



# District 99 Council Meeting – Minutes

No.	Item	
	<b>District 99 Toastmasters District Council Meeting – Minutes</b>	
	<b>Date:</b> Saturday, September 28, 2019 <b>Time:</b> 10:00 am – 10:21 am MST <b>Location:</b> Virtual- online via Microsoft Teams - Broadcast	
	<b>Attendees:</b> Because this is an online meeting via Teams Broadcast we have no way of knowing how many people are online and of those how many are voting members. Emails were sent inviting all District 99 club Presidents and Vice President Education as well as the District Executive Committee members to this virtual meeting.	
1.0	<b>OPENING CEREMONIES</b> District Director, Lana Sweeney, DTM <ul style="list-style-type: none"><li>Called the District 99 Virtual Council Meeting to order at 10:00 am and welcomed all members of the District Council.</li></ul>	
2.0	<b>READING OF THE DISTRICT MISSION</b> Crystal Douglas, ACS ALS recited the District Mission <ul style="list-style-type: none"><li>“We build new clubs and support all clubs in achieving excellence”</li></ul>	
3.0	<b>CREDENTIALS REPORT</b> Glenn Walker, DTM – Immediate Past District Director Ballot were distributed this morning via <a href="mailto:am@d99tm.org">am@d99tm.org</a> , please check your junk folders. <ul style="list-style-type: none"><li>317 eligible votes</li><li>92 club votes to achieve quorum</li><li>106 to achieve majority</li></ul>	
4.0	<b>ADOPTION OF THE AGENDA</b> <ul style="list-style-type: none"><li>The agenda has been circulated and has been uploaded for all to see we will go through it as presented.</li><li>We will adopt the agenda as presented.</li></ul>	
5.0	<b>ADMINISTRATION REPORT</b> <b>Presented by Administration Manager, Crystal Douglas, ACS ALS</b> <ul style="list-style-type: none"><li>The September 28<sup>th</sup> District Council notice of meeting was distributed via email on August 31, 2019 along with link to May 4, 2019 minutes. All documents are posted on the District 99 website.</li><li>The next District Council Meeting will be at the Spring Conference in April 2020.</li><li>Please continue to watch for information on the d99tm.org website. The information is continually being updated.</li><li>Respectfully submitted Crystal Douglas, ACS ALS</li></ul>	

# District 99 Council Meeting – Minutes



No.	Item	
6.0	<p><b>FINANCIAL REPORT FRO YEAR ENDING 2018-2019</b>  Presented by Finance Manager, Estella Mah, ACS ALB</p> <ul style="list-style-type: none"> <li>• Estella loaded onto Microsoft Teams the financial report as prepared by 2018-2019 Finance Manager Estella Mah, ACS ALB that is available on the District 99 website.</li> <li>• This report was brought forward and recommended by the District Executive Council, meeting held last Saturday, September 14, 2019. Report was provided to all members via email on August 31, 2019.</li> <li>• District 99 had a strong year, with: <ul style="list-style-type: none"> <li>○ Total assets of ~\$122,000, of that total cash assets are \$120,000</li> <li>○ Total net assets are ~\$106,000</li> <li>○ Over all the year was substantially net in target in membership revenue (budgeted \$67,682, actual \$6,904)</li> <li>○ Conference revenue understated by ~\$15,000 (budgeted \$50,000, actual \$36,177)</li> <li>○ TLI Revenue understand by ~\$4,000 (budgeted \$12,000, actual \$7,480)</li> <li>○ Fiscal expenses were understated by ~\$64,000 (budgeted \$170,880, actual \$106,342)</li> <li>○ We have met our goals effectively with the amount of resources we had.</li> </ul> </li> <li>• <a href="#">Income</a> and <a href="#">Balance</a> sheets posted on the District 99 website.</li> <li>• Respectfully Submitted Estella Mah, ACS ALB</li> </ul>	

