

Toastmasters District 55
District Executive Committee Meeting and Incoming Officer Training
First Lutheran Church, 130 W. Holland, San Marcos, TX 78666
June 4, 2016, 9:30 am – 3:30pm

Agenda

9:30 Incoming DEC Training

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| A. Introduction of Executive Leaders | Amy Espinoza, DTM |
| B. District Mission Overview | Amy Espinoza, DTM |
| C. Training: (Develop Successful Teams) | Amy Espinoza, DTM |
| D. Break | |
| E. Training: (Establish and Support New Clubs) | Melody Moore, DTM |
| F. Q&A, Closing Comments | Amy Espinoza, DTM |

12:00 *Lunch–Planning Meetings by Division with incoming and current DEC members*

- 1:00 1. Call to Order and Welcome Message
Marie-Pier Clarke, DTM called the meeting to order at 1300hrs.
2. Inspirational Opening
Melody Moore, DTM gave the invocation and inspirational message.
3. Reading of District Mission
Amy Espinoza, DTM lead the reading of the District Mission by all attendees.
4. Roll Call/Certification of Quorum
Shannon Brown, CC, ALB called roll. Quorum was not established; we were 3 members short with 24 members present. The business portion of the Agenda will be removed without objection.
5. Adoption of Agenda
Marie-Pier Clarke, DTM reported we could not adopt the Agenda.
6. Admin Manager Report not given due to lack of Quorum Shannon Brown, CC, ALB
7. Finance Manager Report not given due to lack of Quorum Mary Seminario, ACS, ALB
8. District Update
Marie-Pier Clarke, DTM gave the District Update. The District Dashboard was reviewed and the goals to make Distinguished was reviewed. We chartered 14 new clubs and lost 6 clubs through lack of renewal or inadequate membership. There are 3 clubs that have potential to renew dues. We need 2 clubs between now and June 30th. Marie-Pier Clarke reported that one club has already sent paperwork in, Frost Toastmasters. We have a Demo meeting for June 15th. There is a special team to get the CPS club Charter as soon as possible.
Membership payments were reviewed we need 379 payments to meet our goal. We need to invite new members to join. She revealed a new Promotion, in addition to the current 3 promotions already in place. Help all clubs to participate in all Promotions to get new members.
Distinguished clubs currently are 64 and we need 76 to meet our goal. Encourage clubs to submit membership awards.
Membership Blitz – the new Promotion was presented. Club Officers will receive an email that every club's name for each new member submitted will be entered in a drawing for District Bucks. At the end of July, winning clubs will be chosen and notified by email. Every Area Director whose area increases in membership by number of clubs in the area will be put in a drawing for a full fall conference registration. Incoming and current ADs are eligible for the drawing. It starts today. Marie-Pier reminded the DDs and

ADs to go to TMD55 website to use all of the resources available. Jerry showed all present the website for resources and promotions.

Marie-Pier reviewed the upcoming Town Hall meetings and that these would be continuing in the new Toastmasters year. DDs and ADs encouraged to send invitations to club officers to attend. She also reviewed the dates of the TLIs and COTs that are upcoming to create successful clubs.

The entire District is now on easy-speak. If a club is wanting to be added, they can contact Cindy Tarsi to assist them to get set up and change from a summary club to an active club. Cindy just has to turn on the club site for access. On June 20th, the Town Hall session on advance usage.

Marie-Pier talked about what she is going to do next with leadership. She is going to the Democratic Republic of Congo to be an interpreter for a Medical Missions. The organization is WOGO – Women Orthopedist Global Organization, you can go to the website to see more information.

