



Toastmasters International District 96 Executive Committee Meeting Minutes

Sunday, September 17th, 2023,
Online via ZOOM
Time: 09:00 to 12:00

1 CALL TO ORDER

District 96 Director Paul Rostagno, DTM, called the meeting to order at 9:00 am.

2 WELCOME AND INTRODUCTORY REMARKS

A Territorial Acknowledgement was presented by District 96 Administration Manager Yuriria Lanza, with welcome and introductory remarks given by the District 96 Director Paul Rostagno.

Division Directors (5) on the call were recognised.

- a. Division A – Neulessa Major
- b. Division B – Christopher Chen
- c. Division C – Wyatt Klopp
- d. Division D – Donna Ho
- e. Division E – Mark Hurrell

The officials for this meeting were:

- f. *Parliamentarian* – Joan Morrison, DTM
counsel on Robert's Rules to the District Director
- g. *District Admin Manager* – Yuriria Lanza, DTM
taking the meeting minutes.
- h. *District Credentials Chair* – Gonul Guvenc DTM
Ensures quorum is attained and oversees the vote system tool.
- i. *Program Quality Director* – Luzena Dumercy, DTM
The backup chair is responsible for education.
- j. *Club Growth Director* – Jim Heeren, DTM, is responsible for Membership.
- k. *Public Relations Manager* – Melody Helleouet is responsible for PR in the District.
- l. *Finance Manager* – Yu Lan (Yolanda) Li
Responsible for the finances and budget of the district.
- m. *Timer*: Dan Dyble.

3 DISTRICT MISSION

District 96 Club Growth Director Jim Heeren, DTM, presented the District Mission.
"We build new clubs and support all clubs in achieving excellence."

4 DISTRICT VISION

*District 96 Program Quality Director Luzena Dumercy, DTM, presented the District Vision.
"No Club Left Behind"*

5 ADOPTION OF THE AGENDA

District 96 Administration Manager Yuriria Lanza, DTM, reviewed the agenda.

1. Call to Order
2. Welcome and Introductory Remarks
3. Remembrances
4. Review of District Mission
5. Adoption of Agenda
6. Approval of the minutes of the previous Business Meeting.
7. Appointed Officers.
8. Audit Committee Report – Year-end
9. Meeting Standing Rules and Voting Procedures
10. Credentials Committee Report
11. District Director Report
12. Program Quality Director Report
13. Club Growth Director Report
14. Public Relations Manager Report
15. Finance Manager Report
16. Division and Area Report on their Success Plans and Distinguished program progress
 - a. Division A
 - b. Division B
 - c. Division C
 - d. Division D
 - e. Division E
17. New Business
 - Motions
 - Motion #1 – D96 Annual Budget
 - Motion #2 – Types of Speech Contest
 - Motion #3 – Online Speech Contest & Conference
18. Results & Announcements
19. Next District 96 Council Business Meeting – April/May 2024
20. Adjournment

The agenda was adopted and amended.

6 APPROVAL OF THE MINUTES OF THE PREVIOUS BUSINESS MEETING

- a. They were approved as distributed.

7 APPOINTED OFFICERS

- a. **Core team:**

Jim Heeren, Club Growth Director

Yuriria Lanza, Administration Manager

- b. **Division Director:**

Neulesa Major, Division A

- c. **Area Directors:**

Ricky Shetty, Area A11 Director

Carole Murphy, Area A12 Director

Callum Lehingrat, Area A15 Director

Elson Kung, Area B21 Director

Patricia Oikawa, Area B22 Director

Mathieu Rousseau, Area C21, Director

Siscilie Wong, Area B24 Director

Joel Pushparaj, Area C31 Director

Penny Soderena-Sutton, Area C32 Director

Reza Sahrei, Area C34 Director

Sherry Ernst, Area D41 Director

Megan Wang, Area D42 Director

Tiffney Ellis, Area D44 Director

Ahmed Hussein, Area E52 Director

8 AUDIT COMMITTEE REPORT

District 96 Audit Committee Chair Phuong (David) Nguyen shared the findings submitted by the Audit Committee. Committee Members: Jay Santos and Anson Hardjojo. They concluded that everything was in good standing.

