



District Council Meeting Agenda May 23, 2020

<https://tmd56.org/wp-content/uploads/2020/04/Agenda-5-23-20-DCM.pdf>

Adoption Of the Agenda



TOASTMASTERS
INTERNATIONAL

District Director
Kathryn R. Kest, DTM

Program Quality Director
Rose W. Bradford, DTM

Club Growth Director
Jo Idoux, DTM

Public Relations Manager
Amish Patel, DTM

Administration Manager
Karen Charleston, LD2

Finance Manager
Becky Noe, DTM

Immediate Past Distinguished District Director
Sheryle H. Warren, DTM

Parliamentarian
Richard Zamecki, DTM

District website
www.tmd56.org

Toastmasters International
www.toastmasters.org

TOASTMASTERS INTERNATIONAL MISSION
We empower individuals to become more effective communicators and leaders.

DISTRICT MISSION
We build new sustainable clubs and support all clubs in achieving excellence.

District Council Meeting Zoom Meeting

<https://zoom.us/j/568125218>

Saturday, April 23, 2020
10:00 – 12:30 am

10:00 District Director Calls Meeting to Order

Pledge
Mission of Toastmasters International & Mission of the District
Certification of Quorum
District Director Opening Comments
Adoption of the Agenda
Adoption of the Minutes (Fall DCM Meeting 9-30-19)
Presented Audit Committee
Adopted Budget
Presented P & L Statement
Acceptance of Alignment
Vote for 2020 – 2021 District 56 Leadership

Kathryn Kest, DTM
Rose W. Bradford, DTM
Bill Sullivan, DTM
Kathryn R. Kest, DTM
Kathryn R. Kest, DTM
Karen Charleston, LD 2
Jennifer Nelson, DTM
Becky Noe, DTM
Harold ~~Calderon~~
Kathryn R. Kest, DTM

Reports

Senior Reports

Immediate Past Distinguished District Director
Public Relations Manager
Club Growth Director
Program Quality Director
District Director

Sheryle H. Warren, DTM
Amish Patel, DTM
Jo Idoux, DTM
Rose W. Bradford, DTM
Kathryn R. Kest, DTM

12:30 Announcements

Toastmasters International Convention is Cancelled

Closing

District Director Closing Comments


Kathy Kest, DTM



The Last DCM Meeting Minutes

<https://tmd56.org/wp-content/uploads/2020/04/Meeting-Minutes-9-30-2019-DCM-2.pdf>

Meeting minutes from last DCM meeting



District 56
Serving Southeast Texas

District Council Meeting Minutes

Zoom Meeting: <https://zoom.us/j/568125218>
Monday, September 30, 2019
8:00 – 9:00pm

District Director
Kathryn R. Kest, DTM

Program Quality Director
Rose W. Bradford, DTM

Club Growth Director
Jo Idoux, DTM

Public Relations Manager
Anish Patel, DTM

Administration Manager
Karen Charleston, LD2

Finance Manager
Becky Nise, DTM

Immediate Past Distinguished District Director
Sheryl H. Warren, DTM

Parliamentarian
Richard Zamecki, DTM

Call to Order
Kathryn Kest, DTM 2019 – 2020 District Director – opened the meeting at 8:00 p.m. Administration Manager, Karen Charleston LD2, taking meeting minutes.

Pledge
Led by Karen Blake, DTM, Logistics

Mission of Toastmasters International & Mission of the District
Rose Williams Bradford, Recited Mission Statement.

Certification of Quorum
Karen Blake, DTM provided the credentials report. Quorum set at 126. Total Eligible voting members: 129. Total present 173 – Quorum met.

Kathryn Kest, District Director declared there was quorum.

Adoption of Agenda
Kathryn Kest, DTM. Any questions; any debate. There was no debate; no objections. Motion adopted.

Approval of the Minutes – Spring DCM Meeting, May 4, 2019.
Administration Manager, Karen Charleston, LD2, entertained a motion for the adoption of the minutes.

Motion was adopted.
Kathryn Kest declared minutes were adopted with no objections by acclamation.

Presented Audit Committee
Carol Caraway, DTM, FCD – July 27, Year End Audit. Reported all reports audited and properly recorded. All reports located on District 56.org. 2018 – 2019 published and approved.

Kathryn Kest declared adopted report as published.

District website
www.tmi56.org


Toastmasters International
www.toastmasters.org

TOASTMASTERS INTERNATIONAL MISSION

We empower individuals to become more effective communicators and leaders.

DISTRICT MISSION

We build new sustainable clubs and support all clubs in achieving excellence.



District 56
Serving Southeast Texas

Adopted Budget
Becky Nise, DTM, presented Finance Managers Report. Revenue at break even. Marketing budget increased. No debate on 2019-2020 Budget.

Kathryn Kest asked for questions on 2019-2020 Budget. Chair entertained motion to adopt 2019-2020 Budget. Motion to approve as published by Ron Levine, seconded by Lee Krause. No further debate.

Vote 1: District 56 Budget, motion carried: 166 votes

Presented P & L Statement
Becky Nise, DTM, presented Finance Managers Report. Revenue at break even. Marketing budget increased. No debate on 2019-2020 Budget.

Kathryn Kest – Any questions. No debate. Declared 2019-2020 Budget approved.

Confirmations of Officers
Jo Idoux, DTM. Official appointment list of Area Directors, Division Directors and Chairs read aloud. Chair entertained list to be confirmed. Motion to confirm: All Area Directors, Division Directors and Chairs.

Kathryn Kest confirmed Any debate; no debate.
Vote 2: District 56 Appointed Officers, motion carried: by vote 162

Action to Replace Club Growth Director
Kathryn Kest, DTM 2019-2020 District Director Presented Ely Hard to be replaced by Jo Idoux, DTM. Recommended by DEC to be appointed for 2019-2020.

