



Aloha District 49

"Courage to Achieve"

District Executive Committee Meeting Minutes

Saturday, September 20, 2008



I. Call to Order - District Governor Lisa Foster called the meeting to order at 9:12 am.

The following members were in attendance:

- | | | |
|--------------------|-----------------------|---------------------|
| 1) Lisa Foster | 8) Frank Vargo | 15) Michael Mackey |
| 2) Carolyn Sawai | 9) Patricia Aiken* | 16) Nelson Nakagawa |
| 3) Anne Myers | 10) James Abeshima | 17) Ron Mobley |
| 4) Kevin Doyle | 11) Robert Pytlarz | 18) Gloria Shishido |
| 5) Angie Aniya | 12) Wendy Sanico | 19) Lina Carahasen |
| 6) Jerome Fukuhara | 13) Yisa Price | |
| 7) Laurie Makiya | 14) Judith Saranchock | |
- *by teleconference

II. Flag Pledge – Jerome led the flag pledge.

III. Inspiration – Cat read “The Definiteness of Purpose.”

IV. Reading of the District Mission – Lisa led the reading of the District Mission.

V. Minutes – Lisa Foster

The minutes of the August 23, 2008, meeting was approved with corrections to the address of the HECO ITS office address from incorrect address 2003 Bishop St. to the correct address 1003 Bishop St. Moving forward, the address of this building will be corrected on DEC templates and calendar. Kevin moved that the minutes be accepted [as corrected]. It was seconded. All were in favor. There were none opposed to the acceptance of the minutes.

VI. Officers' Reports

A. District Governor – Lisa Foster

Lisa's written report is on file.

Critical Success Factors

Lisa highlighted that we were 22% of our goal which is to have 25% membership renewed by September 30, 2008. We are lagging on membership payments. We are aiming for the September 30th deadline. We must encourage or gently remind the clubs that their membership dues are due.

It was mentioned that clubs should be reminded that if they have at least 6 membership renewals to send them in. Kevin cautioned the DEC that sometimes clubs may send in their first six renewals in early then take 3 months to bring the rest in. Cat recommended that we push the clubs as much as can, as we get closer to the deadline. Kevin recommended a personal contact to membership asking when they would get it in noting that if they respond and give a date, they would most likely commit to the submittal date they responded with. At that point, their status can be determined, and a message given with the deadline can make them aware how “far from shore they are.” Ron pointed out that we should not panic, there may be clubs which have enough

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renewals to send in but haven't sent in their renewals yet, as they may be waiting to complete their collection in their second meeting of the month. Kevin clarified that reminders would be sent for the purpose of awareness in the event the club had not even begun their collection of renewals. Jerome mentioned that it was easy to pay online and recommended payments online, but they should not wait until the last minute. Ron mentioned that Cat and he were planning to hold sessions to teach the membership how they can do renewals online. They would actually do it with them and their "hands-on" demonstration would assure those in the session how easily it can be done online. Gloria pointed out that there may be some clubs that do not have credit cards to do renewals online and would have to collect money or checks and mail them in. Anne distributed Division/Area Renewal Status sheets. Patricia would call on her clubs and remind them of their dues, but was sure they are fine as far as dues renewals were concerned. Lisa rallied that in this matter of renewals, DEC should just keep "plugging away."

District Incentives/Programs

Lisa distributed the District Governor's Challenge flyer to make clear what the expectations and incentives are. The Outstanding Toastmasters Award form has been updated and redistributed with current information and forms should be turned in to Lisa (the older previously distributed form had Gloria Shishido's name on it).

Name Badges:

Lisa reported that the name badges have not yet arrived, although it was promised that delivery would be on the Thursday prior to this DEC meeting. The badges should be here by our October 18th meeting.

Recommendations for September/October

Lisa highlighted the five recommendations as written on the report, commended Anne and Nelson for their early registration to the November conference and encouraged DEC officers to "lead by example" and register early for the conference.

