



Toastmasters International District 52

***Fall Virtual Business Council Meeting
Friday, September 22, 2023,
7:00-8:15 PM Pacific***

Serena McCullough, DTM
Presiding Officer
District Director

Catherine Ghaffari
Administration Manager

Rick Sydor
Registered Parliamentarian

Ede Ferrari-D'Angelo, DTM, PID
DJ Reed, DTM,
Credentials Desk

Virtual District 52 Council Meeting

September 22, 2023


Delegate's Packet - Table of Contents

Description	Page #
District 52 Council Meeting Agenda	3
The Mission of the District	5
Virtual Meeting and Vote Protocol	6
District 52 Council Meeting Standing Rules	11
Credentials Report	13
Voting Information	14
Voting Instructions	15
Minutes of the 2023 Spring District Council Business Meeting	16
2023-2024 District 52 Budget	27
2023-2024 District 52 AMENDED Alignment	23
Appointment of 2023-2024 Leaders	34
Year End Profit and Loss Report – 6.30.23	27
2022-2023 Year-end Audit Report	32
Public Relations Manager Report	36
Club Growth Director's Report	37
Program Quality Director's Report	39
District Director's Report	40
Announcements	41
Toastmasters International 2022-2024 Strategic Plan	42

Virtual District 52 Council Meeting

September 22, 2023

Meeting Agenda



2023 District 52 Council Meeting

September 22 2023
Gavel 7:00-8:15 PM Pacific

Edit

Presiding

Serena McCullough, DTM - District 52 Director

Agenda

Agenda Order	Person Responsible	Time
Welcome	District Director: Serena McCullough, DTM	7:00 (5 min.)
Review of the District Mission	Colleen Grant, TC5	7:05 (2 min.)
Adoption of Credentials Committee Report	Co-Chairs: Ede Ferrari-D'Angelo, DTM DJ Reed, DTM	7:07 (5 min.)
Adoption of Meeting Rules	District Director: Serena McCullough DTM	7:12 (2 min.)
Adoption of the Meeting Agenda	District Director: Serena McCullough, DTM	7:14 (3 min.)
Consent of Meeting Minutes May 12, 2023, Business Meeting	District Director: Serena McCullough, DTM	7:17 (3 min.)
Meeting Protocol Voting Procedures	Parliamentarian: Rick Sydor, Registered Parliamentarian	7:20 (5 min.)
Business Requiring Vote (Vote Master: Albert Lin)		
2023-2024 District Budget	Christy Kadharmestan, DTM Finance Manager	7:25 (5 min.)
Business Requiring Ratification (Consent):		
Alignment Amendment Report	Serena McCullough, DTM, District Director	7:30 (5 min.)

Virtual District 52 Council Meeting

September 22, 2023

Agenda (continued)

Agenda Order	Person Responsible	Time
Appointment of 2023-2024 Leaders	Serena McCullough,, DTM, District Director	7:35 (5 min.)
Additional Reports:		
Year End Profit and Loss Report – 6.30.23	Peter Genter, DTM 2022-2023 Finance Manager	7:40 pm (5 min.)
2022-2023 Year-end Audit Report	Audit Committee Chair, Catherine Ghaffari	7:45 (5 min.)
Director Reports	Jeena Tang, SR5, PRM Keith Birch, IP4, CGD Ruchin Gupta ,IP4, PQD Serena McCullough, DTM, District Director	7:50 pm (4 min.) (4 min.) (4 min.) (4 min.)
Announcements – Spring Contest	Serena McCullough, DTM, District Director	8:06 pm (5 min.)
Next Meeting	Catherine Ghaffari, EC2, Administration Manager	8:11 pm (3 min.)
Meeting Adjourned	Serena McCullough, DTM	8:15 pm

Toastmasters International Mission

We empower individuals to become more effective communicators and leaders.

District Mission

We build new clubs and support all clubs in achieving excellence.

Club Mission

We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

Toastmasters International Core Values

- Integrity
- Respect
- Service
- Excellence

Toastmasters International Envisioned Future

To be the first-choice provider of dynamic, high-value, experiential communication, and leadership skills development.

Virtual District 52 Council Meeting

September 22, 2023

Virtual Meetings and Electronic Voting (District Council and District Executive Committee)

Per protocol 7.1, virtual meetings occur as recommended by the District Director and are agreed upon by a majority of the District Executive Committee. Any agenda item that requires a vote must adhere to the following process:

- Notice of the electronic vote posted to the District website four weeks in advance of the vote opening.
- District posts the proposed agenda item at least 14 days in advance of the vote.

For the following agenda items, which are specific to the District Council, a vote must adhere to the following process:

- District posts proposed budget at least 14 days in advance of the vote.
- District posts information about the proposed appointed District leaders at least 14 days in advance to the vote.

Virtual Meetings

Selecting a virtual meeting platform:

First you will need to select the platform or software that will be utilized. When making your selection it is important to consider the tasks or business that will be conducted—this determines the features the platform must have. You may want to distinguish between required features and nice-to-have features. Some items to consider are:

- Number of attendees
- Audio and/or video capabilities for the meeting host and attendees
- Ease of use
- Ability for attendees to participate in the discussion

Once you have established the necessary features, the next step is to evaluate the available platforms. To do so, consider seeking help from someone on your team or District who has experience in this area. [GoToMeeting](#) is one of many platforms that can be utilized to support the items noted above.

Finding a team:

To conduct a virtual meeting successfully, you will need help. Do not plan to manage the meeting platform and host the meeting by yourself. Select or appoint one or two members who are experienced with technology to support you in managing the platform. This will allow you to focus on running the meeting and facilitating discussions.

Managing discussions:

Virtual District 52 Council Meeting

September 22, 2023

Select a platform that allows attendees to silently signal their desire to speak so not everyone is speaking at once. Additionally, consider selecting a platform with the ability to mute attendees to help maintain order during discussions. Most platforms will have a feature allowing the host to chat with attendees privately or publicly. Ask members to submit their questions or type in their name to signal that they would like to address the entire group. As members enter their question or name, the chat feature captures the requests in the order received. The member or members who are managing the platform can notify you, the meeting host, of the speaking order of attendees.

