



# District 99 Council Meeting – Minutes

## District 99 Toastmasters District Council Meeting – Minutes

**Date:** Saturday, September 29, 2018  
**Time:** 10:04 am – 10:38 am MDT  
**Location:** Virtual – online via Skype For Business - Broadcast

Minutes Version 1.0  
Chairperson: Glenn Walker, DTM  
Recording Secretary: Myrna Cretney, DTM  
D99 Parliamentarian:

**Attendees:** Because this is an online meeting via Skype Broadcast we have no way of knowing how many people are online & of those how many are voting members. Emails were sent inviting all District 99 club Presidents & Vice Presidents Education (VPs Ed) as well as the District Executive Committee members to this virtual meeting.

No.	Item
1.0	<p><b>Call to Order &amp; Opening Remarks</b></p> <p>District Director, Glenn Walker, DTM called the District 99 Virtual Council Meeting to order at 10:00 am and welcomed all members of the District Council, with a statement that we may have trouble with some of our presenters being able to get into the meeting to present.</p>
2.0	<p><b>Reading of the District Mission</b></p> <p>Myrna Cretney, DTM recited the District Mission:</p> <ul style="list-style-type: none"> <li>• “We build new clubs and support all clubs in achieving excellence”</li> </ul>
3.0	<p><b>Credentials Report - Immediate Past Don Zurakowski, DTM</b></p> <p>Don is not online to give a credentials report. The ballots have gone out this morning. Ballots were sent out to all of the club Presidents &amp; VPs Ed plus all of the members of the District Executive Council. Emails should have been received starting at 9:00 am this morning, we have received ours. Several people have already voted. We know that the election platform is working.</p> <p>When we give the final voting reports we will tell you how many of the Presidents &amp; VPs Education voted. As per our procedures we need 1/3 of Club Presidents and VPs Ed to vote in order to establish quorum. We have left the voting open until tomorrow, Sun September 30th at 5:00 pm &amp; reminder emails will be sent out in order to get people to vote.</p>
4.0	<p><b>Adoption of the Agenda - Glenn Walker, DTM</b></p> <ul style="list-style-type: none"> <li>• The agenda has been circulated, it is up on the screen with the items we are going to cover today. We have a number of reports. We wanted everyone to give their reports, but due to our technical issues with people coming in to the meeting we will do our best to give the reports and make sure that they are up on the website where everyone has access to them.</li> </ul>

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5.0	<p><b>Report from the Administration Manager - Myrna Cretney, DTM</b></p> <ul style="list-style-type: none"><li>• The September 29, 2018 Virtual District Council <i>notice of meeting</i> was distributed via email on September 1, 2018 along with a link to the May 5, 2018 District Council minutes, and a link to the information on the District 99 website. All documents will be posted on the District 99 website.</li><li>• The September 29, 2018 Virtual District Council <i>login and voting process</i> was distributed via email on September 18, 2018 with links to the District 99 2018-2019 Budget, the link to the Virtual District Council Meeting and instructions to email questions to the Administration Manager <a href="mailto:am@d99tm.org">am@d99tm.org</a>.</li><li>• A second reminder was sent on September 27, 2018 with voting instructions.</li><li>• The ballot to vote was sent via email to the email addresses registered with Toastmasters International on Sat September 29, 2018 at 9:00 am.</li><li>• The next District Council Meeting will be May 4, 2019 in Saskatoon at the 2019 Spring Conference.</li><li>• Please watch the District 99 website <a href="http://www.d99tm.org">www.d99tm.org</a> for information as it is continually being updated. The calendar has information on training, events, webinars &amp; where required registration and login information.</li></ul>
6.0	<p><b>Financial Report for Year Ending 2017-2018 - presented by Estella Mah, ACB, CL</b></p> <ul style="list-style-type: none"><li>• Estella shared the financial report as prepared by 2017-2018 Finance Manager Cheryl Persson, DTM that is available on the District 99 website.</li><li>• District 99 year has ended in a stronger cash position than when we started. The report provided information about assets, liabilities, revenues, expenses &amp; net income.</li><li>• <b>Assets:</b> Cash (\$17,233), District Reserve Account (\$102,347) for a total of \$119,580 of which \$17,706 is restricted. The remaining will be available for use by the district. Prepaid Expenses (\$732) are expenses paid for the District convention &amp; will be recognized as expenses for 2018-19. <b>Assets Total \$120,312.</b></li><li>• <b>Liabilities:</b> Accrued Liabilities for June expenses submitted after June 30, 2018 &amp; will be recognized in 2018-19 (\$5,904), Deferred Revenue (\$8,500) for Total <b>Current Liabilities \$14,404.</b></li><li>• <b>Net Assets:</b> Cumulative Foreign Exchange (\$-425), we have surplus of (\$7,523) which will be explained as we go through the revenues &amp; expenses. <b>Total Liabilities &amp; Net assets \$120,312.</b></li><li>• <b>Revenue:</b> <u>Membership Revenue</u> (\$66,924) was under the base amount &amp; <u>Conference Revenue</u> (\$68,783) was less than budgeted by \$10,137. <b>Total Revenue \$136,807.</b></li><li>• <b>Expenses:</b> <u>Conference Expense</u> (\$62,412) less than budgeted by \$16,665. Expenses with a variance from the budget of over \$2,000: <u>Marketing Expenses</u> (\$5,658) were \$13,408 under budget due to fewer banners &amp; lecterns purchased for new clubs &amp; membership growth district incentive programs not implemented such as social media, club coaching as well as award expenses were less than budgeted. <u>Education &amp; Training</u> (\$11,267) was under budget by \$14,955. The cost of training the club &amp; district officers was less than anticipated &amp; inventory of badges &amp; ribbons replenishment was less than expected. <u>Travel</u> (\$38,268) has always been one of the largest categories was under budget by \$3,829 for the trio, area &amp; division directors. All divisions are to be commended for carpooling whenever possible to training &amp; contests which helped to manage our overall travel costs. <b>Total Expenses \$129,284</b> under budget by \$52,214.</li></ul>



