

The Transmitter

Volume 2 Issue 2

October 2004—January 2005

Calendar of Events

February-March—Talk Up Toastmasters membership drive

February-April — Club, Area & Division Contests in Table Topics Contest and International Speech Contest

April 1 — Club Dues to Toastmasters International

May — Elect New Club Officers for 2005-2006

May 20 & 21 — District 19 Conference, Clear Lake, IA

June 30 — Club Officer List to Toastmasters International

June– August — Officer Training

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Nominations

Catch the Passion is the District’s theme this year. It can be used so many ways. The District is calling on all toastmasters this year and asking for their help. The District team would like everybody’s help from the newest toastmaster to the most experienced. Catch the Passion and nominate people for next year’s leadership roles. Please take the time to fill out the nomination form for the District Officers for next year.

It is really quite simple. All you have to do is fill in the form and send it to nominations chairperson Jim Gilbert, immediate past district governor, by April 16. You can nominate as many people as you want for more than one position. The beauty of it is that the nominating committee will ask the nominees if they want to run for that office. If the answer is yes, then the candidates must fill out an Officer Agreement Statement. If you nominate yourself, then you must also sign an Officer Agreement and Release Statement.

Who do you think would make a good District Governor, Lt. Governor of Education and Training, Lt. Governor of Marketing and Division Governor? There are

five spots for Division Governor. If anyone is interested in being an area governor or has a name for an area governor, turn the name into the nominating chair. Jim will turn the names over to the District Governor-elect.

When you choose nominees, keep the Toastmasters International Vision in mind. Think of it as an opportunity to improve leadership skills. “Toastmasters International empowers people to achieve their full potential and realize their dreams. Through our member Clubs, people throughout the world can improve their communication and leadership skills, giving them the courage to change.”

The qualifications for an area governor are that the person should have served as a club president or vice president of education. The Division Governor candidate should have been a club president or vice president of education for at least six months. The Lt. Governor of marketing and the Lt. Governor of Education and training should have fulfilled the following qualifications by the time they take office: served at least 12 consecutive months as a Lt. Governor, a Division Governor,



Diane Stone, DTM
District 19 Governor

nor or an Area Governor or a combination, as well as meet the requirements for a Division Governor. The District Governor at the time of taking office shall have served at least six consecutive months as club president and at least twelve consecutive months as Lt. Governor, Division Governor or a combination. These rules come from Toastmasters International Policies and Procedures.

Do you know anyone who fits these requirements? If you do, fill out the form. If you think you don’t know anyone, look at your club president and vice president of education. Don’t you think that they would make good area governors?

Your job is to nominate next year’s leaders. My job is to spread the word. Together we are Catching the Passion of Toastmasters.

Catch The Passion!

Let the Contest Begin!



Marvin Johnson, ATMG
Lt. Governor of
Education & Training

One of the fun things that Toastmasters International offers is the chance to compete against fellow Toastmasters. The Fall competition includes the Humorous Speech and Evaluation contests. The International Speech Contest and Table Topics contest occur in the Spring.

The contest begins at the club level, with all interested and qualified Toastmasters taking part. The winner of these contests then progresses to the Area contest. From there the Area contest winner in Table Topics and International Speech contest pro-

gresses to the Division level. The winners from this contest compete at the District level. Unfortunately the Table Topics contest stops at the District level. However, the International Speech contest winner proceeds to the Regional Contest and if the contestant is skilled enough they can end up competing at the International level.

Contests can give our more competitive members a chance to hone their skills and provide some friendly fun. Toastmasters International provides the guidelines for this competition. Rules and regulations can be found on the District 19 website at <http://district19.us> or on the Toastmasters International website at www.Toastmasters.org. Rules and

regulations can also be obtained from any Area, Division or District officer.

Also located at the District 19 website is a list of scheduled Area and Division contests. Be sure to check the website for details.

The District 19 Conference will be held this May 20th and 21st in Clear Lake, Iowa. Susan Saltou and her team have been working hard to make this an extraordinary event. There will be opportunities to learn, grow, network, and compete at the Conference. Be sure to get your registrations in early to reserve your spot at the conference. A registration form is found on page six of this publication.

Start, Mentor And Rescue Teams (S.M.A.R.T.)



Ike Rayford, ATMB
Lt. Governor of Marketing

Ever wondered how you can help the district? You've served as a district officer, and you reached your educational goals, but you want to stay committed to the district in some small but significant way. Well I've got what you need and we need you.

SMART Teams (Start, Mentor and Rescue Teams) are District 19 volunteers who tend to the ever changing needs of clubs in the

District. Team members strengthen their leadership skills by participating in our District **SMART** team program.

