



Minutes of District 56 Council Meeting
Held **September 23, 2018** via Zoom

Business Meeting Agenda: Attachment A

Quorum Calculation: Attachment B

Audit Committee Report: Attachment C

1st Quarter Profit and Loss Statement: Attachment D

Call to Order

Sheryle H. Warren, DTM 2018 – 2019 District Director – opened the meeting via Zoom.

Robert Bailey started taking minutes in absence of Admin Manager, Svetlana Hanson, ACB

Pledge of Allegiance

Led by Terri Green, DTM, 2018-2019 Logistics Manager

Welcome and Acknowledgements

District Director Sheryle H. Warren welcomed all delegates, thanking them for their time this evening and their service to District 56. She acknowledged that the District's Eagles were on the call and thanked them for their continued service to District 56.

Certification of Quorum Report (Attachment B)

Carol Caraway, PDD, DTM, stated that there was not a quorum. There not being a quorum present, all decisions made today will have to be ratified via a post meeting vote via Election Runner

Toastmasters International Mission & District Mission

Rose Williams, DTM, read Toastmasters International Mission & District Mission

Overview of the Day

District Director Warren, DTM, announced that Roberts Rules of Order would guide the meeting.

Adoption of the Agenda

District Director Warren, DTM, presented the meeting agenda for adoption.

Karen Blake, PID, DTM, President, Dining Out Toastmasters, requested we add the Audit Committee report to the agenda. Rose Williams, DTM, Club Growth Director, made a motion to add Audit Committee Report to the agenda. Kathy Kest, DTM, Program Quality Director seconded the motion.

The agenda (Attachment A) was adopted without objection.

Approval of the District Council Meeting Minutes, May 12, 2018

The minutes of the annual Business Meeting have been posted on the District website for review. The minutes were approved without objection.

Ratification of District Leadership Appointments

District Director Warren, DTM, stated that we have a full slate of District Officers, having no unfilled office. She presented the names, education level of each Area Director along with the Senior officer appointments:

Kristena Hackett, ACB, ALB, - Public Relations Manager

Terrie Green, DTM, Logistics Manager

Robert Sullivan, DTM, District Leadership Cmte Chair

Carol Caraway, PDD, DTM, Audit Cmte Chair

Mehboob Shrivasta, DTM, Realignment Cmte Chair

District Budget

The 2018-2019 Budget was presented but there was no vote due to the lack of quorum. District Director Warren, DTM, stated that the budget has been placed on the District website for review and had already been approved by Toastmasters International Finance officials and has been posted on the District website. Due to lack of quorum today, we will conduct a post meeting vote via Election Runner.

Alignment Report

Eric Coy, Re-alignment Committee Chair presented the 2018-2018 Alignment Report.

2010-2018 Audit Committee Report (Attachment C)

Karen Blake, DTM, PID, thanked the committee members: Carol Caraway, Richard Kummins, and Jennifer Nelson. She expressed her appreciation for your service during the mid-year and year end audits.

She explained what the audit committee accomplished.

Procedures:

- Organization - Obtained all supporting documents and sorted them, including treasurer's report, bank statements, receipts supporting documents and payment supporting documents.
- Substantiating transactions - Traced and agreed all transactions to their supporting documents, including receipts and payments, and requested copies for any missing supporting documents.
- Policy review - reviewed cancelled checks, reimbursement requests, payments in excess of \$500, debit card transactions, other expenses, and reimbursements, verifying required signatures, approvals, and documentation.

The audit report was filed with World Headquarters on August 27, 2018. Explanations were provided in all categories for variances between the budget and actual results.

Rulan Patel worked hard for you throughout the year and always exemplified our Toastmasters core values of integrity, respect, service, and excellence.

Karen thanked Rulan, District Finance Manager, for her distinguished service to the members and officers of District 56!

Senior Officer Reports

Public Relations Manager, Kristena Hackett, CC, gave her report including:

- Discussed Public Relations strategy
- Outlined her 5-point plan
- Discussion about website changes made and those to come
- Discussed about our Social Media presence – Facebook and Twitter

1st Quarter Profit and Loss Statement

Finance Manager – Isaac Berry, CC, ALB presented the 1st Quarter Profit and Loss report. (Attachment D)

Club Growth Director Report - Rose Williams, DTM, stated that we have charted five clubs this term, and there are seven viable leads for more new clubs.

Program Quality Director Report - Kathy Kest, DTM, stated that we had 27 clubs that had 7 of 7 officers trained, and that there were 756 officers trained. She Fall Summit update included Shibu Varghese, Chief Human Resources Officer as the keynote speaker. Additionally, International Director Don Bittick, DTM, will be visiting District 56!

District Director Report - Sheryle H. Warren - District Director Warren, DTM, announced that we were current on WHQ reports. Trio is reading the AD reports, make them as complete as possible, but do not tarry. The district website and calendar are being updating regularly, please use it as a tool for planning and

communicating with the club members. The budget posted is a preliminary budget and will be finalized and submitted wot WHQ NLT Sept 30. The District Success Plan will be submitted to WHQ as well.

Next Quarter, we will host Heather Perkins, the Regional Advisor for region 5, at the Club Growth Workshop. Round two Toastmasters Leadership Institute will offer Contests training after Club Officer Training is complete.

New Business

No New Business

Announcements

Dues are DUE!!! Ensure all clubs submit dues, waiting to the last minute may impact the ease of submitting dues on time. Avoid the rush, get it done sooner than later.

Closing

Dates to Remember

Fall Summit

Sheryle H. Warren, DTM, made closing remarks. Meeting adjourned 7:18pm

Minutes prepared and submitted by

Svetlana Hanson, CS, CL

District 56 Administration Manager