# District 99 Council Meeting – Minutes



No.	Item	
7.0	<p><b>DISTRICT AUDIT REPORT YEAR ENDING 2018-2019</b>  Read by Estella Mah, ACS ALB (as Michael Pucylo, DTM Audit Chair was absent)</p> <ul style="list-style-type: none"> <li>• Dated September 28, 2019. The District Audit was completed by Michael Pucylo, DTM and his team following Toastmasters International policies and procedures this consisted of a review of the financials as of June 30, 2019 the District was found to be in compliance with no questionable issues found.</li> <li>• The District 99 final audit was completed on August 31, 2019 following TI guidelines and submitted to TI shortly thereafter. The August 31, 2019 audit covered the six months January 1, 2019 through June 30, 2019. On February 12, 2019, the Audit committee conducted an audit of the financial statements for the period July 1, 2018 through December 31, 2018.</li> <li>• For the six-month period our examination was extensive. Approximately two-thirds of all revenue and 70 percent of expense vouchers were examined and reviewed for compliance with appropriate policies and procedures. Due to TI handling much of our transactions combined with the District's conscientious accounting procedures the audit was expedited much more efficiently than before.</li> <li>• Upon completion of our examination the District was found to be substantially in compliance with regard to all relevant policies and procedures. This included adequate and accurate supporting documentation and transaction approval, and the maintenance of orderly document filing. No significant or questionable issues were encountered.</li> <li>• In addition, as per TI guidelines District Leader receipt supported meal expenses were limited to \$30 per day during August and midyear training periods.</li> <li>• In response to this situation I do not have any substantial recommendations for the District's financial systems at this time.</li> <li>• Management's Responsibility for the Financial Statements - Management is responsible for the preparation and fair presentation of this financial statement and for such internal control as management determines is necessary to enable the preparation of a financial statement that is free from material misstatement, whether due to fraud or error. At this time it is appropriate to thank District Treasurer Estelle Mah for assuming this responsibility and giving support to the Audit Committee over the second half of the fiscal year.</li> <li>• Auditor's Responsibility - Our responsibility is to express an opinion on the District's Statement of Profit &amp; Loss (Actual vs. Budget Summary) based on our audit findings. Auditing standards require that we comply with ethical requirements and perform various audit procedures to obtain reasonable assurance about whether that statement is free from material misstatement. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion. I would also like to express my thanks to Marlene Petruch, Sylvia Lo (February 12, 2019 semi-annual audit) and Dresden Archibald (August 31, 2019 semi-annual audit) who provided valuable assistance in this audit.</li> <li>• Opinion - In our opinion, the statement of Profit &amp; Loss (Actual vs. Budget Summary) presents fairly, in all material respects, the financial position of Toastmasters District 99 for the twelve months ended June 30, 2019 in accordance with the audit guidelines of Toastmasters International.</li> <li>• Respectfully Submitted by Michael Pucylo, DTM Audit Committee</li> </ul>	



# District 99 Council Meeting – Minutes

No.	Item	
8.0	<p><b>DISTRICT BUDGET, 2019-2020</b></p> <p><a href="#">Proposed budget</a> was uploaded to Microsoft Teams broadcast and posted on the District 99 website and sent out via email on August 31, 2019 for review.</p> <p>(refer to section 9.0.b of this document for election results)</p>	
9.0	<p><b>DISTRICT EXECUTIVE REPORTS</b></p> <p><b>a. Program Quality Director - Rena Weikle, DTM</b></p> <ul style="list-style-type: none"><li>• (report read by Crystal Douglas as Rena experienced technical difficulties)</li><li>• Our focus for 2019/2020 will continue to be on sustainable clubs, with well-trained executive teams. It is historically proven that the most sustainable clubs are those with trained executive members. We will continue to work on providing quality training at all district leadership training, each Toastmasters Leadership Institute, as well as at every club officer training event.</li><li>• We will continue to focus on connecting trained coaches with low membership clubs.</li><li>• We are implementing incentives to encourage our members at every level...and the outline of those incentives will be posted on the District 99 website, thanks to our awards and recognition chair and our administration manager.</li><li>• In addition, I encourage all members that are interested in moving forward on their leadership journey to contact myself or one of the District team so that we can plan ahead for next year and find you a leadership role where you can learn and excel.</li><li>• Respectfully Submitted Rena Weikle DTM</li></ul> <p><b>b. Club Growth Director – Dotun Eliezer, DTM</b></p> <ul style="list-style-type: none"><li>• Uploaded the current Toastmasters International (TI) Distinguished Club Program Dashboard for District 99, happy to see progress on membership renewal payments set at 1,074 with a target of 2,000 members. Please reach out to your members to process payments. Warning that if members do you renew as of Sept 30<sup>th</sup> there is a risk of being locked out of the TI Pathways Program.</li><li>• There are clubs with less than 12 members, the next club coach event is scheduled for October 10<sup>th</sup>.</li><li>• Just received word from Margaret Page, First Vice President will be visiting our district and will be a guest speaker at the virtual Club Marketing MasterClass held on October 23<sup>rd</sup>.</li><li>• Respectfully Submitted Dotun Eliezer, DTM</li></ul>	

