



District 18 Fall Business Meeting

Sunday, Sept 26, 2021 @2:00 – 4:00 pm

District 18 Fall Business Meeting

When: Sunday, Sept 26, 2021 @ 2:00 pm EST

Where: Zoom virtual platform

Presiding: Benjamin Crist, District 18 Director

Call to Order – Adrienne Dillard, DTM, Chat Monitor/Zoom Master

District 18 Fall Business meeting was called to order via online platform Zoom on Sunday, September 26, 2021, @ 2:15 pm. The following disclaimer was read: “By attending the remote zoom meeting event, you agree to the public policy of Toastmasters International as well as the unassociated remote hosting service. Some of your personal information, such as name, image, and any shared messages, will be recorded. Your remote attendance hereby, such as name, image, and any shared messages, will be recorded. Your remote attendance hereby discharges Toastmasters International from all claims, demands, rights, promises, damages, and liabilities arising out of or in connection with the use or distribution of said video recordings, including but not limited to any claims for invasion of privacy, appropriation of likeness or defamation.”

Reading of the District Mission - Adrienne Dillard, DTM, Chat Monitor/Zoom Master

We build new clubs and support all clubs in achieving excellence

Welcome Remarks – District Director, Benjamin Crist, ACB, ALB

The District Director thanked all for attending the D18 Fall Business meeting and asked all Club Presidents and VPEs to stay connected during the entire meeting to keep quorum for complete voting. All were asked to remain muted until asked to unmute and, if disconnected due to connectivity, to log back on, as phone attendance is not permitted for voting. Attendees were asked to rename themselves with the officer’s role first and then their name.

The following panelists were acknowledged: Cynthia D Williams, DTM, IPPD, & Credentials Chair; Kathleen Davis, DTM, Program Quality Director; Tennille Coombs, PM2, Club Growth Director; Kathy Love-Moore, DTM, District Administration Manager; William Buckley, DTM District Parliamentarian; Faddi Zebou, District Finance Manager; Marianne Grady, EC3, Public Relations Manager; Adrienne Dillard, DTM, Chat Monitor/Zoom Master; Venkatramanan Krishnasami, DTM, Zoom Master

District Meeting Ground Rules & Information – District Director, Benjamin Crist. ACB, ALB

Only voting members of the District Council in attendance at the Business meeting may make motions, discuss motions, vote, and transact other business. The District Council is comprised of the Club Presidents, VP Education, Area & Division Directors, Administration, Finance, & Public Relation Managers, Club Growth, Program Quality, Immediate Past District Director, and the District Director. In the meeting, when addressing the Chair, to make a motion or to

add to a discussion, please select the “raise your hand” icon at the bottom of the screen. The member will be recognized by the chat monitor and then unmute. State your first and last name, club name and number, and office role for the Administration Manager to record. To expedite business, the Chair used unanimous consent agenda (this is a situation in which no member presents objections to a proposal) by stating “if there are no objections” and will be used for the following agenda items: 1) adoption of the agenda, 2) adoption of May 2, 2021, business meeting minutes and 3) appointed division leaders. At the May 2nd business meeting, there was no candidate for Division B, Division C, Division D, and Division G Directors to be elected, resulting in the District Director appointing willing members to fill the roles. The following District Leader appointments are Division B Director – Srinivasu Gorantla, PM2, Division C Director – Craig Delfosse, EC1, Division D Director – Robert Logan, LD4; Division G – Neal Meyerson, PM1

The Chair stated all voting delegates should have received their Election Buddy voting ballot in the email provided during registration and should verify receipt. If a ballot was not received, voting delegates were asked to chat privately to the Credentials Chair, Cynthia D. Williams, IPPD.

A decision was made to have the District Team report out on their roles before voting commences, so the credentials team had time to verify and confirm all attendee credentials. The first report was from D18 Finance Manager about the District Budget, which was voted on later; once a quorum is reached

District Reports

Finances – Budget- Monthly Results - D18 Finance Manager – Faddi Zebou

The Toastmaster year started recently in July. Two slides were shown of preliminary D18 District financial reports for the month of July & August. At the time of this meeting, the District is waiting for Toastmasters International to update our information from last year to this year. For July, the District received less than the budgeted amount, which is normal as member revenue typically picks up closer to August. For August, the District received more than the budgeted amount TI amount to bring the District current. The boost in membership was due to Club Growth Director incentives for paying dues ahead of time. Since these are preliminary results, once TI closes the District’s books and moves our financials to a forward position, the District will be able to have our new budget in total added to our financial statements along with the final results

The next slide shown was the proposed 2021-2022 District budget. It was stated the District budget has similar expenses to the previous year. The member revenue project by Toastmasters International was down slightly this year due to the pandemic. Costs include DEC training, TLIs, speech contest, the Spring conference, Marketing, Incentives, and Postage. The District will be mailing out the incentives and trophies similar to last year. TI approved the draft of the budget in August and then in September for minor revisions. The District is now awaiting the vote today for final approval to submit to TI.