SMART Teams have two primary functions, to start and encourage clubs. This is done by chartering new clubs and mentoring and rescuing struggling clubs that ask for help. The primary objective of each **SMART** team is to motivate the club with whom they are involved to achieve a Distinguished Club program award.

A **SMART** team volunteer is a motivated and experienced Toastmaster with a genuine desire to

promote the mission of Toastmasters. Individuals working toward their Leadership Awards are perfect candidates for membership in **SMART** teams and should make themselves known to their Division Governor so they may work within the Division **SMART** team for leadership credit.

If this sounds like you, then **SMART** Teams want you! If you are interested or want more info on **SMART** teams, go to the district website, click on the **SMART** team link or contact your Division Governor. **SMART** teams are currently being formed. Join in the fun!

Talk Up Toastmasters

Any club who gains 5 new members during the months of February and March will receive a "Talk Up Toastmasters" ribbon for their club banner. Applications must be dated between February 1st and March 31st and be received by Toastmasters International by April 1st to qualify for the award.

An Essential Monthly Club Review



Loren Toomsen,, ATMB
Public Relations Officer

District 19 concluded last year with 35 distinguished clubs. Part of the excitement of Toastmasters is exceeding our own record. That's how we improve. I'm a great believer that you cannot hit a target you cannot see. I'm even more of a believer that you cannot hit a target you do not even know is there.

One important element of my Shibboleth club's EC meeting is our

monthly review of where and how our club stands in the Distinguished Club Program. We name names! We chart who needs to do what in order to achieve goals. We clearly define the target!

Last year Shibboleth nailed all ten Distinguished Club Goals because we had our eyes on the target from day one. If you currently don't do a Distinguished Club Program review in your club EC meeting. I encourage you to add that review. It only takes a few moments but in that review

your club officers focus upon hitting a target that all can clearly see and know is there.

Will District 19 best last year's effort of 35 Distinguished Clubs this year? Yes! If you don't already, I encourage you to make the Distinguished Club Program the important priority guiding your club. Membership will grow and your effectiveness will increase. The DCP is at the very heart of "Catching the Passion of Toastmasters."

One of District 19's most prestigious Awards . . .

This is the last year that our District 19 "Toastmaster of the Year" will run from January 1 - Dec 31, 2004 (the calendar year). Beginning this Fall we will have another "Toastmaster of the Year" based henceforth on our fiscal year July 1, 2004 to June 30, 2005. You are invited to tally up your contribution to Toastmasters between January 1 and December 31, 2004. Use this form to enter our District 19 "Toastmaster of the Year" contest.



The Ninth Officer by Darla Welch

Twice yearly Toastmaster Clubs throughout the world diligently encourage their club officers to attend District-sponsored training. With little effort, almost every Toastmaster can name at least the seven most recognized officers in a Club – President, VP Education, VP Membership, VP Public Relations, Secretary, Treasurer, and Sergeant-at-Arms. And with a little prompting, most would remember that there is an eighth officer, the Immediate Past President. But what training has your club provided for the Ninth Officer? This is the most important, and often most neglected, officer of all – the member.

Like each of the other eight officers, the Ninth Officer has specific duties and responsibilities. But without proper training, we cannot expect them to fulfill these responsibilities or excel as officers. These responsibilities are outlined in the

Like each of the other eight officers, the Ninth Officer has specific duties and responsibilities.

Toastmaster's Promise. How well does your club score in meeting the training needs of its Ninth Officer?

To attend Club meetings regularly. Is the meeting location consistent from week to week? Is it convenient and accessible? Does it offer a good environment for meetings? Do your meetings start and end on time? Are your meetings enjoyable? Do they meet the members' needs?

To prepare all my speeches to the best of my ability, basing them on projects in the Communications and Leadership program manual or the Advanced Communication and Leadership program manuals.

Are membership applications sent in promptly so the new member receives their manual without delay? Are all speeches expected to be manual speeches? Is each new member assigned a mentor to assist him or her through

at least the first three speeches? Has the educational program been fully explained? Are members aware that the CTM certification is only the beginning?

To prepare for and fulfill meeting assignments. Are your meeting assignments scheduled well in advance? Are there step-by-step instructions for Toastmaster and General Evaluator jobs? Do club members know how the timing mechanism works? Are speakers and evaluators confirmed in advance of the meeting?

To provide fellow members with helpful, constructive evaluations. Has the mentor walked new members through evaluation materials? Are they aware of the time limitation on evaluations? Do they understand the importance of offering supportive feedback that not only applauds current efforts, but also points out ways that the speaker can improve?