Tip:

Before starting the meeting, it is important to provide guidelines for everyone. Some examples are:

- Attendees should mute their microphone/phone when not speaking
- Attendees should wait until they are acknowledged before speaking
- Attendees should limit their speaking time –tell attendees how much time they have
- The host reserves the right to mute attendees as needed

Electronic Voting

Selecting a voting platform:

Similar to preparing for a virtual meeting, you will need to select a platform that will meet your needs. Some requirements to consider for an electronic vote are:

- Number of voters
- Ability to assign weighted votes (for members carrying multiple votes – not including proxies)
- Automatic tabulation of results
- Ability to import voters

Both [Election Buddy](#) and [Election Runner](#) can accommodate the minimum requirements needed to host an electronic vote. The basic setup between these two platforms is similar and both offer free trials for you to experiment.

Finding a team:

When planning and setting up the electronic vote, you will want to assemble a team or appoint a committee to assist you. Once again, seek out members who are experienced with technology to manage the voting process.

Processing credentials:

There are some tasks that need to be completed before the vote. These tasks are very similar to the credential process at in-person meetings. Since the vote will not be held in-person, the credential process is completed prior to setting up the voting platform. The tasks you must complete include:

Virtual District 52 Council Meeting

September 22, 2023

- Register all voting members prior to setting up the vote. This serves two purposes:
 - It creates a list of voters to be imported into the voting system
 - It determines if **quorum** is met or not based on the number of voters registered
- Determine the number of votes each member is entitled to, most commonly known as weighted votes. The club officer list from World Headquarters will help you assign the number of votes to each voting member.

Registering voters:

To register voters, you will need to survey who will be attending the meeting. The club officer list can be used to obtain the officer's email address to distribute the survey. This determines the number of club presidents and vice presidents' education who will be in attendance to see if quorum is met. Use a survey tool, such as [Google Forms](#) or [Microsoft Forms](#), to help you attain the information needed. You should include questions such as:

- Name (first and last)
- Membership number
- Club number(s) in which President/VPE is representing
- Will you be attending the meeting?
- What is your preferred email address to receive the link to vote?

The survey should be distributed to all members who are eligible to vote.

- For the District Executive Committee meetings, this includes all Division Directors, Area Directors, the District Director, the Program Quality Director, the Club Growth Director, the Administration Manager, the Finance Manager, the Public Relations Manager, and the Immediate Past District Director.
- For the District Council meetings, this includes all Club Presidents, Vice President of Education and District Executive Committee members. However, members of the District Executive Committee do not count toward a quorum.

Set a specific amount of time for members to register. Once the registration period has closed, the results can be prepared. Members must attend the meeting to vote. As such, remove anyone who cannot attend the meeting. Once voter registration has been completed, your next steps are to:

1. Determine how many Club Presidents and Vice Presidents Education will be in attendance. This determines if quorum is met.
2. Determine the number of votes each member is entitled to. Members holding multiple voting positions across clubs are entitled to **a maximum of two votes**.
3. Download the voter import template list or format the voter information per the instructions of the voting platform. Common fields include Name, Voter ID, Email

Virtual District 52 Council Meeting

September 22, 2023

and Weight (number of votes). Using the survey results and club officers list, you will have all the information to complete the import of voters.

Creating the ballots:

The voting platform takes you step-by-step through the process of creating the ballots. Please note that if more than one agenda item is being voted on, you should create separate ballots for each item. If multiple agenda items are put onto the same ballot, the results will not be tabulated until after all items on the ballot have been voted on. For example, if the ballot includes both the approval of the District budget and District appointed leaders, the results will not be posted until members have submitted their selection for both ballots.

Providing notice:

Since the vote is conducted electronically, notifications should be sent to the voters once the vote is launched. Part of setting this up is establishing the voting period, or when voters can cast their ballots.

Once the ballots are created and ready to be sent to the voting members, you must determine when to send it. It can be sent prior to the meeting or right before the first vote, depending on what works best for your meeting.

In the event that a quorum (one-third of all Club Presidents and Vice Presidents Education) is not met for a District Council meeting, business transacted shall be deemed as valid as if a quorum were present if it thereafter is expressly approved by the affirmative vote of a majority of the member clubs in the District on the basis of two (2) votes per club. The vote and voting period will need to be set to accommodate obtaining a majority on the basis of two votes per club.

Conducting the virtual meeting and electronic voting:

During the meeting, a team should assist with managing the virtual meeting platform and the electronic voting platform, including the Administration Manager. As noted earlier, the meeting should start with housekeeping guidelines so that all attendees are aware of how the meeting will be conducted. The meeting will then proceed to each agenda item. If an agenda item requires a vote, then the discussions and voting will take place.

The District Director or the chair of the meeting will call upon the attendees for questions and discussion as outlined earlier. Once discussion is over, the chair can ask the attendees to cast their vote.

Both Election Buddy and Election Runner have dashboards that report in real time and automatically tabulate the votes as they come in (both in percentages and in number of votes), although you may need to refresh the page occasionally. Once the voting period is closed, the team managing the vote can manually close the vote and announce the

Virtual District 52 Council Meeting

September 22, 2023

results before moving on to the next item. The process will repeat until all agenda items have been addressed.