1:45 9. **Break (15Minutes)**

2:00 10. “Q&A – Leadership Lessons Learned” All

Marie-Pier reviewed the Lessons Learned Handout that had been distributed earlier. The incoming Team can get input from the outgoing team. The incoming team was instructed to choose the three items that terrify them the most. The top three were:

1. Starting a new Club - self-improvement can be showcased, friendship, interaction, networking to a new club and is fun. Do your research about the culture where you are trying to start a new club, empower people to improve themselves. Keep Demo meetings short and dynamic. Be patient, committed, and persistent.
2. Dealing with an uncooperative club culture – Be persistent and keep them engaged. Continue to make contact with the club. Let them know you are there for the club. Get feedback and contact with the members. The members need to know that you are there for them. The steps and effort you make are cumulative and develop a relationship that allows them to participate later. Ask for assistance from other people who maybe have more in common with them, maybe a different personality/chemistry. Ask the member/officer how they will support and share information with the club.
3. Running Area or Division club contests – Three resources: 1) the District website for scripts, forms, and guidance, 2) do not run your own contest, use your assistant and use someone who has run a club contest prior, use an assistant, 3) go to contests, help and they will help at yours, you can see what is good and what is not so good, use it as an opportunity to scout talent. Do not send out a blanket email, send individually and ask for a response. Send out the list of who is already helping and others may be more willing to assist, so do phone calls.

Marie-Pier asked the outgoing team to share top nugget of advice.

1. Make your area visits so that you are visible to the clubs and you can see what is good and what needs work.
2. Make enough contact early with your clubs that they do not consider you as a visitor.
3. Make sure you get to know your team and meet them often.
4. Call clubs, do not email, you will get better participation.
5. Meet on a regular basis.
6. Ask nicely and directly for help.
7. “I thought you would be really good at this...”
8. The right person, at the right time for the right job.
9. It will teach them something new and make them shine.
10. Tell them specifically what you think they can do well.
11. Look at the form before you go on the visit. At the Division Council meeting go over the form together to make sure you are familiar with all of the information.
12. Look at the historical information on the TMD55 website for each club and see what challenges they have had in the past. Then get information to be able to assist them to succeed.
13. Dedication, commitment, and passion.
14. Don't be afraid to say no, be aware of the time needed to complete tasks, and have fun.

15. Trust yourself.
16. Learn to use easy-speak as a tool to learn about your clubs and you import the speeches using excel and have a better idea of where they are in the process.

The top MUST-DOs for the incoming team:

1. Carry a speech and a manual to club visits.
2. Be ready to take a meeting role when visiting a club.
3. Demonstrate the behavior you want to see at the clubs.
4. Remember that everyone is a resource and to be part of your team, you can get someone to volunteer a few times, motivate them for a longer period of time but you can inspire them forever to improve themselves.
5. Come to DEC, DC, and District events as much as possible.
6. Officer installations can be used as an opportunity for training.
7. Preparation before you go the meetings, talk about the conferences, events, promotions.
8. Connect them with TMD55.org as a tool for success in the District.
9. Area council meetings early and often. You must have two but that is not enough, more is better. Start early in the year to set expectations that the club officers must attend and participate.

- 3:15 11. New Business
- A. Marie-Pier thanked the people who had supported her throughout the year.
 - B. Contests Types for 2016-2017 per District Procedures were proposed by Amy Espinoza, DTM and will be voted in at the DEC meeting at the District Retreat in July.
 - a. The Fall 2016 contests will be Tall Tales and Evaluation Contest
 - b. The Spring 2017 Contests will be International and Table Topics
12. Announcements and Feedback
- Marie-Pier Clarke, DTM called for announcements. There was a reminder about the lower price of the Fall Conference of \$115, for First Timers will only pay \$100. The theme will be Navigating the C's. It will be at the Emerald Beach in Corpus Christi, TX.
- Time and place of next meeting: **July 16, 2016, Schertz Community Center**
- Austin TLI is June 25th at Huston-Tillotson College.
- San Antonio TLI is June 11th at Texas A&M San Antonio
- The RGV and Corpus Christi Travelling TLI will be June 17th.

- 3:30 13. Meeting was adjourned at 1530hrs by Amy Espinoza, DTM
- Optional Social Gathering after the meeting:

Mamacita's Restaurant
1400 Aquarena Springs Drive
San Marcos, TX 78666