

## **District 27 Council Meeting Minutes, September 19, 2020**

### Call to Order

Logistics Manager, Tom Pfeifer, was Timer for this meeting and called the meeting to order at 2:00 p.m. He read the online Toastmasters statement, led the attendees in the Pledge of Allegiance and introduced the District Director.

### Welcome & Introductions

Presiding Officer, District Director, Iris Taylor, welcomed the attendees and introduced the dignitaries who were present as well as the meeting officials. District Director underscored the 2020-2021 catchphrase, "Empowering Through Change" challenging all present to continue the journey toward reaching their fullest potential. District Director Taylor also announced District 27 accomplishments in the first two and a half months including:

- 2020-2021 District Success Plan submitted to Toastmasters International
- 2020-2021 budget reviewed and approved by Toastmasters International
- All positions for the program year have been filled
- All Division and Area Directors have been trained
- 50% of first round Area visit reports have been submitted
- A new website is online
- A new club was chartered in honor of Distinguished Toastmaster, Accredited Speaker Tamara Smiley Hamilton

### District Mission

District Administration Manager, Distinguished Toastmaster Robyn Jones read the District Mission and key factors required to meet the mission.

### Voting Procedures

District Parliamentarian, Distinguished Toastmaster Tom Holloway explained the voting procedures, election, and discussion rules for the meeting.

### Credentials Report

District Credentials Chair, Distinguished Toastmaster Jenny Genser White presented the Credentials Report. There were 104 eligible clubs in the district. To achieve a quorum, one-third of the Club Presidents and Vice Presidents Education of eligible clubs must be represented, which is 70. There were 122 Presidents and Vice Presidents Education represented. A quorum was achieved.

There were also 24 District Executive Committee members represented. District Executive Committee members do not count towards achieving a quorum.

The total ballots available were 146. If every ballot was cast, a majority would be 74 votes and a two-thirds majority would be 98 votes.

The Credentials Chair went on to explain the voting instructions.

### Adoption of Agenda

The agenda was provided to members as an attachment via an Eventbrite invitation through email and the agenda was posted on the District 27 website. It was also posted using the chat function during the meeting. There were no amendments to the agenda and the agenda was adopted. Without objection the District Director reserved the right to make minor adjustments to the agenda as needed. A copy of the agenda is appended to these minutes.

### Approval of Minutes of May 16, 2020 District Council Meeting

Without objection, reading of the minutes was waived. There was a correction to the Club Growth Director Report. Instead of \$3,700 in good standing the minutes should have reflected 3,700 members in good standing. Additional time was needed for members to review the minutes so the meeting proceeded to the next agenda item to present the items of business requiring a vote after which the District Council returned to the approval of minutes. Without objection the minutes were approved as amended.

### Voting

Three items of business required a vote using the Election Buddy software app. The three items were

1. Appointment of leaders
2. District alignment
3. 2020-2021 Budget

All items were discussed then the voting was conducted for the three items of business requiring a vote.

### Question 1 – Appointment of district leaders

Appointed leaders were confirmed by the District Executive Committee and must be acknowledged by the District Council. The following leaders were appointed:

- Distinguished Toastmaster, Robyn Jones as Administration Manager.
- Distinguished Toastmaster, Beverly Byam-Hercules as Finance Manager; and
- Jeanna Lee as Public Relations Manager

The following were appointed as Area Directors:

- Kimberly Winborne – Area 11
- Distinguished Toastmaster, Carlos Velazquez – Area 12
- Tonithia Reid – Area 13
- Edwin Van Deursen – Area 14
- Carol Cox – Area 15
- Dawn Patillo – Area 21
- Distinguished Toastmaster, Larry Mullaly – Area 22
- Distinguished Toastmaster, Tommye Grant – Area 23
- Distinguished Toastmaster, Marie Barnes – Area 24
- Michelle Ems – Area 31
- Johnnie Patterson – Area 32
- Kathryn Sosbe – Area 33
- Mary Billingsley – Area 34
- Desmond Aberdeen – Area 41

- Wallace Audena - Area 42
- Charita Brent – Area 43
- Jose Balderama – Area 44
- Russell Scott – Area 51
- James Kistler – Area 52
- Kiana Atkins – Area 53
- Nicole Anderson – Area 54
- Linda Zhou – Area 61
- Michelle Bracken – Area 62
- Distinguished Toastmaster, Olarinde Olayinka – Area 63
- Troy Seals – Area 64