Tip: Closing each vote manually will prevent the results from being changed. The person overseeing electronic voting should familiarize themselves with the features by practicing with the free trial. Source:

<https://www.toastmasters.org/leadership-central/district-leader-tools/district-management/virtual-meeting-and-vote>

Virtual District 52 Council Meeting

September 22, 2023

District 52 Council Meeting Standing Rules

From TI District Administrative Bylaws, Articles IX - XI and XIII, as amended

(Not subject to approval by the District Council)

Article IX: District Council

- a. **Composition** The District Council shall consist of the District Executive Committee, as defined in [Article XI\(a\)](#) of these administrative bylaws, and the representatives from each Member Club in good standing in the District, who are the Club President and Vice President Education. Each Member Club is entitled to two (2) votes, and the club can determine whether the Club President or Vice President Education, holding two (2) votes, or both representatives, with one (1) vote each, will act as voting members of the District Council. These shall be the only voting members of the District Council. References made in these administrative bylaws to “members of the District Council” shall mean only voting members.
- b. **Authority** The District Council shall serve as the administrative governing body of the District, operating with powers delegated to the District Council by the Toastmasters International Board of Directors and subject at all times to the ultimate direction of the Board of Directors and the [Articles of Incorporation](#), [Bylaws](#), [Policies](#), and decisions of Toastmasters International, and these administrative bylaws. The District Council shall conduct all business of the District, shall assume responsibility for the payment, with District funds, of all debts incurred in the conduct of authorized District activities, and shall not assess or impose any financial obligation on any Member Club or any individual member of a club. Members of the District Council in attendance at the annual District conference are required to attend the Annual Meeting of the District Council.

Article X: Council Meetings, Quorum, and Voting

- a. **Regular Meetings** The District Council shall hold at least two (2) meetings during each program year, with the exact number and schedule of meetings to be fixed by the District Council. The first meeting must take place no later than September 30 to approve the District budget and confirm the appointment of District leaders. One meeting shall be the Annual Meeting and shall be held between March 15 and June 1. Notice of any meeting shall be sent in writing to all District Council members at least four (4) weeks prior to the date of such meeting.

Each program year the District Executive Committee determines whether the Annual Meeting of the District Council, in which the elections take place, is conducted online or hybrid. All other meetings of the District Council are conducted online.
- b. **Special Meetings** Special meetings of the District Council may be called by the International President, the District Director, a majority of the District Executive Committee, or not less than one-fourth of the members of the District Council. Notice thereof shall be sent in writing to all District Council members at least two (2) weeks prior to the date of such meeting. The notice shall include the reason the meeting is being called. Any other valid business may be transacted at the meeting.
- c. **Quorum** One-third of the Club Presidents and Vice Presidents Education from Member Clubs in good standing in the District shall constitute a quorum for all District Council meetings. In the event that any business is transacted at any District Council meeting at which a quorum is not present, the action shall be deemed as valid as if a quorum were present if it thereafter is expressly approved in writing, personally, by mail, fax, e-mail,

Virtual District 52 Council Meeting

September 22, 2023

electronic transmission or other reasonable means, by the affirmative vote of a majority of the Member Clubs in the District on the basis of two (2) votes per club.

d. Voting

When the voting process is conducted only the Club President and/or Vice President Education of any Member Club may vote on behalf of the club as its representative. Either club officer may carry the club's two (2) votes or, each of these club officers may carry one (1) vote, as determined by the club membership. The representative from any Member Club in good standing is entitled to a maximum of two (2) votes.

District Executive Committee members are entitled to one (1) vote and may cast up to two (2) additional votes as a representative of a Member Club, for a maximum of three (3) votes.

District Council members must cast their own votes; no proxies are permitted.

Article XIII: Rules of Order

Robert's Rules of Order Newly Revised shall be the final authority on parliamentary procedure insofar as Robert's Rules do not conflict with any provision of these administrative bylaws, the [Articles of Incorporation](#), [Bylaws of Toastmasters International](#), Policies set by the Toastmasters International Board of Directors, or applicable law. If the District is located in a jurisdiction where Robert's Rules are not a recognized authority on parliamentary procedure, the District may use the recognized authority in the jurisdiction where the District is located in place of Robert's Rules.

Note:

District Council Members (DEC, Club Presidents & VP of Education) must sign up for the District Council Meeting by registering in advance. **District Council member registration and attendance are important to constitute the required quorum** for the successful transaction of business at this meeting. Click link to register for this meeting:

<https://us06web.zoom.us/meeting/register/tZldOCvqjoqGdftS94WnTRSXji4VF0rykn1>

After registering, you will receive a confirmation email containing information about joining the meeting. **Registration will close on September 21, 2023, at 11:59 PM PDT.** The agenda will be emailed two weeks prior to the meeting date. Questions regarding the District 52 Council Meeting must be submitted in writing by September 8, 2023 at 11:59 PM PDT by email to the District Administration Manager at adminmgr@district52.org

Virtual District 52 Council Meeting

September 22, 2023

Credentials Committee Report | District 52 Toastmasters

District 52 Credentials Committee Report

Clubs Eligible X 2	=	_____
Quorum (1/3 of Clubs Eligible X 2)	=	_____
Presidents and Vice Presidents Education Represented	=	_____
District Executive Committee Members Represented	=	_____
Total Ballots Available	=	_____
Simple Majority (50% of the Total Ballots Available + 1)	=	_____

District Business

District Budget:	Approved	_____
	Not Approved	_____

Virtual District 52 Council Meeting

September 22, 2023

Voting Information | District 52 Toastmasters



1. A vote master will be present at the business meeting to run and tally of votes.
2. We will be using the voting system to vote for the **BUDGET only**. All other proposals will be adopted and NOT voted on.
3. Early in the Business Meeting, Delegates will do a practice vote. At that time, you will receive a text and an email from invitations@mail.electionbuddy.com with a link to access the voting platform. Check your spam/junk folder if you do not receive it.
4. Click the link that was emailed or texted to you and sign in using the Access Key and Passwords given to you in the email or text. The **Access Key is your MEMBER NUMBER**. Please reach out via **Chat Only** to the Vote Master with questions.
5. This will bring you to the voting screen for the first vote. Make your selection and Click Verify Your Selection. Confirm your choice and click "Submit Ballot". **IMPORTANT: DO NOT CLOSE THE SCREEN AFTER CLICKING SUBMIT BALLOT.**
6. A further explanation on how to vote is located in the next page.
7. You will be given **3 mins to cast your vote**. After the vote, The results will be shown on screen.

