



Aloha Toastmasters District 49  
"One Canoe, Many Paddles"  
**District Executive Committee Meeting Minutes**  
Saturday, July 21, 2007

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**I. Call to Order**

District Governor Kevin Doyle called the meeting to order at 8:04 AM

The following members were in attendance:

<b>Kevin Doyle</b>	<b>Lisa Foster</b>	<b>Carolyn Sawai</b>	<b>Gloria Shishido</b>
<b>Anne Myers</b>	<b>Robert Lum</b>	<b>Debora Tandal</b>	<b>Gloria Kern</b>
<b>Debbie Revilla</b>	<b>Kathy Helfrich</b>	<b>Khem Sharma</b>	<b>Lorene Fujimoto</b>
<b>Michael Mackey</b>	<b>Frank Vargo</b>	<b>Steven Volkman</b>	<b>Gail Hamada</b>
<b>John Wayte</b>	<b>Ron Mobley</b>		

**Guest:** Mercedes Balli

**II. Invocation and Pledge – Ron Mobley** gave the invocation and led the Flag Pledge.

**III. Inspiration – Kevin Doyle** gave an inspirational quote.

**IV. Reading of District Mission – Kevin Doyle** led the reading of the District Mission.

**V. Minutes – Kevin Doyle**

The minutes of the June 16, 2007 meeting were approved as written.

**VI. Officers' Reports**

**A. District Governor – Kevin Doyle**

**District 49 Reporting**

Kevin Doyle stated there will be a change in officer reporting this year. Traditionally, the Division Governors reported and asked the Area Governors to give a report on their area. We will be asking that written reports be submitted by each member of the DEC via email prior to the DEC meeting. The Division Governors will be giving verbal reports at the DEC for their divisions and include information from their areas as supplied by the Area Governors. We hope to cut down on the miscellany being reported as well as strengthen the information flow between the Area and Division Governors. Area Governors will continue to participate in discussions about issues and challenges in their respective areas. Kevin provided a handout outlining the reporting process for all reports, including officer reports at the DEC (on file). The District Governor's written report is on file.

**Goals**

We do not have our goals officially for this year yet but have been able to calculate them using Toastmasters International (TI) standard formula goals, which are based on the standing of how we met the goals in the previous year. The numbers come from the membership payments, which is the generating number for CC and AC awards.

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Although last year's CC awards were 94, the new goal is lower at 84 due to the membership payments. The membership payments are typically two payments per member per year. The club goal increments by one club from where you ended, last year we ended at 59 and this year's goal is 60. 60 is the minimum number of clubs in a district. Competent communicator and advanced communicator goals are achievable with the team we have recruited. We look forward to another distinguished year.

Kevin recognized Gloria Shishido on her achievement of Distinguished District and for her hard work.

### **Website**

The District Webmaster has resigned. The district has a new website. We have overhauled and tried to make things easier to find. We are still restoring and working on making changes to the website. One change suggested by the Hickam Club was to add the word of the day. Now, there are three references for the word of the day on the website along with an inspirational quotation module and this day in history. Suggestions for additional references links and resources are welcome.

### **DEC Adjustments**

Area 9 Governor Peter Canape has stepped down for health reasons. Kevin Doyle has appointed Frank Vargo CTM, CL, from Hawaiian Electric and Ward Transformers Toastmasters Clubs as Area 9 Governor.

We are looking for a newsletter editor. Please contact District PRO, Flo Johnsen if you know of someone who might be willing to take this on.

Ron Mobley will serve as the temporary database administrator until a permanent replacement is found.

### **Membership/Officer Listings**

We will no longer be requiring the clubs to complete a separate membership spreadsheet for the district database in addition to reporting their member and officer changes at TI. Instead we will request the club and officer information directly from TI and use that information to keep the local database updated. Downloaded from Toastmasters International (TI), requests can be just for active members. The turnaround time is very quick.

Steve Volkman noted that TI's report shows Battleship Missouri club as not having submitted their officer list yet. Kevin recommended logging into the Club Business to confirm that the updated information is indeed on file and then call TI to find out why the TI officer list report is not reflecting their submittal. Or, if the data turns out not to have been updated or captured then call TI and ask them to investigate the discrepancy. If they have forgotten their password, they can either call TI or submit a request to retrieve it.

