seconded. Adopted
12. The procedures report was presented by Procedures Chair Stanley See, DTM PSDG PRA
  - a. The following changes are recommended & approved:
    - i. Section III additions:
      1. Amy O'Neil, ACB ALB, made amendment to add #3 "District Executive Committee (DEC) meetings must be conducted by a technology that allows all participating members to see each other as well as to hear each other at the same time. Simultaneous oral and video communication is essential. Additional identify: (a) the type of equipment/computer software required for participation; (b) the method for determining the presence of a quorum; (c) the conditions under which a member may raise a point of order when doubting the presence of a quorum and the conditions under which the continued presence of a quorum is presumed if no point of order is raised; (d) the methods for seeking recognition and obtaining the floor; (e) the means by which motions may be submitted in writing during a meeting; (f) the methods for taking and verifying votes
        - a. Calvin Cissel, ACS ALB, made an amendment to add "video" to the sentence "Simultaneous oral and video communication is essential".
      2. Add #4 "DEC members must attend the number of DEC meetings as indicated by TI"
      3. No less than two DEC meetings must be in person
    - ii. Section VII changes:
      1. (A)2 will read "Attendance Requirements: District 55 will reimburse expenses not covered by Toastmasters International if the leader (District Director, Program Quality Director, Club Growth Director) attends the Candidates' Corner, Candidates' Showcase, and the Annual Business Meeting.
      2. (B)2a) & b): Meals to be reimbursed up to \$30 per day
      3. (B)3: add "Any single cash advance shall not exceed \$100"
    - iii. Section IX Changes:

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1. (A)2: to read "Authorized Expenses: Food, Education/Training Materials, Hotel Accommodations, Supplies and Stationery, Room Rental, and Awards/Recognition items, according to the policy of Toastmasters International."
  2. (B) heading: remove "Retreat (Optional)"
  3. (B)1: remove "Conduct a weekend, d"
  4. (B)2: delete in its entirety
  5. (C)2: change to read "Authorized Expenses: Education/Training Materials, Awards/Recognition Items, Supplies and Stationery, Room Rental, Meals, Printing, Photocopying, Bank/Credit Card fees, Sales Tax, Gifts and Thank You Items, Equipment Rental, Outside Contractor Fees, Incentives, and miscellaneous items (as approved by the District Director).
- iv. Section X Changes:
1. (D): changed the word "Charges" to "fees"
  2. (E) rewritten: "Location – Each conference location will be decided by the District Director two years (twenty-four months) prior to the event with the approval of the District Council. The spring conference shall not be held in the same city in two consecutive years."
  3. (F) rewritten: "Venue Selection - The venue selection will be decided by an adhoc committee of Past District Governors/Directors and contracts will be established 24-30 months in advance of selected dates and designated location (city) to ensure competitive pricing and venue availability."
  4. Added "(G): There will be only one District conference each year to be held in the months of April or May."
- v. Section XII(B): added the words "Speechcraft"
- vi. Section XIV(A) rewritten: "Purpose: The District Director may establish other committees for the benefit of the District. Such committees may include, but are not limited to: Education and Training, Conference, Public Relations, Logistics, Nominating, Procedures, Realignment, Audit, Finance, Credentials, and the Adhoc PDG/PDD Venue Committee."
- vii. XV
1. (B): added the word "itemized" in front of "receipts"; also added an additional sentence to the end of paragraph "Credit card statements and bank statements are not receipts."
  2. (E)1: Wafae Owen, DTM, made amendment to "Individual mileage will be calculated at 75% of the current IRS automotive mileage rate." Also added at the end of paragraph "carpooling reimbursement rate will be calculated at the current IRS automotive mileage rate."
  3. (E)2 added: "Members should be provided the Texas tax exemption form for the hotels and be encouraged to use it to reduce expenses."
  4. (E)3: Changed to \$30 per day and added "Itemized" in front of "receipts"
  5. (E)4: Changed "one way" to "round trip"; added "itemized" in front of receipts; and added to the end of paragraph "Tips are not reimbursable".
  6. (F)2: struck "a) Speech Contests"
  7. (G)1 rewritten: "The District Director may authorize an additional day of lodging and meal reimbursement for attendees who must travel in excess of 200 miles round-trip to the training."
  8. (G)2: rewrote first sentence "District Council Meetings: Executive Committee members are eligible for travel reimbursement and hotel reimbursement for one night at District Council Meetings."
  9. (G)3: Struck paragraph completely