Currently, our District Director is looking for audit committee members to serve on this year’s committee. If anyone is interested, please contact Benjamin Crist, dd@toastmasters-d18.org
There were no questions asked about the District budget and finances.

Public Relations – D18 Public Relations Manager – Marianne Grady, EC3

Karen Pardue heads up the newsletter and has already made many improvements. A survey was conducted to see what our members want and need on the website and newsletter. Many wonderful ideas were received, and plans are underway to incorporate many of them over the next few months. There are plans to set up a LinkedIn account to target companies and HR

professionals to educate them on the benefits of Toastmasters and to potentially sponsor corporate clubs.

Upon review of the D18 website, there are many categories that were not updated for several years. Our webmaster, Bea Vilmé, is working with the Trio and a team to provide value for our members with changes to a revamped website to be completed by the end of this year.

As always, we are looking for content for our social media and website. As we get ready to release our revamped website, we want to offer each of you the opportunity to shine your light with any articles, blogs, or podcasts you are working on. We would love weekly/monthly entries. The plan is to keep people coming back for more. It's a great way to highlight all the great things you and/or your club are working on.

Club Growth – D18 Club Growth Director, Tennille Coombs, PM2

Currently, the Club Growth Director is meeting with Division and Area Directors to get an overall pulse of their respective clubs. Also, to see how we are integrating borderless connections with Area Directors from different areas as District 18 has Area Directors from India, Australia, and locally.

Meetings are also being held with Club Extension Chair Wesley Gibbs. The CGD is working on a club Incentive for October. The CGD is encouraging members to email her at cgd@toastmasters-d18.org for any ideas of desired club incentives. There are plans to have a "Spoof on Zoom etiquette" with Past District Directors Tony Whitten, DTM, and Elizabeth Carter in November.

For clubs with problems retaining members, the CGD proposed a possible solution for Club Presidents and VPEs to work with their Area Director and Division Directors for best practices while crafting communication and sharing information with other officers and members. We can all share tips and build tools to help others.

It was stated as Toastmasters members, we can all achieve individual goals by completing 2 Pathways. CGD is said to also identify members who are coaching and allow them to provide practical application in supporting others through Mastery Monday and/or All Hands meetings to help retain and build clubs. Again, provide their name(s) to cgd@toastmasters-d18.org

Education, Training, Leadership – D18 Program Quality Director, Kathleen Davis, DTM

The District Executive Committee (DEC) consists of the District Director, Program Quality Director, Club Growth Director, District Public Relations Manager, District Administration Manager, District Finance Manager, Division Directors, Area Directors, and Immediate Past Director. To receive District credit training, Area and Division Directors are required to attend. Kathleen was happy to announce the D18 DEC training was 100%. Kathleen thanked and acknowledged all the leaders that stepped up and led the way as trainers for the Summer TLIs. During this year's Summer TLI officer training, the District had 55% of D18 officers trained. A slide was presented with the breakdown of training by Division. The Summer TLIs over the last 3 years have increased. The goal is to have 55% trained, if not better, for the next TLI. Winter TLIs start in November and run through February.

D18 Pathways adoption rate is doing quite well. District Incentives are running regularly throughout the year that can be found on the D18 website. A chart of the Pathways adoption rate by Division based on the average number of total members, officers, new members, and the District was shown. There is always room to grow. The PQD was concerned about new member Pathways adoption rate and encouraged all Club Presidents to help members grow, particularly new members. The PQD plans to work with the District to support the clubs and new members start their Pathways (e.g. Ice Breaker speech, etc.) and find additional mentors that are well-versed in Pathways to assist.

D18 Speech Contest

A survey was held for determining which speech contests the District body wanted to have for the 2021-2022 Toastmasters year. This year, the contests are the International Speech Contest (which must be held) and the Table Topics and Evaluation Contest. Given the increase of COVID cases throughout the US and world, for the sake of protecting our members, contestants, and potential audience members, the District has decided to conduct all District 18 Area, Division, and District contests virtually for the 2021-22 Contest Season.

