



Aloha District 49

"Courage to Achieve"

District Executive Committee Meeting Minutes

Saturday, October 18, 2008



- I. Call to Order – Lt. Governor of Education and Training, Carolyn “Cat” Sawai called the meeting to order at 9:07 am. and presided over the meeting for District Governor Lisa Foster.

The following members were in attendance:

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|--------------------|-----------------------|
| 1) Carolyn Sawai | 8) Frank Vargo |
| 2) Anne Myers | 9) Wayne Nakamoto |
| 3) Kevin Doyle | 10) James Abeshima |
| 4) Angie Aniya | 11) Judith Saranchock |
| 5) Jerome Fukuhara | 12) Nelson Nakagawa |
| 6) Laurie Makiya | 13) Ron Mobley |
| 7) Wendy Sanico | 14) Gloria Shishido |

- II. Invocation & Flag Pledge – Ron Mobley gave the invocation first and then led the flag pledge.
- III. Inspiration – Nelson read “The Three Central Values in Life.” 1) Experiential, of that which happens to us, 2) Creative, of that which brings us to existence, and 3) the Attitudinal, for our response to difficult circumstances. The highest of these is Attitudinal. In other words, what matters most is how we respond to what we experience in life. So let’s all raise ourselves to be the right response and attitude .
- IV. Reading of the District Mission – Cat led the reading of the District Mission.
- V. Minutes – Lisa Foster

The minutes of the September 20, 2008, meeting was approved with corrections to the e-address on page 3 of the minutes to read as: <http://sites.google.com/site/tmareatips>. There were none opposed.

- VI. Officers’ Reports

- A. District Governor – Lisa Foster was absent. Lisa’s written report is on file.

Cat highlighted the following:

Critical Success Factors

Cat explained the TIs minimum requirement is what district needs yet district 49 officers have set a goal a little higher, exceeding the TI minimum requirements of 63 clubs to 66 clubs; as like a runner running towards the finish line yet having the goal to run beyond the finish line. Our goal is the higher number.

District Incentives/Programs

Cat reminded DEC of the District Governor’s Challenge which runs until March 31, 2009.

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Also, Cat asked DEC to continue to promote the Fall District 49 Conference, especially since the TI President Jana Barnhill will be here which makes the conference a major event since the President doesn't come to Hawaii often, usually about every 6-8 years.

Cat also asked the DEC to promote the submittals for clubs' outstanding toastmasters. So far only 6 names had been submitted.

Also, Cat reminded Area Governors that their reports are due October 31, 2008. Questions were brought up as to what the deadline was for making the visit, what the deadline was for filing the visit report. The conclusion to the discussion was that the deadline for the credit for making the visits had past, the report of the visits should be done by the October 31st. and the filing of the visit reports with TI by November 31st. [In a later part of the meeting: Kevin referred to page 29 of the handbook for the DCP goals. Goal #6, AG's visits to clubs. Refer to paper forms and submit AG's report to District Governor by October 31, 2008. District Governor then submits the report between October 31, 2008, and November 30, 2008. The "spirit of the law" is that the visits are completed by October 31st.]

Name Badges:

The name badges have arrived.

DEC Luncheon in December

Cat announced that the DEC holiday luncheon will be on December 13, 2008, after the TLI & Club Officers Training. It will begin approx. 12:00 pm to 2:00 pm at the E&O Trading Company and attendees should bring a \$5.00 grab bag.

B. Lieutenant Governor of Education and Training – Carolyn "Cat" Sawai

Cat's written report is on file.

Officers' Training

We received 95% of our clubs' DP for officers' training. DCP at 50%. We are behind on our CC's. Need to pick up our ACs. We are doing well on our leadership award. Cat went over the chart to overview the clubs' progress on the distinguished club point system for the area governors, explaining the credit the club received or missed, emphasizing the importance of prompt and timely reporting. Our future workshop on December 13, 2008, for TLI will be at Queens. It will be focusing on high performance leadership track.. On training, clubs need to emphasize the importance of membership bringing their manuals – both competent communicator & leadership manuals to the meetings. Also, we got a lot of dues in but they are low. We must now focus on membership growth and building. We will have a 2-1/2 hour workshop in December on building. Club goal setting guides will also be covered in December. Gloria brought up the importance of area governors and clubs checking their club status on-line on a weekly basis. It should be made a part of their routine every Friday morning. Kevin gave a demo on where to find it on-line. Kevin has set it up so that the reports are refreshed every Friday morning.

C. Lieutenant Governor of Marketing - Anne Myers

Anne's written report is on file.

