

10:30 am

1. Call to Order and Welcome Message Marie-Pier Clarke, DTM

2. Inspiration and District Mission Khalif Mulholland, CC

Khalif Mullholland lead the attendees in the pledge of allegiance. He then read the District mission statement and gave us an inspirational message.

3. Roll Call/Certification of Quorum Shannon Brown, CL

The District Director, Marie-Pier Clarke was present and requested the roll be called to establish a quorum. Roll was called and 39 voting members were present, 26 were needed for quorum.

4. Adoption of Agenda Marie-Pier Clarke, DTM

Agenda was reviewed as presented by Marie-Pier Clarke and available on the website and all present were provided access to a copy. Marie-Pier Clarke requested an amendment to the Agenda by striking Town Hall Meetings from New Business as they will be addressed by Amy Espinoza during Senior Officer Reports and Marie-Pier Clarke will present new business. Agenda was accepted as amended by unanimous consent.

5. Administrative Mgr Report Shannon Brown, CC, CL

July 19, 2015 meeting minutes were made available on the website and copies were made available for review. Laura Redfern had a correction to the minutes and asked that they read, "Trainers will be approved by Amy Espinoza. Trainees are going to be required to have 3 hours of formal training." There were no other corrections, and the minutes were approved by unanimous consent as corrected.

6. Finance Manager Report Mary Seminario, ACB

Finance Manager's report is available on the website. Mary Seminario covered the report through July 31, 2015. Balance sheet effective July 31, 2015 reflects Total Liabilities and Equity: \$ 19,921.17. Mary reiterated that the funds belong to Toastmasters International and District 55 only administers the funds on behalf of Toastmasters International and the way we handle manage these funds can affect TI's nonprofit status. The report was filed.

7. Confirmation of Appointed Officers Marie-Pier Clarke, DTM

Tina Kubicek ACB appointed as I41 Area Director.

Badges previous not available were distributed. Division Directors were given pins.

8. Audit Committee Report Doug Kelly, DTM

Doug Kelly presented the audit report. The audit conducted by a committee as instructed and required by Toastmasters International. Marie-Pier Clarke asked for questions. Greg Pittenger asked why we are required to perform the audit. Marie-Pier Clarke stated that the committee reviews Toastmasters International procedures with regards to how District manages the money. The DEC is involved in how the District does business and may comment on how and if we can improve procedures. Shirley Mobley stated at the Area level they need to know how funds are used and how they can be used. If the District does not follow the policies the Toastmaster International nonprofit can be affected. Crystal Allbritton stated that we must make sure that what we did is reflected in the minutes. District Directors are allowed to utilize the budgeted money on food for contests. Some of the issues identified are the overpurchase of contest kits when a District Governor was removed and would not return the supplies. There will be clarification of reimbursement of sales tax and the recommendation for the use of the Tax Exempt Forms whenever possible, this remains at the discretion of the Division Director. The audit committee also addressed the overspending on tokens of appreciation as the amount is only \$25 and most plaques cost more than that and Toastmasters International is reevaluating the amounts as well. Mileage reimbursement of non-required attendance the new procedures will address this option for paying mileage to attendees of events that are not voting members or required to attend but have been asked to attend by the Division Director. Another issue is the loss on food from TLIs and how payment for food will be addressed in the new procedures so that everyone involved can understand. Once the Policies and Procedures updated they will be presented at a virtual DEC at the District level, date and time TBA. Doug Kelly then stated that the entire leadership need to read and review together the District 55 Policy and Procedures to understand and follow. Toastmasters International Policies supersede the District's procedures. Doug Kelly also stated that the Credit Card receipt policy will be changing and requiring itemized receipts regarding what was purchased, not just the credit card receipt. The audit committee was adopted unanimously. The District Procedure audit report is available on the TMD55 website.

