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District Success Plan Summary

2016-2017 ▾

District
28 ▾

UN-APPROVE
Approved on 9/17/2016

District Success Plan

Team Composition

Name the members of the district's core team.

LaShon Bowers, DTM, District Director
 Mike Carter, DTM, Program Quality Director
 David Clarke, DTM, Club Growth Director
 Ray Metz, DTM, Immediate Past DD
 Ron McKenzie, DTM, Public Relations Manager
 Harold Vroman, ACS, ALB, Finance Manager
 Jeanette Milliean, CC, Administration Manager
 Shirley Thomas, DTM, Logistics Manager
 Arlene Rahm Scherf, DTM, Parliamentarian
 All 38 Division and Area Dill Directors
 Jeff Kirsch, DTM, PDG, Leadership Team
 Vera Johnson, DTM - PDG, Leadership Team
 Heather Lane, DTM - PDG, Leadership Team
 Mayna Schumacher, DTM, Leadership Team
 John Salalia, DTM, PDG, Technology Chair

Name the members of the district's extended team.

All D28 Past District Governors
 Carol Prahinski, DTM, PDG- Region 6 Advisor

Values

Toastmasters International's core values are integrity, dedication to excellence, service to the member, and respect for the individual. These are values worthy of a great organization and should be incorporated as anchor points in every decision made within the organization. Toastmasters' core values provide a means of guiding and evaluating the organization's operations, planning, and vision for the future.

What are the district's core values?

Integrity, Service, respect and Excellence along with commitment, teamwork and support.

Team Operating Principles

What principles does the team hold? (These principles might include trust, safe learning, collaboration, etc.)

We will work together to enhance our leadership and communication skills and to use them to help our team function as one. We will use these skills to grow and support the members and the district while upholding the core values of Toastmasters International.

Potential Obstacles

What obstacles will the team have to consider when strategizing? (These might include conflicting personal commitments, distance, unresolved conflict, etc.)

The 2015 -2016 Club Growth Director decided not to remain in the Trio. Therefore, two of the Trio members are new to their positions. One of them is new to the district. These might be seen as obstacles but both members are working hard at ensuring they are fulfilling the responsibilities of their positions.

Some things were not readily available to us when the new year started (Officer's list, club Realignment, Area reports). Most officers felt they were at a disadvantage without these resources

Also there are a few unresolved issues from last year.

Meeting Protocol

In general, how will the team process tasks? (For example, consider how often to meet or call, what the team's meeting practices will be, etc.)

The Trio meets at least three times a month. These meetings consist of DEC meetings, conference calls and face-to-face meetings. Anytime one of us feels the needs to have an impromptu meeting, we will do so to discuss any task that need immediate attention. We communicate regularly via email and text.

Team Interactions and Behavioral Norms

How will decisions be made?

Trio: Whenever a decision needs to be made that will affect the district, we will discuss as a team but the final decision will be made by the District Director.
 Division Directors: We will discuss with Division Directors and make suggestions. The final decision will be made by the Trio.
 DEC: Trio will discuss with DEC members and make suggestions. The Trio will make the final decision while considering the majority vote by DEC.

What will be the team's method of communication? Determine the team's first preference, second preference, and so on.

District Trio: E-mail, instant messaging, phone calls, face-to-face meetings
 District Executive Committee: E-mail, phone calls, monthly DEC meetings
 District Toastmasters: E-mail, D28 Rolling Stone online newsletter, Area Directors visits, Facebook, LinkedIn, Twitter, Special meetings, events,

What will the communication parameters be? Parameters might include whether the team communicates by phone or email, whether the team sets up a weekly conference call, or how often team members can expect to communicate.

The Trio members agreed that we will always consider the urgency of any message that needs to be relayed. We are all early risers and don't mind early morning phone calls and text messages. We will not call past 11:00 P.M. unless it is an urgent matter; Text and emails are O.K. at any time. These will always be answered as soon as possible. If it is a very late hour, they may not be received until the morning.

How will the team resolve differences of opinion?

The team has and will always discuss differences of opinion. We have decided not to let any disagreements or bad feelings fester. Instead, we handle any differences immediately. We have face-to-face meetings regularly where each Trio member has an opportunity to discuss any issues they are having. Whenever necessary, we will consult with our Region 6 Advisor, Carol Prahinski.

For matters within the district, we will facilitate if necessary but will try to have the members work together to resolve their own matters. If they cannot, we will discuss and decide what course of action is best for the members of the district.