DEC Luncheon in December

Lisa asked the DEC to consider having a DEC holiday luncheon on December 13, 2008; to celebrate the season after the next TLI meeting.

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

Cat's written report is on file.

Officers' Training

Cat thanked everyone for the results and highlighted that 95% of officers were trained and 24 clubs with 100% officers trained. The clubs will receive their ribbons at the conference.

Workshops

Cat highlighted the August 30th Workshop #1 was well received with positive feedback. The next workshop is planned for early December after the TLI . That workshop will focus on the leadership track to help people know what to do to attain their ALS and to give them pointers in using Speechcraft, how to be a coach and sponsors, etc. tying everything to the critical success factors. Cat proposed doing a "dual-training" work shop together with Anne – proposing a 9 a.m.

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to 10 a.m. session on leadership track and a 10 a.m. to 11 a.m. session on membership building. People can either go to one or to both. A couple of rooms would be set up at the Board of Water Supply for this.

Website Addresses

Cat provided a handout with various website addresses and explained the usage for each:

	Purpose	Website address
1	Open to everyone and to the world	http://www.district49.org/
2	International website for updating club info:	http://www.toastmasters.org/
3	New for division and area: Access to calendar which Kevin built. There is also a schedule. For DEC only and not for the world.	http://www.google.com/sites/
4	To reach Gloria Shishido, Kevin Doyle, Lisa Foster, Anne Myers, and Cat Sawai only. Also for website changes, contest dates, RSVP for workshops.	District49@gmail.com
5	To reach entire DEC; for DEC members only and not for the world.	(Not publishable)

Area Contests

Cat distributed contest packets including certificates for all 4 contests to the area governors. Area Governors should check these and let Cat know if anything is missing. Cat reported that the contest trophies are on order. In the meantime, "photo trophies" are available for picture taking with the contest winners. Additional information and forms are available on the area/division governors' Google site. Patricia commented that the District 4 web-site gives the TM Advance Manuals descriptions in detail with the speech objectives and time requirements and recommended that the District 49.org could have the same. Cat will look into that.

Future TM Leaders

Cat also recommended that the key 3 are looking for future leaders, DEC should keep an eye out for "TM's future leaders."

C. Lieutenant Governor of Marketing - Anne Myers

Anne's written report is on file.

Club Building Progress

Anne recognized Cat, Nelson, and Dave for helping out in this effort. Anne highlighted the CB Richard Ellis club effort. They just need 2 more members to form a club. Atlas Insurance Club: Laurie, Cat and Anne met with Atlas Insurance and they were very enthusiastic about forming a club by the end of October. Thank-you's given to Laurie and Cat. Nelson, Cat, and Dave went to Coldwell Banker and it looks like they'll be ready in January 2009.

Club Coaches

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This year we will be trying a couple of club coaches for low member clubs: Ed Takeya and Jan Paniero agreed to be club coaches for Palolo and Maharlika Express. They have met and visited with the clubs.

Smedley Awards

Anne reported that there are just 2 more weeks for the Smedley Awards. Clubs need 5 new members within the August-September time frame.

Dues are Due

Anne did not speak in detail on this. This was already mentioned earlier; but just pointed out that it was important item to keep in mind.

D. Public Relations Officer – Tappan Titherington

Tap was not present. Her PRO report is on file. Lisa added that Tap is currently working on her October newsletter.

E. Treasurer's Report – Jerome Fukuhara

Budget

District 49's budget is ready to be submitted. The budget amount is \$31,950. Last year's budget was \$30,125. The actual expenditure was \$20,969. The current balance is \$1,999 and Jerome will be requesting a \$10,000 draw. Jerome gave a "go ahead" for immediate expenditures on the fall conference.

Reimbursement

Jerome announced that he would need signatures.

