

1 Toastmasters International – District 28
2 District Business Meeting – September 12, 2020
3 Quality Inn Monroe, Michigan and Zoom
4 District Director, LaShon Bowers, DTM Presiding
5 Administration Manager, Karen Smith, DTM
6

7 Meeting called to order at 10:45 am by Logistics Manager, Shirley Thomas, PDD.
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9 The District Mission Statement was read by Sherri Ann Wynters.
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11 District Director, LaShon Bowers, asked if there were any changes to the agenda. There
12 were none. The agenda was adopted as presented.
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14 Minutes of the previous business meeting, May 16, 2020, were reviewed and accepted
15 with corrections.
16

17 Welcome Announcements:

- 18 • LaShon Bowers, welcomed club Presidents, club VP of Educations, District Executive
19 Committee members, and other toastmaster members. LaShon introduced committee
20 chairs and other district officers.
 - 21 ○ Logistics Manager/Timer, Shirley Thomas DTM, PDD
 - 22 ○ Credential Chair/Chat Master, Gloria Hamilton DTM, PDG
 - 23 ○ Technical Chair/Chat Master/Election Manager, Cathy Trudeau, DTM
 - 24 ○ Program Quality Director/Election Manager, John Salalila, DTM PDG
 - 25 ○ Club Growth Director, Vera Johnson, DTM, PID
 - 26 ○ Parliamentarian/Audit Chair, Joel Book, PM1
 - 27 ○ Finance Manager, Steve Miller DTM
 - 28 ○ Administration Manger, Karen Smith DTM
 - 29 ○ Public Relations Manager, Deborah Lowery
- 30
31

32 Voting Procedures: John Salalila, DTM, PDG and Cathy Trudeau, DTM

- 33 • The Credentials Chair and Election Manager must receive an accurate list
34 of all eligible voting Council members.
- 35 • Election runner will be used for the voting polls.
- 36 • All eligible voters were sent an email requesting they register to vote by
37 11:00pm yesterday.
- 38 • The names of those who registered and have been verified by the
39 Credentials Chair and added to a list in election runner.
- 40 • Once the election is launched, it will take a few minutes before it reaches
41 you. You will see a link to click on and vote. That is your ballot. Some

42 members have more than one vote. There is one ballot for each vote. You
43 will receive it by email after the first ballot. If you don't receive it, check
44 your spam email folder. If you still don't have it, or cannot vote
45 electronically, text Cathy Trudeau. She provided her cell phone number.
46 We want to ensure those who are eligible to vote can vote in a secure way.

- 47 • All comments and questions will be directed to the Chair and not to another
48 member. You can put all questions into the chat which will be monitored by
49 Chat Masters.
- 50 • All members must be recognized by the Chair before speaking and you can
51 speak for no more than 2 minutes. Voting members can only speak on an
52 issue once. They cannot speak again until everyone else wishing to speak
53 has spoken.

54
55 Credential Report: Gloria Hamilton, DTM PDG

- 56
57 • Online business meetings have different rules. All voting members were sent an
58 email. They had to register by 11:00 pm last night to be eligible to vote today.
 - 59 • There are members in this meeting that did not register. Therefore, you will not
60 receive an email from Cathy to vote.
 - 61 • There are 103 eligible clubs in the district. There are 80 voting clubs in
62 attendance today which is 77%. Therefore, we have a quorum.
 - 63 • Without objection, the Credentials report was adopted.

64
65 Audit Report: Joel Book, PM1

- 66
67 • The Audit Committee consist of Joel Book, as the Chair, and members John
68 Fortin, and Tammy Revesz. They met virtually, with approval from Toastmasters
69 International, on Saturday August 29, 2020. They reviewed the District financial
70 records for the second half of the toastmaster's year which was January 1, 2020
71 through June 30, 2020.
- 72 • In general, the district books were maintained and are in good order. There were
73 fewer issues probably due to the stay-at-home and lock down orders. The small
74 number of issues we did find were easily explained. The district debit card was
75 hacked but it was caught. The bank reversed the charges bank to the district
76 account. There were two lodging charges by the Trio which were put on the district
77 debt card. Ideally, they were to be reimbursed through Concur. The charges
78 should have been documented and approved in advance by two Trio members
79 and the Finance Manager. The charges for the district zoom accounts were not
80 documented correctly. There were two one-year charges in the same month for
81 the district zoom accounts. It was questioned and explained by Finance Manager
82 Brian Laskey, DTM. There were two transactions in our reserve which appeared to
83 be World Headquarters reversing dues deposits that were submitted in error. We
84 don't get documentation for these types of charges so it will be investigated or