How will the team support one another?

The team communicates regularly. We share our thoughts, ideas, and concerns. Although we have different roles, we share the responsibility of all of them. We understand and agree that we must do what is best for the district. Examples. Everyone keeps the Club Growth Director informed of new club opportunities. We will work him and his teams whenever needed; We support the Program Quality Director as he promotes training and educational achievements throughout the district. The team will ensure he has whatever he needs for his TLIs and any other trainings; As the District Director guides the district, she is supported by the entire team as they serve in various roles.

How will the team ensure equitable participation when completing activities?

We will always communicate concerning activities that we are working on as a team. As we create our action plans, will decide who will be responsible for accomplishing which task. All team members will be held accountable for completing their task.

How will team members be held accountable for their responsibilities?

Deadlines will be set. Everyone will be aware of these and the District Director will be responsible for assuring they are keep. If necessary, the DD will periodically send out reminders. The DD will also ask for updates. The progress of our team actives will be evaluated by the trio.

How will the core team and extended teams be recognized for their efforts?

The teams will be recognized often at the DEC meetings, conferences, TLIs, and other district events. They will also receive personal phone calls, letters of appreciation, emails and awards. We will make a regular practice of publishing team efforts and

accomplishments on the district website and in our online newspaper (The Rolling Stone). The teams will also receive incentives/appreciation gifts like pins, certificates and other goodies.

Goal 1: Membership Payments Growth

Situation Analysis

What is the current situation in the district? How many members did the district add last year? Does the district have special challenges? (One situation might be that membership payments usually arrive close to deadline making it necessary to hurry to meet goals.)

The district continues to experience challenges in low-membership clubs, with about two thirds of the clubs in the district being below the 20-member charter strength. Club coaches in the district were hard to cultivate and club coaching results were minimal. Many clubs that were eligible for club coaches were not interested in having one, saying they were happy with their club the way it was.

Strategy

What actions will the district take? What has worked in the past? What has not? What new programs or incentives could the district implement? How will the district promote existing programs? How have other districts been successful? What could the district do to stretch this goal? (The strategy might include actions, such as creating a contest promoting early submission of dues.)

The district's vision is to achieve President's Distinguished status this year to grow membership in existing clubs so that the Toastmasters experience is more rewarding for all members, as well as growing members in new clubs to expand that experience to others.

Retention efforts are still in need of an overhaul. For struggling clubs, we will to incentivize our members to be club coaches in some meaningful way, but also remind members that being a club coach is one way on the road to their DTM. We will also incentivize clubs to actually accept a club coach. We will get divisions more involved in club coach identification as well as identification of clubs in their division that need coaching.

One way of approaching the need to get the word out to the public about the Toastmasters program is to incentivize clubs to have open houses. Even better would be to have area-wide and division-wide open houses where clubs combine their efforts for mutual support.

Action 1

Scour the district for a person to serve as Club Coach Chair for early in the year, mainly from those coaches from last year. Ask each division governor to identify the person in his/her division that will be that division's contact for club coaching. This will involve identifying members to become coaches, as well as clubs that need coaching. Have training for club coaches (at conferences or DEC meeting). Club Coaches will be given a thank-you gift worth \$50 or less at the end of the year

Action 2

Create a "Phoenix" incentive for any club which started the year with 15 or fewer members and attains a net growth of 5 members by June 1. Incentive will have a value of not more than \$50 in the form of a TM gift certificate, manuals, stuffed Phoenix, Phoenix trophy, etc. This incentive pays for itself.

Action 3

Support club open houses by rewarding clubs for holding an open-house, \$35 in bookstore credit. If an area or division has a combined open house, they will each receive a reward. The flyer for the open house must be submitted to the club growth director 1 month before the open house date to be eligible.

Action 4

Encourage clubs to have innovative, fun meetings so that the members tend to bond with each other and want to stay in the club. Special meeting themes are one way to do this. Pictures from these club events will be posted on the district web site, as well as on a video mechanism at the conferences.

Resources

What people, equipment, meeting places and money does the district have at its disposal? What committee could work toward the goal? Are any members interested in heading projects toward leadership goals? How much money has been budgeted for achieving this goal? (Resources might include area and division directors and gift certificates to the Toastmasters store.)

The district marketing budget is sufficient to accommodate the incentives mentioned.

The pool of leaders and potential leaders in the district will be tapped for a Club

Coach Chair and for the club coaches themselves. The District Directors, or someone they appoint, will help distribute the work of finding potential club coaches.

