

2018-2019 District 26, District Officer Conference Call

Minutes October 16, 2018

1. Roll Call: **Sondra Richey, Administration Manager:** call started @7:03pm
2. Focus on the future: **Marcia Wood, District Director**
 - a. Expo on Saturday
 - b. December 1 is the District Executive Council Training
 - c. Club visits need to be completed by November 30
 - i. Council meetings
 - ii. Club visit reports turned in
 - d. Spring Contests
 - e. Spring Conference
3. What's happening in the District (Status Reports): Highlight topics of general interest.
 - a. TRIO +1 Reports
 - i. **Mike Akins, Program Quality Director**
 1. Verbal report
 - a. Expo
 - i. 151 registered
 - ii. Appreciate all the help
 - b. District Officer Training is December 1 @ Xilinx Retreat Center
 - i. Trophies
 - ii. Sign-up sheet
 - c. Breaking news
 - i. No TLI on the 5th or the 12th for Metro
 - ii. Glenn will have on the 12th
 - iii. Sarah will have on the 19th
 - iv. Cheyenne will have on the 26th
 - d. Contests
 - i. Evaluation
 - ii. International
 - iii. Club Contests in February
 - iv. Division Contests are on the Division Calendar
 2. Written report not submitted
 - ii. **Jacqueline Smith, Club Growth Director**
 1. Verbal report
 - a. Still getting in Dues
 - b. Area club visits reports
 - i. Due in a month and a half, November 30
 - ii. Division Directors remind Area Directors-DO NOT WAIT
 1. Fill out the reports timely

- c. New Clubs
 - i. DTC Area
 - ii. One on the way-kick off meetings
 - 1. If want to help, contact Jacqueline
 - d. Coaches
 - i. Getting Coaches
 - 2. Written report not submitted
 - iii. **Rhea Thompson, Immediate Past District Director**
 - 1. Verbal report
 - a. Sondra Richey read Rhea's written report
 - 2. Written report
 - a. Supplies have been received from Toastmasters International for our Hall of Fame event.
 - b. Three trophies were back-ordered and were ordered locally. They will be picked up tomorrow.
 - c. Hall of Fame Programs have been printed.
 - d. Completing remaining details for the Hall of Fame event.
 - e. As the 2018-2019 District Leadership Chair I'll begin putting together a team, after the Fall Training Expo, with a minimum of five committee members to assist me. This team will be actively involved in finding leaders to fill the numerous District leadership roles for 2019-2020.
- b. Division Reports
 - i. **Carol Pace, Denver Division Director**
 - 1. Verbal report
 - a. 25/27 Club Renewals turned in on time
 - i. 1 Club is low and they want a coach
 - b. Downtown clubs have high turnover of members and major turnover of officers
 - c. Club visit reports are in
 - 2. Written report not submitted
 - ii. **Sarah Beasley, Eastern Division Director**
 - 1. Verbal report
 - a. 27/31 Clubs are paid
 - i. 3 outstanding
 - 1. 2 are corporate clubs-disbanding
 - 2. 1 club doesn't respond
 - b. Membership drop with the fall dues
 - c. Loveland Toastmasters has a coach
 - d. Trying to get other coaches
 - e. 1 club has 26 members and already has 6 DCP Points!!
 - f. TLI in January

- i. Not enough room at past location
 - ii. Looking for another location
- 2. Written report
 - a. Clubs
 - i. Base clubs: 31
 - ii. Paid clubs: 27
 - iii. Membership (as of 10/16/18)
 - iv. E1 - 85 base / 66 to date
 - v. E2 - 72 base / 65 to date
 - vi. E3 - 78 base / 46 to date
 - vii. E4 - 67 base / 38 to date
 - viii. E5 - 94 base / 81 to date
 - ix. E6 - 116 base / 107 to date
 - x. E7 - 110 base / 59 to date
 - xi. Total: 622 base / 462 to date
 - xii. 26% member loss
 - b. Clubs Needing a Coach (10 clubs total)
 - i. High Nooners Club (E1) - 14 base, now 8 members
 - ii. Morgan County Club (E1) - 9 base, now 5 members
 - iii. Greeley Noon Toastmasters (E1) - 19 base, now 10 members
 - iv. Resource Masters (E2) - 15 base, now 10 members
 - v. Ayres Associates Toastmasters Club (E3) - 14 base, now 0 members
 - vi. Both Area Director and I have tried to contact them but nobody is responding.
 - vii. The Taking Toasters (E3) - 18 base, now 13 members
 - viii. Loveland Toastmasters (E4) - 9 base, now 7 members
 - ix. Liberty Toastmasters North (E5) - 14 base, now 12 members
 - x. Star Speakers Society (E6) - 16 base, now 10 members
 - xi. Carbon Valley Toastmasters (E6) - 14 base, now 9 members
 - xii. Boulder Speakeasy (E7) - 41 base, now 10 members
 - xiii. See You Speak Toastmasters (E7) - 13 base, now 8 members
 - c. Clubs to Keep an Eye On (6 clubs total)
 - i. Greeley Early Risers (E1) - 12 members
 - ii. Colorado State University Toastmasters (E2) - 14 members
 - iii. The Taking Toasters (E3) - 13 members
 - iv. Peak Performance (E4) - 14 members