85 reviewed at World Headquarters if necessary. In appendix A, there is a list of
86 additional charges that were not properly documented. The committee found a
87 small number of receipts that were uploaded to concur that were faded or not
88 legible to read. As a reminder, it makes everyone's job better when you submit
89 receipts that are readable. In addition, the Audit committee would like to
90 commend the Finance Manager and the conference team for their handling of the
91 refunds and record keeping associated with the canceled district conference. The
92 committee was informed about a small error relating to the conference on the
93 profit and loss statement which was related to correction of records made at World
94 Headquarters. However, all the transactions appear to be correct. As far as the
95 committee is concerned, everything was processed correctly and promptly under
96 challenging conditions.

97

98 Finance Manager, Steve Miller, DTM

- 99 • Explained the Profit and Loss Statement and the Budget for this Toastmaster's
100 year:
- 101 • Toastmasters International informs each District of their budget amount for the
102 year.
- 103 • Toastmasters International cut the District 28 budget by 18%.
- 104 • There is a certain amount, based on a percentage, allocated for each category
105 and we cannot spend more than that amount. The Conference is the breakeven
106 category.

107

108	○ Conference	Breakeven
109	○ Marketing outside Toastmaster	\$3400
110	○ Recognition	\$1300
111	○ Club Growth	\$4720
112	○ Public Relations	\$3400
113	○ Education & Training	\$3600
114	○ Speech Contest	\$1750
115	○ Administration	\$3543
116	○ Food & Meal	\$2800
117	○ Travel	\$8000
118	○ Lodging	\$3000

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121 A Motion was made by John Salalila, PQD, to accept the budget. Harold Vroman, DTM,
122 noted that there was \$35 in the budget that hadn't been used. Vera said the Trio would
123 decide which category the \$35 would be moved to. The motion was second by Karen
124 Smith, Administration Manger. The budget was approved with the change (to add the
125 \$35.00). The results were 89 yes' and 0 nos.

126

127

128 Ballots were cast for the appointment of Vera Johnson as Club Growth Director. The
129 results were 89 yes' and 0 nos. Vera Johnson was appointed as Club Growth Director.
130

131 John Salalila shared his screen which listed the names of the Area Directors. Ballots
132 were cast for the appointment of 27 Area Directors The results were 85 yes' and 0 nos.
133 All District 28 Area Directors were appointed as listed.
134

135 Committee Reports:

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137 Speakers Bureau Chair, Gloria Hamilton, DTM, PDG

138 We have been meeting and planning for our next qualifying event. The last one was
139 canceled due to COVID.

- 140 • The team is working hard and keeping the Speaker's Bureau active.
 - 141 • We are hopeful we can get a large audience for the next hybrid qualifier and
142 are asking for people to help to make this event successful.
 - 143 • There are different expectations for speaking online verses speaking in person.
144 Due to us moving to online speeches, the team is in the process of making
145 changes.
 - 146 • The next qualifier will be in October after the DEC meeting.
- 147

148 District Leadership Reports:

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150 DD, LaShon Bowers, DTM, PDD

- 151 • Each month, club officers are invited to DEC meetings. Last month, it was the
152 Presidents. No officers were invited this month due to the council meeting. All
153 club VP of Educations will be invited to next month's meeting.
 - 154 • The Bridge! Are you receiving and reading it? It is sent out every 2nd and 4th
155 Wednesday of the month to those who have Opted In to receive it. It is a great
156 read. Clubs are now being highlighted in it. The goal is to get to know the district
157 clubs better. There will be a special issue to feature district clubs but for now there
158 will be 2-3 clubs featured in each issue. Kim Purohit, DTM, PDD is the editor of
159 the Bridge.
 - 160 • Most District 28 clubs are online. If you saw the Bridge, you should have seen that
161 our District won the Silver Ovation Award because at least 75% of our clubs are
162 meeting online, which is great. Thank you to those clubs that are meeting online
163 and please reach out to those clubs that are not meeting. Let them know there
164 are several district zoom accounts that can be shared.
 - 165 • T.I. has a virtual membership package, and it is nice. If you have not seen it, go to
166 their website and look at it. It has virtual banners and ribbons.
- 167

168 PQD, John Salalila, DTM, PDG

- 169 • Shared details of educational awards and how to record them. They must be
170 approved in Pathways then submitted in Club Central.

