

DISTRICT 39 – EXECUTIVE COMMITTEE MEETING MINUTES – SEPTEMBER 14, 2013

Sacramento County Administration Building

700 H Street, Sacramento CA

9:30 am – 11:30 a.m.

- I. Joey Waldrop called the meeting to order at 9:30 a.m. with a 10-minute recess until a quorum was established. Joey called the meeting to order again at 9:40 a.m.
- II. Bernie Quinn led the pledge and inspirational thought
- III. Delores Thompson read the district mission statement
- IV. Susan Eisberg and Rick Sydor conducted roll call and certified a quorum

	NUMBER PRESENT	TOTAL IN QUORUM	PERCENT ATTENDANCE
TOTAL IN QUORUM	29	50	58%
District Officers	6	7	86%
Division Governors	7	8	88%
Area Governors	16	35	46%
TOTAL NOT IN QUORUM	16		
District Officers (Ancillary)	3		
Division Chief Judges	2		
VIP	5		
Guests	6		
TOTAL IN ATTENDANCE	45		

- V. Joey Waldrop appointed Louise Houdelette as Lt. Governor of Marketing. The appointment was unanimously approved.

VI. Reports by District Officers (attached)

- A. Sue Eisberg presented the August 2013 DECM minutes for approval. One correction was made in reference to the location Hank Houdelette's memorial was held. The minutes were approved as corrected.
- B. Sue Eisberg presented the Treasurer's Report for Myra Golson.
- C. Minda Fernish presented the Public Relations Officer Report
- D. Louise Houdelette presented the Lieutenant Governor Marketing Report
- E. Brian Hatano presented the Lieutenant Governor Education and Training Report
- F. Joey Waldrop presented the District Governor Report

VII. Division Governor Reports (attached)

- A. Gary Pettigrew presented the Division A Governor Report
- B. Bill Inman presented the Division B Governor Report
- C. Minda Fernish presented the Division C Governor Report for Lauren Carly
- D. Brad Craig presented the Division D Governor Report
- E. Zack Souza presented the Division E Governor Report
- F. Carmela Porcella presented the Division F Governor Report
- G. Pat Knight presented the Division G Governor Report
- H. Jeff Campbell presented the Division H Governor Report

VIII. Statistician Report (attached)

Joe Spencer presented the Statistician Report as part of the following special program.

IX. Special Programs**A. Stats and Web Awesomeness**

Joe Spencer provided an awesome demonstration of the Distinguished Performance Reports Dashboards on the Toastmasters website. You can access these reports by logging into <http://www.dashboards.toastmasters.org>.

B. Building Clubs in Prisons

Allan Edinger, Region Advisor, provided information on opportunities within District 39 to convert gavel clubs in prisons to Toastmasters clubs. There are 12 prisons in District 39. Allan and Louise Houdelette recently met with individuals that deal with 3 prisons in District 39: Deuel Vocational Institute (DVI) in Tracy, Mule Creek State Prison in Ione, and California State Prison Solano, Vacaville. DVI currently has a gavel club and they are very interested in converting to a real Toastmasters Club, but they don't know how to do it. Solano has a gavel club with a waiting list! There's a way of getting a new club fee. Allan suggests we get someone in charge of prison clubs that can go in and talk with the people in charge and convert these gavel clubs. There is huge opportunity for personal development with many of the inmates to improve their listening and communication skills. Allan belongs to 2 prison clubs and mentors approximately 75 inmates per month.

X. Committee Reports**A. Nominating Committee – Dianne Bish**

1. Dianne asked for volunteers to serve on the Nominating Committee
2. See [ATTACHMENT A](#) for information on the Nominating Committee, or go to <http://www.toastmasters.org/NominatingCommittee>.
3. There are quite a few people that would be ideal for this committee. Please see Dianne after the meeting if you are interested.
4. Later in the year, a nomination form will go out.

B. Realignment Committee - Joe Spencer

1. Joe is Chair of the Realignment Committee, and is appealing to Division Governors to volunteer as members. The committee needs to be formed by January. Please see Joe to volunteer.
2. See [ATTACHMENT B](#) for information on the Alignment Committee, or go to <http://www.toastmasters.org/Members/OfficerResources/DistrictLeaderResources/DistrictPlanning.aspx>

C. Committee for Standing Order - Joey Waldrop

A Committee is being formed to work on a standing order that involves the district budget. The committee will be comprised of Past District Governors. More information will be available at the October meeting.