- v. CoXpressionists (E5) - 14 members
- vi. Twin Peaks Toasters (E5) - 13 members

- d. Clubs Disbanding
 - i. Constant Contact (E4)
 - ii. Commerce Communicators (E7)
 - iii. Outstanding Clubs
 - iv. Speak with Ease (E6) - 28 members to date, 6 DCP points
 - v. Speakeasy II Club (E7) - 23 members to date, 4 DCP points

iii. Terry Ploski, Foothills Division Director

- 1. Verbal report
 - a. 22 Clubs
 - b. 4 clubs are late with dues
 - c. 8 clubs have had visits
 - i. Other clubs visits are scheduled with Area Directors
 - ii. Scheduling conflicts with some-getting help to visit
 - d. Absence of venue for January TLI for Metro
 - i. Looking into At. Anthony's Hospital to combine Foothills/Western
 - e. Venue for spring speech contest
- 2. Written report not submitted

iv. Randee Ryan, Metro Division Director

- 1. Verbal report
 - a. Almost all area visits are completed
 - b. Hard time getting a hold of a club in M3
 - c. No Area Director for M5
 - i. Randee will try to visit clubs
 - d. 4/5 clubs not enough members to make 8
 - e. 1 club does not have 3 new members
 - f. Schedule spring contest venue
 - i. Parker Library
 - ii. Have to wait until November for March schedule to open
 - g. Keep Randee in the loop for Metro venue
- 2. Written report not submitted

v. Janice Haldi, Northern Division Director

- 1. Verbal report
 - a. Not in attendance
- 2. Written report not submitted

vi. Glenn Knight, Southern Division Director

- 1. Verbal report

- a. Not in attendance
 - 2. Written report not submitted
- vii. David Johnson, Urban Division Director**
 - 1. Verbal report
 - a. Not in attendance
 - 2. Written report not submitted
- viii. Nancy Winston, Western Division Director**
 - 1. Verbal report
 - a. Area Directors
 - b. Filling in for W1 Area Director for visit
 - c. W1- 1 club needs to pay
 - d. Toastblasters- David Hay is working with them
 - i. Colorado School of Mines
 - 2. Written report
 - a. All AD's are busy visiting clubs and submitting reports.
 - b. There are 2 clubs who have not submitted dues – Toastblasters TM club and Steamboat Springs TM club.
 - c. David Hay W1 AD is working with Toastblasters to keep it going.
 - d. I am working with the Steamboat Springs TM. I have scheduled a meeting with them on Oct 25.

4. Chair Reports

a. Sondra Richey, Administration Manager

- i. Verbal report
 - 1. September minutes have been submitted to the district
 - 2. Both Budget minutes have been submitted to the district

b. Justin Searles, Finance Manager

- i. Verbal report
 - 1. \$57,700 in bank
 - 2. \$1,800 in Paypal
 - 3. \$94,500 in reserves
 - 4. Concur is working great
 - 5. District budget balanced
 - 6. Virtual voting is under way
 - 7. Expo payments are better through Paypal or Square
- ii. Written report
 - 1. Current Balances (as of 9/30)
 - a. First Bank: \$57,767.47
 - b. PayPal: \$1,845.55
 - c. District Reserves: \$94,584.56 (8/31)
 - 2. Notes
 - a. Concur still working, if you're having issues submitting an expense report or getting reimbursed, send me an email.