From Audit Committee Chair: David Nguyen

This was the first time leading the Audit Committee through the Year-End Audit, and we successfully submitted it on time. Thanks to fellow committee members Anson Hardjojo and Jay Santos for their help and Finance Manager Yolanda Li for her assistance.

Audit Committee Report

The **audit period** was between January 2023 and June 2023—the year-to-date net income was \$25,744.51.

The total available funds up to then were \$8,603.23.

Revenue by Type, Year to Date as of June .30, 2023

All the Revenue is from membership revenue, which was \$48,422.44.

Expenses by Type, Year to Date as of June .30, 2023

Reimbursement requests have been approved by the district director with adequate documentation.

The district director and an additional member of the district trio properly approved payments over USD 500.

All transactions were authorized in advance with adequate documentation.

**District 96
Profit & Loss (Actual vs. Budget Summary) (in CAD)**

Month Ending 06/30/2022			07/01/2021 Through 06/30/2022		
Actual	Budget	Variance	Actual	Budget	Variance
District Revenue					
2,103.02	1,695.00	408.02	46,554.33	52,113.00	(5,558.67)
0.00	0.00	0.00	1,700.00	0.00	1,700.00
<u>2,103.02</u>	<u>1,695.00</u>	<u>408.02</u>	<u>48,254.33</u>	<u>52,113.00</u>	<u>(3,858.67)</u>
District Expenses					
1,144.49	0.00	1,144.49	1,363.56	0.00	1,363.56
3,565.06	4,820.00	(1,254.94)	4,667.07	10,405.13	(5,738.06)
450.00	1,425.00	(975.00)	2,164.80	5,085.00	(2,920.20)
27.96	350.00	(322.04)	1,246.46	5,000.00	(3,753.54)
815.02	85.00	730.02	2,399.45	5,210.87	(2,811.42)
404.13	3,920.00	(3,515.87)	2,664.26	5,840.00	(3,175.74)
382.91	0.00	382.91	1,526.36	2,605.00	(1,078.64)
826.21	596.80	229.41	5,461.84	5,096.55	365.29
52.44	300.00	(247.56)	52.44	4,600.00	(4,547.56)
0.00	0.00	0.00	0.00	3,000.00	(3,000.00)
0.00	0.00	0.00	654.24	0.00	654.24
225.57	217.13	8.44	2,663.06	2,605.56	57.50
<u>7,893.79</u>	<u>11,713.93</u>	<u>(3,820.14)</u>	<u>24,863.54</u>	<u>49,448.11</u>	<u>(24,584.57)</u>
<u>(5,790.77)</u>	<u>(10,018.93)</u>	<u>4,228.16</u>	<u>23,390.79</u>	<u>2,664.89</u>	<u>20,725.90</u>
Total Net Income			Total Net Income		

There were no Debit Card transactions made during the January - June 2023

Audit Notes:

A check of \$58.12 written to UBC TOASTMASTERS dated August 05, 2022, has been deposited.

As of August 26, 2023, Finance Manager Yolanda Li has contacted Toastmasters International for Quarter 4 certification and has yet to receive it. Finance Manager Yolanda Li sent a follow-up email on August 28, 2023, and is awaiting a response.

This concludes my Audit Committee Report Update.

9 DISTRICT DIRECTOR REPORT

District 96 Director Paul Rostagno, DTM, shared that we have stopped going down and have entered a growth period. We are currently at the same level as a decade ago. We have 109 clubs, which have grown since the District's split from District 21. We are targeting to return to 2,000 members, so we should be back to 100 clubs in good standing and nurture a leadership pipeline. 37 Strong Clubs - 73% awarded last year: 18 President Distinguished, 2 Select Distinguished and 7 Distinguished. 15 Small Clubs. Reengineering the fabric of our district. Club Landscape: 1 New Club per month: +240 members, +3 from small Clubs, realistic goal of returning to 100 Clubs. Strengthening membership: 1,613 members on July 1st, 201 from Chartered clubs, 171 new members, today: 1,877 members.

