



## DECM Meeting – October 4, 2011

### District Executive Committee Meeting Agenda

		Vote
Call to Order	Deveny Bywaters, District Governor	
Instructions on Webinar Participation	Rose Wellman, Lt. Governor Education & Training	
Reading of the District Mission		
Welcome	Deveny Bywaters, District Governor	
Roll Call and Certification of Quorum	Sharon Kuroda, Lt. Governor Marketing	
Approval of Agenda	Deveny Bywaters, District Governor	Vote
Secretary's Report	Gabrielle Proust District Secretary	
Approval of District Governor Recommendations to Fill Vacancies	Deveny Bywaters, District Governor	Vote
Report of Audit Committee	Leslie Keating, District Treasurer	Vote
Treasurer's Report	Leslie Keating, District Treasurer	
Final District Alignment Report	Deveny Bywaters, District Governor	
Reports from Division Governors	Division A, Southern – Tom Goodwin Division B, Central – Mary Walston Division C, Capitol – Jan Jackson Division D, Columbia – Chris Jentz Division E, Willamette – John Rumler Division F, Downtown – Mike Ard Division G, Northern – Jenna Austin-Nisbett Division F, Sunset – Phyllis Harmon Division I, High Desert – Pat Lynch	
Reports from the D7 STAFF	➤ Deveny Bywaters, District Governor	

	<ul style="list-style-type: none"> <li>➤ Rose Wellman, Lt Governor Education and Training</li> <li>➤ Sharon Kuroda, Lt Governor Marketing</li> </ul>	
Unfinished business	Deveny Bywaters, District Governor	
New business	Deveny Bywaters, District Governor	
Announcements	Deveny Bywaters, District Governor	
Next meeting	Deveny Bywaters, District Governor	
Adjournment	Deveny Bywaters, District Governor	

District 7 - Spring Conference  
Business Meeting Minutes  
May 7, 2011  
Location: Benson Hotel

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**1:19 pm** Cathey Armillas, District Governor calls meeting to order. Seated on her right is PJ Kleffner, Parliamentarian and on her left is Gabrielle Proust, District Secretary.

Packet was emailed to all voting parties. It is also displayed on the screen.

DG Armillas

Welcome/Call to Order **Cathey Armillas**, *District Governor*

Recognizes dignitaries in attendance today: PDG D15 Rose Johnson; PDG D7 Allan Edinger, Alexis Mason, Adele O'Neal, Marsha Ware and Ann Snelling.  
Scott Stevenson, PDG Region 2 Advisor.

Certification of Quorum **Lou Bilancia**, *Credentials Chair*

Pleased to announce we have a Quorum: 173 clubs are represented. This is equal to 46%; we are required to have at least 33%.

**Motion to adopt credential report** made by Lou Bilancia, Second, Marc Bettinger. **Passed.**

Nominations Report **Scott Stevenson**, *Immediate Past District Governor*

The 2011 District 7 Nominating Committee met on March 25, 2011. The 2011 nominating committee was composed of the following members: Scott Stevenson, Le Snelling, Bryndl Rohan, Janice Hallmark and Rusty Lee. Candidates were notified that they have been nominated for office and have reconfirmed their willingness to fulfill the duties of office if elected by the District Council at today's Business Meeting.

Election of District Officers **Cathey Armillas**, *DG*

**District Governor:** *Deveny Bywaters, ACB, CL*

**Lt. Governor Education and Training:** *Rose Wellman, ACG, ALB*

**Lt. Governor Marketing:** *Sharon Kuroda, DTM*

There were no other nominations from the floor. Above candidates were selected.

**Division A Governor:** *Tom Goodwin, ACS, ALS*

**Division B Governor:** *Mary Walston, ACS, CL*

**Division C Governor:** *Jan Jackson, ACG, ALB and Darla Thompson, ACB, ALB*

These will be decided on ballot number one.

Candidates each gave a 2 minute speech. D. Thompson first, then J. Jackson.