Motion to confirm Jo Idoux, Club Growth Director by Eric Coy
Seconded by Michelle Cudde


Kathryn Kest confirmed. Any debate. Declares no debate. Confirmation on Adoption of approval for Jo Idoux.
Vote 3: District 56 Appointed Club Growth Director, motion carried: 152 votes.

Senior Reports:
Sheryl H. Warren, DTM, Immediate Past Distinguished District Director. Presented a few words on "Serving Beyond You." "Declare your intent to Serve District 56."

Anish Patel, DTM, Public Relations Manager presented report on website activity, email and social media for District 56. Established challenge of marketing to club members and in general, Houston at large. Future club member participation video to be documented and promoted on District 56 website online. Update on monthly newsletter and request from members to submit articles, etc.

Jo Idoux, DTM, Club Growth Director, presented Growth and Loss report. Presented District mission. Action needed: 192 clubs, looking for coaches to step up to support the more challenged clubs, 103 area reports completed, 52 new club leaders with special thanks to district leaders. Report was accepted without objections.

Rose Williams Bradford, DTM, Program Quality Director, presented report. 192 clubs official, 8 suspended. 71% of officers trained with requirement standard of 80% to reach to reflect success. 14 new clubs reported. Educational report of 34 Triple Crown members with 15 new DTM's



District 56
Serving Southeast Texas

Pathways: 67% adoption rate
50% involved in Pathways
81% Officers Training completed. Next Officer Training scheduled for November 2, 2019.

Spring Conference registration being accepted. Location – ~~Swanky~~ Hotel in Division R. Report accepted without objections.

District Director
Kathryn Kest, DTM, ~~Presented~~ closing topic of "It's Time... Whatever You Want to be."

Announcements:
Spring Conference to be held May 1 – 2, 2020. Registration is open. Communication Speaker: Lark Doley, Past International President. In addition, Judy Umias will speak on "Grateful Leadership." Log in at District56.org while registration is at \$100.

Meeting Adjourned:
Kathryn Kest, DTM, adjourned the meeting at 8:44 p.m. Submitted by Karen Charleston, LD2 – Administration Manager.

Out: September 20, 2018.



District 56

Proposed Alignment 2020 - 2021

<https://tmd56.org/wp-content/uploads/2020/03/District-56-DEC-2020-Align-slides-v3.pdf>

<https://tmd56.org/wp-content/uploads/2020/03/D56-Alignment-Report-2020-2021.pdf>



Kathryn Kest, DTM,
DD



Rose Bradford,
DTM, PQD



Jo Idoux,
DTM, CGD



Pam
McCown,
DTM, Advisor



Eric Coy,
Advisor



Harold Eaton,
DTM, Cmte Chair

THE COMMITTEE

Kathryn Kest –DD, Member at Large

Rose Bradford – PQD, Advisor

Jo Idoux – CGD, Advisor

Pam McCown – Advisor

Eric Coy - Advisor

Harold Eaton -Alignment Committee Chair

	Division Representatives
L	Frank McLaurin
M	Max Lopez
N	Troy Rockett
O	Chandra Munagavalasa
P	Stephanie Loving
Q	Alvin Watts
R	Cindy Petrash



Frank McLaurin



Stephanie Loving



Alvin Watts



Cynthia Petrash



Max Lopez



Troy Rockett



Chandra
Munagavalasa

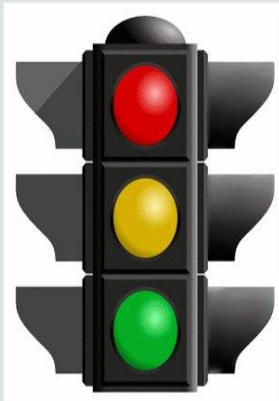
THE GUIDELINES

Toastmasters International World HQ Guidelines (Summarized)



- ✓ Geographically align clubs within areas and divisions
 - ✓ Plan for possible growth and anticipated loss
 - ✓ Optimize the equitable distribution of active clubs between areas and divisions
-
- ✓ Each division must have a minimum of three (3) areas
 - ✓ Each area must have a minimum of four (4) clubs and no more than six (6) clubs

THE STATUS



Suspended Club = Paperwork entered to suspend charter (Not counted towards Area alignment requirements)