9. District Budget Presentation Marie-Pier Clarke, DTM

MPC presented the District Budget for review. There is a copy of the budget on the website available for review. The first line of the budget is the membership revenue = \$9 per member payment, renewals and new members. At the end of the year we expect about \$68,000. Other ways to get revenue are through Conferences (\$59,000), TLIs (we will plan on charging for these in the future). District store income will be very low and we have no revenue through speech contests or fundraising. We are a nonprofit organization to build the program of education and clubs. 25% of the \$66,000 must be left for the next year, we cannot touch it per TI. We never really spend all of the money but we budget for every dollar. MCP reviewed the percentages of how money is spent. Goals are to build new clubs and support new clubs in excellence. Greg Pittenger asked when the budget is approved the end of September and sent to TI. TI will accept the budget or send it back for revision. There will be a meeting to review it prior to the DC meeting and it is then presented at the DC. There is a notice prior to the DC meeting for review

30 prior to the meeting. IF there are questions they can be addressed prior to the meeting. Kathy Huang asked how they compare year to year. Crystal Allbritton stated that they went over the budget to see where money was spent that hadn't been considered and this year the variances will be accounted for in the next budget and will be coded correctly. The AM was present for every meeting. Shirley Mobley wanted to know how they came up for the budget for Area Director? Reviewing the Speech Contest tabs is must be budgeted here for trophies, contest kits and the DD to pass onto the AD twice a year. \$1800 for all Areas to be shared and amounts to approx. \$40 per area. The Chair made a motion to adopt budget for 2015-2016 by Amy Espinoza, seconded by Khalif Mulholland. Call for discussion and Greg Pittenger asked what happens if we do not approve it. As the DEC we are not approving just making recommendations to the Executive Committee to send to TI and then to the DC. If TI does not approve this budget then another meeting will need to be done. Another meeting will need to be scheduled. Cindy Tarsi asked why we are not subsidizing TLI and not contests because the focus is on training and not contests. MPC reviewed that the contests and DD have incurred costs for hosting. We are also being charged for TLIs and we need to cover these costs. We are not charged for contest venues. CA also noted expect people to take leadership roles and asking for money to get training. She talked to other districts, quality, attendance and performance. 27 different districts. The districts that do not charge have quality issues, venue jumping that decreases attendance. Some districts that charge have professional speakers and increased attendance because people pay they show up. \$5 for professional training and development. Clubs can change bylaws to reflect a change in the dues to train the leadership that they elect. Jim Tarsi redirected from the original question. If there are things that need to change then the AD and DD need to address these issues. Shirley Mobley asked if there is a budget for the COTs. The \$5 charge will apply to all training.

The question again was for adoption of the budget. The budget was adopted as presented.

10. Special Orders: Procedures Committee Crystal Allbritton, DTM

Crystal Allbritton presented what changes are coming. New Division was approved (F) and the New Titles approved at the International Conference thus our Policies and Procedures must be evaluated and amended. There will be a virtual meeting on September 30th at 7 to 9pm. The new procedures will be posted on the website at least 5 days prior to the Webinar for review and to form questions. Goals: Structure that makes sense, in alignment with TI P&P and reference back to the TI P&P, who are the eligible members, what are eligible expenses and realignment.

Purpose, boundaries, definitions of meetings at each level and who is eligible (voting members) for reimbursement. If there are exceptions; what are they and how to apply for the exceptions. International Convention, District trainings, TLIs and COTs. Conferences; attendance is mandatory but hotels are not reimbursed. This is a change; elected officers are eligible for reimbursement if they are required to attend.

Reimbursement procedures will be clearly defined with types of receipts and timelines for submission.

They are requesting and accepting other committee members to assist, as well.

11. Youth Leadership & Gavel Clubs Humberto Vela, ACS, ALB

Humberto Vela presented on the Gavel clubs and Youth Leadership program that he is spearheading. He outlined how he is going to work with the Division and Area Directors and asked each Division to start one Gavel Club.

12. Fall Conference Committee Report Amy Espinoza, DTM

Livia Mitchell presented information on the Fall Conference and how to make this conference a success. She needs all ADs and DDs to register and come to the conference. She needs all of the AD and DD to act as ambassadors to the new people and members at the conference. Each Division needs to donate a gift basket, it can be any theme such as coffee lovers, chocolate lovers, etc.

Call for presenters was put out there and to be Toastmaster related; leadership, communication and education. There will be an audition. Tina Kubicek stated that if she can some donations to support the conference. Humberto Vela is asking for youth training and leadership presentation. Mercedes would like to have a youth presenters, as well.