Results are: Jan = 93 votes, Darla = 70 votes. Jan Jackson will be new Division C Governor (1:56 pm)

**Division D Governor:** *Chris Jentz, ACB, CL*

**Division E Governor:** *John Rumler, DTM*

**Division F Governor:** *Michael Ard, ACS, ALB*

**Division G Governor:** *Jenna Austin-Nisbett, CC*

**Division H Governor:** (no candidates were submitted for consideration to the committee. From the floor:

Renay Jacob motions to nominate Phyllis Harmon, Second by Roger Cook. Accepted.

**Division I Governor:** (no candidates were submitted for consideration)

Janice Hallmark motions to nominate Pat Lynch, Second by Marsha Ware. Accepted.

District Alignment Report, Cathey Armillas, DG

There are no clubs to re-align at this time.

Rusty Lee - How do we participate?

DG Armillas – We contact all areas, clubs and officers for both the current area and the future area to discuss the moves and any possible issues.

S. Stevenson = send all suggestions to DG Armillas.

Secretary's Report, Gabrielle Proust, Dist. Secretary

**Motion by DS Proust to accept the minutes as submitted, Second by S. Stevenson, PDG. Passed.**

Audit Report, Marsha Ware, PDG

The books were audited for the first half of the year found no irregularities.

**Motion to accept the Audit Report, by Michael Ard. Second by PJ Kleffner. Passed**

Treasurer's Report, Leslie Keating, District Treasurer

The District is in a great cash position. We are only slightly behind last year for membership revenues. Report is YTD July -> March. Fall conference lost about \$1100. The District should break even for this conference. Treasurer Keating is happy to hear about possible sponsorships for future conferences. No questions (no vote required), report will be filed.

## REPORTS FROM THE D7 STAFF

### Lt. Governor Marketing - Rose Wellman

#### **New Club Activity**

The District has 5 new clubs for the year; one in Division "B", one in Division "F", and three in Division "G". There are 173 active clubs to date for District 7 as of 5/7/11, reaching our goal for the year. Membership Payments Base (from last year): 6763. Membership Payments to Date: 5983. District is behind by 915 paying members.

#### **Existing Club Activity**

District 7 has 159 clubs with April membership renewals paid, 14 clubs are not paid, and 3 clubs are below on the minimum requirements. We are looking forward to 4 Clubs that submitted their charter fee and are on target to charter before the year end. Ten coaches have been assigned to 7 clubs this year. This makes a total of 20 active coaches for 14 clubs.

#### **Conference Attendance Statistics**

We welcome 35 non-members to our conference today. Thank you to those who brought guests. We have approximately 85 Clubs represented today. 5 Clubs met the criteria for the Club Attendance Program.

**Attendee Award: Babbleon** will receive a free banner; they have 11 members here today. Welldiggers came in second with 6 members and will receive 60% off their banner.

**Southern Oregon Speechmasters** had 5 members, **University Toastmasters** and **Eugene Lunch Bunch** both had 3 members who traveled over 100 miles to be here today. Each of these clubs will also receive 60% off of their new banner.

### Lt. Governor Education & Training - Deveny Bywaters

#### **Educational Goals**

As of 4/1/11, the members of District 7 have earned enough Competent Communicator awards to be at 94% of our goal. We only need 14 more CC awards to meet the goal for the year. We have met and exceeded our goal for Advanced Communicator awards; at 135.8%. For Advanced Leadership awards, we are at 85.6% and need only 23 more to meet our goal.

## **Thank you's**

Thank you the exceptional conference planning committee for their hard work and attention to details in putting this conference together.

Thank you to the District Officers, the Division Governors, the Area Governors, for your dedication to self-improvement, to the Mission of Toastmasters International, and to the Mission of the Club. You are making a difference.

## **District Governor - Cathey Armillas**

Critical Success factors: The District is falling a little bit short of individual members, keep working on that between now and end of June. Thank you to everyone for a great year. The power of leadership is when you have good people behind you. Personally, I want to say thank you all to everyone who makes this District run. We worked on being successful to the full extent possible. Thank you to all the Area and Division Governors who helped make it a wonderful year. Especially to Rose and Deveny, they are hard working and dedicated to Toastmasters.