F. Division Governors Reports

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

1. Division A - Gloria Kern was not present. Gloria's written report is on file.

2. Division B - Laurie Makiya

Division B Area Governors are working with Anne and focusing on clubs that have membership under 10. Wendy has visited Palolo and Laulima; and Judith has visited Kamaaina Club. They did well on the officers' training and now getting membership renewals on-line.

3. Division C – Frank Vargo

Area 10 & 11 Governors completed their visits and got their area visit information on-line to TI. Lisa recognized their efforts by presenting gift certificates and pens to Frank, in behalf of the AGs who completed their reports. Laurie added that Wendy also completed all her visits in Division B and will be recognized in DEC's next meeting. Frank reported briefly on Area 12 - Waikoloa with issues still to be worked out.

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G. Area Governors' Reports

Lisa asked if the Area Governors present would briefly summarize one issue and share one "success story."

1. Area 8 - Michael Mackey

Paradise Club and Hickam have good leadership. Battleship Club has weaker leadership and is an ongoing battle. To promote the club, they've passed out flyers in the housing area but response was nil. Contact is difficult. Club meetings average attendance low at 1-3 in attendance. One of the oldest club, should be one of the biggest club. Kauai Club doing good Nancy Kanna has set-up goals for the club.

2. Area 6 – Robert Pytlarz

Reports have been filed on line. Clubs doing well. One club with closed membership has low membership. HECO has mailed in their dues. Area contest at HECO on September 25, 2008. He has 3 contestants for the speech contest.

3. Area 7 – Judith Saranchock

East-West Center Club has parking issues. Judith reported on Kamaaina and her Waikiki clubs. Judith cannot do Thursday meetings and Mercedes is helping her with this. Her club presidents are right on.

4. Area 10 – James

James has 5 clubs: Mililani, Kapolei, Haleiwa, Wahiawa, & Waianae. Kapolei their newest club is going pretty strong moving towards their DCP. Mililani is another strong club working towards their DCP. Both on "cruise control." Wahiawa, Haleiwa, and Waianae are "touch and go." James has scheduled "milestone" visits and has visited them 3 times in the last 3 months. They're coming around. Founders are still in the club. The heart of the club is still there. Present officer duties have been relinquished by the founding members and given over to the newer members, so he is working with the new officers on what they should be doing. Success story: Wahiawa now meeting in a community center now focusing on community membership instead of just military membership. They now have at 10-12 members showing up. Once they are above the minimum membership count, then they can work on their DCP goals.

5. Area 5 – Wendy Sanico

Wendy has two low membership clubs: Laulima and Palolo, and also has the generous support of the DEC officers. Laulima's President is James Jones: Wendy has no communication with him. Wendy has found that each club was so unique. Palolo has low membership and has a small meeting room which is old and stuffy. Spirenate Club has 20+ men and 1 woman. They meet in a beautiful conference room. Wendy's contact for DBEDT for Business, is Dean Masai who has been superbly helpful. President Liz Corbin is on vacation. The Kamehameha club meets in the board room in the IBM building. Wendy has filed her reports online. Wendy announced her speech contest to be held at the HECO Training Room on September 25, 2008, jointly with Area 1.

6. Area 2 - Yisa Price

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Yisa reported that her clubs are very healthy clubs, and that she has a couple of times been mistaken as a daughter of a toastmaster. Her visits have been very good. She needs to meet with 2 more clubs, BankCorp and DBA. Yisa's speech contest is scheduled for September 23, 2008.

7. Area 9 – Lina Carahasen

Lina is happy to step in as the Assistant Area 9 Governor for Heather. She thanked Cat, Anne and Frank for helping with Club Visits and Officer Training.

8. Area 3 – Patricia Aiken

Maui is doing great. Club 910: They like doing it the way they are doing it and want to stay that way. Pat is focusing on the other clubs which are doing great and are on track. Overall, 2 out of 3 are doing great.. She is expecting the DEC on the 29th for pizza.

VII. Other Reports

A. District Sgt-at-Arms – Nelson Nakagawa

No report given.