Club Building Progress

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Anne highlighted the following:

1. CB Richard Ellis, anchor. At their meetings everyone participates and they have a strong management commitment.
2. Atlas – Gathering a 20-member club. Looking for a club mentor. Anne will get their meeting times for DEC member info.
3. Coldwell Banker will be part of the presidential corporate visit. They will be starting up in January 2009.
4. McDonald's - They're interested and will be part of the corporate visit.
5. HGEA and Island Insurance are interested also. We just need one more corporate visit.
6. Ann will give DEC an exercise to do later in the meeting about companies that need toastmasters club.

Membership

Anne highlighted various clubs' base membership dues paid to-date and will email the update to the DEC. Jan went to Palolo to do speech craft and also cut their meeting down from 1-½ hr to 1 hr. We are striving for membership of 50% by December 31, currently, we are at 43%.

D. Treasurer's Report – Jerome Fukuhara

As of September in District Reserve Account:	\$14,721.00.
Local bank account:	<u>\$ 5,359.00</u>
Total funds available:	\$20, 080.00

September expenditures*	\$4,094.00
Excess in funds expended :	\$15, 986.00

Note: * (most for travel and other travel-related expenses for going to the international conference, which was budgeted for).

VII. Area and Division Governors Reports

A. Area Governors Reports

Area 7 - Judith Saranchock

Finished their area contest last night and received help from Wayne, Gloria, Laurie, Cat, & Angie. Kamaaina Club needs building. Brought a guest and joined the club.

Area 10 - James

Contest done in September. Waianae made it under the wire. Working on expanding their membership. Trying the new housing areas, with Emily & Gladys to encourage membership.

Area 4 - Wayne

Hawaii Kai has a 27 membership count. Area contest on the 21st, next Tuesday. Encouraged attendance and solicited help. Scheduling visits with the other three clubs. Coordinating a visit with Paulette to the prison club. Goal is to visit by the end of the month.

Area 5 - Wendy Sanico

Planning to visit the clubs again. Has already made 1st visits to all.

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B. Division Governors Reports

Cat called for a generic division report from Division Governors - Division Governor's report about their respective area:

Division B – Laurie Makiya

Will need help for the contest next Saturday.

Kevin advised that DEC should not be supporting the contests as heavily as we are. We are denying the club members the developmental opportunity to experience supporting the club contests. The clubs should be supporting the contest by providing the contest officials. The AG should go back to the clubs and call for support. Cat suggested that we email the clubs and inform them how many people are needed from the club for officiating the contests.

Laurie brought up the issue of the division contests needing the area support and the area contests needing the clubs' support. The discussion continued to describe the issue of who supports what level of the contest and the miscommunication that the officiating would be handled "by someone else." The resulting conclusion is that the division inform the areas and the areas inform the clubs. Basically, the clubs should be informed of the need for persons to officiate the contest, where the need is, and what and where we're short of help.

Division C – Frank Vargo

The issue of an area governor situation was discussed as to how an area governor gets credit for performing his/her duty as area governor. It was discussed that a certain language in communication and acknowledgement of performance or nonperformance made by the district governor can resolve the issue.

VIII. Committee Reports

Fall Conference Committee – Conference Chair, Gloria Shishido.

We have four confirmed corporate visits. Tap has the Lt. Gov's and Mayor's visit and the morning shows. Friday evening we have the District Executive Council dinner with Jana at the Willows at 6:30 pm, on November 21st, Friday evening. The conference is set. Nelson is the contest chair. Jerome will host the Friday's lunch @ the Bankers' Club. First Hawaiian will be the 2nd thank you visit. We will need over a 100 count to get the entire ballroom. Right now we have 14 registered for the conference. We need 100 names at least. Jim Bagnola will also be a drawing force for the 100 count. He is doing this conference gratis.

IX. Confirmation of Quorum

Ron reported the quorum to be 11 (the minimum quorum allowable).

X. Unfinished Business

None

XI. New Business

None

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XII. DEC Training Module

A. Anne Meyers

Anne gave the DEC a short training module and a soft skill exercise.

Highlights of the short training on building memberships and building clubs:

1) D49 will make distinguished district 3 yrs in a row. TI Organization 226,000 members 11,500 clubs, world-wide. Fastest growing area in China. Our district is also fast growing. TI Pyramid with the membership at the top of the pyramid with the levels from the top as follows:

Level 1 – members

Level 2 - clubs

Level 3 - area

Level 4 - division

Level 5 - district

.Illustrating, each lower level supporting the level just above it, ie. supporting what the member needs. What can be done in public leadership?

2) 30-second exercise: Benefits you got from toastmasters or why you joined toastmasters: Shared answers: overcoming shyness and to build self-confidence. Discuss with members in your club what they gained and how they benefit with more members in the club, how they are getting over their fear in public speaking, etc. Introduce speech craft to the membership, one way to help them in public speaking.