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Khem Sharma discussed the Palolo Club officer list submission regarding officer name misspelling and trouble getting the list to TI. Kevin advised that he is not aware that TI accepts email submittals for the officer list; the options are online entry, letter, or fax. Palolo was part of a large group of clubs rushing to submit last minute educationals, memberships, etc. in order to make the Distinguished club goal and may have found the TI site overwhelmed on the last day of the TI year.

Kevin earlier circulated District Officers' information for verification. If information is not to be published, please let Kevin know what should be taken off.

### **B. Lieutenant Governor of Education and Training – Lisa Foster**

Lisa provided a Club Training Stats report that is on file. One column is missing on the right. She has made the proper club to area alignments on the handout. Kevin explained that until the final TI accounting for the 2006-2007 year has been done, the area realignments will not be reflected. The old alignments show up on the TI reports today. Lisa enters the officers trained by club. When TI realigns the club, the information will transfer to the correct area. The handout shows who was trained in June 2007. After today's training, it is the responsibility of the area governor to train officers who have not been trained.

Lisa will be providing the Area Governors with an updated Club Training Stats report after incorporating today's training. Remember to mark secretary and treasurer for those officers that hold both positions. Email Lisa after training is conducted with the officer position and for what club. Training should be completed by August 31, 2007. Lisa will input the information to TI by the following month.

Gail Hamada generated questions regarding the training. Lisa said she maintained email lists, went to club visits, and trained the area. Lisa used a handout to train. If you need the handout, let her know.

Khem asked for clarification on the distinguished club program points. You need four officers trained two times a year for the distinguished club program point. To get a ribbon, it is seven out of seven officers trained.

Draft judge's training handout given out. Nelson Nakagawa will be conducting training on August 25<sup>th</sup> at the Queen's Medical Center-Kamehameha Auditorium. This training is open to everyone. Lisa will provide a handout of trained judges. The judges are on a link on the District Website.

Lisa will be talking more about the speech contests at a later date.

### **C. Lieutenant Governor of Marketing – Carolyn "Cat" Sawai**

Cat's written report is on file.

Last year the goal was met with 59 clubs as of June 30<sup>th</sup>.

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We need to focus on clubs that have membership under 10. These clubs are on the handout including the new and old areas. The new Area Governors may want to contact the old Area Governor on guidance on how to contact the club. Area Governors should use club visits as a means to find out why club membership is low. Area Governors, Division Governors and Marketing Teams can work together on assisting the clubs with membership growth.

There was a couple of clubs Mercedes and others are working very hard on:

- Windward Winners needing just two more members
- Leeward club is shy six members

### **D. Public Relations Officer – Flo Johnason**

Not present.

### **E. Secretary's Report - Anne Myers**

Nothing to report.

### **F. Treasurer's Report - Robert Lum**

Please submit the disbursement voucher on the District Website. All of the areas are allocated \$25 for speech contest expenses. The reimbursement policy is on the District Website.

Cash is \$10,650.04 in the district account. This comes from dues, conferences, fundraising events, and donations. The TI account is hefty and will go down because of the trophy orders and plaques.

We will be talking with the Division and Area Governors regarding the district budget.

### **G. Immediate Past District Governor – Gloria Shishido**

Gloria submitted a congratulatory letter from Johnny Uy, International President, and Donna Groh, Executive Director, for file. Letter congratulated the district on being a Distinguished District and commended the Lieutenant Governor Education and Training for achieving the Excellence in Education and Training Award and the Lieutenant Governor of Marketing for achieving the Excellence in Marketing Award.

Gloria's last written district governor report is on file. Goals achieved:

- Clubs are at 59.
- Membership goals are 106.29% over.
- Competent Communicator goals were 76 and finished at 94.
- Advance Communicator goals were 21 and finished 14 over.
- Leadership awards (tracked by Gloria) were 26 goals (actuals from the prior year) and ended with 34.

Gloria provided a handout on "District 49 Proxies for International Convention." She explained the proxies and how to get a duplicate proxy by August 10th.

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Kevin will be voting at the International Conference. The proxies are used to vote for the International President and Officers and Board of Directors. There is an amendment to change dues with board approval with appropriate review process instead of currently the bylaws must be amended. This will help with dues increases as it will not be so long between and for as much. The earliest the dues will change is in 2009.

