



District Director
Rose W. Bradford, DTM

Program Quality Director
Jo Idoux, DTM

Club Growth Director
Chandra Munagavalasa,
DTM

Public Relations Manager
Terrie Green, DTM

Administration Manager
Robert B. Bailey, DTM

Finance Manager
Rae Ann George, DTM

Immediate Past District
Director
Kathryn R. Kest , DTM

Parliamentarian
John Robert Behrman,
DTM

District website
www.tmd56.org or
ToastmastersHouston.com

Toastmasters International
www.toastmasters.org

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

**TOASTMASTERS
INTERNATIONAL VALUES**
Integrity
Respect
Service
Excellence

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

District 56 Executive Committee Meeting

Zoom Meeting
Tuesday, September 8, 2020
7:30 – 9:15 p.m.

Call to Order

Rose W. Bradford, DTM 2020 – 2021 District Director – opened the meeting at 7:30 p.m.
Administration Manager, Robert B. Bailey, DTM was present and recorded minutes.

Pledge

The pledge was led by Administration Manager, Robert B. Bailey, DTM.

Certification of Quorum

Steve W. Jones, DTM provided the credentials report. Quorum was set at 31
Total present was 47 - quorum was met.

Rose W. Bradford, DTM, District Director, announced that there was quorum.

District and Toastmasters International Mission Statements

Both were recited by Club Growth Director Jo Idoux, DTM.

District Director Opening Comments

Comments were made by Rose W. Bradford, DTM. Rose introduced several special guests and their roles for the meeting. Rose then explained the composition of the DEC and the rules that the meeting would follow. Rose explained the timing of the discussions, overall process and way speakers should present themselves.

Adoption of the Agenda

Rose W. Bradford, DTM asked if there were any changes to the agenda. Tammy Garner, DTM offered 2 corrections. One was a correction to change the pledge from Chandra Munagavalasa DTM, to Robert B. Bailey DTM. The other was to correct the date of the last DEC meeting on the agenda to March 23, 2020. The agenda was adopted as corrected.

Approval of the Minutes -- Spring DEC Meeting, March 23, 2020.

Last DEC meeting was held on March 23, 2020, Rose asked are there any corrections to the last meeting minutes: Tammy Garner had 2 items. Add DTM after Tammy's name. Change the date for the Bi Annual District Council meeting since it did not occur on May 2 but on May 23. No further objections were made and the minutes were approved as corrected.

Adoption of District Success Plan

Rose explained and defined the purpose of the DSP. She stated that It is a living breathing document that should be updated periodically. Rose asked if there were any questions regarding the DSP. Tammy Garner, DTM asked if there was a discrepancy between the conference being in person or meeting virtually. Rose responded that the conference will be virtual this coming year. Rose again asked if there were any questions about the DSP. Rose recognized AD Jon Coon MS2. Jon's question was regarding Club Growth, section 3 which shows an Increase in club growth. He asked is there is a measure point for this. Rose responded that there is no measuring point, but that we brand ourselves and

strive to continually grow our District. Jon Coon volunteered to help the District to set a measurement for this goal. Toastmaster Charlene Burgess, EC5, ALB asked a question regarding incentives for the CGD area Smedley AWARDS. Chandra Munagavalasa, DTM responded that Toastmasters International will give one award and D56 will also give a \$50 gift certificate for the first 50 clubs that win the Smedley Talk Up Toastmasters and Beat the Clock awards. Rose asked if the poll would be taken to approve the DSP. Steve Jones took the poll. DSP was approved as presented. Rose mentioned that confirmation will occur at the District Council meeting on September 19 2020.

Appointed Officers Confirmation

Next was the approval of the appointed positions. The Area Directors and other key appointments.

CGD Chandra Munagavalasa DTM, then presented the Area Directors starting with Division L and ended with Division R. He also named the various chairs of committees and assistants listed on the presentation for confirmation.

Rose entertained a motion for the approval of all appointed positions. Patricia Carreras, DTM stated that Luz Bobadillia's credentials are not right. They should be CC, ALB, LD1. Also, Area Director N21 Demetria Marks is IP1 and Area Director Q51 Brent Jatko is EC4 MS4. These corrections were noted. After checking the membership roster from Toastmasters International dated September 9, 2020, Luz's educational level is listed as LD1 and that is what District 56 will use going forward. The educational level for Brent Jatko is listed as MS4 and that will be used by D56 going forward and Demetria's level will be corrected.

L41 AD Charlene Burgess made motion that we accept the appointments. L44 Aaron Walton IP5 PM5 seconded the motion to accept the appointed positions. Confirmation will be made at the District Council meeting on Sept 19, 2020.

Steve Jones, DTM took the poll to accept the appointments. Steve stated that the motion passed as presented. Rose acknowledged that the motion passed with credentials corrections.

Bank Signature Approved

Rose stated that we need to adopt a motion to remove the former signatories from the bank account. We will be removing Kathy Kest, Rose Williams, Elly Hard, and Becky Noe. We will be adding Rose W. Bradford, Jo Idoux, Chandra Munagavalasa and Rae Ann George.

Rose asked for a motion to approve the change of the names on the bank signature card. Area Director William Keaton MS4 made the motion to approve and Division Director David Bell, DTM seconded the motion.

Steve Jones took the poll for the Bank Signatories

Steve reported that the motion passed. Rose declared that the bank signatories statement changes have passed.

Rose called for 5-minute break.

Division Director Reports

Each Division Director reported on the health of their respective Division, relative to some primary goals: Area Director visits/reports, club meeting status, member retention/payments, Area/Division councils and DCP status.

