

2018-2019 District 26, District Officer Conference Call

July 24, 2018 Minutes

1. Roll Call 7:05pm: **Marcia Wood, District Director**
2. Focus on the future: **Marcia Wood**
 - a. Exciting about how many activities are up and coming
 - i. Club Officers Training
 - ii. Refresher of Dashboard
 1. New list of Club Officers and members
 - iii. Convention in August
 1. August 18-26, the TRIO will be gone
 2. 4 days of training and interviewing candidates
 - a. Vote or proxy for convention
 - iv. Club Officers need training by August 31
 1. Unable to enter training that has been completed while Dashboard has been down
 - b. **Victoria Bard** question: Is the proxy voted on by the club or can the leadership determine the proxy?
 - i. **Marcia Wood** will check and send out email (at the time of the minutes the email has already been sent with the response)
3. What's happening in the District (Status Reports): Highlight topics of general interest.
 - a. TRIO +1 Reports
 - i. **Mike Akins, Program Quality**
 1. Verbal report
 - a. List of Club Officers
 - b. Dozens of clubs still outstanding for officer list
 - c. Clubs still outstanding may have to contact Headquarters directly to advise of officer training
 - d. 6 club officer trainings offered this week
 - e. 280 officers trained and will submit more
 - f. A master list will be posted online
 - g. Emailed guidelines
 2. Written report
 - a. **Club Officers List**
 - i. The latest officer's list was requested by Marcia today. I'll forward to Division Directors for dissemination to Area Directors.
 - ii. According to this Daily report, and listed below, we still have 12 clubs outstanding. These clubs have been deactivated from Club Central, can't submit educational awards or new members, among other obvious

communication limitations. Speakers Alliance should be ignored since they already filed their Club Dissolution form in April.

- iii. WHQ told me that the easiest method is for any past or new officer to email latest list to clubofficers@toastmasters.org. However, I believe it looks best if one of the club Presidents do it.

Analytically Speaking At Alteryx
Ayres Associates Toastmasters Club
Comcast West Division Toastmasters
Commerce Communicators
Constant Contact
RE/MAX, LLC Toastmasters
RingCentral Toastmasters
Roaring Colorado Toastmasters
Steamboat Toastmasters
Sweet Talkers Club
Talkin' DISH
Wattenberg Toastmasters Producing Excellence

b. Club Officer Training (COT)

- i. We have six COTs scheduled this week! One is happening in Montrose as we speak. Victoria Bard organized an Eastern Division COT I
- ii. Saturday at Xilinx with 30 attendees. We also spent an hour afterwards training Pathways for beginners and intermediate users.
- iii. submitted 280 trained officers through June, excluding Eastern's TLI on 6/30. I have those attendance sheets to input. Unfortunately, we still don't have access to WHQ's system to submit officers trained. If unlocked this Friday as expected, I'll have 10 COTs to input. Then I expect to post to our new website for all to review.
- iv. I emailed COT Guidelines to Division Directors yesterday. My hope is to have them also posted to our website for all to see.

c. Training Expo 9/22

- i. Jim Dent was unavailable to report. He's contacting many venues in the Denver Metro area. Some are booked, others haven't replied yet.

ii. Jacqueline Smith, Club Growth Director

1. Verbal report

- a. Following up on Charter Clubs
 - i. Helping with official paperwork to charter
- b. One club needed to go back to their executive counsel

- c. Training on Toastmaster Webinar
- d. Getting May Tran up to speed to help
- e. Cynthia has been working on division
 - i. 23 clubs that are coach eligible
 - ii. Few clubs are being coached
 - iii. Working on data protection for those interested in coaches/sponsors/mentors