(Continued on page 4)

The Ninth Officer (continued from page 3)

To help the Club maintain a positive, friendly environment necessary for all members to learn and grow. Have you provided table tents or name tags to put members at ease with names? Are questions promptly answered? Are members encouraged to arrive early? Are your meetings fun?

To serve my Club as an officer when called upon to do so. Are members aware of the structure of the club? Of the organization? Are members aware of the qualifications and responsibilities of each office? Have they had a chance to review officer manuals? Have they committed to attending officer training twice during the year?

To treat my fellow Club members and our guests with respect and courtesy. Are members encouraged to support one another? Are guests and members alike greeted warmly?

Are guests provided with an information packet about Toastmasters? Are questions encouraged? Are guests introduced? Are they asked to comment on the meeting? Do they receive a follow-up call prior to the next meeting?

To bring guests to Club meetings so they can see the benefits a Toastmasters membership offers. Satisfied, enthusiastic members are your club's best advertisement. Are your meetings conducted in such a manner that your members will want to invite their friends? Are guest nights or open houses scheduled? Are membership contests conducted throughout the year?

To adhere to the guidelines and rules for all Toastmasters educational and recognition programs. Are all speeches manual speeches? Is every speech evaluated both in writing and orally? Are certification applications mailed promptly? Is each accomplishment celebrated?

To maintain honest and highly ethical standards during the conduct of all Toastmasters activities. Is every member reminded that they may be the only Toastmaster their friends and co-workers know, and that their conduct both inside and outside the club represents the Toastmasters organization?

Toastmasters International has provided the very best in training material for the Ninth Officer. Regularly scheduled presentations from the Successful Club Series and the Better Speaker Series will ensure that your Ninth Officer is well trained. When the Ninth Officer is well trained and committed to fulfilling these responsibilities, your club will thrive and your membership will flourish.

New Toastmaster Business Tools

Toastmasters International is offering new tools for all Toastmasters, clubs and districts. You can now create Business cards and Letterheads for the member's, club's or district's use. Templates can be accessed at <http://www.toastmasters.org/artisan/member.asp?CategoryID=1&SubCategoryID=12>.

A New Name! A New Location! A New Opportunity!

When Airport Club #380 was founded in 1964, almost all members were from the Des Moines Airport. The club met in the Airport Cloud Room. With the passing of time the Airport club moved to Bishops Cafeteria, Denny's, etc., and finally to the CDS building. CDS proved to be a challenge for visitors to find and this affected membership.

In a bold move Airport 380 recently relocated to the Mickle Center, 1620 Pleasant in Des Moines. The club elected to change it's name to "Sherman Hill #380" to regain important location recognition. From it's beginnings in the 1870's

the Sherman Hill neighborhood has maintained a prominent place in Des Moines' heritage, and its architecture has earned distinction as Des Moines' first local historical district. Located west of downtown near the Methodist Hospital, the move makes the club easy for visitors to identify and locate.

OPEN HOUSE: Thursday March 10, 4:00 to 6:30 pm, Mickle Center, 1620 Pleasant, Des Moines.

You are cordially invited! The new meeting room has a kitchen, a full compliment of Audio/Visual equip-

ment, speakers, microphones, etc., and a great location. The facility could easily add to the bigger picture by accommodating contests and training in the future.