Ineligible Club = 0-2 Members
Low Club = 3-7 Members

Active Club = 8+ Members

District 56 Proposed Overview

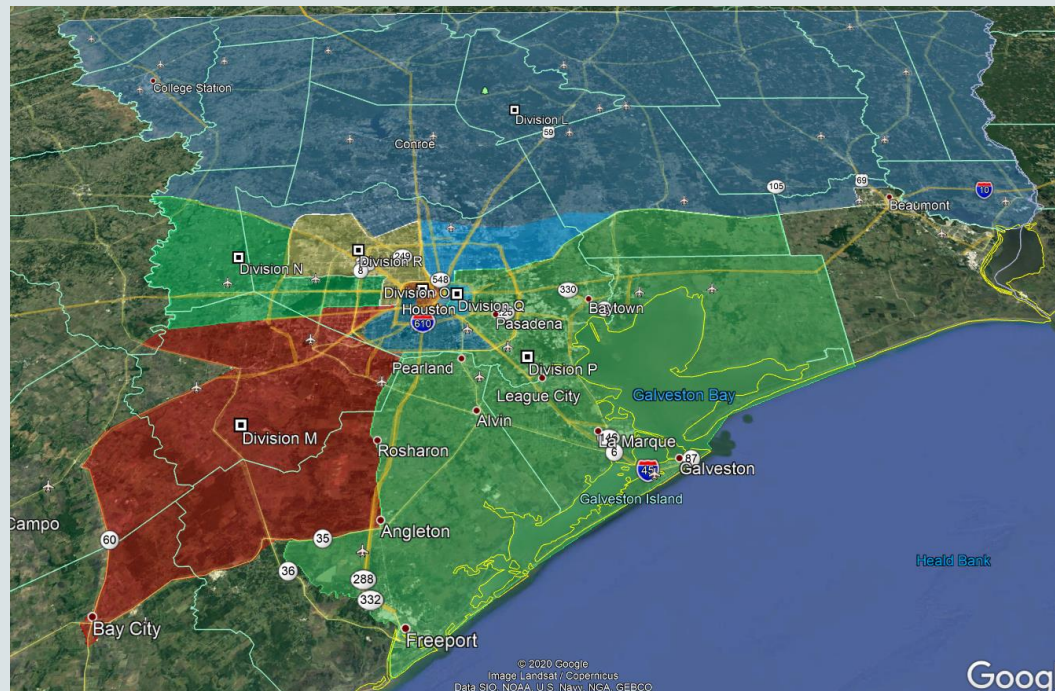
District 56 Performance Report

Active Clubs
206

Total Paid Clubs as of 2/29/2020	199
Ineligible Clubs	+6
Low Clubs	+1
Total Active Clubs	206
Suspended Clubs	+7
Total Clubs listed in Perf Reports	213

District 56

- Seven Divisions
- 41 Area



THE HIGHLIGHTS

Committee Recommendations

Divisions

- ✓ Keep the 7 current divisions
- ✓ Modify Division L, O & P boundaries to absorb clubs from the old Q53 area.

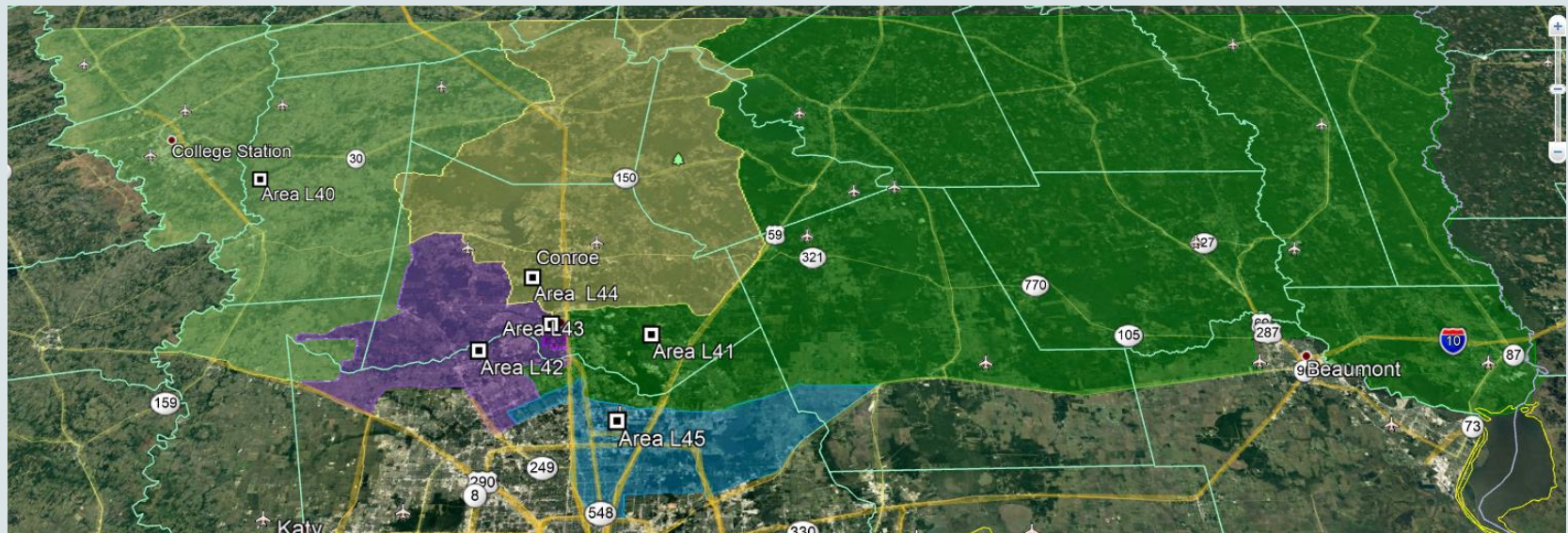
Areas

- ✓ Add 3 new areas (L45, O15 ,R65) and remove old Q53. The area total will change from 39 to 41.