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6.0	<ul style="list-style-type: none"> <li>• <b>Total Net Income (Loss) \$7,523.</b> Overall the district was under budget by \$36,128 (budgeted deficit of \$28,605).</li> <li>• We would like to thank the District for another great year with a special thank you to Don Zurakowski &amp; the rest of the trio for the support they provided me throughout the year. Respectfully submitted Cheryl Persson DTM, Finance Manger 2017-2018.</li> <li>• Report accepted &amp; recorded as information.</li> </ul>
7.0	<p><b>District Audit Committee Report, Year Ending 2017-2018 - Dresdin Archibald ACG, ALB</b></p> <ul style="list-style-type: none"> <li>• Report dated August 30, 2018, addressed to Mr. Don Zurakowski District 99 Director. The 2017-2018 District 99 Audit Committee (Dresdin Archibald, Danie Hardie and Katherine Servold) has completed its examination of the financial records of District 99 for the year starting on July 1, 2017 &amp; running to June 30, 2018. We have examined the records of District 99 and found that the financial reports and supporting information provided was complete, well organized &amp; presents fairly the results of its operations during the fiscal year.</li> </ul>
8.0	<p><b>Glenn Walker:</b> The district budget is the main item of discussion for today. You should have all received links to a budget presentation that was available for review &amp; you would have gotten the overview to look at Estella has a brief presentation to go through which is visible on your screens.</p> <p><b>District Budget 2018-2019 Finance Manager - Estella Mah ACB, CL:</b></p> <ul style="list-style-type: none"> <li>• The budget limits that are set &amp; guided by Toastmasters International direct our initiatives in achieving our goals. These are the budget limitations in our budget:       <ul style="list-style-type: none"> <li>○ Education &amp; Training 30%</li> <li>○ Communication &amp; Public Relations 25%</li> <li>○ Speech Contest 10%</li> <li>○ Administrative 20%</li> <li>○ Travel 30%</li> <li>○ Other Expenses 10%</li> <li>○ Conferences Break Even</li> <li>○ Sum of the total above CANNOT &gt; 100%</li> </ul> </li> <li>• Revenue:       <ul style="list-style-type: none"> <li>○ Membership Revenue - anticipated at 5% higher than last year</li> <li>○ Conference Revenue - breakeven at \$49,400 (200 participants)</li> <li>○ Toastmasters Leadership Institute (TLI) - \$4,300 per event with 4 events in total to be organized in Dec 2018, Feb 2019, 2 in June, 2019 both in Alberta &amp; Saskatchewan (150 participants per event)</li> </ul> </li> </ul>