2. Written report

- a. An email will be sent to all leaders 2017-2018 and 2018-2019 soliciting volunteers to assist with upcoming Demonstration/Kickoff meetings in your area. The response will be used to compile a list of available volunteers.
- b. Following the lead of my predecessor, Mike Akins, I am currently soliciting volunteers who wish to serve in club support roles, such as coaches, mentors and sponsors. Along with names, I will also request educational level and geographical preference. Preference will be provided to those who are working toward their DTM under the Legacy curriculum. Area and Division Directors are encouraged to advise such volunteers to contact the Club Growth Director, Jacqueline Smith, directly at CGD1819@d26leaders.org
- c. In terms of club support, a previous practice was established that one could not serve in dual roles, e.g. as a mentor and Area Director. The approach this year will be each such request will be reviewed by the Club Growth Director, Jacqueline Smith and District Director, Marcia Wood, on a case-by-case basis.
- d. The District's Extension Chair is May Tran and she will be assisting the CGD in contacting and following up on leads. Additionally, May in conjunction with a team of coordinators should work closely with Area Directors to obtain potential sponsors and mentors for new clubs. The appointment of new club sponsors or mentors is at the discretion of the CGD or the DD.
- e. There are several prospective clubs that are in the process of chartering and at different phases of chartering. Often chartering process is delayed due inaccurate or incomplete paperwork from the prospective organization. CGD is following up with prospective clubs as well as WHQ to ensure accurate processing of chartering paperwork. As was the practice of the my predecessor, Mike Akins, the goal is to place club mentors as quickly as possible after the prospective organization for application for charter and member payments have been

received and processed. The goal is get mentors as quickly as possible to help with club meetings and allow timeliness of mentors receiving credit, which is generally a 6 month commitment.

- f. CGD is reaching out to 1 lead that has expressed interest in the Toastmasters program but needed clarification on the structure of charter and dues and who will be responsible for payment, i.e. company v. employee.
- g. CGD is receiving training on utilizing Toastmasters Lead Management system and will be training Extension Chair on its use.
- h. The District's Retention Chair is Cynthia Thorstad and she will be assisting the CGD in retention efforts within the District. This includes, but is not limited to, using coordinators to find eligible coaches for clubs that are coach eligible, i.e. clubs with membership 12 and under. The initial responsibility of the coordinators is working closely with Area Directors to determine if those coach eligible clubs actually would like a coach to assist. Another retention effort is identifying those clubs that though are not coach eligible, may require at least monitoring from the District due to low membership.
- i. Cynthia has prepared and submitted individualized divisional analysis to each Division Director, disclosing which clubs are coach eligible as well as those that have been successfully coached.
- j. **Coach Eligible: 4 Denver Division, 2 Eastern Division, 0 Foothills Division, 2 Metro Division, 4 Northern Division, 2 Southern Division, 5 Urban Division and 4 Western Division. Total 23 clubs are club coach eligible. 2 Coaches are able to be appointed to clubs.**
- k. Also identified in the Divisional reports were clubs being coached: 1 Denver Division, 3 Eastern Division, 1 Foothills Division, 2 Metro Division, 0 Northern Division, 2 Southern Division, 1 Urban Division, 1 Western Division

iii. Rhea Thompson, Immediate Past District Director

- 1. Not in attendance

b. Division Reports

i. Carol Pace, Denver Division Director

- 1. Verbal report
 - a. 29 Clubs
 - b. 6 Areas
 - c. 1 dissolution of a club

- d. 1 new club and another one might start
- e. 5 clubs are coach eligible with 1 coach in place
- f. Visitations have already taken place
- g. Training in place
- h. Pathways presentation soon

2. Written report

- a. The Denver Division has 29 clubs in 6 areas. One of the clubs, Speakers Alliance, had filed for dissolution in last fiscal year. One club, Proudly Speaking, may not be continuing, but we're trying to reach them. A new club, Pronounce & Procure has been added to the Denver Division.
- b. 100% of club officer lists were submitted by June 30.
- c. Six Area Directors have already been very active, with 2 club visits completed, and about another 11 visits are scheduled.
- d. Club Officer Trainings are scheduled in two downtown locations. Additionally we have been collaborating with the Urban Division for club officer trainings. We have additionally been collaborating on a Networking event co-hosted by Urban, Denver and Metro for late October.
- e. As the Denver Division Director I've visited one club to do an officer induction and one club to do a Pathways presentation, since the start of the new year.

ii. Sarah Beasley, Eastern Division Director

1. Verbal report

- a. 7 Area Directors have started visitation and it has been scheduled
- b. Officer training in mid-August (need venue)
- c. Pathways workshop will be mid to late August
- d. Club Officer training 7/24
- e. Some clubs need coaching