**** IF YOU ACCIDENTALLY CLOSE THE BROWSER WINDOW, YOU CAN GET BACK INTO THE VOTING SCREEN BY GOING HERE:**

<https://secure.electionbuddy.com/m/d52> **

Virtual District 52 Council Meeting

September 22, 2023

Voting Instructions | District 52 Toastmasters



1. Voters will have received an email from “Toastmasters District 52” This email will include a link that your voters will use to take them to the login page and their access key and password. If they have a text message on file, they may also receive a text.
Your voters will click on the links provided.
2. On the login page, the voter will enter their access key and password exactly as depicted on the notice. Successful entry of your credentials will bring them to the ballot for your first vote.
3. The voter will read the ballot carefully and follow the instructions provided on the ballot to vote on the item. After they have made your selections, they will select the “Continue” button at the bottom of the ballot.
4. They will be brought to a page where you can review the choices they made on the previous page. They will confirm their choice is correct and then select the “Submit” button. Or, if they accidentally selected the wrong option they can go back and edit their ballot.
5. They will then be brought to the “Thank You!” page. This page includes your confirmation code for this vote. At the bottom of the page is an orange “Next Vote” button. The voter will select this button.
6. The “Next Vote” button will take them to the meeting page. This meeting page will be blank until the next vote goes live. **Do not close this web page or navigate away from it.**
7. Once the next vote goes live, a new button will appear on the meeting page. The voter will select this button to proceed through the voting process for the next vote and repeat steps 3 through 6 until all voting has been completed.
8. If the voter gets out of the voting flow (i.e. by closing their browser or needing to use a different device) they can go to the following link:
<https://secure.electionbuddy.com/m/d52>

The above link will return them to the flow of voting and the next vote will appear when ready.

Virtual District 52 Council Meeting

September 22, 2023

Previous Meeting Minutes | District 52 Toastmasters

District 52 Spring Business Meeting

05/12/2023 - Meeting Minutes

In Attendance

Rose Abbott, DTM - District Director
Serena McCullough, DTM - Program Quality Director
Ruchin Gupta - Club Growth Director
Peter Genter, DTM - Finance Manager
Lawrence Quesada, DTM – Immediate Past District Director
Lupita Damian - Division A Director
Alithea Coleman, DTM - Division B Director
William Tappin - Division C Director
Ruchi Agarwal - Division D Director
Keith Birch - Division F Director
Albert Lin, DTM - Public Relations Manager
Paul Reyes, DTM - Administration Manager
Catherine Ghaffari – Audit Committee Chair
Lance Webster, DTM, PDD – Alignment Report Chair
John Murray, DTM – Chat Master
Michael Osur, DTM, PID – Credentials Committee Chair
Patti Titus, DTM, RP – Parliamentarian
Jesse Oakley III, DTM – International Director

Refer to addendum –A- page for full list of attendees

Agenda

■ Call to Order and Welcome

- District Director Rose Abbott, DTM gaveled the meeting start at 7:00 PM.
- Greetings, welcoming, and introductions.
- Link to the meeting packet [D52 May 12 2023 Virtual Business Council Meeting Package \(district52.org\)](#)

■ Reading of the District Mission

- Bill Anderson, A10 Area Director.

Virtual District 52 Council Meeting

September 22, 2023

❖ 1

❖ 🎬 **Adoption of Credentials Committee Report**

- ❖ 🎬 Credentials Committee Chair Michael Osur, DTM, PID.
- ❖ 🎬 Committee Chair Michael Osur reported quorum is achieved:
- ❖ District 52 Credentials Committee Report
- ❖ Clubs Eligible X 2 = 144 (72 clubs) Quorum (1/3 of Clubs Eligible X 2)
= 48 (24 clubs) Presidents and Vice Presidents Education Represented
= 76 (38 clubs) District Executive Committee Members Represented =
18
- ❖ Total Ballots Available = 94
- ❖ Majority (50% of the Total Ballots Available + 1) = 48
- ❖ 🎬 Without objection, the credential report was adopted by unanimous consent.

❖ 🎬 **Adoption of the Meeting Rules**

- ❖ 🎬 Meeting rules are on pages 10-11 of the business meeting packet.
- ❖ 🎬 Without objection, the meeting rules were adopted by unanimous consent.

❖ 🎬 **Adoption of the Meeting Agenda**

- ❖ 🎬 Meeting agenda is on pages 3-4 of the business meeting packet for review. 🎬 Without objection, the meeting agenda was adopted by unanimous consent.

❖ 🎬 **Officials for this Meeting**

- ❖ 🎬 Zoom Master: Lawrence Quesada, DTM, IPDD
- ❖ 🎬 Chat Master: John Murray, DTM
- ❖ 🎬 Timer: Paul Reyes, DTM
- ❖ 🎬 Vote Masters: Albert Lin, DTM
- ❖ 🎬 Credentials Committee Chair: Michael Osur, DTM, PID
- ❖ 🎬 Parliamentarian: Patti Titus, DTM, Registered Parliamentarian (RP)

❖ 🎬 **Approval of Meeting Minutes of September 15, 2022, Fall Business Meeting**

- ❖ 🎬 September 15, 2022, meeting minutes are on pages 15-20 of the Spring business meeting packet.

Virtual District 52 Council Meeting

September 22, 2023

- The minutes of September 15, 2022, District Council meeting were unanimously approved by the District Executive Committee on November 17, 2022, thru Motion: Keith Birch, Division F Director;
Second: Steven Cavallero, Area Director, F63

Meeting Protocol Voting Procedures

- Parliamentary Patti Titus, DTM, RP.
- Voting Procedures, voting process, and Council meeting protocols were explained from pages 6-9 of the business meeting packet.
- Election rules and election software, ELECTIONBUDDY, were presented.

