



Date: Sunday September 20, 2020

Time: 2:00pm

Location: ZOOM Webinar virtual platform

Presiding: Cynthia D. Williams, DTM, District 18 Director

Call to Order – District Logistics Manager, Tennille Coombs, IP5 - District 18 Virtual Fall Business Meeting Call to Order @ 2:00pm EDT

Reading of the District Mission - Logistics Manager, Tennille Coombs

Welcome Remarks - District Director, Cynthia D. Williams, DTM,

Started by thanking all in attendance, introducing the Panelists - Cristol Johnson, DTM, IPDD & Credentials Chair; Mervin Bierman, DTM, Past Governor & Credential Committee Member; Benjamin Crist, ACB, ALB, Program Quality Director; Annmarie Givans DTM, Club Growth Director; Isabel Kadoorie, DL1, District Administration Mgr.; Jeff Jones, DTM, District Parliamentarian; Kathleen Davis, DTM, District Finance Mgr.; Tennille Coombs, IP5, District Logistics Mgr./Q&A Monitor. District Director went on to share the Ground Rules - all members welcome to attend business meeting; only voting member of the District Executive Council who registered by 8pm on 18 September 2020 may make motions, discuss motions, vote and transact other business. District concluded welcome w/ explaining how to be recognized by the chair to make motions, discuss, vote and/or transact.

Credentials Committee Report - Immediate Past District Director, Cristol Johnson, DTM

84 voting members in attendees. We have an official quorum!

District Director, Cynthia D. Williams, DTM, asked Is there a motion to approve the Credentials Committee Report?

Frances Smith, Mill Run, #6625960 made a motion to approve the Credentials Report (motion to approve the agenda and appt; Michael Hoy, Director Area 71 Division G with the correction, I so move to approve the Credentials Report)

Barbara Adams, MDOT MTA #07224183, VPE second

District Director, Cynthia D. Williams, DTM stated “Credentials Report is adopted”

Voting Procedures - District Parliamentarian, Jeff Jones, DTM

All members are welcome to attend today’s business meeting; however, only voting members of the District Council may make motions, discuss motions, vote and transact other business.



During this meeting we will be utilizing Unanimous Consent for the adoption or confirmation of the following...Agenda, 25 Apr. 2020 Business Meeting Minutes and District Leadership appointments

We will also be using Election Buddy to cast our votes on the Adoption of the District 2020 – 2021 Budget and the selection of which 2 contests will accompany the International Speech Contest during the 2021 Spring Contest Season.

Adoption of Agenda – District Director, Cynthia D. Williams, DTM

No objection to adopt the Consent Agenda which includes the Meeting Agenda, 25 April Business Meeting Minutes and the Confirmation of Appointments of Division B director as Tennille Coombs, IP5 and Division C Director as Jean Reaver, CC, CL

Passed by unanimous consent

Audit Committee Report - Audit Committee Chair, IPDD Cristol Johnson, DTM

District Director, Cynthia D. Williams, DTM asked “Is there any objection to a motion to approve the Audit Committee Report?”

Kathleen Davis, VP of Education, Winchester TM Club #9772 objected with a question, “Do we have a finalized excel document with signatures of auditors?”

IPDD Cristol Johnson, DTM responded, there was a form signed by all auditors

Kathleen Davis, VP of Education, Winchester TM Club #9772 an excel document is required, but has not been completed. Kathleen stated her objection to approve the Audit Committee Report

Kim Kilduff, Division E Director, Robert Logan Carroll County TM Club #2851 and Dwayne White Delmarva TM Club #957956 President also disapprove, because it sounds like the audit report is not complete

Dwayne White, Delmarva 957956 President, from chat “I withdraw my objection and asked “Has the report been accepted by WHQ?”

IPDD Cristol Johnson, DTM showed an email thread that the Audit submission has been accepted by WHQ (Tim Deines)

Kathleen Davis, VP of Education, Winchester TM Club #9772 further asked “What/where are the additional documents for WHQ to conclude the audio as complete?”

IPDD Cristol Johnson, DTM shared that there was No Finance Manager from March, 2020 to June, 2020.



District Director, Cynthia D. Williams, DTM stated that since it appears that the audit report is not complete to the satisfaction of the District Executive Council, asked to allow the Immediate past District Director and audit committee take the time to refine the audit report and post on the District 18 website for review prior to the next DEC meeting scheduled for 17 October, 2020. At the October DEC meeting, the assembly will deliberate and resolve. Is there any objection to the Audit Report being postponed and made the special order for our next DEC meeting scheduled for 17 October 2020? Without objection the Audit Report Item be postponed and made the special order for our next DEC meeting scheduled for 17 October 2020. The Administrative manager will record that this motion was passed by unanimous consent.

20-21 District Budget Report - Finance Manager, Kathleen Davis, DTM

Copy of budget presented on screen for viewers and has been posted on D18 website since 17 August for review. Also shared... The budget has been reviewed and accepted by TI Finance Team as appropriate, pending the approval of the District Executive Counsel. Are there any questions.

Carina Miranda, Navigators 54030707, asked if the audit report is not approved, can we still approve the budget?