- 171 • Pathway engagement is reviewed frequently because it shows how many of our
172 members are enrolled in Pathways. There will be end of the year incentives for the
173 clubs at different levels such as clubs with up to 12 members, 13-19 members,
174 20+ members. We will be checking throughout the year and looking for:
- 175 ○ A: How many of your club members are enrolled in Pathways
 - 176 ○ B: how many clubs have submitted awards in Pathways
 - 177 ○ C. What is the engagement rate of club officers; 60% of clubs have 100%
178 of officers engaged. This means they are enrolled in a path, but it doesn't
179 show how far along they are in the path. There are 46 clubs with less than
180 100% of officers engaged in Pathways; 8 clubs have 50% or less officers
181 engaged in Pathways; 2 clubs have zero officers enrolled in Pathways.
- 182
- 183 • The District Conference venue is being reconsidered. It was revisited by the TRIO
184 earlier this week. An email was received from T.I. on August 24, 2020 stating that
185 all Area, Division, or District level speech contests must be conducted online.

186 .

187 CGD Vera Johnson, DTM, PID

188 Thank you all for stepping up and being District leaders and officers.

189 .

- 190 • It is dues renewal time. Dues are due by October 1, 2020.
- 191 • As of today, there are only 11 clubs that been verified as having paid their dues.
- 192 • There are 21 clubs that have low membership, but they are eligible to become
193 clubs in good standing if pay for at least 8 members.
- 194 • There are some clubs that have no members and are ineligible right now. To
195 become eligible, they must pay for at least 8 members. Three of those must be
196 members from the last term.
- 197 • There are 62 clubs that have not started renewing their memberships.
- 198 • Club officers, check to make sure you and your club members are renewing. If you
199 need help with your clubs, let the district know. That is what we are here for. We
200 want to assist you and save all our clubs this toastmasters year.

201

202 New Business

203 Speech Contest, John Salalila, DTM, PQD

204 Contest dates have not been scheduled. The Trio needs to have a better understanding
205 of how the contest must be presented. More time is need for preparation and to iron out
206 any technical problems. We need to determine how in-depth the contest must be.

- 207 • There will be two separate contests: All Clubs, Areas, Divisions, and the District will
208 host a Table Topics and International Speech Contest. Table Topics will be
209 conducted first to allow us some time to warm up for the International.

210

- 211 • The Table Topics Contest will be held 4-5 weeks before the International Speech
212 Contest. This will give the district a chance to see how the online contests will work
213 and get rid of any kinks that may occur.
- 214 • Table Topic was selected as one of the speech contests because it requires the
215 least amount of pre-work compared to the Evaluation and Humorous contests. It
216 will most likely be the simplest to administer on all four levels.
- 217 • The International Speech contest will take place online at the District Conference.
- 218 • Members can compete in both contests if they are not DEC members. More details
219 to follow.
- 220 • The Education and Training Committee is looking to train the contestants and
221 contest officials on online contests and on how to best use zoom. The team will also
222 train on staging and lighting.
- 223 • There will not be trophies awarded this year, but the Trio is looking for something
224 nice to give out that is not hard or expensive to mail.

225

226 Announcements

227 Ray Riviera, DTM

228 The Pathway team has changed its name. They are now the Education and Training
229 Committee. In the past, the team helped train to toastmasters throughout the district on
230 how to use Pathways. Now that Pathways is the sole educational program, the team
231 changed the name to ETC because Pathways is more than education now. This
232 committee is here to help all district 28 toastmasters with the educational programs.

- 233 • This ETC committee consist of a small group of planners that help with agendas
234 and other things that the PQD may need.
- 235 • The committee can provide you with opportunities to work with clubs and district
236 leaders as well as help you finish your higher-level paths (4 & 5).
- 237 • If anyone is interested, has a passion to train, and has finished level 2, send your
238 name, email address, and telephone number to Ray Rivero. A committee
239 member will contact you.

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241 The meeting was adjourned at 12:15 p.m. by District Director, LaShon Bowers.

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