B. District 49 Reimbursement Policies – Kevin Doyle

The District 49 Reimbursement Policies sheets were passed out to the DEC. It explains what we reimburse for. The red highlights the change we need to make. Lisa spoke to Nancy Langford of TI. We have a waiver this year, but not for next year. District funds must be used for Critical Success Factors and not for speech contestants' travel. We won't be able to do this past June next year. Gloria searched through her reimbursements from past years, and found nothing written regarding this policy in her records. Ron pointed out that the waiver was given in the past because we are on a series of islands and not in one land mass. Ron added that we told TI that we specifically needed this waiver because we are on a series of islands. We were required to justify this in our budget every year because travel was our biggest expenditure. We don't have anything on hand like a document in writing to prove this. Kevin emphasized that the issue was on funding speech contestant travel and funds are to be used for critical success factors. Lisa interjected and will check into the waivers.

VIII. Committee Reports

A. Conference Chair – Gloria Shishido

Early registration can be given to Gloria or to Ron at the DEC meeting. Gloria reported that they have 3 Presidential corporate visits: HGEA, Atlas, and Coldwell Banker (an impetus is to get them to join). Need everybody to brainstorm, looking at clubs who want to have a corporate visit. Laurie put the information on a D49presidential visit site. If interested, visit the website: If any updates, email. At the contests, Gloria asked that DEC promote the conference. We want more than 120 people attending the conference. Lunch will be in the La Salle Restaurant. It will be fun, exciting, and fast paced. Hospitality room rental is paid for. We will have a no-host cocktail party afterwards to allow for mingling with the President. Gloria reminded the DEC to make sure to bring their proxies and banners to the conference. If no banner, buy now to get it on time.

B. District Directory Chair – Ron Mobley

Every DEC member should have a directory. Every club has 2 - one for the President and one for the VP Education. He has made enough copies to get the directory to every past District

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Governor, DEC member, club presidents and club VP Educations. The audit is finished; we can now request the monies.

Lisa asked the DEC if they would like the DEC to have access to an electronic version of the directory. It will be put on the google.com site in the area governors' site. Ron added that he has a PDF copy.

Lisa expressed DEC's gratitude to Ron Mobley for doing the directory. Ron reported the cost to be \$633.52. Aiea Copy Center did the printing. Ron commended the thoroughness of the printer for the extra trimming they did on the directory.

IX. Confirmation of Quorum

Ron reported the quorum to be 15 (count included Patricia).

X. Unfinished Business

None

XI. New Business

None

XII. DEC Training Module

Speech Contest – Rules Summarized – Laurie Makiya

Speech contest guide and checklist: Kevin assisted Laurie in going to the website to access the guide and checklist as a help for the speech contest flow at speech contests. Word document regarding contest flow how to open contest. There's the list with everyone's names and guest's with their designations. The checklist includes meeting everyone, recognize everyone attending, look over the registration sheet, look at sheet and check off names. Certificates are power point slide. You can print out the certificates on power point. Contest flyer on power point, just add names, etc. There's a document on speech contest programs and also on joint contest programs. Kevin added that if the club is not in good standing, the members are not able to enter the contest. The condition of being in good standing must be met or they will be disqualified. Certificate of eligibility and originality must be filled out and completed before they draw for the speaking order. Kevin added that any contestant may not have an order unless the certificates of eligibility and originality are submitted. The forms are the responsibility of the contestants and their ticket to the stage. Lisa provided pins for the winners of the contests.

XIII. Announcements

A. Build Membership, Build Clubs

Lisa deferred her membership presentation for this meeting and announced that Anne will do the presentation for her at the next meeting.

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B. Next Meeting

The next meeting will be held on Saturday, October 18, 2008, at 9:00 a.m. at the Pauahi Tower 5th Fl. (Tamarind Park), 1003 Bishop Street, Honolulu, HI 96813.

XII. Adjournment

The meeting was adjourned at 10:41 a.m.

Respectfully submitted,

Angie Aniya

Approved: _____