■ 2022-2023 District Leadership Committee Report

- District Leadership Committee (DLC) Chair Lawrence Quesada, DTM, IPDD. ■ 2022-2023 District Leadership Committee Report is on pages 21-22 of the Spring business meeting packet.
- Members, DTM all, serving on the committee were recognized and thanked: Elia Evans, Holly Fleschler, Audrey Forte, Jeff Harman, Tom Iland AS, Susan Stewart.
 - The DLC submitted the following 2023-2024 district officer nominations:
 - District Director: Serena McCullough, DTM
 - Program Quality Director: Ruchin Gupta, IP4
 - Club Growth Director: Keith Birch, IP4
- The DLC Submitted the following 2023-2024 Division Director nominations:
 - Division A Director: Bill Anderson, IP4
 - Division C Director: Christopher Wilson, EC1
 - Division D Director: Gene Graves, SR3
 - Division E Director: Theresa Ofstad, MS1
 - Division F Director: Colleen Grant, TC4
- Without objection, the DLC Report was adopted by unanimous consent.

■ 2023-2024 District Executive Officer Elections

- District Director Rose Abbott, DTM
 - District 52 Leadership Committee Report is on pages 21-22 of the business meeting packet.
 - District Director. Nominated: Serena McCullough, DTM.
- No other candidates went through the DLC process, thus nominations from the floor not allowed pursuant to T1 District Administrative Bylaws Article 7, Section b(2)(b). Therefore, nominations are closed for District Director.

Virtual District 52 Council Meeting

September 22, 2023

Only one uncontested candidate for the office of District Director.

- Without objection, the chair will dispense with the secret ballot pursuant to TI District Administrative Bylaws Article 7, Section b(2)c.
 - No objection made. District Administrative Manager directed to vote a single ballot for the candidate.
 - Chair declared District Director, Serena McCullough, DTM.

Program Quality Director. Nominated: Ruchin Gupta, IP4. No other candidates went through the DLC process, thus nominations from the floor not allowed pursuant to TI District Administrative Bylaws Article 7, Section b(2)(b). Therefore, nominations are closed for Program Quality Director. Only one uncontested candidate for the office of Program Quality Director.

- Without objection, the chair will dispense with the secret ballot pursuant to TI District Administrative Bylaws Article 7, Section b(2)c.
 - No objection made. District Administrative Manager directed to vote a single ballot for the candidate.
 - Chair declared Program Quality Director, Ruchin Gupta, IP4.
- Club Growth Director. Nominated: Keith Birch, IP4.

No other candidates went through the DLC process, thus nominations from the floor not allowed pursuant to TI District Administrative Bylaws Article 7, Section b(2)(b). Therefore, nominations are closed for Club Growth Director. Only one uncontested candidate for the office of Club Growth Director.

- Without objection, the chair will dispense with the secret ballot pursuant to TI District Administrative Bylaws Article 7, Section b(2)c.
 - No objection made. District Administrative Manager directed to vote a single ballot for the candidate.
 - Chair declared Club Growth Director, Keith Birch, IP4.

■ Division A Director. Nominated: Bill Anderson, IP4.

No other candidates went through the DLC process, thus nominations from the floor not allowed pursuant to TI District Administrative Bylaws Article 7, Section b(2)(b). Therefore, nominations are closed for Division A Director. Only one uncontested candidate for the office of Division A Director.

- Without objection, the chair will dispense with the secret ballot pursuant to TI District Administrative Bylaws Article 7, Section b(2)c.
 - No objection made. District Administrative Manager directed to vote a single ballot for the candidate.

Virtual District 52 Council Meeting

September 22, 2023

- Chair declared Division A Director, Bill Anderson, IP4. ■ Division B Director. Nominated: No one. Candidate withdrew on March 27, 2023. No other candidates went through the DLC process, thus nominations from the floor not allowed pursuant to TI District Administrative Bylaws Article 7, Section b(2)(b). Therefore, the office of Division B Director remains vacant; to be filled by the incoming District Executive Committee based on the recommendation of the incoming District Director pursuant to TI District Administrative Bylaws Article 7, Section g.

- Division C Director. Nominated: Christopher Wilson, EC1. No other candidates went through the DLC process, thus nominations from the floor not allowed pursuant to TI District Administrative Bylaws Article 7, Section b(2)(b). Therefore, nominations are closed for Division C Director. Only one uncontested candidate for the office of Division C Director.

- Without objection, the chair will dispense with the secret ballot pursuant to TI District Administrative Bylaws Article 7, Section b(2)c.
- No objection made. District Administrative Manager directed to vote a single ballot for the candidate.
- Chair declared Division C Director, Christopher Wilson, EC1.

- Division D Director. Nominated: Gene Graves, SR3. No other candidates went through the DLC process, thus nominations from the floor not allowed pursuant to TI District Administrative Bylaws Article 7, Section b(2)(b). Therefore, nominations are closed for Division D Director. Only one uncontested candidate for the office of Division D Director.

- Without objection, the chair will dispense with the secret ballot pursuant to TI District Administrative Bylaws Article 7, Section b(2)c.
- No objection made. District Administrative Manager directed to vote a single ballot for the candidate.
- Chair declared Division D Director, Gene Graves, SR3.

- Division E Director. Nominated: Theresa Ofstad, MS1. No other candidates went through the DLC process, thus nominations from the floor not allowed pursuant to TI District Administrative Bylaws Article 7, Section b(2)(b). Therefore, nominations are closed for Division E Director. Only one uncontested candidate for the office of Division E Director.

- Without objection, the chair will dispense with the secret ballot pursuant to TI District Administrative Bylaws Article 7, Section b(2)c.
- No objection made. District Administrative Manager directed to vote a single ballot for the candidate.
- Chair declared Division E Director, Theresa Ofstad, MS1.

- Division F Director. Nominated: Coleen Grant, TC4.

Virtual District 52 Council Meeting

September 22, 2023

No other candidates went through the DLC process, thus nominations from the floor not allowed pursuant to TI District Administrative Bylaws Article 7,

Section b(2)(b). Therefore, nominations are closed for Division F Director. Only one uncontested candidate for the office of Division F Director.

- Without objection, the chair will dispense with the secret ballot pursuant to TI District Administrative Bylaws Article 7, Section b(2)c.
- No objection made. District Administrative Manager directed to vote a single ballot for the candidate.
- Chair declared Division F Director, Coleen Grant, TC4.

