

Toastmasters District 55

Special District Executive Committee Meeting

Sept 30, 2015

Agenda

7:01pm

Call to Order and Welcome Message Marie-Pier Clarke, DTM She welcomed everyone and then asked everyone to listen to Jerry to instruct us on how to use the tools.

Special Instructions for using webinar tool Jerry Barrett, DTM. Jerry instructed the attendees on how to use the tools that are new to us. All attendees will be muted except for those who are presenting or moderating. Chat pane was covered. Shannon will call roll, wait for Jerry to unmute your line, he will say your name, once you respond, then you will be unmuted and will answer present.

Roll Call/Certification of Quorum Shannon Brown, CC/CL. Roll was called and we have 30 voting members present. We need 27 to establish a quorum, 30 were present. We have a quorum.

How to vote: Jerry went through how to use the tools to vote and to make a comment. First he practiced with having everyone vote by "raising their hands" and taking a poll. He then had them practice taking another poll. He then created a poll for adoption of the agenda.

Adoption of Agenda Marie-Pier Clarke, DTM. A poll was taken on the adoption of the agenda as posted on the TMD 55 website. If adopted, any changes will require a 2/3 approval for amending the agenda. 100% approved the agenda.

Procedures Committee Report Crystal Allbritton, DTM. As of Sept 24th the existing and proposed procedures were posted for review. All members were asked if they reviewed the minutes. Of the attendees a majority had reviewed the proposed changes. Crystal asked if the document was large enough to be seen. The size of the font was increased at the request of the members. The proposed procedures were significantly revised. Will indicate if no change, eliminated something or changed something.

District 55 currently reads Policies and Procedures. The only people who can change policies it the TI Board of Directors. So one of the changes we will have to change is striking policies from the language. Home page of TMD55.org will have links to these documents.

The boundaries will be determined by TI whenever necessary. What was removed is the description of Area and District. These are determined by TI and if they change the district would have to amend our document. If it is a duplication of another area of the procedures, it was removed.

District Executive Committee, District Council meetings- Definition and references are included for voting and nonvoting members. Meeting procedures reference where to find this policy in the TI policies and protocols.

The items are now arranged by topic in a table of contents. Hyperlink was added to the Toastmaster International governing documents.

Travel reimbursement tells who is and who is not eligible for travel reimbursement. This is addressed in every area as appropriate. Rates for reimbursement is only in the reimbursement section of the procedures. Clarified when proxies are and are not allowed. Tax deduction language was added as a point of information.

Division Councils – They are defined, how they are appointed, when and how often they meet and how they are reimbursed.

Area Councils – They are defined, how they are appointed, when and how often they meet and how they are reimbursed.

International Conference- Removed anything that quoted TI policy. All attendance requirements for DD are added to PDQ and QD roles. Also addressed IPDG and International Speech Contest reimbursement for housing, transportation and meals. If District achieves Distinguished or better the District reimburses the IPDG: what is reimbursed and for what period of time. Clarified days of travel when the convention is inside or outside of the US. The procedures have a cap in how much will be reimbursed at the convention reserved rate as advertised by TI. Also the Trio can ask for advanced approvals for hotel costs and carry the District card to pay for these items.

Mid-year training for District Trio for required attendance, what is covered by TI and what is covered by the District. Days of travel and hotel reimbursement rate.

District Training events - Provide required training for 85% of officers. Can provide authorized expenses as approved by TI and they are delineated in our procedures. Travel expenses are clarified. District Leader training were also clarified for expenses and reimbursement/authorization. Laura Schleicher had clarified that nonvoting and non-DEC are only eligible if approved in writing, in advance.

TLI/COTs - Education and training budgets were reviewed for authorized expenses and travel reimbursements. Also addressed travel training teams to remote clubs.

District Conferences – Reviewed where in TI these are located for review. Also added Fundraising items guiding silent auction income. Location rotation used to be sponsored by Divisions but lately it has not been the case. Rotation will be at the discretion of the District Director due to availability and cost effectiveness. Contracts will be established 12-18 months in advance of the event to get better costs and venues for space. Travel authorization and reimbursements are defined. Amy Espinoza had a question about when the change of venue will be announced and decide where it will be based on the responses that are received to the requests. Peppy Garner asked if the time frame needed to be Toastmasters year as opposed to calendar year. There were concerns that this would be more restrictive.

Speech Contest – District Director elect and approved by the Transitional DEC. Clarified authorized expenses and travel reimbursement. Food is included in template.

Marketing committee – more clearly defined committee and it out of the TI policies. Clarified authorized expenses and travel authorizations.

International/Regional Dignitary Visits - Authorized expenses and travel authorizations are clarified in support of these activities.

Other committees - Authorized expenses and travel authorizations as approved by the District Director.

Reimbursements – All procedures are clarified for mileage and travel reimbursements. Using online mapping service, any one of them. \$0.46 is the travel reimbursement per mile. Hotel reimbursement is increased to \$100. Meal reimbursement of up to \$30/day if greater than 200 miles. Also added procedures process detail in order to get reimbursement. Must have prior approval attached, copy of email is acceptable. Time limits for filing have been added to assist in keeping reimbursements submitted in a timely manner. Tim Hackler asked if the data can be submitted electronically. Yes, but the original receipts need to be given to the audit committee.

Financial Transition - Clarification of the use of funds by the District Director elect to get prepared for transition.

Record keeping section and administrative records – Clarification of what and how the records will be created and stored. When they will be turned over.

Amendments – Removal of the terms Policies from header and first line of document. Dylan Cornelius motioned to remove and Peppy Garner seconded the motion. There was brief discussion for clarification of statute. Call for the vote for the removal of the word Policies. The motion passed.

Motion made to read Elected Executive District Leaders (Trio) and may include Division/Area Directors as required by the District Director. Jim Tarsi seconded the motion.

Tim Hackler moved to change the original motion to one or two nights unless approved in writing, added to the original motion, seconded by Laura Redfern.

The entire motion as amended was: Elected Executive District Trio and may include Division/Area Directors. The motion was approved.

A motion was made to clarify that all reimbursement is subject to availability funds. Motion was made by Amy Espinoza, seconded by Laura Schleicher. The motion passed.

Proposed amendment Exceptions to Advanced Approval Requirements verbiage and Peppy Garner moved and Laura Schleicher seconded and the motion passed unanimously.

Motion made to add the wording of Toastmaster's year, July 1st to June 30th by Peppy Garner and seconded by Stephanie Beasley.

Jim Tarsi moved to amend that the conference will not be held in the same area more than two times in a row, seconded by Peppy Garner. Amber Oliver asked for clarification that the words two times in a row.

Jim Tarsi withdrew his motion. Amber Oliver made the motion: Division Conference will not be held in the same region twice in the same Toastmaster year. Stephanie Beasley seconded the motion. The motion passed.

Marie-Pier Clarke called the question for a vote on the motion made to add the wording of Toastmaster's year, July 1st to June 30th made by Peppy Garner and seconded by Stephanie Beasley.

As put forth by the committee and made by the DEC to accept the document as amended. Marie-Pier Clarke called for a vote to accept the procedures as amended. The motion passed.

Closing comments Marie-Pier Clarke, DTM. Marie-Pier Clarke thanked the committee for all of their hard work and recommendations. Jerry reminded the group that these procedures are not in effect or official until voted on by the District Council.

Adjourn Marie-Pier Clarke, DTM

9:34pm

Next meeting (District Council) will be November 14th, at 3:30 p.m.

Wyndam Garden Austin Hotel

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