XI. Unfinished Business: None**XII. New Business: None****XIII. Announcements**

- A. Dianne Bish and Joe Velky are celebrating their 39th anniversary today! Congratulations Dianne and Joe!!!
- B. Minda Fernish announced that flyers for Fall Conference are available. Please see Minda after the meeting to get copies, or [CLICK HERE](#) for more information from the District39 website.
- C. Arne Sampe announced that he is looking for members for the Toastmasters on Television Club.

- D. Kristi Beres announced that she is in need of several judges for upcoming contests. Please contact Kristi if you are available to be a judge. It was also noted that club, area, and division officers should email requests to their division chief judge to obtain contact information of prospective members to judge contests.
- E. Joey Waldrop announced that the 2013 – 2014 Leadership Directory is available in hardcopy and can be picked up after the meeting today. There are enough hardcopies for each division and area governor. Joey noted that the contact information in the directory is taken directly from Toastmasters International website, therefore members and club officers should be diligent in keeping their contact information current.
- F. Next Meeting: Division C is hosting!

Date: Saturday, October 12, 2013

Time: 9:30 – 11:30 a.m.

Location: Marysville CalTrans Building
703 B Street, Marysville, CA.

[CLICK HERE](#) to Google Map It!

Additional Information:

- ▶ Lunch will be available for \$3.00
- ▶ Division C Contest will follow the meeting.
- ▶ Contact Lauren Carly if you have questions at Lauren.carly@district39.org

XIV. The meeting was adjourned at 11:33 a.m.

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2013-14 Attendance

Name	Office	Q/NIQ	Jul	Aug	Sept	Nov	Dec	Jan	Mar	Apr	May	Jun
Waldrop, Joey	District Governor	Q	X	X	X							
Hatano, Brian	Lt. Governor Education & Training	Q	X	X	X							
Houdelette, Louise	Lt. Governor Marketing	Q			X							
Fernish, Minda	Public Relations Officer	Q	X	X	X							
Golson, Myra	District Treasurer	Q	X									
Bish, Dianne	Immediate Past District Governor	Q	X	X	X							
Eisberg, Sue	District Secretary	Q	X	X	X							
Pettigrew, Gary	Division Governor A	Q	X	X	X							
Inman, Bill	Division Governor B	Q	X	X	X							
Carly, Lauren	Division Governor C	Q		X								
Craig, Brad	Division Governor D	Q	X	X	X							
Souza, Zack	Division Governor E	Q	X	X	X							
Porcella, Carmela	Division Governor F	Q	X		X							
Knight, Pat	Division Governor G	Q	X	X	X							
Campbell, Jeff	Division Governor H	Q	X		X							
Lenkiewicz, Trish	Area Governor A 11	Q	X	X								
Doughty, Bill	Area Governor A 12	Q	X		X							
Johnson, Wes	Area Governor A 13	Q	X		X							
Biedermann, Cynthia	Area Governor A 14	Q	X	X								
King-Patraw, Kime	Area Governor B 21	Q										
Walker, Steffany	Area Governor B 22	Q	X									
Cates, Anne	Area Governor B 23	Q										
Machado, Tina	Area Governor B 24	Q		X								
Halls, Stephanie	Area Governor B 25	Q	X	X	X							
Hill, Mike	Area Governor B 26	Q	X									
Eagleson, Renee	Area Governor C 31	Q	X									
Dinsmore, Jill	Area Governor C 32	Q	X	X								
Pope, Joyce	Area Governor C 33	Q	X	X								
Dabeck, Donna	Area Governor D 41	Q	X	X	X							
Dinh La, Tina Thi	Area Governor D 42	Q										
Napasindayao, Trina	Area Governor D 43	Q		X	X							