■ 2023-2024 Alignment Report

- Alignment Committee Chair, Lance Webster, DTM, PDD
- 2023-2024 Alignment Report is on pages 23-25 of the business meeting packet. ■ Two Areas were eliminated: A13 and D43 due to the loss of clubs this term. ■ Without objection, the D52 alignment report is approved as presented by unanimous consent.

■ 2022-2023 Q3 Profit and Loss Report

- Finance Manager Peter Genter, DTM
- 2022-2023 Q3 District Profit and Loss Report year through Feb. 28, 2023, is on page 26 of the business meeting packet.
- Peter Genter shared performance (actuals) data-to-yearly budget comparisons. ■ Floor opened for discussion; Toastmaster Judy Thang, of Lofty Speakers #3236873, asked why the Recognition line actuals-to-budgeted has a large overage variance. Finance Manager Genter described member recognition is one of the key budgeted items; with recognition of previous year awardees factored into the planned spending for 2022-2023 program year. No other questions came forth.
- The 2022-2023 Q3 District Profit and Loss Report was received.

■ 2022-2023 Mid-Year Audit Report

- Catherine Ghaffari, District Audit Committee Chair.
- The Mid-Year Audit Report as of 12/31/2022 is found on pages 27-30 in the business meeting packet.
- Primary item is the membership allocation is down from the projected budget due to member non-renewals.
- Floor opened for questions; none came forth. The report was received.

■ District and Manager Reports

- District Director report presented by Rose Abbott, DTM may be found on pages

Virtual District 52 Council Meeting

September 22, 2023

31-32 of the business meeting packet.

- District goals progress
- New clubs chartered: Quest Masters, LADWP Metro, CBRE Glendale
- Operational effectiveness
- Toastmasters values: Integrity, Respect, Service, Excellence
- Program Quality Director report presented by Serena McCullough, DTM may be found on pages 33-34 of the business meeting packet
- Club Officer Training
- Speech Contests
- Educational Awards
- Program Quality Initiatives

6

- Club Growth Director report presented by Ruchin Gupta may be found on pages 35-37 of the business meeting packet.
- Member Renewals
- Club growth and member retention initiatives
- Club building initiatives
- Prospective Clubs Demo Meetings
- Public Relations Manager report presented by Albert Lin, DTM may be found on pages 38-39 of the business meeting packet.
- Protecting the Toastmasters International Brand
- Developing a Public Relations Plan
- Goal Setting Objectives and Tactics
- Utilizing Resources

■ Announcements

- District Director Rose Abbott, DTM
- 2023 District 52 Conference via Zoom is on May 13 from 10am-1:15pm; and 3pm-7pm with International Speech contest and Humorous Speech contest.
- District Leadership Training is June 17.
- Toastmasters Leadership Institute (TLI) will happen June 24.
- Awards and Installation Luncheon is July 8. A hybrid event.
- Toastmasters International Convention (hybrid) set for August 16-19.
Details and registration available on www.toastmasters.org

■ Next Business Meeting

- Fall 2023 Business Meeting date and time to be determined.

Virtual District 52 Council Meeting

September 22, 2023

Meeting Adjourned

District Director Rose Abbott, DTM adjourned the meeting at 8:10 PM.

Respectfully Submitted by: Paul Reyes, DTM, D52 Administration Manager
2022-2023

Addendum –A–

All Attendees

Meeting Attendees by first and last name only; Toastmasters all (in no particular order):

Rose Abbott, Lawrence Quesada, Paul Reyes, Michael Osur, Albert Lin, Patti Titus, Catherine Ghaffari, Christopher Wilson, Alithea Coleman, Carla Gray, Bill Anderson, Christine Brean, Christopher Diaz, Peter Genter, Enrico Pena, Ruchin Gupta, Daniyel Avnilov, William Tappin, Keith Birch, Gene Graves, Jeff Harman, Kathy Lyons, Lance Webster, Lupita Damian, Serena McCullough, Raul Munoz, Engie Santos-Robbins, David Jenkins, John McGuinness, Circe Denyer, Natalie Harper Speech, Ruchi Agarwal, Thizar Tintut-Williams, Venera Whitlow, Bill Jeffrey, Steven Cavallero, Tom Iland, Rita Benefield, Abraham Kim, Akemi Mora, Anita Kugler, Ann Santilli, Annette McCullough, Brian Schweidenback, Bryan Blackford, Carl Walsh, Christine M. Bradley, Colleen Grant, Dick Hogue, Don Cogan, Edwin Bernard, Eric Kong, Erik Hengstrum, Jackie Sanders, Jesse Oakley III, Jinna Hariri, John Murray, Judy Thang, Lois Sicking, Marianne Toghia, Mern Reeves, Roberta Perry, Sandra Stackler, Shawn Adams, Victoria Maltsev. End-of-attendees

Virtual District 52 Council Meeting

September 22, 2023

Clubs Eligible X 2	=	<u>472</u> <u>81</u> x 2 = <u>162</u>	8
Quorum (1/3 of Clubs Eligible X 2)	=	<u>56</u> <u>53</u>	
Presidents and Vice Presidents Education Represented	=	<u>173</u> <u>63</u>	
District Executive Committee Members Represented	=	<u>7</u> <u>21</u>	
Total Ballots Available and present	=	<u>180</u> <u>60</u>	
Majority (50% of the Total Ballots Available + 1)	=	<u>91</u> <u>30 + 1 = 31</u>	

- Voting Items:

- ❖ Club Alignment

- Linda Cota-Kumagai, DTM, PDG
 - A copy of the club alignment has been made available in the business packet (page 56).
 - The alignment has been approved

Annual Business Meeting and Elections: Alignment

Toastmasters District 52

May 13, 2022 at 7:17pm — May 13, 2022 at 7:23pm

(GMT-08:00) PACIFIC TIME (US & CANADA)

Completed Administrator Closed Early

31 ballots submitted of 60 eligible voters — 52%

0 notices queued

Approving the 2022/2023 Club Alignment recommendations by the alignment committee PLURALITY

Yes	43 votes (93.5%)
No	3 votes (6.5%)

☒ Weighted Ballots

46.0 votes tallied from 31 ballots

- Elections of the new District Leaders

- Erik Fonseca, DTM, PDD

- ❖ A copy of the district leadership committee report has been made available in the business packet (pages 99-100).