Division:	Division Director
L	Camille Morales, DTM
M	Sharla Ozen, DTM
N	Brenda Villagran, DTM
O	Otto Fanini, DTM
P	Patricia Carreras, DTM
Q	David Bell, DTM
R	Tammy Garner, DTM

Executive Reports

Audit Committee Report – Jennifer Nelson, DTM

Jennifer thanked her team, Isaac Berry and Doc Lee and Becky Noe former Finance Manager. Jennifer then showed the profit and Loss statement. Then she discussed the policy statement review. Jennifer reported that there were no discrepancies this year.

Rose asked if there are any questions re: audit report?

No questions were asked.

Rose asked if we approved the audit report; Steve Jones took the poll.

Rose announced that the audit report was approved as presented.

Finance Manager (Budget and P&L Report)

Rae Ann George, DTM, presented the Finance Manager's Report: The budget was provided electronically for review.

Rae Ann presented the budget and articulately tied it to the District mission. She gave us the estimated revenue, which is reduced due to COVID 19.

The expense items were then discussed. There is more emphasis and resources being placed on marketing outside of Toastmasters within District 56. Note this is a new category. There is more money for Club Growth and Public Relations, Education



and Training. Since the Spring Conference will be held virtually there are reduced expenses there. Food, Travel, and lodging are reduced compared to prior years. More than half of expenses are going to support club members.

Several questions were raised:

Question: Will all Areas have a zoom license? Answer: All Division Directors will have a zoom license for contests etc.

Question: Jon Coon MS2, asked are prior year's budget's posted on the website? Answer: Rose stated they are on old website but will be put in new area on website.

Question: Tammy Garner DTM, will the budget be updated for Spring Conference being virtual, stipend, for Key Note speaker. Rose clarified that while no funds were budgeted for the Conference, there was a small amount placed in Food and Meals (\$150) to cover cost of a special "Goodie" package that will be delivered to the virtual keynote speaker.

Question: Jon Coon MS2 asked: What categories had the biggest changes? Answer: Rae Ann George stated: Less travel, food, speech contest food, conference, more spend on club growth, PR, member support and recognition.

Question: Otto Fanini DTM asked, since the budget was prepared based on prior year's baseline, do we have a contingency on how to deal with a drop in membership? Answer: Rae Ann George stated that Revenue is \$20,000 less than last year and has already accounted for in the reduction in membership.

Rose called for a motion to accept the Budget and reminded us that this must be confirmed at the District Council meeting on Sept 19, 2020.

Otto Fanini, DTM made motion and Tammy Garner, DTM seconded the motion to accept the budget.

Rose W. Bradford, DTM announced that the motion passed and the budget has been approved.

Rae Ann George, DTM then presented the 2019 2020 PL Statement

Rae Ann discussed the revenue.

Rae Ann discussed the expenses, the Conference, the TLI, and the District Store,

Marketing expenses appear to be over budget due to District website update. Rae Ann explained that funds allocated to the website overhaul (\$18,000) carried into 2020 and fully realized and balances out.

Public Relations Manager

District Public Relations update provided by Harold Eaton, DTM for Terrie Green, DTM

ToastmastersHouston.com or TMD56.org both work for the website. Harold then discussed Google Ad words and Google Suite of products. He also discussed strategy for hosting news, articles, postings, member highlights – NEWS@TMD56.org

Club Growth Director, Chandra Munagavalasa, DTM

Chandra discussed a September 5th update. He then reviewed the club visit reports by Division. He presented a slide detailing club size by membership ranges. Next, he introduced the Scaffolding team concept – there are 15 members; each member will get 1-2 clubs to start; Scaffolding members will contact Division Director's / Area Director's for initial contact.

We have 9 prospect clubs and 69 leads; 1 club already chartered.

Program Quality Director, Jo Idoux, DTM

Rose presented Jo's report since Jo was in another meeting for PQD members. Rose stated that we had a great turnout for club officer training and 926 people were trained. 143 clubs had 4 or more officers trained.

The 'On-line Leadership Electives' OLE – have been very popular! Covered many topics with high turnout.

Educational Achievements – many awards have already been submitted this year.

One area of concern is that not all officers are in Pathways still; Over half of our new members are NOT in Pathways. Rose said we should gently encourage members to sign up for Pathways.

October 24, 2020 is our Leadership conference.

District conference 4/30/2021 - 5/1/2021 and will be virtual.

District Director, Rose W. Bradford, DTM

Rose share her insights around the district mission and vision. She said we must build a leadership pipeline of mentors and leaders for the future. She restated her personal vision of Reach One, Teach One, Keep One. ROTOKO

Rose then Introduced David Rebeles, DTM, PDG to discuss club retention during COVID-19

David shared that he is the mentor for the Weatherford Toastmasters, a club hit hard by layoffs. He used that club's experience to share an analogy with the DEC. David said that we should be the best version of yourselves when you visit clubs. Be empathetic.

He then used the acronym, YODA, to make a point.

Announcements

Rose W. Bradford, DTM made announcements.

- Sept 19 is the District Council meeting. We will check in at 8am to get a quorum. The meeting starts at 9am. No Proxies are allowed
- Spring Conference will be held 4/30 and 5/1 virtually.
- Key Note speaker: Lark Doley
- All speech contests will be virtual per Toastmasters International. Toastmasters International said conferences must have a virtual component so District 56 decided to have the conference 100% virtual.
- Paris will need to wait until 2022.
- For 2021 the conference will be in Nashville August. 25-28.

Meeting adjourned

Rose W. Bradford, DTM, adjourned the meeting at 9:15 p.m.

Minutes submitted by Robert B. Bailey, DTM – Administration Manager.