3) Anne and DEC discussed the various generation trends of toastmasters and how we engage the different generations with toastmasters. With this information think how we can target the various individuals by understanding their life, their culture, and their attitudes. Generations differ in the help they will give their clubs, their dedication to service, their respect for authority, their liberalness or conservatism – some things to consider for membership retention. Anne concluded the training module with a short exercise listing 3 persons you know who need toastmaster with the challenge to introduce toastmaster to these and 3 companies you can think of which needs a toastmaster club.

B. Jerome Fukuhara

Jerome discussed treasurer's tips with the DEC. Some budget basics:

Toastmasters International have a template which classifies expenditures in a spreadsheet format. Each time a member pays, 25% goes into an account at TI for our expenditures. This is deposited into the the district local bank account from which funds is disbursed. Book orders are taken out directly from the TI headquarters account. The Treasurer receives reports from TI headquarters on budgeted expenditure. Total budget income is \$15, 465. Then the "top three" officers plan the budget for the district item by item. How much will be spent (estimated). See Section II of budget. For this district the bulk of the expense is in travel. Historically, we've spent \$15,000 to \$20,000. Other districts are in the \$60,000 to \$100,000 range. At the conference there were discussions on how to collect and spend for speech contests. A lot of that was in how to pay for the refreshments. D49 is fortunate in that TMs here bring food without requesting for reimbursement. What's different in other districts is that they have area accounts and area treasurers. D49 is simplified in that the district is responsible for area reimbursements. Areas can request funds from the treasurer. Jerome had an outline of a handbook with the allowable line items on the budget and read off the line items in the handbook. They are: district and club officers training, club building , club rescue, membership growth, promotion of TI education within clubs, communications within clubs & districts, including newsletters, directories, websites, administration materials, awards and recognitions,

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supplies, authorized district officers travel, officially recognized district meetings, and the three officially recognized meetings outside of the district: regional conference in June, regional meeting held between November 15 and Jan 31 and International contest held in August. District funds cannot be used for any other meetings outside the districts, also. District funds can be used for meetings in district conference. In the guideline on allocated funds authorized travel is travel for top three and one other member to travel to the regional conference. Budgeted amount is \$31,950. Fundraising is allowed to offset costs for educational sessions and raise funds to further the purpose for toastmaster international, for educational sessions or can be used for training of club and district officers, for seminars and clinics furthering the toastmaster program, purchase of supplies, and educational program materials, to defer the cost of speakers at major events. Any regional funds raised in connection with district event where the activity such as a conference sponsored by a club, area, or division belongs to the district, if the event also experiences a loss that loss is also assumed by the district. The outline is really a guideline and the expenses must be recorded properly. There is a site: members.toastmasters.org. There is an international site which is a financial resource site where you can go for tax deductions, for form letters you need to open a bank account. Re donations, donors may deduct contributions to your new sub-ordinants as provided by Section 170 of the code. Request legacies, devices transfers to or for the use of new sub-ordinants are deductible from Federal estate according to the Section 2055-2106-25D2 of the internal revenue code. It is tax deductible. You would need tin # . Who would be responsible for the paperwork? The person asking for the deduction. We don't report who contributed. We are not talking about significant deductions. IRS has info who contributed and who actually asks for the deduction. We have to report income, after taxes. The questions was asked if IRS wont require anything? Corporate donations can be requested by using form letters.. HECO & FHB has subsidized conferences. FHB will reimburse for the conference. DBEDT did subsidize attendance to conference. FHB donated \$1,000 2 years ago. It was done by showing the company how many FHB workers were members were in TMI which helped expedite the donation. . The question and discussion on how to go about funding speech contestants' fare next year ensued. Although it will be up to the district governor what expenditure they decide on for the year, TI has guidelines for the district on allowable expenses. The list is on the website. Travel funding for speech contestants is not allowed. Jerome will work with headquarters to get exemptions for that. This year was okayed but not next year for D49. In other districts, the areas chip in for the travel fare, but donations can only be used for educational purposes (Ron Mobley). Further discussions on allowable travel expenditures ensued. The question arose: Can we dedicate silent auction baskets for travel for contestants? Ron mentioned that TI did give waiver before. Gloria Shishido asked other toastmasters from the Carribeans about their travel funding - they do not get an exemptions. As far as expenses there are guidelines by Toastmasters International. The IRS waiver travel for training. Waivered expense for training, education speakers, education are funded. Speech contestants are not coming for training purposes. Gloria suggested/recommended a task force to look into that. There were questions on travel funding for division governor who goes to other island to check on clubs. That's allowed because it is related critical success factors purposes. If it is for Critical Success Factor purposes, travel is allowed and fundable. Jerome will work with TI headquarters for the travel waiver and establish what is allowable.

XIII. Announcements

The next meeting will be held on Saturday, December 13, 2008, at 8:00 a.m. at the Queen's Medical Center-Kamehameha Auditorium, Honolulu, HI 96813.

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XIV. Adjournment

The meeting was adjourned at 11:00 a.m.

Respectfully submitted,

Angie Aniya

Approved: _____