Assignments

Who is in charge of each action? Who is on each team? What are each team member's specific responsibilities?

The Club Growth Director oversees all the actions. The Club Coach Chair, once identified, works with the Division Directors, under the guidance of the CGD, to identify potential club coaches, with the final appointment of club coaches under the direction of the District Director. The CGD designs the individual incentive programs, with the Public Relations Manager getting the word out to the district on any incentives and contests.

Action 1 The Club Growth Director will select a Club Coach Chair. The Club Coach Chair will then work with the Division Directors to identify club coaches and clubs needing coaching. The CGD will develop an appropriate reward / thank-you for club coaches. The Program Quality Director will assure that training of club coaches is provided during the year.

Action 2 The Phoenix award incentive will be designed by the Club Growth Director. Publicity for it will be provided under the direction of the Public Relations Manager.

Action 3 The club open house incentive will be designed by the Club Growth Director. Incentive rewards will be given out as earned. Publicity will be coordinated by the District Public Relations Manager.

Action 4 The Club Growth Director will send out an email to clubs suggesting ideas for making their club meetings memorable and fun for the club members. He will collect ideas from clubs to share with other clubs. Pictures for conference.

Timetable

When will each action item begin? When will each action item be complete? How will progress be tracked?

The incentives will be designed by August 15 and publicized the next week. The CGD will appoint a Club Coach Chair by August 15. Status reports on each program will be given by the CGD at each DEC meeting.

Programs involving incentives will be designed so that they are complete by June 1, so as to allow distribution of awards in the current year.

Action 1 The CGD will appoint a Club Coach Chair by August 15. Status of the club coaching program will be given at each DEC meeting.

Action 2 The Phoenix club award progress will be tracked by tracking the growth of each club that qualifies. A progress report will be given by the CGD at each DEC meeting. The program will end on June 1, with the awards based on the growth from July 1 of 2016 to June 1 of 2017. On the June 1 date, all the "graced" members will have cleared.

Action 3 The open house incentive will be announced on August 15. Throughout the year, incentive rewards will be distributed as open houses are confirmed. The open house incentive program will end June 1. The estimated cost is 20 open houses x \$35 each = \$700.

Action 4 The initial email suggesting innovative clubs meetings will be sent out by the end of August. Follow-up emails will be sent during the year as more ideas are gathered. The ideas will be distributed via emails to VPM's, via Facebook, the district website, and the Rolling Stone newspaper.

Goal 2: Club Growth

Situation Analysis

What is the current situation in the district? How many clubs did the district add last year? Does the district have special challenges? (One situation might be that members in the district don't know how to generate interest in new clubs.)

The district had a net loss of clubs last year, adding 4 new clubs and losing many. Many of the clubs that were just hanging on by a thread have now been removed, so the coming year should have a brighter outlook.

Strategy

What actions will the district take? What has worked in the past? What has not? What new programs or incentives could the district implement? How will the district promote existing programs? How have other districts been successful? What could the district do to stretch this goal? (The strategy might include actions, such as appoint -ing a club extension chair to pursue leads and scheduling demonstration meetings.)

The district's vision is to achieve President's Distinguished status this year to grow membership in existing clubs so that the Toastmasters experience is more rewarding for all members, as well as growing members in new clubs to expand that experience to others.

An all-out blitz to create new clubs will be launched, with a goal of 30 new clubs (one per area) for the year. In order to do this much of the responsibility for new club leads will be pushed to the divisions and areas, since those are the people with eyes and ears in the areas. A new club chair will be appointed if the Club Growth Director feels that the district would be better served with the delegation of a person to pursue club leads and scheduling demonstration meetings.

Incentives have been given in the past to chartering clubs by the district's buying their banners, but there is no evidence that this actually leads to the charter of more clubs.

Action 1 A concerted effort will be made to get the area and division directors more involved in club growth efforts by providing leads.

Action 2 Divisions will identify members in their division who are available and willing to participate in demo (kickoff) meetings.

Action 3 An incentive will be offered to members (including area and division directors) who provide a new club lead that results in a demo meeting. This will be \$50 book store credit. This anticipated to be a self-funding initiative, since each new club would generate about \$200 in initial payments. It is reasonable to predict 1 in 4 groups that have a demo meeting will result in new clubs.