It is time to bounce back and give us the District Vision: "*No Club left behind.*"

10 PROGRAM QUALITY DIRECTOR REPORT

Program Quality Director Luzena Dumercy, DTM, discussed her work on the first round of club officer training and her encouragement for Area Director Club Visit Reports In a total of 1 TLI/COT event and 6 COT events. In the first round, 75.5% of clubs sent four or more officers to training on the first rounds training. We are planning that we might have 85% in the second round, and we are getting prepared for June's training events.

11 CLUB GROWTH DIRECTOR REPORT

Club Growth Director **Jim Heeren, DTM**, said that growth takes time and patience and that now is the time to bounce back. We started the year with 107 clubs, but now we only have 101 due to 6 being suspended. Paul congratulated the Club Coaches and Club Sponsors for their work, but 14 clubs with eight or fewer members needed a coach. Today, we have 1,700 members in District 96, with membership dues to be paid for March 31. Three clubs are in the process of chartering (Red Leaf Raconteurs, Archaic Interactive Limited, and Provincial Health Services Authority).

Thanks were extended to all District 96 volunteers for their hard work.

12 DIVISION AND AREA REPORT ON THEIR SUCCESS PLANS AND DISTINGUISHED PROGRAM PROGRESS

▪ DIVISION A

- **Director Neulessa Major** reported that the Division is in downtown Vancouver with 17 clubs comprising a mix of corporate and community clubs. More than half of the members do not have any educational awards, although many are dual members. Council meeting 2nd Saturday every month. Area Directors provided detailed reports about the clubs in their Area. Emphasize to leaders the value they bring to the organization from their perspective and emphasize the importance of communicating in a timely manner.

Neulessa intends that all Division members know that no matter which club they belong to, there is continuous support from their Area and Division Director. Therefore, responding to emails, slack, or WhatsApp is pivotal. She is also willing to help persons such as more seasoned Toastmasters understand that their voice matters and that newer Toastmasters depend on them to guide them in assisting them to achieve their leadership and communication goals.

▪ DIVISION B

- **Director Christopher Chen** reported that the division started the year with 14 clubs and five Areas. Seven clubs are President Distinguished, three are Distinguished Clubs and Area B24 Select Distinguished. One new club was Chartered on July 5th: PHSA Toastmasters. There are eight clubs with ten members at most.

Christopher sets a goal for the division to end the year with five distinguished areas.

▪ DIVISION C

- **Director Wyatt Klopp** reported that the division started the year with 18 Clubs, four areas and no Distinguished clubs, and six clubs with eight or fewer members. It covers territory from Williams Lake to the Yukon, including many small communities and North Vancouver.

Wyatt is grateful to have been able to complete all the Area Directors. Regarding first-round COT, 15 clubs did the minimum training. Three Clubs might be suspended. He is not worried as he is working towards a better year-end.

- **DIVISION D**

- **Director Donna Ho** reported that the division started the year with 16 base clubs. Not all completed their October renewals.

Success: Two new Charter Clubs; regarding the first-round COT, 16 of 17 Clubs completed the minimum of four training sessions; Monthly Division Council Meetings since July; Area Directors are working hard to set up Area Council Meetings and Fall Club Visits.

Challenges: Short of one Area Director to lead Area Clubs; Area Director with conflicts of schedule and unable to do in-person club visits due to Geographic location; Newly chartered clubs need additional support looking for one in-person Club Mentor for a noon-time club, looking for one in-person Club Mentor for a noon-time club; Club Members are busy and don't have time to help build memberships to do pathway projects; Low Membership Clubs and Renewals: 100% of the clubs have fewer members in Oct compared to September, six clubs have less than eight members renewed for October.

Moving Forward: The Division Director is stepping up until she finds a new Area Director; the Area Directors Club Visits: online visits when feasible, Club with conflicting schedule; Search for an in-person club; Low membership Clubs; working towards President Distinguished Division.

- **DIVISION E**

- **Director Mark Hurrell** reported that the division started the year with a complete area director roster and 18 clubs covering Burnaby, Coquitlam, Port Coquitlam, Maple Ridge, and Pitt Meadows.

It is important to note that: four clubs were Distinguished; one Select Distinguished, 5 President Distinguished and Three Distinguished areas. I am preparing to be a President Distinguished Division.