- ➔ Every candidate listed was officially vetted

Virtual District 52 Council Meeting

September 22, 2023

- No additional leadership applications were submitted by the May 6 deadline.
- The District Leadership Committee report is officially submitted, as it is written

- District Director Lawrence Quesada, DTM

- ❖ Elections for next term's leadership

(going on the motion of using without objection, since there are no contested positions)

- District Director - candidate Rose Abbott, DTM
 - ◆ Without objections the District Director elect is Rose Abbott, DTM
- Program Quality Director - candidate Serena McCullough, DTM
 - ◆ Without objections the Program Quality Director elect is Serena McCullough, DTM
- Club Growth Director - open floor candidate Ruchin Gupta
 - ◆ Without objections the Club Growth Director elect is Ruchin Gupta
- Division A Director - candidate Lupita Damian
 - ◆ Without objections the Division A Director elect is Lupita Damian
- Division B Director - no candidate; the position remains open and will be appointed as determined by District Director elect
- Division C Director - candidate William Tappin
 - ◆ Without objections the Division C Director elect is William Tappin
- Division D Director - open floor candidate Ruchi Agarwal
 - ◆ Without objections the Division D Director elect is Ruchi Agarwal
- Division E Director - open floor candidate Vanessa Herrera
 - ◆ Without objections the Division E Director elect is Vanessa Herrera
- Division F Director - no candidate; the position remains open and will be appointed as determined by District Director elect

● Announcements

- Welcome region 2 candidate for International Director, DTM, past region adviser Jesse Oakley (page 101 of the business packet)
- Finance Manager for next term - Peter Genter
- Public Relations Manager for the new term - Frank Barragan
- Administration Manager for the new term - Paul Reyes
- Open positions for area directors; please reach to your district leaders if you are interested
- Current club officers to submit by June 25th the list of newly elected club officers for the new term
- Toastmaster Leadership Institute (TLI) set for June 25th

Virtual District 52 Council Meeting

September 22, 2023

- **Next Meeting**
 - Business Meeting: sometime in September 2023, TBD by the District Director elect


Virtual District 52 Council Meeting

September 22, 2023

2023-2024 District 52 Budget

Christie Kadharmestan, DTM, Finance Manager

(PENDING TI'S APPROVAL)

	District #:	52																																																																																																					
	Budget Currency:	USD																																																																																																					
	Fiscal Year	2023-2024																																																																																																					
	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total																																																																																										
Public Relations expense	145	145	145	225	125	125	225	125	365	125	225	225	2,200																																																																																										
Education & training expense	-	888	60	-	-	-	1,700	50	-	-	-	900	3,598																																																																																										
Speech contest expense	-	-	-	-	-	-	-	-	400	600	600	-	1,600																																																																																										
Administration expense	-	-	540	-	-	-	200	2,156	-	-	-	304	3,200																																																																																										
Food and Meals expense	-	705	50	500	-	-	450	500	-	-	-	920	3,125																																																																																										
Travel expense	1,304	110	-	-	-	-	188	-	-	-	-	-	1,602																																																																																										
Lodging expense	-	3,280	-	-	-	-	1,500	-	-	-	-	-	4,780																																																																																										
	1,570	5,249	1,293	1,316	716	1,816	4,854	3,422	1,356	1,316	5,416	7,530	35,850																																																																																										
District net income/(loss)	(1,210)	(4,150)	10,349	471	(321)	(1,492)	(4,483)	(1,215)	8,777	437	(825)	(6,339)	0																																																																																										
We, the undersigned, certify that this budget and narrative cover estimated receipts and expenditures for the district year. This budget directs the financial resources entrusted to the district toward achieving the district mission and will be presented to the district council for approval at its next meeting.																																																																																																							
District Director																																																																																																							
Program Quality Director																																																																																																							
Club Growth Director																																																																																																							
Finance Manager																																																																																																							
<table><tr><td>Break even</td><td>Revenue</td><td>Expense</td><td>Net</td><td>Policy</td></tr><tr><td>Conference</td><td>4,000</td><td>4,000</td><td>-</td><td>Meets Policy</td></tr><tr><td>Fundraising</td><td>-</td><td>-</td><td>-</td><td>Meets Policy</td></tr><tr><td>District Store</td><td>-</td><td>-</td><td>-</td><td>Meets Policy</td></tr><tr><td>Minimum Expense Type</td><td>Expense</td><td>%</td><td>Policy</td><td></td></tr><tr><td>Marketing Outside Toastmasters</td><td>1,607</td><td>5.0%</td><td>5.0%</td><td>0</td></tr><tr><td>Maximum Expense Type</td><td>Expense</td><td>%</td><td>Policy</td><td></td></tr><tr><td>Education and Training</td><td>3,598</td><td>11.3%</td><td>15.0%</td><td>0</td></tr><tr><td>Marketing Outside Toastmasters</td><td>1,607</td><td>5.0%</td><td>10.0%</td><td>0</td></tr><tr><td>Club Growth</td><td>3,790</td><td>11.9%</td><td>15.0%</td><td>0</td></tr><tr><td>Public Relations</td><td>2,200</td><td>6.9%</td><td>10.0%</td><td>0</td></tr><tr><td>Recognition</td><td>4,900</td><td>15.4%</td><td>20.0%</td><td>0</td></tr><tr><td>Travel</td><td>1,602</td><td>5.0%</td><td>25.0%</td><td>0</td></tr><tr><td>Lodging</td><td>4,780</td><td>15.0%</td><td>15.0%</td><td>1</td></tr><tr><td>Food and Meals</td><td>3,125</td><td>9.8%</td><td>15.0%</td><td>0</td></tr><tr><td>Speech Contest</td><td>1,600</td><td>5.0%</td><td>5.0%</td><td>1</td></tr><tr><td>Administration</td><td>3,200</td><td>10.0%</td><td>10.0%</td><td>1</td></tr><tr><td>Total Membership Dues</td><td>31,850</td><td>100.0%</td><td></td><td></td></tr></table>														Break even	Revenue	Expense	Net	Policy	Conference	4,000	4,000	-	Meets Policy	Fundraising	-	-	-	Meets Policy	District Store	-	-	-	Meets Policy	Minimum Expense Type	Expense	%	Policy		Marketing Outside Toastmasters	1,607	5.0%	5.0%	0	Maximum Expense Type	Expense	%	Policy		Education and Training	3,598	11.3%	15.0%	0	Marketing Outside Toastmasters	1,607	5.0%	10.0%	0	Club Growth	3,790	11.9%	15.0%	0	Public Relations	2,200	6.9%	10.0%	0	Recognition	4,900	15.4%	20.0%	0	Travel	1,602	5.0%	25.0%	0	Lodging	4,780	15.0%	15.0%	1	Food and Meals	3,125	9.8%	15.0%	0	Speech Contest	1,600	5.0%	5.0%	1	Administration	3,200	10.0%	10.0%	1	Total Membership Dues	31,850	100.0%		
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Virtual District 52 Council Meeting