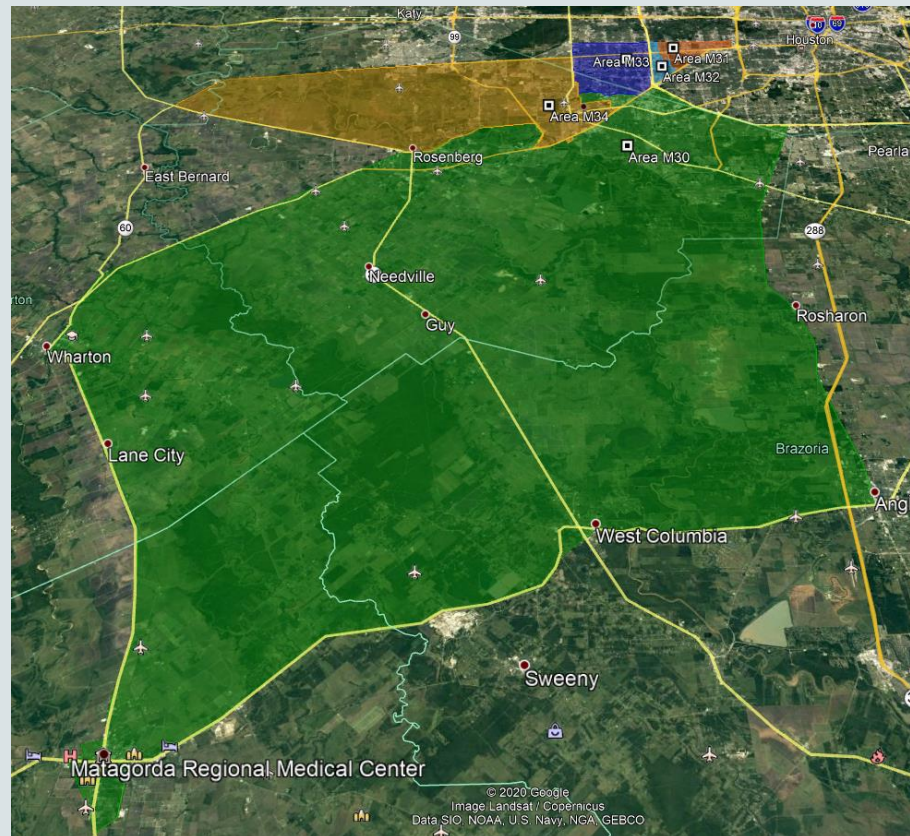
Proposed Club Change Summary

	Clubs by Div	
	Current Clubs	Planned Clubs
L	27	30
M	25	26
N	35	32
O	29	28
P	29	29
Q	31	28
R	30	33
Suspended	7	7
Total	213	213