2. Written report not received by submission date

iii. Terry Ploski, Foothills Division Director

1. Verbal report

- a. Area Directors have scheduled visits
- b. 22 clubs
- c. 1 coached
- d. Officer training tomorrow and 8/11 with Pathways
- e. Most clubs have submitted Officer lists
- f. John Lendi took an additional division

2. Written report

- a. The transition from the 2017 – 2018 District 26 leadership team begins. I welcome the following Foothills Area Directors:
 - i. Ven Flaim, F1 Area Director
 - ii. John Lind, F2 Area Director

- iii. Jennifer Grant, F3 Area Director
- iv. Kristin Sorensen, F4 Area Director
- b. We share responsibilities for these clubs:
 - i. Area F1:
 - 1. 9407: Flatirons View Toastmasters
 - 2. 7894: COW Toastmasters Club (R)
 - 3. 6826618: Analytically Speaking at Alteryx (R)
 - 4. 9375 Talking Ideas Toastmasters Club
 - 5. 4515014: BALL Talks Toastmasters Club (R)
 - ii. 2. Area F2:
 - 1. 899: Westminster Communicators Club
 - 2. 2668: Front Range Toastmasters Club
 - 3. 6104573: WorldView Toastmasters Club (R)
 - 4. 6513449: Tri-State Generation + Transmission Assoc. (R)
 - 5. 6793266: AdamSpeak (R)
 - 6. 6793526, Speak Up
 - iii. 3. Area F3:
 - 1. 1203897: Speak Up Toastmasters Club (COACHED)
 - 2. 6604501: Speech Masters Advanced Club (R)
 - 3. 3028571: Dam Good Speakers
 - 4. 5768383: Terumo BCT(R)
 - 5. 6672751: Wheat Toast
 - 6. 4435: Arrowhead Club
 - iv. 4. Area F4:
 - 1. 770817: Chamber Ad-Lib Orators Club
 - 2. 4071: Opportunity Talks Toastmaster's Club
 - 3. 5951876: Gogo Toast & Talk (R)
 - 4. 9548: Solar Speak Club
 - 5. 6656872: Speak & Influence (R)
- c. We are in the process of making our initial club visits with the expectation of completing the first round by August 1, 2018. I look forward to working with these Toastmasters' leaders in the achievement of their communication and leadership goals.

iv. Randee Ryan, Metro Division Director

- 1. Verbal report
 - a. 25 Clubs
 - b. 5 Areas
 - c. Area Directors have scheduled visits
 - d. Attended Officer installation
 - e. 4 clubs need to submit officer lists
 - f. 4 clubs struggling and 1 is with a coach
 - g. 1 clubs meets via video conferencing
 - h. 8/1 Club Officer Training scheduled

- i. 8/7 combined training with Metro
- j. 10/25 Networking event

2. Written report

- a. Clubs 25
- b. Areas 5
- c. Club visits scheduled and visited.
- d. We have had one Officer installation already
- e. Four corporate clubs that still have not submitted their 2018/2019 Officers lists
 - i. M3-RE/MAX
 - ii. M1 –Comcast
 - iii. M5 – RingCentral
 - iv. M5 - Talking DISH
- f. We have four struggling clubs
- g. Highlands Ranch Toastmasters
 - i. 11members/2 Officers
- h. M2 – TLC
 - i. 9 members
- i. Meridian Mid Day
 - i. 8 members
- j. Talking DISH
 - i. 8 members
- k. We have one club that meets via video conferencing for multi-state offices.
- l. M2 - ANM
- m. We are working with M3 - Empowering Great Speakers to host a Metro Division COT tentatively for August 1st, 5:30pm
- n. We are partnering with Urban for the combined Urban/Metro COT on August 7, 11:00-3:30p
- o. We are partnering with Urban and Denver for a networking event Oct 25th 5pm - 8 at DryDock

v. Janice Haldi, Northern Division Director

- 1. Verbal report via Jane Thomas
 - a. Almost all clubs have officers trained
 - b. 1 Area Director still needed
 - c. Club visits are taking place
- 2. Written report not received by submission date

vi. Glenn Knight, Southern Division Director

- 1. Verbal report
 - a. 23 Clubs
 - b. 6 Areas
 - c. 4 clubs need coaches and 1 has a coach
 - d. 8/28 Club Officer training

