



Aloha Toastmasters District 49  
"One Canoe, Many Paddles"  
**District Executive Committee Meeting Minutes**  
Saturday, September 15, 2007

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**I. Call to Order**

District Governor Kevin Doyle called the meeting to order at 9:02 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>Beth Hoban</b>	<b>Nelson Nakagawa</b>	<b>Debora Tandal</b>
<b>Laurie Makiya</b>	<b>Gloria Kern</b>	<b>Kathy Helfrich</b>	<b>Khem Sharma</b>
<b>Yisa Price</b>	<b>Lorene Fujimoto</b>	<b>Michael Mackey</b>	<b>Frank Vargo</b>

**II. Invocation – Kevin Doyle** led the invocation.

**III. Pledge – Kevin Doyle** led the Flag Pledge.

Recess was taken and reconvened at 9:25 AM.

**IV.** Today, at the Tripler Gate, people were stopped and pulled over and instructed to go to the gate to present identification. If we continue to meet at Tripler, be aware of being pulled over for identification, car registration, and car insurance.

At the Queen's Hospital, there also was a problem with getting validation during the Judge's Training.

**V. Inspiration – Kathy Helfrich** read an inspirational message on the wall.

**VI. Reading of District Mission – Kevin** led the reading of the District Mission.

**VII. Minutes – Kevin Doyle**

The minutes of the August 25, 2007 meeting were approved as written with one correction submitted by Laurie Makiya on page 5, section VI, G. 1. included the word scheduled and the sentence reads "Division A is doing well. Area governors have made or scheduled their visits, installed officers, and conducted officer's training."

**VIII. Officers' Reports**

**A. District Governor – Kevin Doyle**

Kevin's written report is on file.

Kevin stated we are doing fairly well on most of our Critical Success Factors. The new Toastmasters International (TI) website is up with enhanced performance reports. There are now weekly updates for the district performance reports, usually updated around 7:00 AM on Friday. The report shows how the clubs are doing on the DCP.

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There are 166 membership payments towards our goal of 2,416. We cannot get a good comparison number with last year because last year reported the end of month numbers including the renewals. The payments number only includes five club renewals. In looking at these five renewals, only one of these clubs has 20 or more members and four of them do not. A trend is 20% of our clubs are at 20 members or more. As you visit the clubs, please encourage them on renewals. This year, Paid Clubs to Date will show 0 as the number of clubs is reflected on March 31<sup>st</sup> after the second dues period. The goal is met at yearend. We do have 59 active clubs and are one short.

The CCs are 22 and we are leading the region percentage wise. The ACs are a little bit further behind percentage wise but twice as many than we had in September last year.

We have not yet had anyone step up to take the Area 10 Governor position. Steve has family care issues, which is a real challenge. If you have an opportunity, please give him a call and wish him well. We will keep his name on until we find a replacement.

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

Lisa provided a written report for file and included the Distinguished Club Program goals for reference.

For June and July Club Officers trained, there were 44 clubs with four or more officer's trained, 25 clubs with 100% officers trained, and seven clubs with no officer's trained. The next training session is December 1st in the 10<sup>th</sup> floor training room at Tripler. Lisa will be distributing the 100% officer's trained ribbon at the Fall District Conference.

Lisa is also kicking off the LGET challenge from October 1st through November 30<sup>th</sup>. Kevin will post on the website. It is to encourage the clubs to have two Competent Communicators or one Advanced Communicator in that time period. Lisa will be working with Nelson to order more manuals and will give the clubs a list of the available manuals. Lisa will be providing a recognition certificate.

The Training (TLI) will be different next time with topics of membership recruitment, retention, and extension. It will be a panelist format and Lisa has approached panelists and a moderator. The panelists will be presenting what they did in their clubs to be successful and make it a more interactive session. Lisa is seeking people to do officer's training. Anne asked if the DEC meeting will be before the training. Kevin will be deciding when to hold the December DEC meeting.

Gloria Kern asked when the makeup training will be. Lisa said the makeup training will be the third week of January on the 19th. Kevin clarified training needs to occur between December 1<sup>st</sup> and February 28<sup>th</sup>. Last time, the second TLI finished on February 21<sup>st</sup> giving the Area Governors only eight days to complete training. They went and looked and found that you can train in December so picked Saturday,

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December 1<sup>st</sup> and makeup in January to give eight weeks instead of eight days for followup on the officer training to help clubs get distinguished. This will be continued in the future.