Following Speech Contest Rule Book 2021-2022 under General rules 3A – Club, Area, Division District – “Each club in good standing is permitted to choose a contestant for each Area speech contest by whatever means the club desires. This means a club may hold their contests in person or virtually. Clubs may choose to have a club selection instead of an official club speech content. The contestant(s) then goes to the Area contest. If a speech contest is held, it must comply with the rules in the rulebook, and the contest is final.”

Contests will be held on the following schedule for this year. Club Contest in January, Area contests in February, Division contests in March, and finally, the week of April 25 – May 1, we will be scheduling our District Contests to coincide with our District Spring Conference and Business meeting.

For additional questions, contact Kathleen Davis, DTM at pqd@toastmasters-d18.org

District Report – State of the District – District Director, Benjamin Crist, ACB, ALB,

At the beginning of the current year, the District has a club base count of 107 clubs and a member base count of 1,949. By using our leadership, virtual, soft skills, and marketing, the intention is to have at least a net growth of 9 clubs, 156 new or reinstated members and maintain that growth thru June 30, 2022. A wide variety of District Incentives are in place to help support that effort and can be viewed by visiting the D18 website under the Education & Training tab.

Additional initiatives are:

- Structured, standardized routine meetings that include Div. Directors, Area Directors, and the District team
- Regular communication between the District team and District peers to share information and ideas
- Providing each Div. Director and the District team individually Zoom meeting platform funded by District and supported by Toastmasters International.
- Providing virtual education awareness sessions for members to participate in Mastery Monday events (every 4th Monday), All hands Meetings every 4th Sunday), and Fall Education Extravaganza in October.
- The creation of the District’s theme, “Shine Your Light and Lead the Way,” conveys the idea of showcasing what each member has learned to encourage other members to be inspired to do the same, i.e., leading by Example. This is another effort to grow leadership and engage current membership resulting in greater retention.

As the pandemic continues, we must continue to meet virtually. There are little doubt D18 can adjust, pivot, and maintain the commitment and tenacity to ensure each member thrives successfully.

Credentials Report – Credentials Committee Chair & IPDD, Cynthia D. Williams, DTM
The Credentials Chair requested more time for reaching quorum as the District was close to quorum and still had a few outstanding counts for verification.

Continuation of Business Meeting

The District Director stated per Toastmasters International bylaws, even though the District does not have a quorum at this time, we can continue with this meeting and discuss items that need to be adopted and voted on but cannot vote at this moment but will address later, once the Credential report is completed.

Parliamentarian – William Buckley, DTM

Only voting members of the District Council in attendance at the Business meeting may make motions, discuss motions, vote, and transact other business. During this meeting, we will utilize unanimous consent to adopt or confirm the meeting agenda for today's Business Meeting, the meeting minutes from the May 2, 2021, Spring Business Meeting Minutes, and District Leadership appointment. Election Buddy will be used to cast our votes on adopting the District 2021-2022 Budget. With the unanimous consent agenda, the Chair will use the phrase, "if there are no objections" If you have an objection, select the raise hand icon, upon recognition, state your first and last name, club name/number, and your officer role.

Unanimous Consent Agenda – District Director, Benjamin Crist, ACB, ALB

The following business items were the unanimous consent agenda items; however, since a quorum has not yet been reached, unanimous consent cannot be used, but items can be discussed.

The Fall business meeting agenda was shared in advance on the D18 website, and a link was shared in the Zoom chat.

Kathy Love-Moore, Admin Manager, indicated a copy of May 2, 2021, Virtual Spring business meeting minutes were also shared in advance on the D18 website, therefore in the interest of time, refrained from reading the minutes. There were no responses for any corrections to the meeting minutes

For the final item on the unanimous consent agenda, are the following District Leader appointments: Division B Director – Srinivasu Gorantla, PM2; Division C Director – Craig Delfosse, EC1; Division D Director – Robert Logan, LD4; Division G – Neal Meyerson, PM1

Immediate Past District Director Report – Cynthia D. Williams, DTM, IPPD

The leadership role and responsibility of the Immediate Past District Director (IPPD) are:

- To provide counsel and guidance to district leaders
- Plans, directs and organizes projects and committees as requested by the District Director
- Ensures the incoming District Direct receives all pertinent district documents before June 30
- Serves as a member of the District Executive Committee and District Council, upholding the bylaws and policies of TI
- Encourages dedicated members to accept leadership positions and helps the District achieve Distinguished recognition

2020-2021 Year-End Audit Report

The bank account was transferred to the 2021-22 team. The 2020-21 Audit Committee headed up by Toastmaster Nora Wade and her team completed the year-end audit. All year-end financials were completed and submitted to TI by the deadline.