Name	Office	Q/NIQ	Jul	Aug	Sept	Nov	Dec	Jan	Mar	Apr	May	Jun
Stuart, William	Area Governor D 44	Q	X	X	X							
Richards, Brian	Area Governor D 45	Q		X								
Vierra, Eddie	Area Governor D 46	Q	X		X							
Yam, Eliza	Area Governor E 51	Q	X	X	X							
Silvester, Andrew	Area Governor E 52	Q	X	X	X							
Portman, Faye	Area Governor E 53	Q	X	X	X							
Morris, Pat	Area Governor E 54	Q	X	X	X							
Huang, Nen	Area Governor E 55	Q		X	X							
Cleveland, Rachel	Area Governor F 61	Q										
Linder, Roger	Area Governor F 62	Q		X	X							
Vijayaraj-Kadidal, Veena	Area Governor F 63	Q			X							
Schwartz, Ruth	Area Governor F 64	Q	X									
Stockler, Tobias	Area Governor G 71	Q										
Betowski, David	Area Governor G 72	Q		X	X							
Shields, Larry	Area Governor G 73/74	Q	X									
Kitts, Leesa	Area Governor H 81	Q	X									
Coopwood, Lieutenant	Area Governor H 82	Q	X	X	X							
McMahan, Lance	Area Governor H 83	Q	X	X	X							
Hudson, Candace	Area Governor H 84	Q	X	X								
Kelly, MJ	Area Governor H 85	Q	X	X								
Alder, Denise	Pestmasters Toastmasters Club	NIQ		X								
Beres, Kristi	Chief Judge Division D	NIQ		X	X							
Crockett, Darlene	District Admin Asst	NIQ	X	X	X							
Dunn, Elizabeth	Empire Toastmasters Club	NIQ	X									
Edinger, Allan	Region 2 Director	NIQ			X							
Fletcher-Bowman, Tracy	District Admin Asst	NIQ	X	X								
Gordon, Carol	Guest	NIQ			X							
Grossman, Art	Chief Judge Division B	NIQ										
Holtz, Mark	Diamond Club	NIQ	X									
Houdelette, Louise	Past District Governor 10-11	NIQ		X								
Johnson, Dorothea	Toast of the Town Club	NIQ		X								
Kumar, Michelle	Master Talkers Toastmasters Club	NIQ	X									

Name	Office	Q/NIQ	Jul	Aug	Sept	Nov	Dec	Jan	Mar	Apr	May	Jun
Litka, Merri	Capitol Toasters Toastmasters Club	NIQ	X		X							
Long, Herb	Past District Governor 86-87	NIQ	X		X							
Maggio, Mona	Chief Judge Division E	NIQ										
Man, Ying Sang	The Original Articulators	NIQ	X									
Nunez, Sondra	Voices of Lincoln Toastmasters Club	NIQ	X		X							
Nystrom, Randy	Chief Judge Division G	NIQ										
Paladini, Susan	Chief Judge Division H	NIQ		X	X							
Peebles, Amy	Traveling Trainers Club	NIQ			X							
Peterson, Matt	District Chief Judge	NIQ	X	X								
Pierce, Richard	Speaking Machine	NIQ	X									
Quinn, Bernie	District Sergeant At Arms	NIQ		X	X							
Quist, Marjorie	Past District Governor 02-03	NIQ	X									
Richard, Ted	Bits 'N Speeches Toastmasters	NIQ	X		X							
Sampe, Arne	Charlie's Angels	NIQ			X							
Shillingburg, Janet	Chief Judge Division C	NIQ										
Smith, Dorothy	Speaking From The Heart Toastmasters Club	NIQ	X									
Smith, Skip	The Original Articulators	NIQ		X								
Sydor, Marcia	Past International Director 81-83	NIQ		X	X							
Sydor, Rick	District Parliamentarian	NIQ	X	X	X							
Thompson, Delores	Mather Toastmasters Club	NIQ			X							
Velky, Joe	Past District Governor 09-10	NIQ			X							
Walsh, Dorothy	Placer's Gold Club	NIQ	X									
Wu, Min	Pestmasters Toastmasters Club	NIQ	X									
Zasloff, Lee	Chief Judge Division F	NIQ										
Zink, Lorna	Chief Judge Division A	NIQ		X								

ATTACHMENT A

What's a District Nominating Committee?

Who serves on it?

How does it work?

The district nominating committee nominates candidates for district office and screens candidates for eligibility.