- b. District budget is finalized with amendment to balance conference cost. We did not have quorum last week for vote, but virtual voting underway.
- c. Set for Expo on Saturday; payment via PayPal or Square preferred.

c. Trixie Hunter-Merrill, Public Relations Manager

- i. Verbal report
 - 1. VPPRs
 - a. Emails
 - b. Phone
 - c. Completing club visits with VPPRs before their club meetings to not disturb the club meetings
 - d. Blog- Dia is active
 - i. Working well
 - ii. Videos
 - iii. Promotions for feedback and articles
 - iv. Broken for a while but now fixed
 - v. 45 subscribers
 - vi. Social media plugs
 - e. Busy at the Expo
 - f. Looking forward to the year
- ii. Written report not submitted

5. Web Site Team (2 minutes) Trixie Hunter-Merrill

- i. Verbal report
 - 1. Greg and Trixie will meet this week
 - 2. Updates
 - 3. Expo
 - 4. Put together operating procedures
 - a. Getting approved by TRIO
 - b. Putting at the bottom of the website

6. Questions

- a. **Randee Ryan:** Where are the incentives?
 - i. Trixie and Marcia responded
 - 1. On site and updates
 - 2. Under resources
 - 3. 7 down
 - 4. Same incentives as 2017/2018
- b. **Marcia Wood:** Jacqueline, please discuss the Retention and Extension Coordinator vacancies
 - i. **Jacqueline Smith** responded
 - 1. Retention Chair vacancy
 - a. HPL Project- Contact Jacqueline
 - 2. Vacancies in Retention Coordinators-Recruit Club Coaches

- a. Southern
 - b. Urban
 - 3. Vacancies in Extension Coordinators- Recruit Sponsors and Mentors
 - a. Denver
 - b. Western
 - 4. No credit as not assigned before August 31st
 - c. **Marcia Wood** advised that there are also 3 vacancies in Area Directors
 - i. W1
 - ii. N4
 - iii. M5
 - iv. No credit as not assigned before August 31st
 - d. **Mike Akins** advised that there is a Logistics Manager Vacancy
 - i. No credit as not assigned before August 31st
 - e. **Mike Akins** had a question for the Division Directors: How would you like training for Division Directors in the December 1 DOT?
 - i. **Carol Pace** requested succession planning on recruiting Area Directors
 - 1. Should start to recruit/promote now
 - 2. Finish DTM 20/20
 - ii. **Mike Akins** advised that Rhea will do the nominations and job duties
 - iii. **Trixie Hunter- Merrill** asked if PR could help with current vacancies with exposure through social media posts and videos
 - iv. **Marcia Wood** advised that she would need to consult with Rhea and that we can do brainstorming after the Oct 20 Expo
 - v. **Terry Ploski** noted that the District Leadership Handbook was weak in the duties assigned
 - 1. Terry is going to design a personal outline for his replacement next year
 - a. Example: talk to Area Directors in August about September Dues.
 - 2. **Mike Akins** responded that the TRIO already decided to flip/flop Area and Division training for next June to help with this issue.
7. Closing Comments: **Marcia Wood**
 - a. Can make it a great year
 - b. Some challenges
 - i. Can meet those challenges
 - ii. If need help, call Marcia and she will try to help
 - c. Everyone should have a mentor
 - i. Trust
 - ii. Experience
 - d. Challenge with the virtual business meeting
 - i. Purchase video equipment software
 - ii. Still need 5 more votes
 - iii. 178 vote majority

- iv. Emails went to spam and trash folders
- v. Pleased that it will be done in a day or two

8. Adjourned 7:55pm

- a. **Marcia Wood** will confirm if we will have a November phone meeting so close to our in person training on December 1, 2018.

x	Marcia Wood, District Director
x	Mike Akins, Program Quality Director
x	Jacqueline Smith, Club Growth Director
	Rhea Thompson, Immediate Past District Director
x	Carol Pace, Denver Division Director
x	Sarah Beasley, Eastern Division Director
x	Terry Ploski, Foothills Division Director
x	Randee Ryan, Metro Division Director
	Janice Haldi, Northern Division Director
	Glenn Knight, Southern Division Director
	David Johnson, Urban Division Director
x	Nancy Winston, Western Division Director
x	Sondra Richey, Administration Manager
x	Justin Searles, Finance Manager
x	Trixie Hunter-Merrill, Public Relations Manager