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8.0

- A chart was displayed showing the % comparison between 2017-2018 actuals & the 2018-2019 Budget:
  - Most of the budget % are comparable to last year. The major differences:
    - Conferences were much higher last year, we only have the spring conference this year.
    - An increase in Marketing expense to promote branding & name recognition (an increase from 4% to 11% this year).
    - Administrative expenses increase due to increasing the number of Office 365 licenses from 8 to 15 to provide support to Division Directors to use the platform for virtual meetings & other communication means. The budget was set at \$3,300.
    - Travel, Communication & Public Relations, Education & Training, and Speech Contests are comparable with the initiatives as explained by the Trio & Administrative Manager.
    - Effective with the beginning of this year, Toastmasters International has been charging a monthly service fee to districts for provision of support & services, this is included in Other Expenses.
- To bring the picture together – with the start of Cash & the District Reserve account, adding the Revenues, minus the Expenditures we will anticipate a deficit of \$-41,199.
- The District Reserve account is the equity account that we have with Toastmasters International and that’s where our membership revenue is accumulated and expenditures are drawn from.
- Toastmasters International has a reserve requirement which is like a restricted fund on a non-profit organization.
- After subtracting our expenditures on the available funds of \$249,262, clearing of the Reserve funds we will have \$61,460 combined cash & reserve at the end of the year.

Respectfully Submitted Estalla Mah, 2018-2019 Finance Manager

**Glenn Walker:**

The key thing that we want to talk about is the deficit. We put a deficit budget in front of the district, similar to last year’s deficit budget. Unfortunately last year we didn’t spend the money that we had hoped to spend & ended up in a positive situation.

This year I hope we do end up in a deficit situation because where we plan to spend the money is a direct benefit to the members which is the key thing. We have a lot of money (about \$120,000) that is member money sitting in the district bank account doing nothing for the members. We want to get that money out of there to where it will do the most good. We have a bank account that will more than support the deficit.

With the district experiencing low membership & slow growth we think it is prudent to spend where we can to do more marketing, more training and to support the roll out of Pathways which is a new thing for everyone. It is important to do what we can to educate the members on Pathways & support rolling that out because it is the new reality.