#### Question 2 – District Alignment

District Alignment Chair, Distinguished Toastmaster Anton Vanterpool II presented the District 27 alignment report. The club realignment was voted on at the May 16 District Council meeting. After July 1, District Director, Distinguished Toastmaster Iris Taylor aligned a newly chartered club. The Tamara Smiley Hamilton Aspiring Speakers Toastmasters club, club number 07805652 chartered on August 17, 2020 and was aligned to Area 63 in Division F. District Alignment Chair Vanterpool moved that this amendment to the alignment approved on May 16, 2020 be accepted.

#### Question 3 – 2020-2021 District Budget

District Finance Manager, Distinguished Toastmaster Beverly Byam-Hercules presented the district budget and monthly treasurer's report. The district's budget was posted on the district website 2 weeks prior to the District Council meeting.

After presentation of the 3 questions, Credentials Chair, Distinguished Toastmaster Jenny Genser White conducted the voting. While voting continued in the background using the Election Buddy app, the meeting continued with reports.

#### Audit Committee Report

District 27 Audit Chair, Distinguished Toastmaster Mary Pearson presented the 2019-2020 year-end audit report. Audit Committee members included Samantha Lynch Johnson of the Waldorf Toastmasters club and Karen Murphy from the Park Place Toastmasters club.

The committee met several times between August 13 and August 28 and reviewed the financial records from January through June 2020. The monthly general ledger, profit and loss statement, the district reserve statement and all expenses listed in the Concur system were examined. No discrepancies were found. On August 28, 2020 the committee members signed the Audit Certification and submitted it to the past District Finance Manager and District Director for signature.

The team provided two suggestions that would assist in future audits: 1) add a column titled 'document source' in the Bills and Receipt ledger worksheet to assist auditors in locating the accompanying documents used to validate an expense or receipt. 2) provide a legend for the 'record type code' in the general ledger so auditors can determine the category that each expense is summarized in on the profit and loss statement. Audit Chair Pearson moved that the audit report be accepted. Without objection the audit report was accepted.

### Program Quality Director Report

Program Quality Director, Distinguished Toastmaster Naomi Carrington-Hockman presented the Program Quality report.

Highlights included 141 educational awards achieved as of September 16 of which 10 were DTMs. A call for volunteers was made to obtain committee chairs and members for the Annual Conference to be held April 30 – May 1, 2021. Ninety-three percent of officers were trained in the summer Toastmasters Leadership Institute (TLI). Acknowledgements were made to the TLI instructors as well as to Jim Dooley for maintaining the district DCP statistics.

### Club Growth Director Report

Club Growth Director, Distinguished Toastmaster LaShawn Foster presented the Club Growth report. As of September 19 the district had added 1 club to the July 1, 2020 base bringing the district base to 104 clubs. 36 clubs were verified complete in September renewals. 39 clubs were low minimum, requirement not met. Thirteen clubs were noted as ineligible. 25 clubs had not registered any payments at all which is a little misleading in that 20 of those clubs are included in the 103 base whereas 5 of the clubs are not included in our base and they will fall off the dashboard as of September 30 or go into suspension. 769 payments had been received as of September 19, 2020. 10 clubs were eligible for coaches.

### Public Relations Manager Report

District Public Relations Manager Jeanna Lee highlighted features of the website and reminded members of the website challenge underway, (Due to technical issues the Public Relations Manager was unable to complete her report but it was placed in the chat for download).

### Administration Manager Report

Administration Manager, Distinguished Toastmaster Robyn Jones reported the establishment of district emails for the District Executive Committee and volunteer staff to support efficient communications among the district leadership. To facilitate reporting, the division and area directors have been provided report templates. Division Directors report semi-monthly and Area Directors submit reports monthly directly to the Trio. The district protocol list has been updated and submitted to the District Director and Program Quality Director for review, approval and upload to the website.

### Immediate Past District Director Report

Immediate Past District Director, Distinguished Toastmaster Robin Hylton reported that digital certificates from Toastmasters International for Distinguished Areas and Divisions as well as Outstanding Toastmaster and Area and Division Director of the Year were to be prepared and disseminated by the end of September. Distinguished Toastmaster Hylton presented the District Leadership Committee report and informed the assembly of the governing protocol and timeline for key election milestones.