Action 4 All leads from Toastmasters International through Insightly will be processed within 48 hours. The lead will result in an email being sent to schedule a phone call. On this phone call, the viability of the lead will be assessed, questions answered, and follow-up arrangements will be made (phone call or email or face-to-face). Typically this will result in a demo meeting being arranged or a face-to-face meeting if appropriate.

Action 5 Leads which do NOT come in through Insightly (such as those from members or the district web site) will be entered into Insightly as soon as possible.

Resources

What people, equipment, meeting places and money does the district have at its disposal? What committee could work toward the goal? Are any members interested in heading projects toward leadership goals? How much money has been budgeted for achieving this goal? (Resources might include a club extension committee, a demonstration team and infokits@toastmasters.org.)

The district has sufficient marketing budget for incentives. Money will be needed, for marketing material for open houses, trade shows, etc., as well as incentives for leads that result in a demo meeting.

Human resources include the Club Growth Director, the people in divisions who are willing to be at demo meetings, and every Toastmaster in the district, to be used for the generation of club leads.

Club sponsors and mentors will be drawn from the district's experienced members, as coordinated with the help of the division and area governors.

Any necessary publicity activities will be coordinated by the district Public Relations Manager.

A club extension chair will be appointed, if deemed desirable, by the Club Growth Director.

Assignments

Who is in charge of each action? Who is on each team? What are each team member's specific responsibilities?

The Club Growth Director is ultimately responsible for club growth activities. The area and division directors will be actively involved in creating club leads, as will

every Toastmaster in the district. Teams in each division will be tapped to assist at club demo meetings in those divisions. The District Public Relations Manager will have oversight of any publicity related to club growth.

- Action 1 The Club Growth Director will reach out to the Area and Division Directors for help with club leads through a presentation at an early DEC meeting which follows an email introducing the concept.
- Action 2 Division Directors will identify experienced members of their division who are willing to participate in club demo meetings.
- Action 3 The Club Growth Director will develop an incentive program for rewarding members who provide leads that result in demo meetings.
- Action 4 The Club Growth Director will assure that all leads that come in from Insightly result in an email within 48 hours.
- Action 5 The Club Growth Director will enter leads that do not originate in Insightly into Insightly.

Timetable

When will each action item begin? When will each action item be complete? How will progress be tracked?

Most activities have already begun on the July 1 new Toastmaster year date. The passing of club lead information from division and area directors will commence on August 6. The organization of demo meeting teams will also commence then.

Most activities are ongoing throughout the year. Incentives are given out as they are earned throughout the year.

The Club Growth Director will report on the progress of all club growth activity at each DEC meeting.

- Action 1 The Club Growth Director has already sent out an email to the area and division directors informing them of the division-based lead building exercise to take place August 6. The actual collection of leads from the divisions and areas will be ongoing, and directors will be expected to bring new leads to each DEC meeting.
- Action 2 Each Division Director will have an initial list of their demo meeting team by the third week of August. These lists will be updated throughout the year.
- Action 3 The Club Growth Director will develop the club lead incentive program by August 10. Incentives will be given out throughout the year as earned. The final day for the program will be June 1.
- Action 4 The Club Growth Director will respond to new leads from Insightly within 48 hours of receiving them, throughout the year. A summary of all lead activity will be given at each DEC meeting.
- Action 5 Throughout the year, leads that do not originate in Insightly will be entered into Insightly by the Club Growth Director.

Goal 3: Distinguished Clubs

Situation Analysis

What is the current situation in the district? What percent of district clubs are typically Distinguished? Do members understand how to achieve success? Does the district have special challenges? (One situation might be that members in the district don't know how to achieve success.)

The district leadership team in the last two years has not transitioned, with new people added to trio in both club growth and program quality positions. This has challenged achieving district mission of growing new clubs and driving for excellence in all clubs. We must build leaders!

Clubs have a good understanding of what is required to achieve distinguished status yet struggle with the membership prerequisite required to reach distinguished status. 40 % (49 total) of the District clubs have membership numbers that qualify them for a club coach. Finding qualified people who are willing to take on the role of coach has been a challenge in previous years.

At least 42% (53) of the Districts clubs had enough DCP points to reach distinguished but several failed to get their membership numbers up enough to. Folks in struggling clubs may not be doing enough to reach out to the community the club is in.

Changes to dues and education track will provide unique opportunities this year.

Strategy

What actions will the district take? What has worked in the past? What has not? What new programs or incentives could the district implement? How will the district promote existing programs? How have other districts been successful? What could the district do to stretch this goal? (The strategy might include actions, such as training all area and division directors on the Distinguished Club Program.)