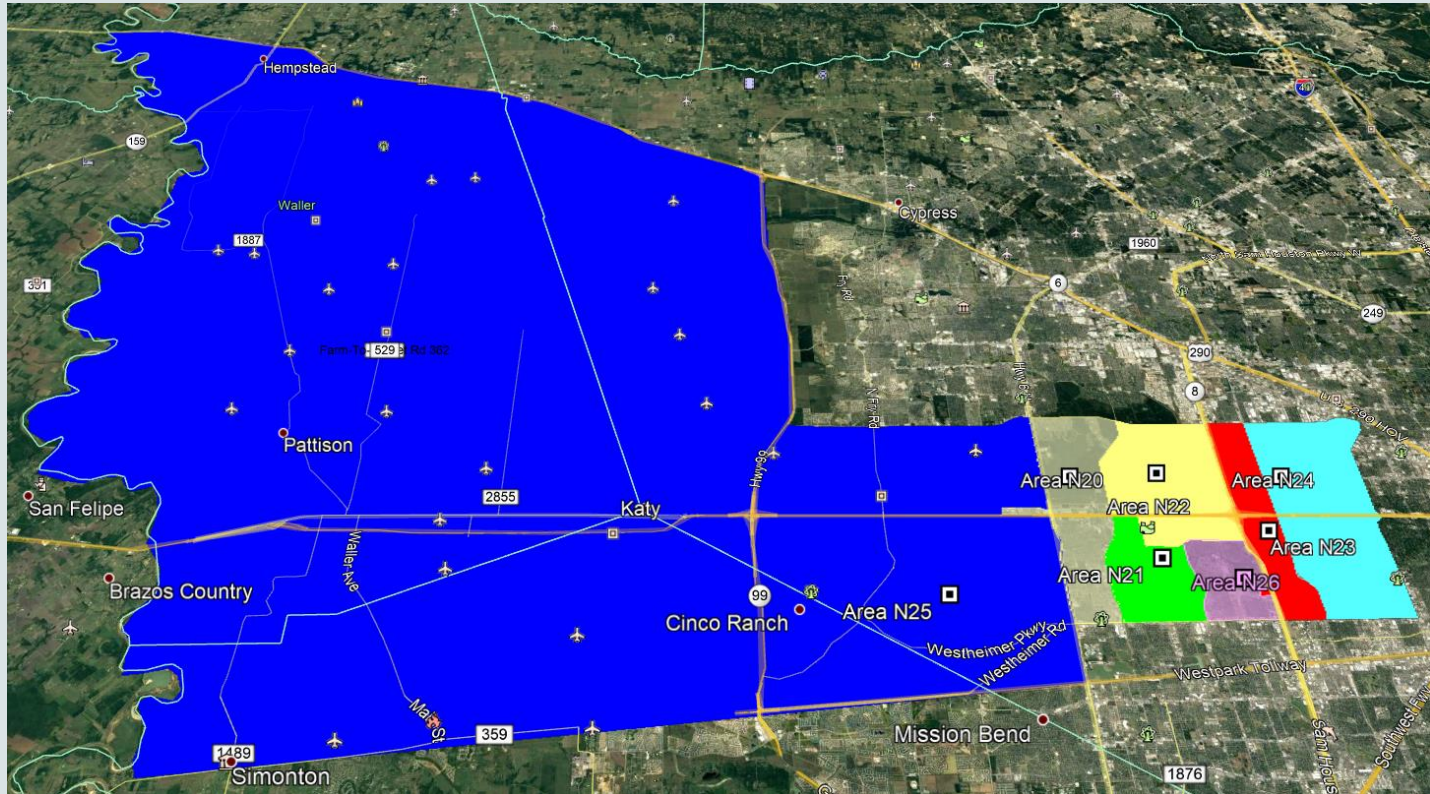
Proposed Division L Areas



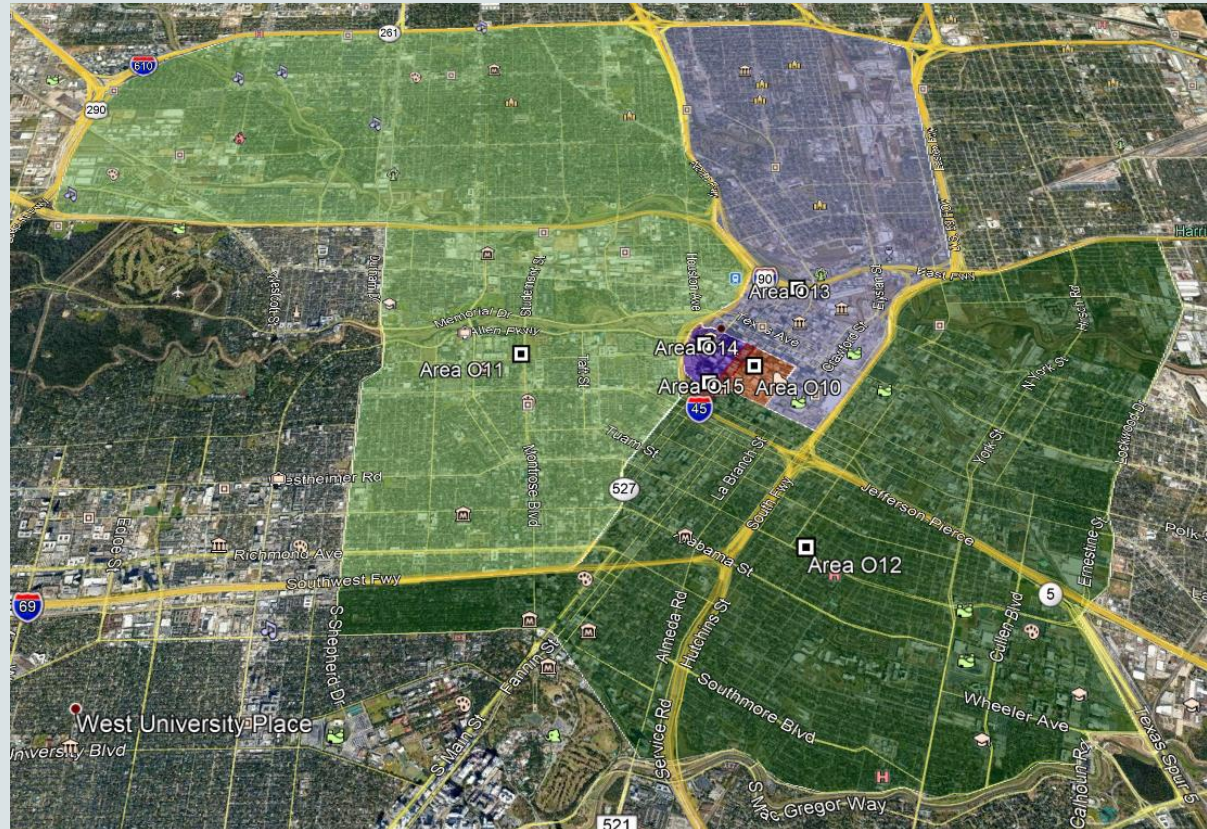
Proposed Division M Areas



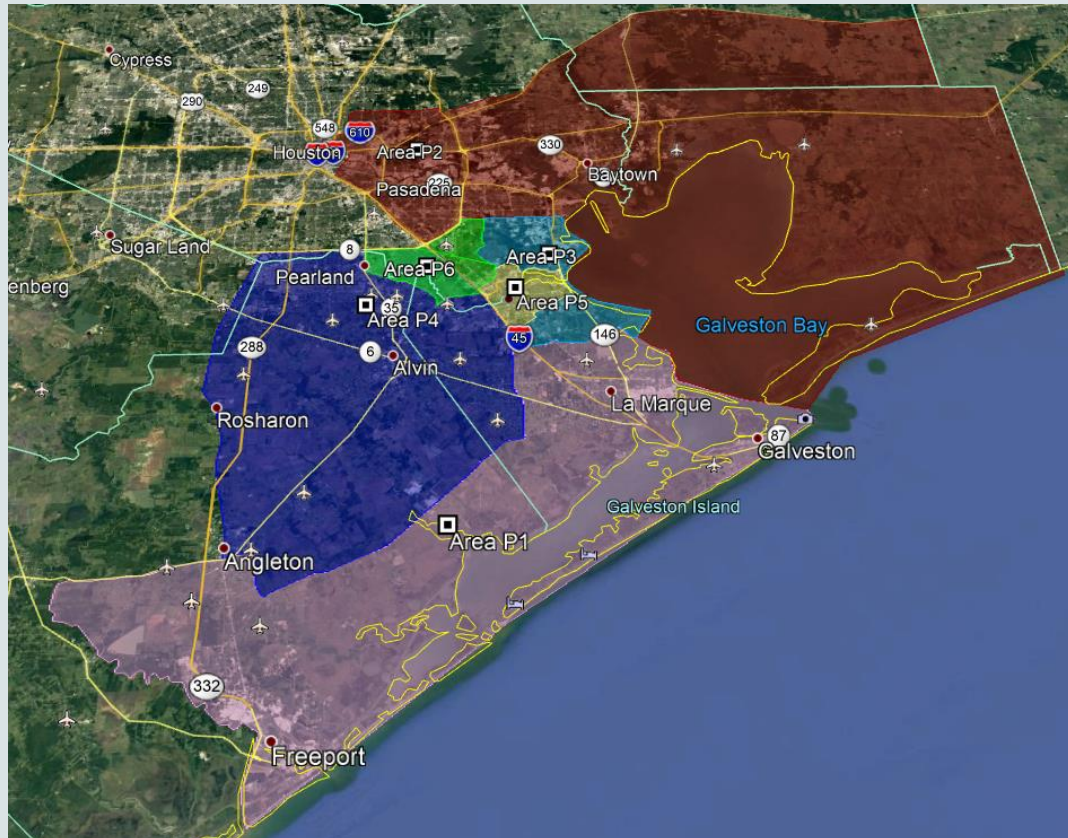
Proposed Division N Areas



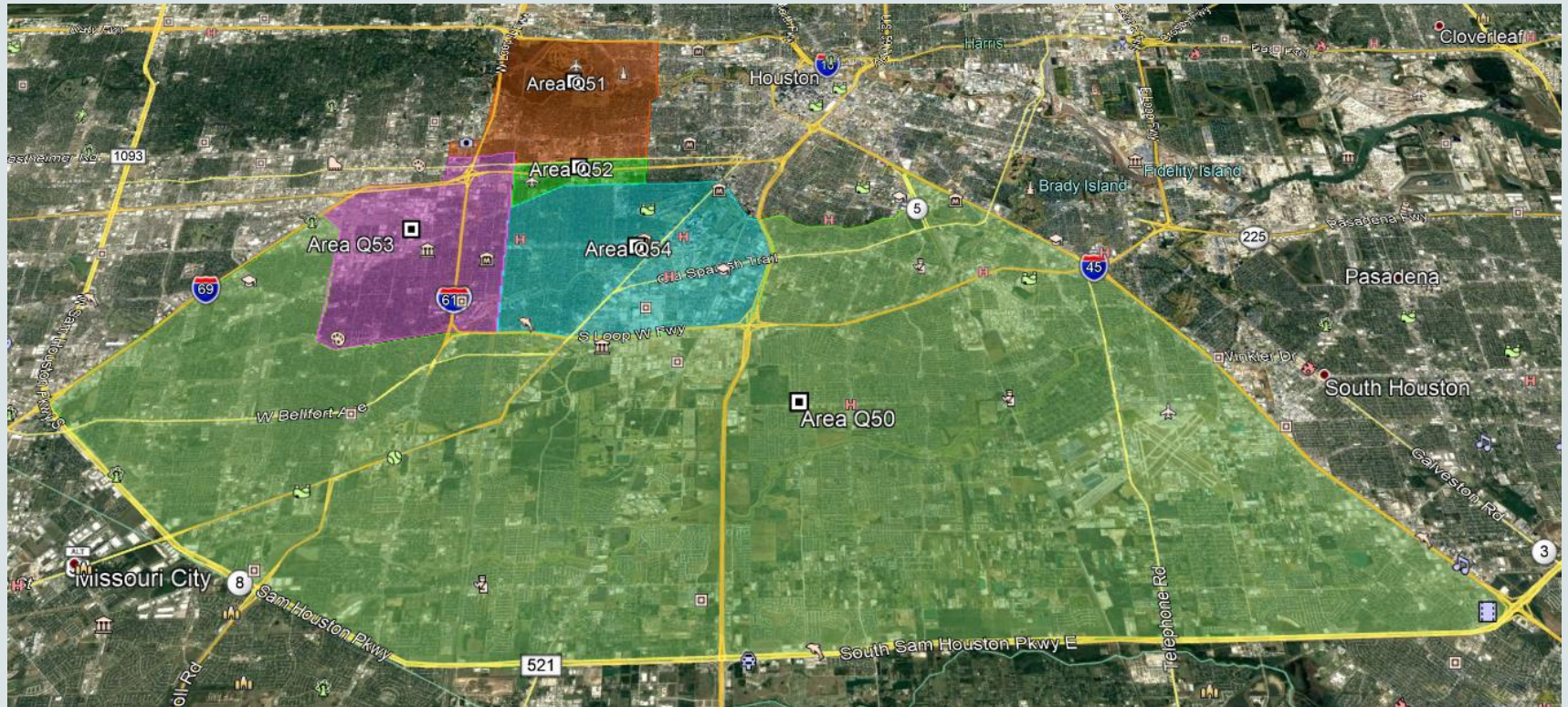
Proposed Division O Areas

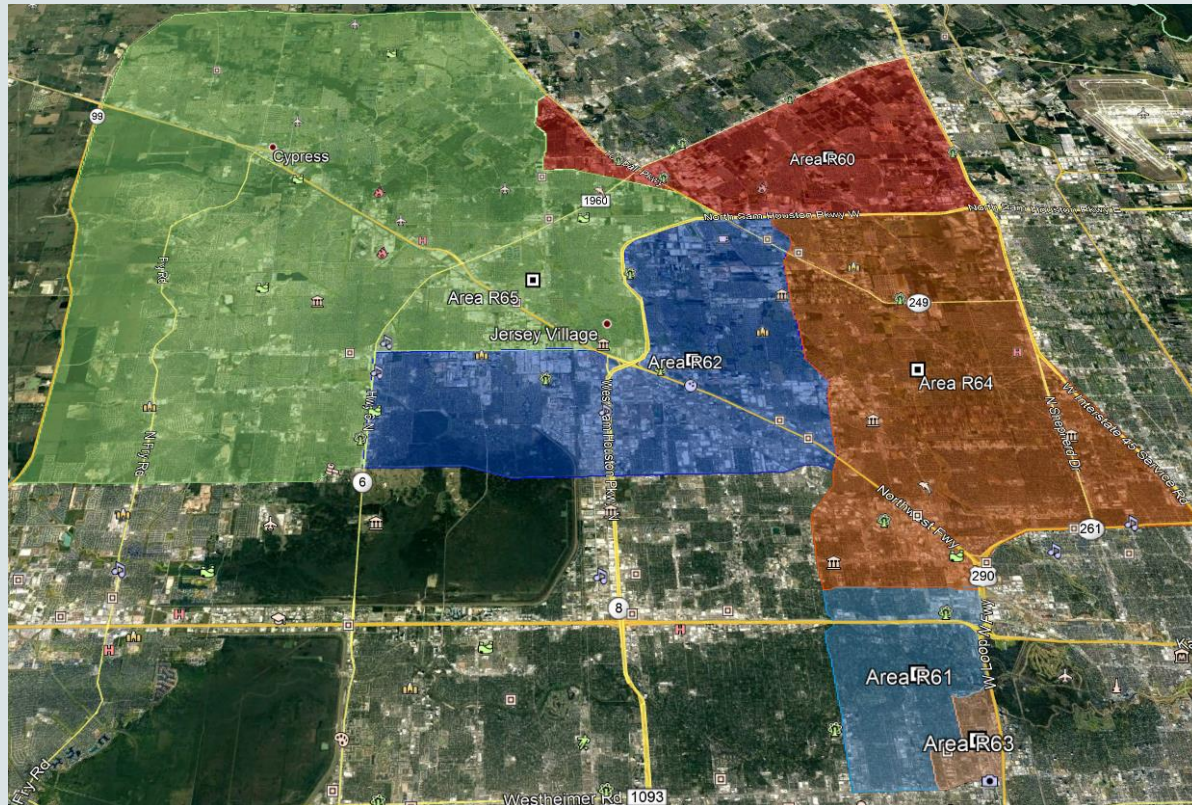


Proposed Division P Areas



Proposed Division Q Areas







Mid Year Audit Report 2019 - 2020

<https://tmd56.org/wp-content/uploads/2020/04/District-56-Audit-Form.pdf>



Overview and Purpose

Areas, divisions and districts (all referred to hereafter as "district" or "districts") are legally considered a part of Toastmasters International. Therefore, regardless of the source, district funds are considered funds of Toastmasters International. Members of the district audit committee are responsible for reviewing and substantiating whether district funds have been spent in accordance with the mission and governing documents of Toastmasters.