## **Other Committee Reports - NONE**

## **Unfinished Business - NONE**

## **New Business - NONE**

## **Announcements (this was done while the ballots were being counted for Division C Governor)**

Simon Bosley = PSU has new club, 15 members; they meet Wednesdays at 6:15 pm.

PDG Ware = Please buy tickets for the raffle to benefit the clubs at correctional facilities.

Thank you to those who donated items and everyone who is buying tickets. These clubs help change a lot of lives.

LGET Bywaters = We are looking for Sponsorships for future District 7 conferences. The conferences are great, but we need help. It is a great opportunity for a company or organization to publicize their products and services.

DG Armillas = Toastmasters International is embarking on a brand refresh. The logo has been the same for 87 years. Research from outside council was done around world to ask why no one has heard of TM. Results were that there are too many logos, messages, etc. TMI is moving to one new brand with a single logo. Once it gets going it will be great. Pre-order for new banners will be 20% off prior to Aug. 20<sup>th</sup>. There will be some opportunities for clubs to earn D7 dollars to use towards new banners.

LGM Wellman = Branding will be discussed at June 18<sup>th</sup> Training and Leadership Institute (TLI).

Club officers need to be elected by the end of May and registered by June.

Next Meeting <b>Leadership '11—November 5, 2011</b>
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### District Officers

District Governor	<i>Deveny Bywaters</i>
Lt Governor Education & Training	<i>Rose Wellman</i>
Lt Governor Marketing	<i>Sharon Kuroda</i>
Secretary	<i>Gabrielle Proust</i>
Treasurer	<i>Leslie Keating</i>
Public Relations Officer	<i>Vacant</i>
Immediate Past District Governor	<i>Cathey Armillas</i>

### Division Governors

<b>Southern Division (A)</b>	<i>Tom Goodwin</i>	<b>Downtown Division (F)</b>	<i>Mike Ard</i>
<b>Central Division (B)</b>	<i>Mary Walston</i>	<b>Northern Division (G)</b>	<i>Jenna Austin-Nisbett</i>
<b>Capitol Division (C)</b>	<i>Jan Jackson</i>	<b>Sunset Division (H)</b>	<i>Phyllis Harmon</i>
<b>Columbia Division (D)</b>	<i>Chris Jentz</i>	<b>High Desert Division (I)</b>	<i>Pat Lynch</i>
<b>Willamette Division (E)</b>	<i>John Rumler</i>		

### Area Governors

<b>Area 21</b>	<i>Dick Parsons</i>	<b>Area 71</b>	<i>Jeff Brooks</i>
<b>Area 22</b>	<i>Charlene Storr</i>	<b>Area 72</b>	<i>Jayesh Mittal</i>
<b>Area 24</b>	<i>Daniel Flood</i>	<b>Area 73</b>	<i>Michael Lindquist</i>
<b>Area 31</b>	<i>Lois Kent</i>	<b>Area 74</b>	<i>Eldred Brown</i>
<b>Area 32</b>	<i>Aloke Gupta</i>	<b>Area 75</b>	<i>Daniel Tariku</i>
<b>Area 34</b>	<i>Vacant</i>	<b>Area 76</b>	<i>Lydia Hoover</i>
<b>Area 35</b>	<i>Stew Mones</i>	<b>Area 81</b>	<i>Marie Nizich</i>
<b>Area 41</b>	<i>Darla Thompson</i>	<b>Area 82</b>	<i>Rusty Lee</i>
<b>Area 42</b>	<i>Ronald Edgemon</i>	<b>Area 83</b>	<i>John Anderson</i>
<b>Area 43</b>	<i>Janet Morse</i>	<b>Area 84</b>	<i>Taran Harman</i>
<b>Area 44</b>	<i>Sharon Larson</i>	<b>Area 91</b>	<i>Darrell Gulstrom</i>
<b>Area 51</b>	<i>Vacant</i>	<b>Area 92</b>	<i>Lorri Andersen</i>
<b>Area 52</b>	<i>Bob Kehoe</i>	<b>Area 93</b>	<i>Alyce Dunham</i>
<b>Area 53</b>	<i>Cathy Young</i>	<b>Area 94</b>	<i>Syrena Glade</i>
<b>Area 54</b>	<i>Bill Burns</i>	<b>Area 95</b>	<i>Eric Winger</i>
<b>Area 61</b>	<i>Brian Paxton</i>	<b>Area 10</b>	<i>Denise Reinhart</i>
<b>Area 62</b>	<i>Simon Broad</i>	<b>Area 11</b>	<i>Faye Phillips</i>
<b>Area 63</b>	<i>Leanna Lindquist</i>	<b>Area 12</b>	<i>Glenn Lantz</i>
<b>Area 64</b>	<i>Erik Bergman</i>		