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

Hil Alcee and Stephanie Beasley assisted as timers.

A. Public Relations Manager Chris Johnson, ACB, ALB

Chris Johnson presented on creating a public relations committee in different areas of the district for greater outreach. A symposium will be presented on October 14th at the Audie Murphy Auditorium. Promote your clubs on social media for everything!!! Get them out there!!!

B. Club Growth Director Linda Oliver, DTM

Linda Oliver presented to 4 new clubs just turned in their paperwork. 6 in the pipeline and beat our last years' number. We need more mentors, coaches and sponsors. 18 clubs are qualifying for coaches. 34 AD reports have been submitted!!! 30 clubs qualify for Early Bird Renewal.

C. Program Quality Director Amy Espinoza, DTM

Amy Espinoza presented that we started off strong, 5 triple crowns so far. 162 Educational awards to this point. Training numbers: 150 clubs had 4 or more, 36 clubs with 7 officers trained.

Contests: Need DD to help with evaluations of Area Contests. Working for quality that is why we evaluate now to be better in the spring.

Excellence ribbons: Looking for quality, pass them out and send an email to whom you have awarded them so that Amy can list them on the wall of fame of the TMD55 website.

Town Hall meetings: Each Monday night at 8:30pm there will be a different group focus lead by the experts to provide specialized training to each group. Chris Johnson will be assisting to create a team to present. They would like to have the meetings available for review if possible.

D. District Director Marie-Pier Clarke, DTM

Marie-Pier Clarke presented goals for the year. To continue the excellence started over the years. Our membership is growing and a lot of people working on education awards. What are the specifics of what we are wanting to accomplish and tracking. Look at the Dashboard.

Membership payments, club growth and distinguished clubs. 9300 membership payments are the goal. Club Growth needs to be a net gain of 16 clubs. Distinguished Clubs goal of being 155 clubs for the year and we have the pacesetter incentive to help meet this goal.

MPC reviewed the dashboard for where we are now and where we need to be by the end of the year. We have new leads in each Division, 2 for each one this year. If each Division charters 5 new clubs we will meet our goals. All AD and DD need to keep their eyes open for opportunities to start new clubs as a team.

12:30 -1:30 pm Working Lunch by Division & Networking

14. New Business Marie-Pier Clarke, DTM

There was no new business to address.

Marie-Pier Clarke recognized the 4 AD that completed and submitted their reports. The DD were called up and they recognized the ADs from their Division with excellence ribbons to Shirley Mobley, Stephanie Beasley, Pebby Garner, Khalif Mulholland (the first in the District), and Sarah Dodson. Tina Kubicek, new Area I41 Director, was given a certificate of recognition. Jerry Barrett was presented a certificate of recognition. Mike Johnson was given a certificate of recognition. Cindy Tarsi was given a certificate of recognition. Chris Johnson was given a certificate of recognition. Crystal Allbritton ID IPDG was presented the badge for District 55 Select Distinguished for 2014-2015.

15. Workshops (1:30-3:30pm)

A. Club Coaches (45 mins) Bart Loeser

Bart Loeser presented on how to coach clubs to success. There were problems and suggested solutions discussed.

B. Sponsors and Mentors (45 mins) Linda Oliver & Team

Linda Oliver and her team presented several small skits demonstrating how a club is formed from introduction to chartering.

C. Tools and Resources (30 mins) Jerry and Marie-Pier Clarke

Marie-Pier Clarke presented information on the District 55 website and the Toastmasters International websites to focus on critical success items.

16. Closing comments

Marie-Pier Clarke made closing statements regarding Area contests funding by letting the Division Directors making decisions on which Areas need assistance. There are two options: 1) \$40 per contest, Option 2) give the decision to the Division Directors.

Home of the Area Director and Division Directors were handed out to take back to their clubs.

Please promote the Fall Conference for attendance at the District Council meeting, at least the President or Secretary to vote or their proxies.

4:16pm Adjourn Marie-Pier Clarke, DTM

Next meeting (District Council) will be November 14th, at ~3:00 p.m.

Wyndam Garden Austin Hotel

3401 S. IH-35, Austin, TX 78741