Gloria recognized:

- President's Distinguished Divisions
  - A – Cat Sawai
  - C – Jan Panerio
- Distinguished Areas
  - 3 – Christine Bowers
  - 4 – Edean Kitamura
- Select Distinguished Areas
  - 2 – Fernando Santiago-Mandujano
  - 9 – John Wayte
  - 11 – Lisa Foster
- President's Distinguished Areas
  - 1 – Lisa Fallau
  - 10 – Sam Gillie

A total of 26 clubs were Distinguished, Select Distinguished, and President's Distinguished. They will be recognized at today's training and at the District Conference.

### H. Division and Area Governor Reports –

#### 1. Division A Governor – Beth Hoban

Beth is not present. The report was given by Kathy Helfrich and a written report is on file.

##### Area Governor Visits

- Area Governors have initiated contact and made visits, installed officers, facilitated officers' training for those unable to make the DEC Officers' Training.
- Visits are scheduled by the Area Governors for August and September to meet October deadline for all Area Governor visits. City and County will be 7 out of 7 trained.
- Some challenges shared – Spirent Club clarified officer tenure to follow fiscal and not calendar year.

##### Speech Contest Dates

- Area 3 Contest is scheduled for Oct. 13<sup>th</sup>.
- Division A contest exploring Friday, October 19th or 26th depending on the location.

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Gloria Kern discussed the Spirent Club elects officers from January to December and the club holds meetings twice a month. They did not know why they elect officers this way and there is an inconsistency. Ron advised to get a hold of the club bylaws on the Toastmasters International (TI) Website, which states specifically when to elect the club officers. A change in the bylaws goes through TI and will be difficult. Kevin said there is a fixed set of bylaws for the club.

Gloria Kern said Polyglot presently has a President, Vice President of both Membership and Education who also serves as Secretary/Treasurer, VP of PR, and historian/webmaster. What is the minimum number of officers required? Kevin thought a minimum of three officers (president, vice president, and treasurer) are required, which means you can combine the two vice presidents and secretary with treasurer. Ron said if they are following Robert's Rules of Order for Business, they also have to have a secretary making four officers. They could combine the VP Marketing and PR and also Secretary and Treasurer can be combined. They do not tell you how many people you must physically have. There are seven officer positions.

Kevin reported one club, Ward Transformers, is 100% Officers trained from the June 2007 training.

### **2. Division B Governor – Nelson Nakagawa**

Nelson was not present. Report given by Khem Sharma and written report on file. Mike Mackey turned in report to Nelson but not included in written report.

Area Governors established contact with clubs, two areas installed officers for clubs, and communicated regarding officers' training.

Two clubs Palolo and Kamehameha are meeting at the Nuuanu YMCA. They need help to get a new location. Can the two clubs combine their meetings? Kevin addressed by saying some clubs have joint meetings. Generally it was found if membership is low in two clubs that combining does not made the clubs better instead focus on membership building.

Khem asked if club officer installations were mandatory. It was stated it was optional.

### **3. Division C Governor – Deborah Tandal**

Debbie was frustrated there were no new numbers on the website for the current year.

Peter Canape has resigned as Area 9 Governor.

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### **VII. Committee Reports**

The only non DEC members are Ron Mobley as District Parliamentarian and the District Database Administrator, Greg Ching as District Photographer, and John Wayte as District Sergeant of Arms.

### **VIII. Confirmation of Quorum –**

District Parliamentarian, Ron Mobley, noted 16 of 22 voting members of the DEC were present and this constituted a quorum.

### **IX. Unfinished business -**

None.

### **X. New Business –**

A. Kevin appointed Gloria Shishido as the 2007-2008 Conference Committee Chair with Gloria having the authority to appoint the Conference Subcommittee Chairs.

Gloria presented the Conference Committee will be putting on both the Fall and Spring Conferences for the district. With the committee in place from July to June and a new committee forming every year, there will be consistency year to year. The committee will be working with the Lieutenant Governor of Education and Training and the district in presenting a quality conference.

B. Robert Lum reminded the budget deadline is coming up soon.

### **XI. Announcements**

As you schedule your area and division contests, please notate on the District Calendar. Area governors may enter club contests on the calendar. Please safeguard the district calendar.

**Adjournment** – The meeting was adjourned at 9:15 AM. The next meeting will be on Saturday, August 25, 2007 at 8:00 AM in the Kamehameha Auditorium at the Queen's Medical Center.

**Respectfully submitted,**

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Anne Myers

**Approved:** \_\_\_\_\_