Each finance manager is responsible for preparing the following 12 Profit and Loss Statements for the Toastmasters fiscal year that runs from July 1 through June 30 of the subsequent year:

Performing the Audit

The audit procedures can be summarized in the following three broad categories:

- ▶ Organization
- ▶ Substantiating transactions
- ▶ Policy review

TOASTMASTERS INTERNATIONAL

CERTIFICATION FOR
December
2019-2020

DISTRICT 56

INSTRUCTIONS:

1. Complete all sections on the Narrative tab.
2. Fill in the white cells below with the appropriate information and print out this page.
3. Obtain related signature below. Electronic signatures are not acceptable.
4. Distribute monthly reports per Toastmasters International protocol 8.4, to the district governor and lieutenant governors within 30 days after the end of the month.
5. Quarter reports due to World Headquarters:
 - * September Report: October 31
 - * December (Audit) Report: February 15
 - * March Report: April 30
 - * June (Audit) Report: August 31
6. Submit approved narratives and certification page to World Headquarters by email or fax:
 - * Scan and email the PDF to DistrictFinancialReports@toastmasters.org
 - * Or fax to (949) 589-3456

NOTE: This certification form must be complete for the report to be accepted by World Headquarters. Reserve funds will not be released until World Headquarters receives the completed report.

In Base Currency	USD
Monthly Net Income/(Loss)	(3,067.55)
Year to Date Net Income/(Loss)	11,660.37
Total Available Funds	110,010.37

1. We, the undersigned, certify that all district financial records have been made available to the audit committee for inspection and that any unpaid bills or other outstanding obligations for the 2019-2020 term have been reported to the audit committee and included in accruals section of this audit. We further certify that there are no other outstanding district obligations incurred for the 2019-2020 term.

Dated this 4th day of February

Kathleen R. Keet
District Director (for the year audited)

Rebecca T. Rose
District Finance Manager (for the year audited)

Complete only for the Mid-year Report and Year-end Report:

2. We, the undersigned members of the Audit Committee, have examined the records of District 56 for the 2019-2020 term in accordance with the Audit Committee Guidelines* and believe that this report properly reflects this operation for that term.

Dated this 4th day of February

Chadban
Chairman

Isaac J. Berry
Member

[Signature]
Member

* Audit Committee Guidelines are available at the District Finance Corner: www.toastmasters.org/AuditGuide

NOTE: Audit committee members cannot be members of the district executive committee (e.g., district director, program quality director, club growth director, immediate past district director, secretary, finance manager, public relations officer, division directors, area directors).

Audit Committee Guidelines



District #: 56

Circle one: Mid-year Audit or Year-end Audit

PROCEDURES TO BE COMPLETED	COMPLETED BY
A. ORGANIZATION	
<p>1. Obtain all supporting documents for the Mid-year or Year-end Profit and Loss Statements from the district treasurer, and sort the documents in the following manner:</p> <ul style="list-style-type: none"> Stack #1: Sort Profit and Loss Statements, bank statements and district reserve statements into separate groups, organize in chronological order and place in one stack. Stack #2: Sort all other supporting documents in the order they appear on the Receipt Register and Payment Register. Receipt supporting documents should be placed behind the Receipt Register, and payment supporting documents should be placed behind the Payment Register. 	<p>gm LB [Signature]</p>
B. SUBSTANTIATING TRANSACTIONS	
<p>2. To ensure that all transactions are adequately supported, perform the following procedures:</p> <ul style="list-style-type: none"> Trace and agree all transactions on the Receipt Register and Check Register to their respective supporting documentation. Place a check mark (✓) on the Receipt Register and Payment Register next to each transaction that has supporting documents. The only transactions that should not be check marked are the ones missing supporting documents. For the transactions missing supporting documents, contact the finance manager and ask if such documents exist. If they do, request copies. 	<p>gm LB [Signature]</p>

PROCEDURES TO BE COMPLETED	COMPLETED BY
C. POLICY REVIEW	
<p>3. To ensure that transactions were executed within the company policies, perform the following procedures:</p> <ul style="list-style-type: none"> Review all cancelled checks and verify that they were signed by both the district director and finance manager (checks made payable to the district director or finance manager should be signed or approved in writing by the program quality director or the club growth director). Review all reimbursement requests and verify that they were approved by the district director. Ensure that all expenses on the request have adequate documentation (receipts or other supporting materials). Copies of credit card and/or bank statements are not valid receipts or documentation. Identify all payments in excess of USD \$500 and verify that each expense was properly approved by the district director and at least the program quality director or the club growth director. Any individual expense in excess of USD \$500 must be authorized in advance, there should be approval included in the supporting documentation and some indication of when the expense was approved (an email approving the expense is acceptable). Review all Debit Card transactions to ensure that all payments made by the district director were authorized in advance in writing by the finance manager and either the program quality director or the club growth director. Payments made by the finance manager must be authorized in advance by the district director and either the program quality director or the club growth director. Identify Other District Expenses (gifts, flowers, expressions of sympathy, etc.) to ensure they are not lavish or excessive and that they support the mission of the district. Tokens of appreciation are allowed up to \$25. Donations are not permitted in lieu of flowers or to any charitable fund. Review all meal expense reimbursements for District Leader August and Mid-year trainings to ensure the district director, program quality director, and club growth director were reimbursed for their meals purchased, up to \$30 a day with supporting receipts. (Meal expenses are NOT covered by a per diem.) 	<p>gm LB [Signature]</p>