Kathleen Davis, Finance Manager, "Yes"

Dwayne White, Delmarva, President, 957956, "Is it the practice of the council to approve the budget after it has been sent to TI for approval?"

Cynthia, "Yes, for a preliminary review"

Elizabeth May, Area 53 Director, asked will the budget go back to TI for the final approval?

District Director, Cynthia D. Williams, 'no' was corrected by Finance Manger Kathleen Davis with a "yes, it does."

District Director, Cynthia D. Williams, DTM Is there any objection to a motion to vote on the Adoption of the 2020 – 2021 District Budget. Voting Results will be available after the closing of voting on 9/21

District Director, Cynthia D. Williams Is there a motion to vote on the adoption of the 2020 – 2021 district budget?

Frances Smith mill run 6625960 I motion to vote on the adoption of the 2020 – 2021 District Budget.

Rashmi Rangan, VPE, Brandywine Toastmasters (#359) seconded the motion.



Moved to be voted.

Election Buddy Voting Ballot - Immediate Past District Director, Cristol Johnson, DTM

Shared the items to appear on the Voting Ballot, shared that both a Test Ballot and the Official Voting Ballot was sent to the voting member email address you registered with.

District Director, Cynthia D. Williams, DTM shared the selection of Speech Contest for Spring Contest Season along w/ the 2020 – 2021 District Budget will be two of the items on the voting ballot. We will take the top two by voting from four choices:

1. Evaluation
2. Humorous
3. Table Topics
4. Tall Tales

Voting Results will be shared during announcements.

Reports – Finance, Club Growth, Program Quality & District Director

Finance Manager, Kathleen Davis, DTM - We have been well ahead of our budget. Discussed July and August Financial Results - Preliminary budget received a thumb-up from TI, Revised budget is being voted on Please see the attached annual budget template and narrative for details

Club Growth Director, Annmarie Givans, DTM – Club base number 118. One new club chartered in Division C. Four demonstration meetings completed. With three (3) more clubs are expected to charter within the next month. The District's Goal is President's or Smedley Distinguished. Up & coming (26 September) Club Sponsor/Mentors workshop, registration open now.

Program Quality Director, Benjamin Crist –

- Summer TLI/COT Training: 525 of 903 officers trained in District 18 – only 58%.
- Pathways: Established members – 74.7% active in Pathways, new members – 61.56% active in Pathways and Club Officers – 90.96% active in Pathways. District 18 Pathways adoption rate above Toastmasters International average.

District Director, Cynthia D. Williams, DTM – Quarterly DEC meetings. Next DEC meeting scheduled for 17 October, 2020.

Elizabeth May, Area 53 Director, asked for the time of the DEC and shared that the DEC meeting on 10/17 at 10-11:30 is not on D18 calendar and conflicts with Contest Workshop. District Director stated she will follow up on the time and have it added to the D18 immediately

All Hands Meeting – Every 4th Sunday every month @ 6pm Monthly updates on the district

Committees - District Director shared that the Alignment committee, Audit committee, DLC committee are now forming. Any interests send email to dd@toastmasters-d18.org



New/Old Business – District Director, Cynthia D. Williams, DTM

There was a motion tabled at the 25 April 2020 business meeting, that motion was w/drawn. There is no old business pending before this body. Due to limitations associated with Covid-19 we asked that any new business be forwarded to the District Director via the District 18 new motion form located on the District website. Nothing was submitted and there is no new business before this body.

Announcements – District Director, Cynthia D. Williams, DTM request that IPDD, Cristol Johnson, DTM share voting results at this point of time

- **Consent Agenda** (Agenda, Meeting Minutes & Confirmed Appointments) – Approved 100%
- **2020 – 2021 District Budget** – Approved 100%
- **Spring 2021 Conference Contests**
 - Table Topics 51%
 - Humorous 48%
 - Evaluation 19%
 - Tall Tales 9%

Final Voting Results will be available after the closing of voting on 9/21

John Comberiate: Check out my new book on Amazon! <https://www.amazon.com/My-Journey-Through-Toastmasters-Life/dp/B08GLMMLR7>

District Chief Judge, Mervin Bierman, DTM – Two-part Judge’s workshop starting at 9am – 12pm on 10 October and 17 October, open to all, registration link on D18 Website calendar

Gina Butler, member of Lift Your Voice to the Starts in Division E, Club’s eighth anniversary celebration, Tuesday 22 September @ 6:30pm

Dr. Mansur Hasib, won two awards on September 16th at the 2020 Maryland Cybersecurity Awards: <https://www.linkedin.com/pulse/dr-mansur-hasib-wins-2020-cybersecurity-champion-year-dr-mansur/>

Pathways training by Frank & Karen Storey: fstorey1943@gmail.com

Congratulations to Clyde 29-year wedding anniversary

Congratulations to Carmen Lee-Pow, celebrated 50th anniversary

Adjournment - District Director, Cynthia D. Williams, DTM states Is there any further business? If there is no objection, we will adjourn. There being no objection, the meeting is adjourned. The Administrative manager will record that this meeting was **adjourned at 3:39 PM by unanimous consent.**