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10. (G)7: the “a)” was removed and the paragraph rewritten “District Director, Program Quality Director, Club Growth Director, and Immediate Past District Director are eligible for reimbursement according to Toastmasters International Policy and as outlined under Section VII International Convention and Section XV Reimbursements of District 55 Procedures.”. The rest of the section was struck.
11. (G)8: Struck last sentence
  - viii. The District 55 Administration Manager was given permission to make minor clerical changes.
13. Recessed for Lunch at 12:05 p.m., called to back to order at 12:30 p.m.
14. A special training session on Coaching was presented by Club Growth Director Wafae Owen, DTM
15. Fall Conference Committee report was presented by Hettie Allsup, DTM and Clifford Walker, ACS ALB
16. Division Director Reports:
  - a. Division E – Blanca Kelley, ACG ALB
    - i. Area 11 has a challenge due to flooding from Hurricane Harvey
    - ii. All other clubs are actively working on their DCPs
  - b. Division F – Kathy Moore, DTM
    - i. Had 2 AD changes which has presented a challenge
    - ii. Great success in training club officers
  - c. Division G – Jason Wold, DTM
    - i. Challenge was getting officers trained in spite of the weather
    - ii. Communication is also a challenge they are overcoming
  - d. Division H – Christopher Johnson, ALS ALB
    - i. Hurricane Harvey also created challenge in officer training
    - ii. Will have another COT training on Saturday Sept 16<sup>th</sup>.
  - e. Division I – Rick Collins, CC
    - i. Area Directors have done a fantastic job visiting all their clubs
    - ii. Has had 1 chartering ceremony and will have another 1 in another week
    - iii. Great success in training officers
  - f. Division J – Clifford Walker, ACB ALB
    - i. Had 2 great COTs and will have a few more
    - ii. New club has chartered and working towards chartering ceremony
    - iii. Challenge is that his Area Directors are having to travel for work
  - g. Division K – Nichelle Guadalupe, ACS ALB – report given by Calvin Cissel, ACS ALB
    - i. Brand new club has chartered, Informatica
    - ii. Contests have been scheduled
    - iii. Had successful club officer training
  - h. Division L - Calvin Cissel, ACS ALB
    - i. New club, Elite, is hard working and expected to have great growth
    - ii. Club officer training for Killeen area chaired by Geri Schwarzman, ACB ALB
    - iii. Mensa is a potential club chartering
    - iv. Had 3 Club officer trainings that were successful
17. Senior District Leader Reports:
  - a. Immediate Past District Director – Amy Espinoza, DTM IPDD
    - i. highlighted data from the past Toastmasters year
    - ii. The Area Director, Division Director, and the Toastmaster of the year for 2016-2017 will be announced during the Hall of Fame at the Fall conference.
  - b. District Public Relations Manager – Stephanie King, ACB ALB
    - i. Reviewed role & responsibilities for District 55
    - ii. Reviewed District 55 Facebook group & page

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- iii. Reviewed local media connections
  - iv. First news release on President Lark Doley, DTM
  - v. Is setting up webinars for VPPRs
  - vi. There will there be a public relations award
  - c. Club Growth Director – Wafae Owen, DTM
    - i. Reviewed based line of clubs & goals for growth
    - ii. Reviewed the cold leads information that will be given to the Area Directors
    - iii. Reviewed club payments
    - iv. There will be webinars on coaching
  - d. Program Quality Director – Melody Moore, DTM
    - i. Reviewed officer training
    - ii. Reviewed Speech contests
    - iii. Reviewed Education awards
    - iv. Reviewed Pathways availability, District 55 may be participating in May or June of 2018
      - 1. Encourage all clubs to start logging into Toastmasters International website
    - v. Great feedback on all club officer trainings – requested that ADs speak to all their clubs and to check their officer trainings online at TI
  - e. District Director – Linda Oliver, DTM
    - i. Area Directors Achievement Pins went to GK Willmann, CC CL; Brent De Moss, ACB ALB; Robert Nolen, ACB ALB; Don Sesler, ACB CL; Joseph Acosta, ACS ALB; Fernando Hinojosa, ACG ALB; Tina Renee D’Souza, ACB ALB; Brian O’Connor, CC; Isaac Lee, ACB ALB; Geri Schwarzman, ACB ALB; Chelsea Griffo, ACB ALB
    - ii. Special awards:
      - 1. Members in Motion – Bill Hensley, ACG CL; Sarah Pils, CC CL; Sandy Watson, Kathy Moore, DTM; Christopher Johnson, ACS ALB; Blanca Kelley, ACG ALB; Clifford Walker, ACS ALB; Rick Collins, CC; Brent De Moss, ACB ALB
      - 2. Area Director for the Month of July: Robert Nolen, ACB ALB has been awarded \$25 District Bucks
    - iii. Reminded that all DEC members represent every Toastmaster in District 55 and the DEC is their spokesman.
    - iv. Reminded all DEC members that if they spend money it has to be in the District budget. Financial Manager & District Directors, also reviewed the Concur system
    - v. Division Director reports due on Sept 15<sup>th</sup>
    - vi. January DEC meeting will be visited by the Region Advisor
    - vii. Reviewed Member payments on the TI Dashboard
18. New Business – no new business
19. Drawings:
- a. Excellence Ribbons:
    - i. Wafae Owen, DTM gave ribbon to Amy O’Neil, ACB ALB
    - ii. Melody Moore, DTM gave ribbons to Don Sesler, ACB CL & Adam Keskes, CC
    - iii. Linda Oliver, DTM gave ribbons to Stephanie King, ACB ALB; Stephen Hall, ACB ALB; & Daniel Garces, ACB CL
  - b. Door Prize drawings were won by: Brian O’Connor, CC; VJ, CC CL; Amy O’Neil, ACB ACL; Brent De Moss, ACB ALB; Blanca Kelley, ACG ALB; Doug Kelly, DTM; Wafae Owen, DTM; Melody Moore, DTM; Scott Lawler, ACB ALB; Stephanie King, ACB ALB; Robert Nolen, ACB ALB; Frank Suarez, ACS CL; Craig Sprout, CC; Calvin Cissel, ACS ALB
20. Announcements:
- a. The next District Committee meeting will be at the District Fall Conference on November 18<sup>th</sup> at T Bar M Camps & Retreats, 2549 Hwy 46 West, New Braunfels, TX 78130 starting at 8am

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- b. The next DEC meeting will be on January 13, 2018, from 10:30am to 4pm at the Tye Preston Memorial Library, 16311 South Access Road, Canyon Lake, TX 78133
- 21. Meeting was adjourned at 3:54 p.m. by District Director Linda Oliver, DTM

*Amy M. O'Neil, 9/30/2017*

District 55 Administration Manager