

**Toastmasters District 55  
District Executive Committee Meeting July 16th, 2016  
Minutes**

1. Meeting was called to order at 2:21 and welcomed by Amy Espinoza, DTM, District Director
2. Inspirational Opening was given by Hal Brown, DTM.
3. Reading of District Mission was given by Shannon Brown, CL.
4. A quorum was present. Forty-four members were present.
5. Amy Espinoza introduced the District officer and the appointed officers
6. The agenda was adopted.
7. The appointed officers were confirmed.
8. The new Officer Installation Ceremony was conducted by Linda Williams, DTM, PDG, Past Region Advisor. 2016-17 Area Directors- took the oath and were installed. Certificates were given by Division Directors 2016-17 Division Directors – Recognized, Khalif Mullholland; Div. F Stephanie Beasley ACG; Div G Deb Arrington; Div H Peppy Garner; Div I Brent DeMoss; Div J Kathy Haung; Div K Erica Lockwood; Div L Wafae Owen  
Division Directors Kathy Huang & Erica Lockwood took the oath and were installed  
2016-16 District Administration Manager Amy O’Neil, District Financial Manager Stephanie Bostick, District PR Manager Bill Friedrich, District Tactical Tech Team Jim & Cindy Tarsi, District Webmaster Stephen Hall, Dan Jackson as Parliamentarian  
Amy Espinoza announced that Linda Williams will receive a Presidential Citation at the 2016 Toastmaster International-Convention this year
9. The Administrative Manager’s Report was given Amy O’Neil, CC, CL. The Minutes for May 4, 2016, and June 4, 2016, were made available and copies at the meeting minutes are online. No objection was made to dispensing with the reading of the minutes. The May 4,2016, minutes could not be approved at the June 4, 2016 meeting due to the lack of quorum. There were no corrections. The May 4, 2016 minutes and the June 4, 2016, minutes were approved.
10. The Finance Manager’s Report was given by Stephanie Bostick. There were noted variances in the P&L statement. One of the variances was that Marketing was low. Both the District and the District Store came in under budget, the District Bucks from 2015-2016 have now expired.  
The new address for reimbursements is 2410 Fayette Drive, New Braunfels, TX 78130  
Reimbursements need to include a copy of the receipts along with the voucher  
The sales tax State Exemption form is available online – sales tax may not be reimbursed  
There is a 60 Day window for reimbursements, but for June it is the end of July  
If expenses are over \$500, then they need to be preapproved by the District Director. The financial report was filed.
11. Special Orders (Proposed Contests) Amy Espinoza, DTM  
The following contest were proposed by the District Director.  
Fall: Tall Tales & evaluations  
Spring: International & Table topics  
Calvin Cissel proposed we have humorous speech contest in the fall rather than the Tall Tales contest. After discussion and a vote. The proposed contests for both spring and fall were adopted.

12. Fall Conference Committee Report was given by Conference Co-Chairs Stephanie Beasley, ACS, CL, and Khalif Mulholland, ACS, CL. They are trying to get sail rides from the hotel to T-heads--about a mile or so away. Everyone needs to be there for the DC meeting. Encourage your clubs to go to the conference.

13. Reports by Senior District Officers (3 minutes each)

A. The Public Relations Manager's report was given by William Friedrich, ACS, ALB.

There is a handout (Exhibit A) that shows how PR is structured to support both clubs & District. Be on the lookout for talent that may be helpful on the District level, requirements on handout, contact Bill when you find someone that fits the requirements.

District now has Meetup, encourage clubs, especially community clubs, to use Meetup as a membership building tool.

Social Media is about to be reviewed, revitalized, and reenergized for District 55 starting with District 55 Facebook group. This is an internal communication for our members to stay abreast of events in the District, encourage club members to use D55 Facebook and request membership.

In order to educate District & Club officers better in PR, Bill will be sending out monthly and quarterly emails with topics & suggestions on how to grow stronger and better clubs with PR

B. The Club Growth Director's report was given by Melody Moore, DTM by video.

Goals set by TI for this year:

- 1) 6 brand new clubs with no net club loss to be Distinguished
- 2) 10 brand new clubs with no net club loss to be Select Distinguished
- 3) 16 brand new clubs with no net loss to be President Distinguished.

If we lose any current clubs we need to replace them along with getting the 6, 10, or 16 brand new clubs. We are planning on getting at least a minimum of 16 new clubs.

There is a club in Austin that has already had their demo meeting and are on their way to establishing a club, and a club in San Antonio that will have a demo meeting before the end of July.

Please encourage existing clubs to have open houses to build membership early

C. The Program Quality Director's report was given by Linda Oliver, DTM

PQD Team: D55 is now on Easy Speak, clubs not on Easy Speak are called summary clubs and they are in the process of getting the officers of those summary clubs on Easy Speak, so that we, as District leaders, can communicate with the officers.

There will be more training for the District on How to Use Easy Speak

The VPE Chair is Blanche Pape. She is going to communicate with VPE's of each club and keep them informed on what needs to be done at the club level. Bart Loeser will be the chair of membership retention for program quality clubs. Rikitta Hughes and Michelle Harper will have training for the contests. Toastmaster 101, PDG Atheria Scott has done a video for new member orientation and is on the District 55 website so that all clubs may use the video

Remember that members are first.

D. District Director Amy Espinoza, DTM

We are in transition and working through the problems. Stephen Hall is now the webmaster; so please understand as we work through the problems.

Town Hall meetings will start in September and will be geared towards the District leaders

Promotions: We will keep a lot of the same program, please refer to the handout for all promotions. If you look on the back of the handout there are Personal Incentives from Amy Espinoza (Exhibit B).

Additional drawings may be added depending on results and budget.

We will work on getting the promotions and incentives will be online soon. Please keep in mind that promotions and incentives are subject to change by the District Director, and are also limited to the availability of District funds and/or items sold by Toastmasters International as listed.

#### 14. New Business

- 1) International Convention in DC this August. Club presidents & secretaries will need to send in proxies either to a club member who will attend or the District Director. We will not be able to do this until the Toastmasters International updates our officer list.
- 2) Contests trophies & ribbons are ready. The trophy place ran out of 1<sup>st</sup> place stickers, she asked all Area Directors to please open up the boxes and see which trophy is blanked out so Amy Espinoza can get the 1<sup>st</sup> place stickers to the right areas.
- 3) Linda Oliver: Items on back table may be given as gifts for contests helpers
- 4) Peppy Garner: David Brooks, the 1990 World Champion of public speaking, will be in San Antonio August 23, for a special open house at Master Speakers San Antonio Toastmasters club.
- 5) Wafea Owen: upcoming COTs, Jul 23 2-5pm @ Austin Community College in Cedar Park. Div J, North Austin, Aug 6<sup>th</sup> San Antonio 9am to 12 plus Area Director, Dripping Springs Aug 27<sup>th</sup> club officer in the morning afternoon. Please see the TMD55.org website for more information
- 6) Div G training will be at Medtronic, check the website for more data.
- 7) Next DEC meeting will be:

September 17<sup>th</sup> at  
Tye Preston Memorial Library  
Canyon Lake, Texas at 10:30 am

Meeting adjourned at 3:29pm by Amy Espinoza, DTM