13 MEETING STANDING RULES & VOTING PROCEDURES

The Parliamentarian, Joanne Morrison, DTM, member of Positively Speaking #8116, read Voting Procedures and Rules.

1. **VOTING MEMBERS:** The voting members for this meeting are; Area Directors, Division Directors, District Director, Program Quality Director, Club Growth Director, Administrative Manager, Finance Manager, Public Relations Manager, and Immediate Past District Director.
2. **VOTING METHOD:** Please use the 'raise hand' feature on zoom when asked to vote.
3. **MOTIONS:** All main motions shall be made in writing and signed by the maker and delivered to the Administration Manager before the meeting. Format for the motions is "I move that ..." or "Be it resolved that ..."
4. **DECORUM:** To avoid distractions during the meeting's business, please turn off all devices. Please, maintain courtesy when addressing the assembly. Please ensure that your device is on 'mute' unless you are speaking.
5. **CONDUCT:** Members wishing to speak will use the 'raise hand' feature on Zoom and wait to be recognized by the chair, then state their name and club number before speaking.
6. **DEBATE:** Each voting member may speak twice for a maximum of two minutes on each debatable motion. Delegate may speak a second time after all who wish to speak have spoken once.
7. **EXTENDING DEBATE TIME:** beyond any of the limits established in these rules requires a two-thirds vote. The timer will signal timings.
8. **PARLIAMENTARY AUTHORITY:** Robert's Rules of Order Newly Revised Edition shall govern the meeting to the extent that they are compliant with the laws and policies of Toastmasters International.

14 CREDENTIALS COMMITTEE REPORT

Gonul Guvenc, from Royal-T #8988, announced that quorum requirements had been met. The results of the credentials reports are shown below:

<u>Credential Report</u>		
Total possible votes – DEC members:	32	
Quorum requires a majority (50%+1) (36/2+1=):	32	
Number of Votes present/verified:	17	Quorum ACHIEVED
Total ballots available:	22	
The simple majority was:	12	

The Credential Committee Report was adopted as presented, with no objection.

Thanks were extended to the members of the Credential Committee.

15 MOTION #1 – D96 Annual Budget

MOTION was presented:

“I, Yolanda Lee, Finance Director of District 96 Toastmasters, move to accept the 2023- 2024 budget as presented.”

Recommendation from the District Directors. As mentioned by the Parliamentarian Joan Morrison.

16 MOTION #2 – Type of Speech Contests

I, Luzena Dumercy, member # 03212267, based on poll results, move that District 96 hold the following three (3) contests during the 2023/2024 Toastmaster year.

1. International Speech Contest
2. Table Topics Contest
3. Evaluation Contest.

Discussion: Two against

MOTION #2 Amendment:

I, Carole Murphy, a member of Club #8116, would like to amend this Motion based on the poll results, that District 96 holds the Following two (2) Contests during the Toastmasters year.

1. International Speech Contest
2. Evaluation Contest.

Secunder of the amended motion: I, Dan Dyle, member of club # 6115, member # 328550

17 MOTION #3 Online Speech Contest & Conference

I, Luzena Dumercy, member # 03212267, based on poll results, move that District 96 hold all two contests during the 2023-2024 Toastmaster year in a Hybrid format at the Area and Division level and in person at the District level. (The District Conference will be an in-person conference).

18 VOTING DETAILS

Gonul Guvenc, from Royal-T #8988, explained the voting details.

- Break Out room for Credentials issues.

19 VOTING RESULTS

MOTION #1 Budget: Votes: 21 votes in Favour (Yes), one against (No)

MOTION #2 Type of Contests - Amended: Votes: 19 Votes in Favour (Yes), two against (No)

MOTION #3 Online Speech Contest & Conference: Votes: 14 Votes in Favour (Yes), six against (No)

20 ANNOUNCEMENTS

A reminder of the Award Ceremony in October 2023.

21 NEXT DISTRICT 96 COUNCIL BUSINESS MEETING

Saturday, April 13, 2024

22 ADJOURNMENTS

District 96 Director Paul Rostagno, DTM, adjourned the 2023-2024 District 96 Executive Committee Meeting at 12:10 pm.