- e. 8/11 21c Pathways Training
- f. Club Visits are starting
- g. Officer installations have been completed
- h. Officer lists have been turned in

2. Written report not received by submission date

vii. David Johnson, Urban Division Director

1. Verbal report: Not in attendance

2. Written report

- a. The Urban Division is working on the changes from the previous year. The handoff has gone as well as expected. The Club Visit Reports were forwarded to the new Area Directors.
- b. **Urban Area 1** Chris Tremel is the new Area Director he has taken the Area 1 from Gretchen Vaughn. Chris has worked to start reports for his two clubs he is a member.
- c. **Urban Area 2** Beth Baker Owens is the new Area Director she took over Cynthia Beyers.
- d. **Urban Area 3** the Area Number changed from U4 to U3. Will Robinson took the area from Don Brent. One Club was changed to his Area to have a total of 5 Clubs.
- e. **Urban Area 4** the Area number changed from U3 to U4, March April took over the Area from David Johnson. I little confusion on the Area based on the maps and the number changed for the Area. Marc has visited Toast-a-Matics for a club visit. He is working on the report.
- f. **Urban Area 5** The Area Director is Kimberly Brokling is the Area Director for U5 which was Denver 5 last year Lou Watson. Kim is having problems related to not have the club officer list.
- g. **Urban Area 6** the Area Director is Tom Gross is the Area Director for U6 which was Denver 6 last year Aimee Voth Siebert. Tom is working with Carol Pace because two of his clubs are in his Area and Carol was Area director two years ago and knows the area well.
- h. The Extension is Barbara McCoy who attended the training on July 14, 2018. Everyone attend the training on July 14, 2018 at the except for Joy Davidson who was on vacation.
- i. The Urban Division is working on having training in all Areas. Some are schedule for end of July and August. The Division will also team up with Metro and Denver when needed so members can attend other training.
- j. On Thursday, October 25, 2018 the Toastmaster Networking Event is scheduled from 5:30 pm to 7:30 pm at Dry Dock Brewing Co. in Aurora, Colorado.

viii. Nancy Winston, Western Division Director

1. Verbal report
 - a. 20 clubs
 - b. 5 Areas
 - c. 1 club is being coached and 4 need coaches
 - d. Club visits have started
 - e. Club officers are still being trained
 - f. Rebecca has a leadership manual and will be trained
2. Written report not received by submission date

4. Chair Reports

a. Sondra Richey, Administration Manager

- i. Verbal report
 1. Education awards will be submitted to the blog at the end of the month
 2. Minutes should be out by the end of the weekend

b. Justin Searles, Finance Manager

- i. Not in attendance
- ii. Current Balances (as of 6/30)
 1. First Bank: \$65,934.29
 2. PayPal: \$26.89
 3. District Reserves: \$102,784.59
- iii. Will set up separate meeting with Marcia to discuss any recommendations or changes to reimbursement procedures.
- iv. Also working on finalizing budget with Marcia.
- v. As a reminder, currently guidelines follow from last year:
 1. Pre-approval for all expenses, attach to report.
 2. \$0.30/mile reimbursed for travel greater than 75 miles round-trip with route map attached.
 3. Up to \$125/night reimbursed for hotel with clean hotel receipt attached.
 4. Remember to link your bank account before submitting reimbursements via Concur.
 5. For the next meeting, I would like additional time to do a live demo and review of submitting reports via Concur.

c. Trixie Hunter-Merrill, Public Relations Manager

- i. Verbal report
 1. Networking event in the Southern Division this week
 2. New images are being resourced
 3. Public Relations Strategy
 4. International Convention Group
 5. Working on a Proclamation for the 70th Anniversary
 6. Website is up- Greg created a help desk on "Resoures"
- ii. Written report
 1. Status Summary