[Signature]
 AUDIT COMMITTEE MEMBER SIGNATURE
Isaac Berry
 AUDIT COMMITTEE MEMBER SIGNATURE
Mohina S. Panthi
 AUDIT COMMITTEE MEMBER SIGNATURE

1/25/2020
 DATE
1-25-2020
 DATE
1-25-2020
 DATE



District 56 Procedures Amendments, May 2020

<https://tmd56.org/wp-content/uploads/2020/04/D56-Proposed-Change-to-Procedures-May-2020.pdf>



1. DISTRICT EXECUTIVE COMMITTEE AND CABINET

The members of the District Executive Committee and the District Director's Cabinet shall be reimbursed for their travel to all District functions at which their presence is required by the District Director and if the function is located more than ~~75~~ 25 miles, one way

This proposed change can be found on page 6



DISTRICT CONFERENCE SITES

SPRING CONFERENCE

The site of the Spring Conference shall be rotated between the Divisions and shall be chosen one year in advance by the District Council at its Spring meeting.

This Directive can be found on page 10



Budget and Profit & Loss Statement, March 2020

<https://tmd56.org/wp-content/uploads/2020/04/District-56-Profit-and-Loss-July-to-Dec-2019.pdf>

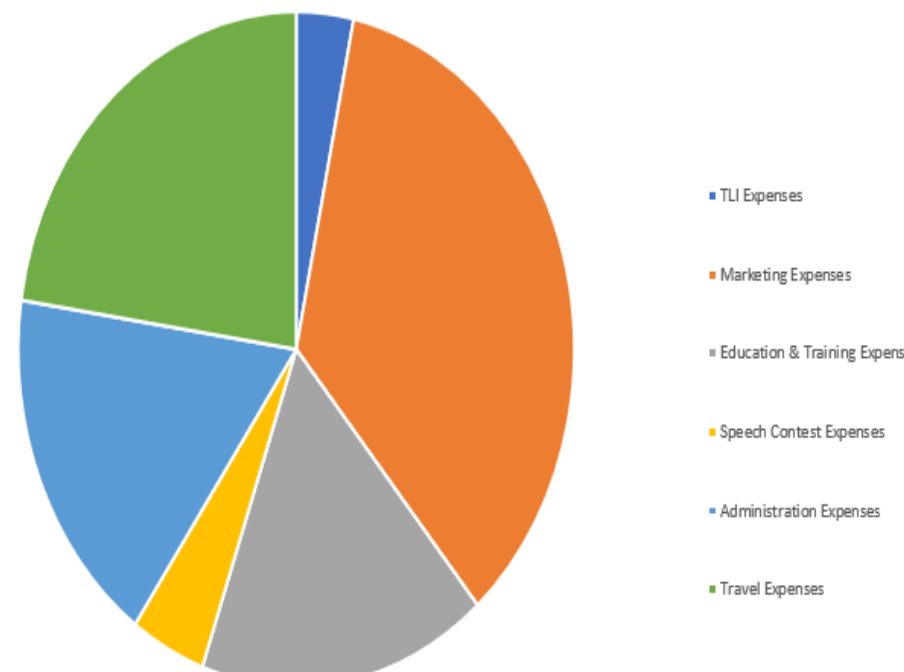
Profit & Loss Statement

District 56 Profit & Loss (Actual vs. Budget Summary) (in USD)

07/01/2019 Through 12/31/2019

	Actual	Budget	Variance
Membership Revenue	48,006.11	42,117.00	5,889.11
Conference Revenue	1,372.06	1,550.00	(177.94)
TLI Revenue	1,636.80	-	1,636.80
District Store Revenue	103.96	-	103.96
Speech Contest Revenue	1,122.00	-	1,122.00
Other Revenue	23.34	-	23.34
Total District Revenue	52,264.27	43,667.00	8,597.27
TLI Expenses	1,490.43	4,150.00	(2,659.57)
District Store Expenses	16.86	-	16.86
Marketing Expenses	15,897.59	8,900.00	6,997.59
Education & Training Expenses	7,550.24	7,500.00	50.24
Speech Contest Expenses	1,956.52	-	1,956.52
Administration Expenses	7,857.13	4,025.00	3,832.13
Travel Expenses	10,189.36	900.00	9,289.36
Other Expenses	(4,354.23)	2,152.86	(6,507.09)
Total District Expenses	40,603.90	27,627.86	12,976.04
Total Net Income	11,660.37	16,039.14	(4,378.77)

District 56 July to Dec 2019



TOASTMASTERS INTERNATIONAL®

District 56 Available Funds (in USD)

Month Ending 12/31/2019

Available Funds

Cash & District Reserve	
Cash	
Cash - Sterling Bank (2988)	60,697.18
Cash - Paypal (PP D56)	10,580.40
Total Cash	<hr/> 71,277.58
District Reserve	60,261.32
Total Cash & District Reserve	<hr/> 131,538.90
Minimum District Reserve Required at Year End	<hr/> (21,528.53)
Total Available Funds	<hr/> 110,010.37 <hr/>



District 2020 – 2021 Candidates

<https://tmd56.org/wp-content/uploads/2020/03/D5620-21Candidates.png>

2019 - 2020 Nominated District Directors



Rose W. Bradford,
DTM
District Director



Chandra Munagavalasa
Club Growth Director



Jo Idoux, DTM
Program Quality
Director



Samantha Traylor
Club Growth Director



Rhonda Reeves
Program Quality
Director

2020 - 2021 Nominated Division Directors



Camille Morales
Division L



Sharla Ozen
Division M



Brenda Villagran
Division N



Otto Fanini
Division O



Patricia Carreras
Division P



David Bell
Division Q



Tamesia Garner
Division R