Training of leaders for future Trio positions will be started from the club up. Training team mentioned in 13-14 was not implemented in following years. Other Districts have been using Division Level TLI using club officers from Division to provide training. This helps get members to show up to TLI to support their club member. This will help identify future leaders.

The District has started to implement this strategy with Division Directors taking a lead in running their TLI. This is done currently with the oversight of the PQD and the Dist. D.

Training team will be implemented. To assure that officers will cover all necessary training materials.

The change to Pathways will be the motivation for several member to want to finish of their DTM this year.

The Club coach position will be one way for several of approximately 170 members with advanced leadership to achieve their DTM.

Club Coach Training will be a focus at workshops at both the conferences and other events.

Get PDD June

Action 1 Assemble TLI training team from previous years and coordinating them with Division Directors to encourage high quality Divisional Trainings.

Action 2 Adopt a Club program. We will develop an incentive for the strong clubs so that they are willing to make the visits. Area and Division Directors are to encourage the weaker clubs officers to visit a nearby healthy club. Identify those in Area who will be interested in moving from adopt a club to Club coach position.

Action 3 Speakers Bureau visits will be encouraged and coordinated with the Club VPE and the Speakers Bureau coordinator. To help struggling clubs fill agenda and demonstrate a quality presentation

Action 4 Recognition of clubs that have a net gain of 5 members by December, and again in April. Area Director, or higher district leader to bring Coffee Donuts or Cookies and Milk for clubs.

Action 5 Area Director visits. Encourage Area Directors to help clubs achieve excellence by supplying positive feedback using the moments of truth and other better club series manuals. Use visit as an opportunity to promote the Divisional TLI's and to identify potential trainers for it.

Resources

What people, equipment, meeting places and money does the district have at its disposal? What committee could work toward the goal? Are any members interested in heading projects toward leadership goals? How much money has been budgeted for achieving this goal? (Resources might include area and division directors and the **Distinguished Club Program and Club Success Plan** (Item 1111).)

Resources include area and division directors and the Distinguished Club Program and Club Success Plan.

All the members of the district's extended team. Club officers and members are all resources.

Specifically locations for training will be universities, schools, & churches which offer the location for little or no cost. Budget for Divisional TLI not to exceed \$150. Provided 40 of the club available for coaches sign on and succeed we will have at least \$50 per club to budget. \$2000. for this project.

Assignments

Who is in charge of each action? Who is on each team? What are each team member's specific responsibilities?

Coordinating locations for future trainings will be handled by Division Directors and District Logistics officer.

Divisional Trainings will be coordinated with Training Team Chair (TTC), Nancy Z. and Division Directors.
 Division Director is to request Divisional Training Event from the PQD.

Division Director is to have suggestion on officers from the Division Clubs who would like to present sessions. This is to be coordinate between the Division Director and Area Directors.

PQD will contact TTC to identify trainers for the presenters. Trainers to assure correct materials are covered.

Action 1 PQD is to identify Divisions which are interest in hosting a Club officer Training.
 Coordinate TTC and Area Directors to get presenters trained.
 Div. Director and Logistics officer to secure location.
 Div. Director to develop agenda, and assemble team for signage, registration and food.

Action 2 Club Coaching: PQD to identify members who have advanced leadership designations who want to earn their DTM this year. He will supply this list to the Club and Work with Area Directors and Training team to make sure these folks have all the tools and support they need to achieve their goal this year.

Action 3 Conference Presentations on Road to DTM and Club Coaching to be highlighted. These will be conducted by qualified individuals who need manual credit to achieve their next goal.

Action 4 Adopt a club program to be featured in District News letter, recognizing when a club visits another, sharing their experience.

Action 5 Net growth of 5 members recognition. To be featured in district news letter and at DEC.

Timetable

When will each action item begin? When will each action item be complete? How will progress be tracked?

September DEC will be the roll out for the Divisional officer training offers. TLIs and Trainings to be conducted in January through mid February.
 September news letter to feature article on getting DTM before end of year and club coaching.

Officers trained list will be the way to track success.
 Club coach candidates will be identified by October 15th . The will be encouraged to make time to attend the workshops at the conference. Club coach session at conference no charge for coaches.

Signing up for club coaches will be a way to track progress.

Area Directors to identify club officers who would like to participate in training at divisional level by December 1st.

Getting at least 61 clubs to distinguished by June 28th. Dashboard will be the way to track progress.