Contact: John Lins at lins@dmww.com or 515-323-6234

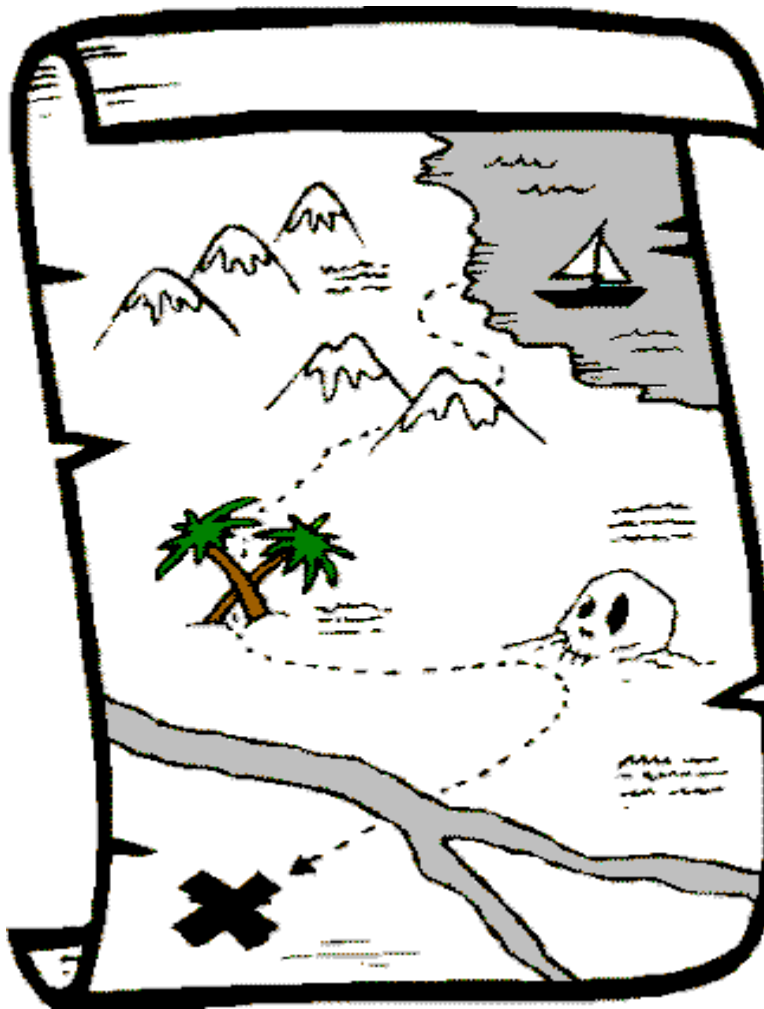


District 19 2004 Fall Conference



True Treasure

Amana Colonies



More pictures from the District 19 Conference can be found on the website at <http://district19.us>.

Leadership That Leads

Conference Registration Form

District 19 Spring Conference 2005

May 20 - 21, 2005

Holiday Motor Lodge Clear Lake, Iowa

Saturday Communication & Leadership

NAME: _____

ADDRESS: _____

CITY, ST, ZIP: _____

E-mail address _____

Are you a guest? (circle): Y / N

(Circle) Your club office? Pres., VP Ed., VP Mem., VP PR, Sec., Treas., Sgt@Arms

CLUB Name & Number _____

TM level(s) Achieved _____

Phone number (____) _____

Your first District 19 conference? (circle): Y / N

Special Dietary Needs? _____

Six Conference Packages:

- 1 **The Entire Package** through Tuesday May 17, 2005 \$75.00
(All events including meals through Saturday banquet) (Not Sunday)
 - 2 **Registration only** no meals \$20.00
 - 3 **Friday Night** *includes meal* \$20.00
 - 4 **Friday Night & Saturday Morning** *breakfast, all events* \$35.00
 - 5 **All events Saturday** includes breakfast & lunch \$40.00
All events Saturday includes breakfast, lunch & banquet \$65.00
 - 6 **Sunday "Breakfast of Champions"** \$15.00
Featuring Jim Key, David Okerlund and a bountiful brunch
- Full Conference after May 18 & at the door (all events) \$80.00

Luncheon (*IMPORTANT*: circle your choice)

- * Vegetarian Lasagna
- * Meat Lasagna

Saturday Eve Awards Banquet:

(*IMPORTANT*: circle your choice)

- * Chicken Supreme
- * Grilled Salmon
- * Garlic Roasted Prime Rib
- * Vegetarian

Sunday (elective)

"Breakfast of Champions"

Featuring:

Jim Key & David Okerlund

A one-on-one Q & A focused upon
"Professional and Contest Speaking"

-- over a bountiful brunch.

Sign Me Up for the Tall Tales Friday Fun Folk Festival

_____(Use check mark) I've got a great tall tale to share. Contact Doug Nelson: dnelsons@netins.net. Conference web address: <http://district19.us/conferences/2005Spring/>

Make check payable to **District 19 Toastmasters**. Mail with registration form to: Loren Toomsen, Spring Conference Registration, 1200 Ninth Avenue North, Clear Lake, IA 50428-2125.

Conference Questions? susansaltou@mchsi.com (641-420-7274) or pafways@netins.net (641-357-6247)

Accommodations: Blocks of rooms have been reserved at the Best Western Holiday Motor Lodge(641-357-5253) (800-606-3552). Toastmaster rates \$75.00 + 10% tax. Your credit card is not charged until you check in.