The district governor appoints the nominating committee chair no later than October 1. Remaining committee members shall be appointed no later than November 1. The district governor cannot be a member of the nominating committee. The committee must consist of no fewer than five members, one of whom is appointed the chair. If possible, the chair should be a past district governor. No member of the committee can be nominated for a district office in the election at which the committee's report is presented.

Committee Member Qualifications:

Each committee member must be a member in good standing of a club in good standing and shall be selected from different divisions (or areas in districts without divisions). Each division (or area in districts without divisions) should be represented on the committee. Any committee member(s) may participate by telephone conference, email, or other means of communication when distance is an obstacle to participation. No member may have served on the nominating committee the previous year. International director/officer candidates and current members of the Toastmasters International Board of Directors cannot serve on the district nominating committee.

To avoid the appearance of bias or impropriety, committee members having a personal or professional relationship with a particular candidate shall abstain from the discussion and voting, as a matter of good judgment. Members of the nominating committee cannot participate in any campaign for district office nor endorse any candidate for district office.

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ATTACHMENT B

District Alignment

Districts must review and amend, if necessary, their alignment of the clubs, areas, and divisions once each year. The alignment is subject to the approval of the district council at its annual business meeting in April/May. Changes cannot be made after the approval by the council, so it's important to ensure that the alignment is correct and will be effective throughout the year.

The District Alignment Committee

It is never too early to form an alignment committee to look at the district's alignment and put forward a structure for the next program year. The committee should consider an alignment that services the clubs in the most effective way possible and meets the TI policy requirements. It will be important for the district to consider club growth as well as club loss when thinking through a possible alignment. Each area should have a minimum of four clubs and no more than six clubs. A district may have an area with three clubs if efforts are made to charter a fourth club in the area. Keep in mind, when an area has less than four clubs, you should be concerned about long-term growth potential. Under no circumstances shall an area have fewer than three clubs.

Timelines and Expectations

It will be important for the district leadership team to define expectations and the challenge of the alignment committee to ensure their efforts are appropriately executed. District leaders should take necessary time to discuss strategy with the committee. Here's a proposed schedule for your district's use:

- ▶ December: Form an Alignment Committee. Orient the committee and ensure that they have the background, resources and information necessary to prepare an effective alignment
- ▶ January-February: The committee does its work. They should contact clubs and area and division governors for input, especially where changes are being considered.
- ▶ February/March: Working with the district leaders, the committee prepares the alignment proposal and provides it to the district executive committee for review and change, if necessary. If questions arise during the process, feel free to contact District Services at WHQ. The district needs to send out appropriate notice to clubs.
- ▶ April/May: Final alignment is approved by the district council.
- ▶ June/July: Report alignment to WHQ and provide clubs, areas and divisions with the final alignment.

Important Considerations

Align newly-chartered clubs to the area that makes geographic sense and will maximize service to the club. Beware of aligning a club based on who helped charter it or who the sponsors and mentors are. Establish alignment based on providing the best service to the club and not on recognition in the distinguished programs. Advanced clubs or other clubs that have members sharing a special interest cannot be segregated into separate areas or divisions and should be integrated with other clubs in the district. Clubs that charter after the alignment is approved by the district council and prior to June 30 as well as after July 1 must be placed into existing areas. Remember, once the district council approves the alignment no changes can be made, so it is important that the committee put together a strong alignment plan.

Things to Consider While Aligning:

- ▶ Remain within TI policy
- ▶ Each division must have a minimum of 3 areas
- ▶ Each area must have a minimum of 4 clubs and no more than 6 clubs
- ▶ Geographic aspects
- ▶ Plan for possible growth and possible loss
- ▶ Discuss potential changes with current district leaders and area and division governors
- ▶ Strategically align the clubs within areas and divisions with focus on the benefits for all
- ▶ Communicate the alignment with clubs, areas and divisions.
- ▶ Once the alignment has been approved by the district council, there can be no changes made, so make sure the alignment is correct.
- ▶ Provide the information to WHQ as soon as possible but no later than July 15.

Please note: Alignments that do not meet TI policy requirements cannot be accepted. The alignment committee will need to ensure that the alignment is within TI policy prior to bringing it forward to vote and submission to WHQ.