- a. Is your team on track for their goals/deliverables? **Yes**
 - b. If there are deliverables, has your delivery date changed?
Waiting on final date for Big Training Expo and 70th Anniversary Party
 - c. If you have budget impacts, are your expenditures on track?
 - d. Waiting to hear from Marcia on budget proposal for PRM**
 - e. Will there be any new deliverables not on original plan? **Unsure**
 - 2. Progress
 - a. New website is up, Greg will speak to
 - 3. The PR team added the Helpdesk to our new website- it is now under Resources
- d. Dia Kline, Blog Editor**
 - i. Verbal report
 - 1. Put out an example post for content and format
 - 2. 7 blog posts per month
 - 3. Publication dates are being worked on
 - 4. 1 submission and 1 email inquiry for the blog
 - 5. 8/1 constant content notice
 - ii. Written report not received by submission date
- e. Jillian Gibson, Social Media Chair**
 - i. Verbal report: Not in attendance
 - ii. Written report not received by submission date
- f. Lisa Forbes, Speakers Bureau Chair**
 - i. Verbal report: Not in attendance
 - ii. Written report not received by submission date
- g. Greg Harris, Webmaster**
 - i. Verbal report
 - 1. The new District 26 website
 - a. First impressions are good
 - 2. Search band went from 2 gigs to 5 gigs per month
 - 3. Launched help desk-1 word- submit issues
 - 4. Housekeeping soon
 - ii. Written report not received by submission date
- h. Alexander Pyle, Technology Chair**
 - i. Verbal report: Not in attendance
 - 1. Marcia complimented about a great job on the leaders 1819 contact list
 - ii. Written report not received by submission date
- i. James Dent, Logistics Manager**
 - i. Verbal report Per Mike Akins
 - 1. 9/22 targeted Training Expo
 - 2. Several hotels contacted
 - 3. No firm venue as of yet
 - ii. Written report not received by submission date

- j. **May Tran, Club Extension Chair**
 - i. Verbal report
 - 1. Meet in Boulder for a new club
 - 2. Keeping in touch with coordinators
 - ii. Written report not received by submission date
 - k. **Cynthia Thorstad, Club Retention Chair**
 - i. Verbal report
 - 1. All retention coordinators have direction for the next month
 - 2. Coordinators will keep the division directors up to date
 - ii. Written report not received by submission date
 - l. **Mark Krekeler, Volunteer Chair**
 - i. Verbal report per Marcia Wood
 - 1. Looking for volunteers within clubs for Training Expo
 - a. Committee chairs
 - ii. Written report not received by submission date
5. Closing Comments
- a. Business cards/Badges (will be ordered this week)
 - b. Headquarters has run out of educational certificates
 - i. Headquarters is getting caught up on certificates
 - c. Business cards
 - i. Contacted 10 people and trying to get a 50% off at Vista Print
 - 1. Name/phone number/pictures
 - 2. Email Marcia tonight for discount
 - d. 8/28 next leaders phone call (tentative)
 - i. Leaders are going to International Conference and may not have a 8/28 meeting
 - ii. A Top 14 call includes
 - 1. TRIO
 - 2. 4 Managers (correction post meeting: 3 Managers)
 - 3. 8 Division Directors
6. Questions:
- a. **Rochelle Reid:** Visited 1 club that had a 30th Anniversary. Two of the officers had multiple roles, is that acceptable?
 - i. **Marcia Wood's** response: It is recommended that they have assistant officers or chattel officers and credit is only given per six month term. Assistant officers might take on those leadership roles at the next six month term.
 - b. **Victoria Bard:** What is the protocol to present the proxy to the club?
 - i. **Marcia Wood's** response: At this time review the email to the club president or call Headquarters. Marcia will try to locate and advise via email later.
 - c. **Trixie Hunter-Merrill:** Please send any offers or ideas for the Training Expo venue to Jim Dent.
7. Ended Meeting 7:55 pm

<input checked="" type="checkbox"/>	Marcia Wood, District Director
<input checked="" type="checkbox"/>	Mike Akins, Program Quality Director
<input checked="" type="checkbox"/>	Jacqueline Smith, Club Growth Director
	Rhea Thompson, Immediate Past District Director
<input checked="" type="checkbox"/>	Carol Pace, Denver Division Director
<input checked="" type="checkbox"/>	Sarah Beasley, Eastern Division Director
<input checked="" type="checkbox"/>	Terry Ploski, Foothills Division Director
<input checked="" type="checkbox"/>	Randee Ryan, Metro Division Director
	Janice Haldi, Northern Division Director
<input checked="" type="checkbox"/>	Glenn Knight, Southern Division Director
	David Johnson, Urban Division Director
<input checked="" type="checkbox"/>	Nancy Winston, Western Division Director
<input checked="" type="checkbox"/>	Sondra Richey, Administration Manager
	Justin Searles, Finance Manager
<input checked="" type="checkbox"/>	Trixie Hunter-Merrill, Public Relations Manager
	James Dent, Logistics Manager
<input checked="" type="checkbox"/>	Dia Kline, Blog Editor