Of the Year Awards

Trophy orders have been submitted to TI, and winners will be announced at the Education Extravaganza, October 23. Members were encouraged to submit their selections through the survey posted on the September newsletter, D18 website, or the link supplied through Zoom chat by Thursday, September 30. The following “of the Year” awards will be given for Club of the Year (one from each Division), Area Director of the Year (one for the District), Division Director of the Year (one for the District), and Toastmaster of the Year (one for the District)

District Leadership Committee (DLC)

The DLC headed by the IPDD is starting to recruit committee members. We are looking for leaders – 2 from each Division to help find, recommend, and potential members for District leadership and serve on the interview panel in February 2022. Committee members will be accepted and appointed no later than December 1, according to TI. If you are interested in serving on the DLC, contact Cynthia D Williams immediately at ipdd@toastmasters-18.org Nominations for next year’s district leadership candidates will be accepted between December 1, 2021 – January 31, 2022. Interviews will be conducted virtually via the District’s Zoom account during February. Documents for potential candidates to complete will be provided and posted on the District’s website by November 1.

Lunch & Learns & Train’em’ Up Tuesday sessions for future leaders

With the approval of the District Director, Cynthia D. Williams, IPPD will conduct quick 30-minute Lunch & Learns and Train’em Up Tuesdays evenings (schedule forthcoming) on what members need to know about District Leadership before jumping in. It is our hope to get the current Club Presidents and VPEs interested early in District Leadership. We want to prepare Toastmasters for District Leadership in striving for their DTM.

Continuation of Business Meeting – Benjamin Crist, ACB, ALB, District Chair

There was no unfinished meeting resulting from the 2021 Spring Business, and there was no new business to discuss since there were no submissions for new business sent to the District Direct by September 10, 2021.

District announcements

Speech Contests

As previously announced, based on a survey sent out to all D18 members via the D18 newsletter to choose which 2 speech contests they would like to see, in addition to the International Speech Contest. The options were Humorous Speech Contest, Tall Tales Contest, Table Topics, and Evaluation contests. PQD’s report noted that the categories that had the most votes were Table Topics and Evaluation Contests.

The District team has decided to mandate Speech contests be conducted virtually. As the current pandemic does not seem to be plateauing any time soon, for the safety and well-being of every District 18 Toastmaster member, all contests from the Area, Division, and District level will be conducted virtually for this year’s Spring Contest Season.

A question was asked by Area Director 54 Radhakrishnan Jayaprakash when clubs can start their contest, and will District Leaders provide guidance when the clubs can begin. Kathleen Davis, PQD, responded that clubs can start contests as soon as they wish, understanding the Area contests will be held in February and coordinating with their Area Director. Clubs don’t have to hold an “official” club contest. Clubs can make a club selection. One advantage is that the club can select their 1st or 2nd choice to represent in each club contest category. If these individuals are unable to attend the Area contest, the club can choose a different person. Once an official club contest has been conducted and provided to their Area Director, those results cannot change; the club results are final.

Help Needed for Club Growth

The District needs Club Extension Committee members, Club Retention committee members & Chair, and Club Quality committee members & Chair. Please share with your members the need for the District to fill committee roles. Have them contact the D18 Club Growth Director: Tennille Coombs at CGD@toastmasters-d18.org

District All Hands Call – 4th Sunday of each month, 6 – 7 pm. Open to all D18 members, no registration required. See the D18 Calendar for the Zoom meeting link

Mastery Monday, 4th Monday of each month, an education session, 7:30 – 8:30 pm, no registration required. Zoom link can be accessed from the D18 Calendar

District October 18 Fall Education Extravaganza, Sat, October 23, 2021, 10 am – 3 pm with Leadership Education Sessions, “Of The Year Awards” presentations, and networking opportunities. Registration (free) to attend and the registration link available on the D18 Calendar

Credentials Report, Credentials Chair, Cynthia D. Williams, DTM, IPDD

Executive Summary:

- Club Eligible $107 \times 2 = 214$
- Quorum required; $1/3$ of 214 = 71.3 rounded to 72 Club Pres & Club VPE
- Quorum met: 73 voting Club Pres & Club VPEs confirmed in attendance

Note: During the virtual meeting, it was stated that the District met quorum with 76 voting members. After further review, the Credentials Chair found 3 DEC members were incorrectly marked in the quorum count. These members were removed from the count, adjusting and correcting for a quorum to 73 members present.