Auditor	<i>Jerry Kleffner</i>
Chief Judge	<i>Le Snelling</i>
Club Services Manager	<i>Dave Mason</i>
Conference Chair -Fall	<i>Scott Alexandar</i>
Conference Education Chair	<i>Leanna Lindquist</i>
Contest Chair	<i>Maria Lee</i>
Credentials Chair	<i>Jerry Kleffner</i>
D7 eNews	
D7 Store Manager	<i>Marsha Ware</i>
Database coordinator	<i>Scott Stevenson</i>
Director of Speakers Bureau	<i>Maria Lee</i>
Historian	<i>Harvey Schowe</i>
Host-a-Toast	<i>Ann Snelling</i>
IT manager	<i>Rusty Lee</i>
Marketing – new club implementation	
Marketing – new clubs	
Parliamentarian	<i>PJ Kleffner</i>
Prison Club coordinator	<i>Allan Edinger</i>
Recognition manager	<i>Scott Stevenson</i>
Sergeant at Arms	<i>Don Farris</i>
Speech craft coordinator	
Website administrator	<i>Phyllis Harmon</i>
Youth Leadership coordinator	



Treasurer's Report (Actual vs. Budget Summary) (in USD)							
Month Ending				07/01/2011 Through			
7/31/2011				7/31/2011			
Actual	Budget	Variance		Actual	Budget	Variance	
<b>District Revenue</b>							
593.29	614.00	-20.71	Membership Revenue	593.29	614.00	-20.71	
378.95	50.00	328.95	District Store Revenue	378.95	50.00	328.95	
<b>972.24</b>	<b>664.00</b>	<b>308.24</b>	<b>Total District Revenue</b>	<b>972.24</b>	<b>664.00</b>	<b>308.24</b>	
<b>District Expenses</b>							
0.00	55.00	-55.00	District Store Expenses	0.00	55.00	-55.00	
500.00	1,675.00	-1,175.00	Marketing Expense	500.00	1,675.00	-1,175.00	
251.18	950.00	-698.82	Education & Training Expense	251.18	950.00	-698.82	
110.00	0.00	110.00	Speech Contest Expenses	110.00	0.00	110.00	
4.00	0.00	4.00	Administration Expenses	4.00	0.00	4.00	
0.00	400.00	-400.00	Travel Expenses	0.00	400.00	-400.00	
0.00	250.00	-250.00	Other Expenses	0.00	250.00	-250.00	
<b>865.18</b>	<b>3,330.00</b>	<b>-2,464.82</b>	<b>Total District Expenses</b>	<b>865.18</b>	<b>3,330.00</b>	<b>-2,464.82</b>	
<b>107.06</b>	<b>-2,666.00</b>	<b>2,773.06</b>	<b>Total Net Income</b>	<b>107.06</b>	<b>-2,666.00</b>	<b>2,773.06</b>	