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<b>8.0</b>	<p><b>Lana Sweeney, Program Quality Director:</b></p> <ul style="list-style-type: none"><li>• We are in a deficit. Our focus this year (Glenn, Lana, Rena) is that we feel it very necessary to spend the money on our members in regards to education &amp; training. We've included things like room rentals which in the past may have prevented people from putting on training because they couldn't find a room.</li><li>• We believe that this is a great budget for 2018-2019 &amp; if anyone has any questions please feel free to email me anytime.</li></ul> <p><b>Glenn Walker:</b></p> <ul style="list-style-type: none"><li>• The key is that the money that we are putting out there is not to be spent frivolously but on things that we think will be of direct benefit to the members. As seen in the budget presentation &amp; summaries we have budgeted more money to host TLI in both the East &amp; West &amp; increased the emphasis on training club coaches. We want to add training for new club sponsors &amp; mentors. We are hoping to help the district members to gain a lot out of the money that is there rather than having it just sit.</li></ul> <p><b>Budget Summarized:</b></p> <ul style="list-style-type: none"><li>• The budget was prepared and presented to the District Executive Committee September 15, 2018.</li><li>• The budget was presented and the report is available on the District 99 website &amp; a link to the online budget and verbal explanations was provided to all voting members via email.</li><li>• The budget was displayed on the screen accompanied by verbal explanations.</li><li>• The budget for the district is a planned deficit of \$41,199</li><li>• The district has budgeted to spend the surplus that the district has been carrying forward on training to ensure that we help grow &amp; strengthen our clubs &amp; to help push the pathways program.</li></ul> <p>A motion has been sent out the Club officers (Presidents &amp; VPs Ed) and to the District Executive Committee members. Once we have acceptance we will submit the budget to Toastmasters International. One of the changes this year is that the budget has to be to Toastmasters International tomorrow (September 30, 2018). We will make any adjustments based on questions that come in. The only questions we have received so far are answered at the bottom of the budget available online.</p> <p><b>Post Meeting Budget Vote Results:</b></p> <p>That motion was as follows:</p> <ul style="list-style-type: none"><li>• Motion to Accept the Budget<ul style="list-style-type: none"><li>• The District 99 Executive Committee has voted to recommend acceptance of the 2018-19 Budget for District 99 as distributed and displayed on the District 99 web site at District Council – Fall 2018 &amp; <a href="https://sway.office.com/uWBb1jLZoclR9yjX?ref=Link">https://sway.office.com/uWBb1jLZoclR9yjX?ref=Link</a></li><li>• District Council includes Club Presidents, Club VPs Ed and members of the District Executive Committee (DEC)</li><li>• Quorum is 1/3 of Club Presidents and VPs Ed from member clubs in the District</li></ul></li></ul>
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8.0	<ul style="list-style-type: none"> <li>• District 99 has 149 eligible clubs <ul style="list-style-type: none"> <li>• 298 club votes &amp; 44 executive votes for a possible 342</li> <li>• Quorum is 100 (1/3 of eligible club votes)</li> <li>• 137 club votes were cast out of the 172 total votes cast</li> </ul> </li> <li>• <b>Quorum was achieved</b></li> <li>• Final Results: 169 Aye and 3 Nay. The Ayes have it.</li> <li>• The motion to accept the recommendation to adopt the budget was passed.</li> <li>• <b>The budget for 2018-2019 is hereby adopted and will be forwarded Toastmasters International.</b> You can see the published results on Election Runner at <a href="https://vote.electionrunner.com/election/qyQph/results">https://vote.electionrunner.com/election/qyQph/results</a></li> </ul>
9.0	<p><b>Reports:</b></p> <p><b>District Executive Reports</b> - the reports will be posted on the d99tm.org website and were not read.</p> <p>a) District Director - Glenn Walker DTM  b) Program Quality Director - Lana Sweeney ACG, ALB  c) Club Growth Director - Rena Weikle DTM  d) Public Relations Manager - Nick Wilson ACG, ALB</p> <p><b>Other Committee Reports</b> - were all presented by Glenn Walker due to the broadcast restrictions on external presenters.</p> <p>a) Procedures Committee - Cheryl Persson DTM (presented by Glenn Walker DTM)</p> <ul style="list-style-type: none"> <li>• Cheryl has a committee &amp; will look at revising the procedures pursuant to the fact that we have a major change with the elimination of the fall conference. They will be removing any references to the fall conference &amp; adding in references to how we will do virtual council meetings in the future. We look forward to her report &amp; feedback on changes. We want to be able to present &amp; vote on the changes at the Spring 2019 conference.</li> </ul> <p>b) Past District Governors and Directors - Don Zurakowski DTM</p> <ul style="list-style-type: none"> <li>• We have not received a report yet. Don has been working in the background supporting some of the other initiatives like the coaching program. Once we receive a report from him it will be posted.</li> </ul> <p>c) Spring Conference Committee - Linda Holmevik DTM</p> <ul style="list-style-type: none"> <li>• We have received the budget for the conference which is included in the budget proposal. They are working diligently on getting the spring conference up &amp; running. We are looking forward to a great time in Saskatoon May 3, 4, 5<sup>th</sup> 2019. If you haven't purchased your registration you can find the information &amp; registration for on <a href="http://www.d99tm.org">www.d99tm.org</a>.</li> </ul>
10.0	<b>Unfinished Business – none</b>
11.0	<b>New Business - none</b>
12.0	<p><b>Announcements</b></p> <ul style="list-style-type: none"> <li>• The next District 99 Council Meeting - in Saskatoon May 4, 2019 at the Saskatoon Inn &amp; Conference Centre, Saskatoon, SK.</li> </ul>
13.0	<p><b>Adjournment</b></p> <ul style="list-style-type: none"> <li>• The meeting was adjourned at 10:38 am.</li> </ul> <p>All reports presented will be posted on our District 99 Website: <a href="http://www.d99tm.org">www.d99tm.org</a>.</p>



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	<p style="text-align: center;">Minutes Prepared by: Administration Manager Myrna Cretney, DTM</p> <p>Minutes were Approved on: _____ at the District Conference in Saskatoon, Saskatchewan</p> <p>Signed, District Director, Glenn Walker _____</p> <p>Signed, Administration Manager, Myrna Cretney: _____</p>
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