### Results of the Vote

Credentials Chair, Distinguished Toastmaster Jenny Genser White announced the results of the vote.

Question 1 - Do you acknowledge the appointments of the district leaders? 88 ballots were submitted. 100% of those acknowledged the appointments.

Question 2 –Do you approve the final District 27 club and area alignments? 88 ballots were submitted. 100% of those approved the alignment

Question 3 – Do you approve the District 27 budget for 2020-2021? 87 votes approved the ballot, no votes rejected the ballot and 1 abstained.

#### New Business

There was no new business.

#### Announcements

The District Director encouraged all members to visit the District 27 website for future events. Unless a special meeting needs to be called the next District Council meeting will be at the District 27 Annual Meeting on May 1, 2021. It was unclear at the time of the fall District Council Meeting whether the Annual Meeting will be held in person or virtually. If in person there will be a virtual capability. All contests will be held online.

The Program Quality Director announced that on October 3 there will be a Toastmasters Roundtable, "Mastering Toastmasters". On October 17 Region Advisor Sharon Hill will present "Appreciating Generational Differences".

The Club Growth Director concluded her report which had been interrupted earlier in the meeting. New club leads – a demo was held for a possible stand-up Comedy club and it was well-attended with about 40 individuals most of whom were not current Toastmasters. Additional leads included one person reaching out for general information and another one about a possible club at Nestle and still a third about a club at Grant Thornton Accounting. The Club Growth Director was following up on those leads.

The Public Relations Manager concluded her report which had been interrupted due to technical difficulties. The district is doing a podcast series and anyone with an idea for a spotlight should contact the PR team or Jeanna at [prm@d27-tm.org](mailto:prm@d27-tm.org).

The meeting was adjourned at 3:38 pm.

Respectfully submitted,



Robyn W. Jones  
District 27 Administration Manager, 2020-2021



Iris Taylor, DTM  
District 27 Director, 2020-2021

# 2020 District 27 Council Meeting Agenda

**September 19, 2020**

Presiding

**Iris Taylor, DTM, District Director**

<b>Agenda Order</b>	<b>Person Responsible</b>	<b>Time</b>
Call to Order and Online Statement	Logistic Manager: Tom Pfeifer, DTM	2:00 pm – 2:02 pm
Inspiration Moment	District Chaplain: Jennifer Ferguson, DTM	2:02 pm – 2:07 pm
Welcome	District Director: Iris Taylor, DTM	2:07 pm – 2:15 pm
Review the Meeting Agenda	Administration Manager, Robyn Jones, DTM	2:15 pm – 2:20 pm
Voting Procedures	District Parliamentarian: Tom Holloway, DTM	2:20 pm – 2:25 pm
Credentials Committee Report	District Credentials Committee Chair: Jenny Genser-White, DTM	2:25 pm – 2:35 pm
Approval of Meeting Minutes	District Director: Iris Taylor, DTM	2:35 pm – 2:40 pm
<b>Business Requiring Adoption:</b>		
Appointment of Leaders	District Director: Iris Taylor, DTM	2:40 pm – 2:45 pm
Alignment Committee Report	District Alignment Chair: TBD	2:45 pm – 2:50 pm
Budget Report and Discussion	Finance Manager: Beverly Byam-Hercules, DTM	2:50 pm – 3:10 pm
Vote on Above Business Items	Credential Committee Chair: Jenny Genser White, DTM	3:10 pm – 3:30 pm
<b>Additional Reports:</b>		
Year-End Audit Report	Audit Committee Chair: Mary Pearson, DTM	3:30 pm – 3:40 pm
District Reports	Public Relations Manager: Jeanna Lee Club Growth Director: LaShawn Foster, DTM Program Quality Director: Naomi Carrington-Hockman, DTM	3:40 pm – 3:49 pm
New Business [if applicable]	District Director: Iris Taylor, DTM	3:49 pm – 3:54 pm
Announcements		3:54 pm – 3:58 pm
Next Meeting	District Director: Iris Taylor, DTM	3:59 pm – 4:00 pm
Meeting Adjourned		

**EMPOWERING THROUGH CHANGE**