Lisa encouraged everyone that the speech contents will all come together. Anne will be posting the judge's trained.

Gloria Kern and Khem asked can the same officials be used? Last year, there was a combined area contest. Kevin spoke that there needs to be separation between the contests, in other words, you need separate ballots, your groups need to be separate, vote and collect the ballots for the first area before the speakers in the second area start.

Debora Tandal stated when combined area contests were done before, the preprinted ballots should be marked for each area and keep separate. If you only have a few contestants, as soon as they are done with the area then collect the ballots.

Khem asked whether you finish the humorous and evaluation in one area and then go on to the other area? What if there is only one target speaker? Nelson said with one target speaker, run humorous together then the evaluation contest. Kevin suggested if there are a lot of contestants then get two target speakers. The longer the evaluation contestant has before speaking they have an advantage by just having more time to compose. The drawing for speaking order is by area.

The target speech should have the elements of a speech. Gloria Shishido thought it would be better to use the word Featured Speaker instead of Target Speaker.

Frank asked if there was a deadline for when someone announces being a contestant. Kevin answered the club announces the contestant. The Area Governor sets the date. The certificate of eligibility and originality must be completed before the contestant speaks. The original eligibility forms can be passed on from the club and area. There are extras of the certificate of eligibility and originality in the area governor's packet.

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

Cat's written report is on file. Cat said Kevin went over the Critical Success Factors.

Cat emailed some documents to help the Area Governors with the speech contests. If you did not receive the forms, Cat has a CD for you. Cat advised to email TI for eligibility of contestants and include the contestant name, club number, and date of the club contest.

#### **Clubs to focus on membership**

Good news on low member clubs, last month there were four clubs with less than ten members, now there are three clubs. Clubs with ten members, there were seven last month and this month there are two. Working with the Area Governors, Cat visited

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the low member clubs. Cat provided them with material and rallied them on how to get more members. Cat walked out of club meetings inspired that clubs were thinking of some kind of improvement for member recruitment.

### **Upcoming events**

The Smedley award is good until September 30<sup>th</sup>.

Cat will be conducting a training session for club mentors, sponsors, and demo teams. The training will be in October and she will let everyone know more about the training.

### **Officer Lists**

Cat had visited Pacific Voices and was concerned that they did not know how to update the officer list online. What Cat did was create a document with screen shots of how to update the officer list online using the new TI website. Cat will be emailing the document and asked the document be sent to clubs to help them update their officer list.

Mike Mackey had asked about the Pacific Voices officer's list. Cat thought they did not know how to update the officer list although it sounded like they had already done so.

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

Flo was not at the meeting. She will be retiring after 22 years at Hawaiian Electric on October 6<sup>th</sup>. We will see her next month.

Kevin will be putting up all of the new links and changes on the District website as TI has changed their website. He streamlined and instead of links to different TI reports it will link to the district performance reports.

There was discussion of whether a password was needed to get to the district reports.

- Debora had to use a password. She said it is easy to get the password.
- Individual member records requires a password for your own educational achievements, officer titles at the club and district levels, and what you ordered at the bookstore. Kevin encouraged everyone to get an individual password and check your records.
- District password is used by Lisa to enter the officer training. The district password is restricted to Kevin, Lisa, and Cat.
- Cat will be providing screens shots on how to update the officer list containing information on entering the club ID and password.
- Kevin thought that before to file an area report, a password was not required. Frank and Debora needed a password. Yisa had gotten in yesterday to file an area report without needing a password. Kevin will be checking if a password to file a club visit report is required.

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- Kevin tested the site, and no password is required for Area Governors to enter their club visit reports.

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

Robert was not present.

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

For the district treasurer, we finished the audit and submitted. Also, we finished the budget and just needs to be submitted.

### **G. Division and Area Governor Reports –**

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

Beth's written report is on file.

All of the Area Governors scheduled their visits, installed officers, and conducted officer's training.

Beth has a small conference room to hold a contest anytime in the evening or on Saturday morning. There is parking and the maximum is 20 people in the room but it will be tight.

#### **Area 1**

There is a new club president for Firstmasters and transferring duties of President to Mary Kay smith. The Area contest is on September 20<sup>th</sup>.

**Area 2** – Yesterday, the Polyglot Club recruited new members at the HPU Carnival. Area 2 and 5 are conducting joint area contests.