# District 99 Council Meeting – Minutes



No.	Item	
9.0.a	<p><b>District Director - Lana Sweeney, DTM</b>  <b>Q&amp;A &amp; Motions</b></p> <ul style="list-style-type: none"> <li>• How many Area and Division Directors are there?               <ol style="list-style-type: none"> <li>1. We currently have all Divisions Directors appointed (7) and only 5 Area Directors are vacant, viable solutions are the Division Directors are taking on dual roles to help. There are conversations happening where members are assisting with area visits in the hard to reach areas and District Leadership team is ensuring all club visits are completed.</li> </ol> </li> <li>• There are the two motions we have put forward and I hope you support us, and when I say “us” I mean the District Executive Committee who voted unanimously by the 40 attendees last week.:               <ol style="list-style-type: none"> <li>1. Budget.                   <ul style="list-style-type: none"> <li>▪ It's a healthy budget again as last year we try to encourage spending in marketing and club growth areas everything for our membership. We came in at a healthy budget again we did not succeed in spending our money as hoped to, this year we put in for extra training, Pathways, some travel for our area directors to reach their clubs all within budget and very healthy with a surplus of ~\$100,000. Hopefully the budget is agreeable to everyone.</li> </ul> </li> <li>2. Procedures committee                   <ul style="list-style-type: none"> <li>▪ During the May 5, 2019 District Council meeting there was a motion for a Committee to be formed for the D99 Procedures update. The committee was formed however unfortunately, within the time frame from when the committee was formed Toastmasters International (TI) did a lot of things such as updating the mileage so during the August training in Denver the District Leaders (consisting of District Director, Program Quality Director and Club Growth Director) spoke to TI and many other District Directors and Leadership teams and it was discovered that TI policies supersedes everything we do and TI policies are very close to ours anyway and most Districts had no procedures documents anymore and only adhere to TI policies and the budget is the bible so to speak, it is what is approved by the members to spend. Given our Procedures were antiquated and there was so much work to do, I thank the Procedures Committee for all the work they did. We believe it is more feasible to delete the Procedures and start with Guidelines and Best Practices that most Districts to already. One of the examples that Glen Walker, DTM Immediate Past District Director gave was: we needed to update our Of the Year Awards to include Pathways due the fact this was apart of our Procedures we had to call a District Executive Council meeting to move to add two lines to the document. We discovered our Procedures were outdated so we are going to start over and follow TI Policies which are very clear and lay out exactly what we can do.</li> </ul> </li> </ol> </li> </ul>	



# District 99 Council Meeting – Minutes

No.	Item	
9.0.b	<p><b>POST MEETING VOTE RESULTS</b></p> <p>The motion was as follows:</p> <ul style="list-style-type: none"><li>• <b>Motion to accept the budget, the District 99 Executive Committee has voted to recommend acceptance of the 2019-2020 budget as distributed and displayed on the District 99 website at District Council – Fall 2019</b></li><li>• District Council includes Club Presidents, Club VP Eds and members of the District Executive Committee (DEC)</li><li>• Quorum is 1/3 of Club Presidents and VP Eds from member clubs in the District.</li><li>• District 99 has a possible 317 votes, 92 votes to achieve quorum</li><li>• <b>Quorum was Achieved</b></li><li>• Final Results: 167 Aye and 8 Nay. The Ayes have it</li><li>• The motion to accept the recommendation to adopt the budget has <b>passed</b></li><li>• <b>The budget for 2019-2020 is hereby adopted and will be forwarded to Toastmasters International.</b> Election Runner results can be viewed by <a href="#">clicking here</a></li></ul> <p>The motion was as follows:</p> <ul style="list-style-type: none"><li>• <b>Motion is to remove current District 99 Procedures document. The District 99 Executive Committee has voted to recommend removal of the District 99 Procedures document.</b></li><li>• District Council includes Club Presidents, Club VP Eds and members of the District Executive Committee (DEC)</li><li>• Quorum is 1/3 of Club Presidents and VP Eds from member clubs in the District.</li><li>• District 99 has a possible 317 votes, 92 votes to achieve quorum</li><li>• <b>Quorum was Achieved</b></li><li>• Final Results: 168 Aye and 13 Nay. The Ayes have it</li><li>• The motion to remove the District 99 procedures document has <b>passed</b></li><li>• Election Runner results can be viewed by <a href="#">clicking here</a></li></ul>	
10.0	<p><b>ANNOUNCEMENTS</b></p> <p>a. Next District Council Meeting – Saturday, April 25, 2020</p>	
11.0	<p><b>ADJOURNMENT</b></p> <ul style="list-style-type: none"><li>• The meeting was adjourned at 10:21 am MST</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> <p>Minutes Prepared by: Administration Manager Crystal Douglas, ACS ALS</p> <p><b>Minutes were Approved on:</b> No errors or omissions reported, Minutes were adopted as distributed by Districted Director, Lana Sweeney, DTM at the District Council Meeting held virtually April 25, 2020</p> <p><b>Signed, District Director, Lana Sweeney:</b> _____</p> <p><b>Signed, Administration Manager, Crystal Douglas:</b> _____</p>	