Credentials Chair indicated the Election Buddy for voting is open, and ballots have been issued to all email addresses. Members were also told to check their spam as well

Unanimous Consent items – District Director, Benjamin Crist, ACB, ALB

With a quorum reached, the District Director asked the DEC for each of the following items if there were any objections, no objections were heard, and each was adopted separately

- Meeting agenda for September 26, 2021, business meeting
- District 18 2021 Spring Business meeting minutes
- District Leader appoints for Division B Director – Srinivasu Gorantla, PM2, Division C Director – Craig Delfosse, EC1, Division D Director – Robert Logan, LD4; Division G – Neal Meyerson, PM1

Review of Election Buddy ballot and voting instructions – Credentials Chair Cynthia D. Williams, DTM, IPPD

The Credentials Chair indicated that the Election Buddy Ballot is voting on the District budget item and will come over through members' emails. Within the email, use the specialized link and follow the instructions in the ballot to vote yes or no, review, and submit. Members who are DEC and Club President or VPE, or a Club President and/or VPE of two clubs, will receive 2 separate emails and vote within those 2 emails. The maximum number of emails (i.e., ballots) one can receive is two.

The Credential Chair worked with several members offline to resolve issues regarding their ballots received, etc.

Questions/Comments from District Members

Timmie Mirza, Club # 6480246, Blue Hen Toastmasters, Club President, asked about access to the District budget on the website. PQD Kathleen Davis provided the link from the D18 website in the Zoom chat.

Donald Pliska, club #8050, Bel Air Toastmasters, VPE, asked IPDD Cynthia Williams to speak to her offline about Election Buddy capabilities for possible use at the club level.

Cynthia confirmed and indicated to reach out to the email address: ipdd@toastmasters-d18.org

CGD Tennille Combs indicated 27 clubs to receive TI gift certificates for meeting the early-bird incentive with club renewals of 8 or more members by August 31. Gift certificates are to be mailed out the week of September 4.

Closing

The Credentials Chair shared the Election preliminary results showing 78 ballots submitted of 119 eligible voters, approving the 2021-22 district 18 budget with 98.7 % of the vote. District Director reminded all the Election Buddy Ballot platform will remain open until 5:30 pm for all that have not voted yet. For those having issues with their ballots, reach out to the Credentials Chair at ipdd@toastmasters.org. The DD thanked all the panelists and attendees for attending the business meeting.

Chat Monitor/Zoom Master Adrienne Dillard DTM adjourned the D18 Fall 2021 business meeting at 3:25 pm EST

Official Election Results – Approval of District 18 Budget Proposal for 2021-22

On September 26, 2021, at 9:21 pm EST, Credentials Cynthia D. Williams, DTM, IPDD, informed the District team of the final Buddy Election Results of the D18 Budget proposal for 2021-22 was approved with 88 affirmative votes and 1 negative vote. The District budget was approved with 98.9 % of the vote.



District 18 Council Meeting

Virtual Zoom Meeting

Sunday, September 26, 2021 @ 2:00pm - 5:00pm EST

District 18 Budget Proposal for 2021 -2022

September 26, 2021 at 3:00pm - September 26, 2021 at 5:30pm
(GMT-05:00) EASTERN TIME (US & CANADA)

Completed

89 ballots submitted of 120 eligible voters (4 opened) - 74%

1 ballot added after the election started.

120 emails sent - 0 notices queued

Voters

Results

Graphed Results

Vote by Vote

Vote Audit

Do you Approve District 18 Budget for the TM 2021 - 2022 year? PLURALITY

Yes - I approve the district budget

88 votes (98.9%)

No - I reject the district budget

1 vote (1.1%)

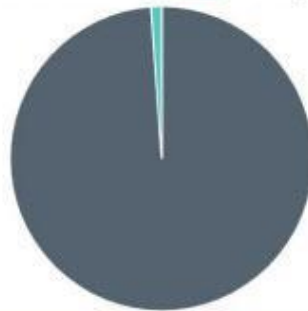
Yes - I approve the district budget wins with 98.9% of the vote.

89 votes tallied and 0 abstentions

Do you Approve District 18 Budget for the TM 2021 - 2022 year? PLURALITY

Download

Yes - I approve the district budget No - I reject the district budget



Yes - I approve the district budget wins with 98.9% of the vote.

89 votes tallied and 0 abstentions

Respectfully submitted by,
Cynthia D. Williams, DTM, IPDD

Respectively submitted by,
Kathy Love-Moore, DTM, Administrative Manager