Gloria Kern reported Polyglot will have their first meeting on September 19<sup>th</sup>. The club, every fall, is like a phoenix rising out of the ashes. They are hoping to conduct a model toastmasters meeting and was hoping the Gloria could find experienced toastmasters. If anyone is able to make it from 2:30 – 3:30 PM at HPU downtown Upper Bishop 122B, please let Gloria know.

First Hawaiian Center, Hawaiian Electric, and Honolulu's Finest are strong clubs if HPU students want to visit another club. Gloria will get a list to HPU students of what clubs are in the area they can join if the HPU club time is a conflict.

Lisa asked if there is a little card of the club times and meeting places. Gloria Kern will help Lisa with this little card. Kevin indicated the club information is not necessarily up to date on the website and at TI since clubs do not always update their information in a timely manner. The cards could become obsolete quickly.

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**Area 3** – Debbie Revilla is holding a teleconference with her club presidents. She is getting a job transfer to the Big Island but she will be staying on as Area Governor and using teleconference. Area 3 newsletter was shared.

**Area 4** – Speech contest is on 9/28. Kathy still needs roles to be filled. Her clubs are sending a few helpers. Laurie had a sheet that she shared with Kathy on how she recruited help for her contest.

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

Nelson's written report is on file.

Club visits are almost all complete with only one more to go. We need to discuss how healthy the clubs are. The area contests have been scheduled and should be completed in September. The Division B contest is scheduled tentatively for Saturday, October 13<sup>th</sup>. If Kauai is not sending a contestant, we will be looking at a Friday night contest.

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

Debora's written report is on file.

They are looking at holding the Area 10 speech contest with Area 9. Area 10 materials will be given to Debora. Frank asked what jobs need to be kept separate for the contests? There is a need to keep the ballots separate and depending on how many contestants for the evaluation contest, two featured speakers may be needed.

Division C is on October 13<sup>th</sup> at Ron's church. She would appreciate any help on the speech contests.

The report contains updates on how the areas are doing. They are doing well with numbers.

Waianae Coastmasters will be having an open house on the September 18<sup>th</sup>.

## **IX. Committee Reports**

### **Conference Committee – Gloria Shishido**

Gloria passed out the flyer for the fall conference. She sent out to the Area Governors and would appreciate if they could print out and pass out at the Area Contests. She is posting on the website. The theme is Together Towards Tomorrow.

Committee chairs are:

Registration – Ron Mobley

Facilities – Lisa Fallau

Contest – Mercedes Balli

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Silent Auction – Kathy Brogden  
Book Store – Nelson Nakagawa  
Education – Gloria Shishido

The conference is set for November 10th at the Waikiki Beach Marriott. We really want to get at least 100 people as the costs are high. Gloria would appreciate getting people to the conference. The registration is at 7:30 AM with the conference to begin at 8:00 AM. There are two speakers, humorous and evaluation contests, and at lunch time the district awards will be giving out. Member costs are \$55 and \$65 for late registration. The speech contestants are at \$28 and \$33 for late registration. November 1st is the early bird deadline.

Kevin asked why the speech contest late fee and the member late fee are not the same amount. After discussion, keep at \$33 and look at charging \$38 at the Spring Conference.

### **X. Confirmation of Quorum –**

Gloria Shishido confirmed quorum of 16 of 22 voting members of the DEC were present.

### **XI. Unfinished business -**

None.

### **XII. New Business –**

#### **District Directory**

Kevin said Ron Mobley has taken on producing the District Directory. He did the original directory so he has the directory to work from. He sent a draft yesterday. Kevin will be sending out to everyone to look for any changes.

The directory will be in PDF format. This will save on printing costs. Distribution is to the DEC as well as the Club Presidents and Club Vice President of Education. Contact the District Secretary to obtain copies of the PDF.

### **XIII. Announcements**

Clubs were asked to please bring their club banner to the District Conference.

Ribbons were distributed for the home club of the area and division governors, home club of the Lieutenant Governors of Education and Training and Marketing and the home club of the District Governor.

For the area contest trophies, the Area Governors were given four First Place trophies. The district will be engraving the plates. Please give the name of contest winners to Lisa and she will be engraving and giving the plates back.

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For the Division, contest trophies are presentation (photo op) trophies. The actual lucite trophies will be engraved.

**Adjournment** – The meeting was adjourned at 10:39 AM. The next meeting will be on Saturday, October 20, 2007 at 9:00 AM at the Tripler Hospital, Managed Care Conference Room, 1<sup>st</sup> floor.

**Respectfully submitted,**

**(signed) Anne Myers**

**Approved: Saturday, October 20, 2007**