	Jillian Gibson, Social Media Chair
x	Greg Harris, Webmaster
	Lisa Forbes, Speakers Bureau Chair
x	May Tran, Club Extension Chair
x	Cynthia Thorstad, Club Retention Chair
	Mark Krekeler, District Volunteer Chair
	Vacant, Denver Extension Coordinator
	Vacant, Eastern Extension Coordinator
	Jonathan Sabar, Foothills Extension Coordinator
	Jackie Carioscia, Metro Extension Coordinator
	Bruce Brown, Northern Extension Coordinator
	Michael Pierson, Southern Extension Coordinator
	Barbara McCoy, Urban Extension Coordinator
	Vacant, Western Extension Coordinator
	Ray Mohr, Denver Retention Coordinator
x	Victoria Bard, Eastern Retention Coordinator
	Coleen McNeese, Foothills Retention Coordinator
	John Donellon, Metro Retention Coordinator
	Stephanie Jensen, Northern Retention Coordinator
	Anil Dewan, Southern Retention Coordinator
	Joy Davidson, Urban Retention Coordinator
x	Pete Martin, Western Retention Coordinator
	Eric Pollock, D-1 Area Director
x	Ignacio Correa-Ortiz,, D-2 Area Director
	Jason Carmichael, D-3 Area Director
	Manuel Solis., D-4 Area Director

<input type="checkbox"/>	Ayron Wohletz, D-5 Area Director
<input checked="" type="checkbox"/>	Bobby Olsen, D-6 Area Director

<input type="checkbox"/>	Verniece Thomas, E-1 Area Director
<input type="checkbox"/>	James Owiny, E-2 Area Director
<input type="checkbox"/>	Carlos Lopez, E-3 Area Director
<input type="checkbox"/>	Tina Sanders, E-4 Area Director
<input checked="" type="checkbox"/>	Melanie Smith, E-5 Area Director
<input type="checkbox"/>	Kenneth Platz, E-6 Area Director
<input type="checkbox"/>	Julie Kub, E-7 Area Director
<input type="checkbox"/>	Ben Flaim, F-1 Area Director
<input type="checkbox"/>	John Lind, F-2 Area Director
<input type="checkbox"/>	Jennifer Grant, F-3 Area Director
<input type="checkbox"/>	Kristin Sorensen, F-4 Area Director
<input type="checkbox"/>	Jeff Ruiz, M-1 Area Director
<input type="checkbox"/>	Dinesh Weerapurage, M-2 Area Director
<input type="checkbox"/>	Mark West, M-3 Area Director
<input type="checkbox"/>	James Urban, M-4 Area Director
<input checked="" type="checkbox"/>	Tanisha Keel, M-5 Area Director
<input type="checkbox"/>	Mike Hand, N-1 Area Director
<input type="checkbox"/>	Mary Ann Hoff, N-2 Area Director
<input type="checkbox"/>	Jane Thomas, N-3 Area Director
<input type="checkbox"/>	Vacant, N-4 Area Director
<input checked="" type="checkbox"/>	Craig Hafer, S-1 Area Director

x	Hae Bolduc, S-2 Area Director
	Asta Star, S-3 Area Director
	AJ Varathara, S-4 Area Director
	Kevin Whaley, S-5 Area Director
	Laura Clemens, S-6 Area Director
x	Chris Tremel, U-1 Area Director
	Beth Baker Owens, U-2 Area Director
	Will Robinson, U-3 Area Director
	Marc April, U-4 Area Director
	Kim Brokling, U-5 Area Director
	Tom Gross, U-6 Area Director
x	Rachelle Reid, W-1 Area Director
	Mary Watson, W-2 Area Director
	David Hay, W-3 Area Director
x	Susan Horst, W-4 Area Director
	Rebecca Mullen, W-5 Area Director
	Darryle Brown, Past District Director
	Alex Pyle, Technology Lead
	Caitlyn Pyle Technology Assistant