Awards/ Recognition

CTM		4991	Todd Osborn	2791	Shirley Wolf
101	Carmel Coleman	4996	Karen Blue	3250	Mary Emzen
164	Yong You	5654	Pamela French	3515	Mary Platten
386	Dennis Donovan	5819	Braxton Pulley	3595	Ruth McDaniel
625	Walter Phillips	6000	Michael Kern	4605	Phillip Copeland
685	Clifford Scherrer	6021	Travis Abrahamson	5080	Ken Nordstrom
875	Masoud Kazemi	6787	Wendy Ramsey	5080	Doug Snyder
875	Jhonsan Sahlan	6787	Beth Steenhoek	7515	Susan Ruby
1205	Jean Pyles	7515	Thomas Traynor	7542	Sharon Parriott
1205	Guy Geinzer	7515	Joan Masover	7542	Dorothy Wegner
1529	James Meeks-Johnson	7515	Marilyn Graber	7858	Jan Mitchell
1529	Robert Manders	7889	Kevin Brown	7978	Brenda Bradley
1564	Lynda Nelson	7889	Anthony Serenas	8826	Faith McGee
1991	John Carlson	8669	Roger Baker	9047	Cedric Windley
2061	Johnathon Gibb	8669	Nancy Kuhrt	9513	Jonathan Washburne
2061	Michael Cameron	9047	Doris Covalt		
2382	John Niessen	9585	Thomas Jordan		
2790	Jason Davis			ATM- Silver	
2791	Fred Kekstadt			1951	Stephen Highfill
2791	Joan Johanson	CL		3595	Raola Giles
2791	John Wilson	617	Ronald Rath	8826	Faith McGee
3049	James Sandin	875	Hans Koehn	9047	Diane Stone
3135	Tim Fitzgerald	2670	Tim Valiquet		
3154	David Logan	3250	Mary Emzen	ATM- Gold	
3193	Brenda Speth	4804	Shellie Shuey	3250	Manuel Lara
3193	Stephanie Gibbs	6000	Deborah Price-Schneider	6787	Ladonna Woerdeman
3193	Stacy Kimball	7515	Thomas Traynor		
3250	Tom Bueckers	7813	William Mark Gordon	EXCELLENCE IN LEADERSHIP	
3250	Heather Ransom	7858	Jan Mitchell	875	Kueier Chung
3250	Fred Gomez	7978	LeAnn Blankenburg	3250	Douglas Doughty
3250	Pat Boland	7978	Cynthia Lacina	9047	Connie Gordon
3588	Phillip Brown	8669	Penelope Hoeper		
3588	Rita Helle	9513	Jonathan Washburne	AL	
3595	Marcos Rostagno	9513	Dale Royer	3595	Kueier Chung
3896	Mary Talbott			7978	LeAnn Blankenburg
4605	Jane Blacketer	ATM- Bronze			
4605	Douglas Ley	1765	James Wettestad	DTM	
4605	Guoping Shu	2670	Amy Lechtenberg	875	Kueier Chung
4804	Douglas Biere	2791	Nicholas Ford		
		2791	Beverly Davis		

Tax Deductions for U.S. Toastmasters by Toastmasters International

Every year, Toastmasters members in the United States ask: "Are my Toastmasters dues and expenses tax deductible?" Generally, two classifications cover club dues and other membership expenses, which may or may not be deductible if you itemize your deductions on your tax return. They are Charitable Contributions and Educational/Business Expense.

If you give your club a check as a gift (and for no other reason), it is deductible as a charitable contribution. If you're a duly-appointed delegate representing your club at the international convention, and you attend all meetings as the delegate

and report back to your club, many of your out-of-pocket expenses are deductible as charitable contributions. However, your club cannot have reimbursed you and no significant element of personal pleasure or recreation can have been involved.

Because the organization is educational, some expenditures may be deductible as educational expenses, provided they can be considered ordinary and necessary in your trade, business or profession. Your income-producing activity may require the skills you develop in Toastmasters. The expense may be an ordinary, necessary expense for education and meet the express requirements of

your employer for keeping your salary, status or employment, or maintain or improve skills required to perform the duties of your present employment, trade or business.

Things to keep in mind: Any items for which you are reimbursed aren't deductible unless the reimbursement is included in income. Records must be kept to substantiate the amounts deducted and to show that you actually attended sessions and workshops of the meetings and conventions.

Further details can be found at www.toastmasters.org January/February 2005 "Tips".

**TOASTMASTERS INTERNATIONAL
DISTRICT 19
OFFICIAL NEWSLETTER**

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***Change in the Transmitter
Leadership***

The District wishes to express its thanks to Kristie VanGorkom for being the Transmitter Editor for part of this Toastmaster year. Unfortunately Kristie has informed the District that she will be stepping down due to scheduling conflict. Connie Gordon has agreed to finish this Toastmaster year as the Transmitter Editor.