Action 1 Recruit writer (Linda Anger) to help with getting articles for newsletter. Use existing information already available to supplement this with focus on getting DTM done this year.

Action 2 Identify workshop presenters by October 5th at the latest.

Action 3 Team of trainers identified by September 30th.

Additional Goals

Answer the same types of questions to reach each additional district goal. Additional goals might have to do with alignment challenges, new leadership opportunities, or better service to members. Where else is there room for improvement in the district?

Goal

What specific, measureable, attainable, and relevant additional goal can the district meet? (An example of a goal is to add one new division and three new areas.)

Our goal is to end the year as a President's Distinguished district. We will accomplish this by not only adding several new clubs but by also helping to strengthen the clubs that currently have low membership and/or DCP goals.

Situation Analysis

What is the current situation in the district? Do members understand how to achieve success? Does the district have special challenges? (One situation might be that areas and divisions have reached their maximum capacity causing service to the members to suffer and limiting leadership opportunities.)

There are some struggles in the district. We have many clubs that have low membership. We also have a great number of corporate and university clubs. Often times, the members of these clubs do not participate in trainings and other district activities. Our district covers two countries and two states. We encourage members to visit other clubs but some don't seem to want to step outside of their club, area, state or country.

Strategy

What actions will the district take? What has worked in the past? What has not? What new programs or incentives could the district implement? How will the district promote existing programs? How have other districts been successful? What could the district do to stretch this goal? (The strategy might include actions, such as assigning an alignment committee to determine best options for realignment and collaborating with the nomination committee to identify leadership opportunities.)

The district leaders are working on implementing several programs. The CGD is offering incentives to newly chartered clubs and is working to form a team of club coaches to assist the struggling clubs. We are also encouraging club members to visit other clubs. The traveling gavel competition has been carried over from last year as it was instrumental in getting members to visit other clubs.

Action 1 The Club Growth Director has a plan to add several new clubs throughout year. He has shared this plan in detail with all of the members of the DEC. He has discussed the process of finding new club leads with the DEC and has buy-in from the Directors. helping

Action 2 The District Director and the Program Quality Director will work with the Club Growth Director whenever necessary to help put individuals in place to serve as club coaches and mentors.

Action 3 The trio will communicate with the club officers frequently to keep them aware of special events and incentives being offered by the district. Also, there has been a push the last couple of months to ensure members are aware of the D28 website and our online Newspaper. This has been announced at all of our TLIs.

Action 4 The traveling gavel completion has been used to get members to visit other clubs. It will continue but the trio will communication more to make the members aware of it as we offer more incentives.

Action 5 The trio will meet often to evaluate our progress. Are we on track to reach our goal of being a distinguished district? We will review the dashboard often to keep track of the progress of the clubs.

Resources

What people, equipment, meeting places and money does the district have at its disposal? What committee could work toward the goal? Are any members interested in heading projects toward leadership goals? How much money has been budgeted for achieving this goal? (Resources might include past district governors, area and division directors, the district website and the district nominating committee.)

The trio will spend an adequate amount of time and budget to increase marketing activities in an effort to charter new clubs. The marketing budget has been set at \$17530. The budget includes incentives for new clubs, club coaches/mentors, DCP goals and D28 marketing.

Assignments

Who is in charge of each action? Who is on each team? What are each team member's specific responsibilities?

Trio will work with the Club Growth Director to recruit willing toastmasters to serve as club sponsors, coaches and mentors. The CGD will manage the toastmasters/teams and ensure they are making the connections and submitting the paperwork as needed.

Action 1 The Club Growth Director will identify Club Coach candidates by October 1, 2016.

Action 2 The trio will constantly communicate with the DD and AG Directors to stay informed of any toastmaster wanting/needing to serve as a club sponsor or mentor.

Action 3 After the Club Coaches are identified, the CGD will work with them to ensure all requirements are being met and all efforts are being made to bring the club to distinguished status.

Timetable

When will each action item begin? When will each action item be complete? How will progress be tracked?

The effort to increase the number of new clubs and strengthen membership in other clubs is an ongoing effort. Although we have plans to reach President's Distinguish status by June 30, 2017.

Action 1 The Club Growth Director will provide status reports at the DEC meetings which will take place almost monthly. He will also provide the report via email and face-to-face meetings with the trio.

Action 2 The trio meets at least three times a month. During these meetings, we will discuss the progress we are making towards our goals and re-evaluate our strategies if necessary.