**TOASTMASTERS**  
INTERNATIONAL

District #: 7  
Budget Currency: USD  
Fiscal Year 2011-12

	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Total
Membership Revenue	614	388	16,153	5,928	1,933	653	930	547	18,031	5,226	1,827	1,827	54,057
Conference Revenue	-	-	-	-	18,000	-	-	-	-	-	21,600	-	39,600
Fundraising Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
TLI Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
District Store Revenue	50	50	50	-	200	-	200	-	50	-	200	200	1,000
Other Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>664</b>	<b>438</b>	<b>16,203</b>	<b>5,928</b>	<b>20,133</b>	<b>653</b>	<b>1,130</b>	<b>547</b>	<b>18,081</b>	<b>5,226</b>	<b>23,627</b>	<b>2,027</b>	<b>94,657</b>
Conference Expenses	-	-	-	-	20,000	-	-	-	-	-	21,600	-	41,600
Fundraising Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-
TLI Expenses	-	-	-	-	-	-	2,500	-	-	-	-	2,500	5,000
District Store Expenses	55	55	55	-	225	-	225	-	55	-	225	225	1,120
Marketing	1,450	1,450	3,000	1,450	1,450	1,450	1,450	1,450	1,750	1,450	1,450	2,300	20,100
Communications & Public Relations	-	-	500	-	-	-	-	-	-	-	-	-	500
Education & Training	950	950	950	250	250	250	250	950	950	250	250	250	6,500
Speech Contest	-	-	-	2,600	-	-	-	-	-	2,600	-	-	5,200
Administration	-	250	250	-	-	-	-	-	250	-	250	-	1,000
Travel	400	6,400	400	700	1,525	700	2,525	700	400	700	1,525	825	16,800
Other Expenses	-	-	500	500	500	-	500	-	500	-	500	-	3,000
	<b>2,855</b>	<b>9,105</b>	<b>5,655</b>	<b>5,500</b>	<b>23,950</b>	<b>2,400</b>	<b>7,450</b>	<b>3,100</b>	<b>3,905</b>	<b>5,000</b>	<b>25,800</b>	<b>6,100</b>	<b>100,820</b>
District Net Income/(Loss)	(2,191)	(8,667)	10,548	428	(3,817)	(1,747)	(6,320)	(2,553)	14,176	226	(2,173)	(4,073)	(6,163)

	Total	Budget	% Policy Max
Conference Expenses	41,600		
Fundraising Expenses	-		
District Store Expenses	1,120		
Marketing	20,100		
	<u>62,820</u>	62.3%	Unlimited
TLI Expenses	5,000		
Education & Training	6,500		
	<u>11,500</u>	11.4%	30.0%
Communications & Public Relations	500	0.5%	25.0%
Speech Contest	5,200	5.2%	10.0%
Administration	1,000	1.0%	20.0%
Travel	16,800	16.7%	30.0%
Other Expenses	3,000	3.0%	10.0%
	<u>26,500</u>		
Total Expenses	<u>100,820</u>	100.0%	

We, the undersigned, certify that this budget and narrative cover estimated receipts and expenditures for the district year. This budget directs the financial resources entrusted to the district toward achieving the district mission and will be presented to the district council for approval at its next meeting.

\_\_\_\_\_  
District Governor Date

\_\_\_\_\_  
Lt. Governor Education and Training Date

\_\_\_\_\_  
Lt. Governor Marketing Date

\_\_\_\_\_  
District Treasurer Date



## District 7 Alignment Report as of August 2011

Area	Division	Club Status	Charter Date	Club Number	Club Name	District	New Area	New Division
63	E	ACTIVE	06/30/2004	638088	Tram Talkers Toastmasters Club		76	F
72	F	ACTIVE	07/17/2008	1172253	Talk of the Town		76	
74	F	ACTIVE	07/05/2002	8005	Speakers By Design Club		76	
81	G	ACTIVE	03/04/2011	1588493	Milwaukie Talkies		62	E
82	G	ACTIVE	03/29/2001	8761	Battle Ground Club		81	

District	Expected Charter Date	Club Number	Club Status	Club Name	District	Area	Division
7	Chartered on 6/8/2011	1431668	Chartered	PSU Toastmasters	7	F	76
7	Chartered on 6/24/2011	1763128	Chartered	Eco Voices Toastmasters	7	F	76
7	Chartered on 6/28/2011	1768087	Chartered	Hope-Masters	7	E	64