September 22, 2023

2023-2024 District 52 AMENDED Alignment

Serena McCullough, DTM, District 52 Director

DISTRICT 52 ALIGNMENT FOR 2023-2024						
Division Director	Area Director	Division	Area	# clubs	Club	Club Name
Division A						
<i>BILL ANDERSON</i>		A	10	3	1966	Mindful Communicators
		A	10		2966	Warner Center Toastmasters
		A	10		7709693	Executive Minds Toastmasters
		A	11	3	9655	Calabasas Toastmasters
		A	11		826306	Westlake Bank of America Toastmasters
		A	11		4054980	Malibu Toastmasters
		A	12	2	2466	NSD ERC Navigators' Toastmasters Club
		A	12		641372	Dynamic Speakers of Northridge
		A	13	4	4165	Woodland Hills Toastmasters
		A	13		8605	Challengers Toastmasters
		A	13		674325	Santa Susanna Speakers Club
		A	13		5118771	Valley Stars Toastmasters
Division A Total Clubs				12		

Virtual District 52 Council Meeting

September 22, 2023

2022-2023 District 52 AMENDED Alignment

Serena McCullough, DTM, District 52 Director

DISTRICT 52 ALIGNMENT FOR 2023-2024						
Division B						
ANNETTE MCCULLOUGH		B	20	4	495214 1	Foothills Community Toastmasters Club
		B	20		100742 3	North Valley Speakers
		B	20		703841 4	Medtronic Diabetes Toastmasters
		B	20		2374	Renaissance Speakers
		B	21	4	172	Cosmopolitan Tech Club
		B	21		440755 1	Outliers Toastmasters Club
		B	21		526051 9	BarneStorming Toastmasters
		B	21		761917 5	Heart Filled Toastmasters
		B	22	4	1670	Valencia Toastmasters Club
		B	22		9641	Daybreak Speakers
		B	22		372987 1	Neuro Orators Toastmasters Club
		B	22		447967 8	Santa Clarita Toastmasters
Division B Total Clubs				12		

Virtual District 52 Council Meeting

September 22, 2023

2023-2024 District 52 AMENDED Alignment

Serena McCullough, DTM, District 52 Director

DISTRICT 52 ALIGNMENT FOR 2023-2024						
Division C						
CHRIS WILSON		C	30	5	147	Gettin' Toasty #147
		C	30		914	Burnt Toastmasters Club
		C	30		5515	Distinguished Singles Club
		C	30		5522	Motivated Toastmasters
					286764	
		C	30		94	Northridge Grumman AW
		C	31	4	7488	Adventurers Club
					251065	
		C	31		1	Improv Toastmasters
					341037	Toastmasters for Mental Health
		C	31		2	Professionals
					703037	
		C	31		2	Speaking Your Business
					110185	
		C	32	2	8	Studio City Speakers
					131142	Imagination at NBC Universal Toastmasters
		C	32		3	Club
Division C Total Clubs				11		

Virtual District 52 Council Meeting

September 22, 2023

2023-2024 District 52 AMENDED Alignment

Serena McCullough, DTM, District 52 Director

DISTRICT 52 ALIGNMENT FOR 2023-2024						
Division D						
<i>GENE GRAVES</i>		D	40	4	2620	Freethinkers Club
		D	40		6746	Loquations Club
		D	40		651101	Mid Wilshire Toastmasters Club
		D	40		771303	
					4	LA Tech Toastmasters
		D	41	4	3567	L A Civic Center Club
		D	41		294101	
					4	Getty Toastmasters
		D	42		286762	
					95	SRAR Toastmasters
		D	41		766941	
					3	Clean Water Communicators
		D	42	3	3046	Voces Latinas Toastmasters Club
		D	42		8228	LAPD Code One Club
		D	42		323687	
					3	Lofty Speakers
		D	43	3	5951	Toast Of Downtown Club
		D	43		616895	Public Works Pioneers Toastmasters Club
		D	43		298	Watermasters Speakers Club
Division D Total Clubs				14		

Virtual District 52 Council Meeting

September 22, 2023

2023-2024 District 52 AMENDED Alignment

Serena McCullough, DTM, District 52 Director

DISTRICT 52 ALIGNMENT FOR 2023-2024						
Division E						
THERESA OFSTAD		E	50	3	616	Downtown L.A. Toastmasters
		E	50		762444 8	Hope Street Toastmasters
		E	50		784037 7	Legally Speaking
		E	51	4	421	Round Table Toastmasters Club
		E	51		658838 4	AEG Toastmasters of Los Angeles
		E	51		750359 2	Tree Talk
		E	51		789541 0	Entrepinayship Toastmasters
		E	52	4	382	LAUSD Toastmasters Club 382
		E	52		3629	Water and Power Toastmasters
		E	52		286761 39	LADWP Metro Toastmasters
		E	52		477195 3	Coast-to-Coast Toasters
		E	53	4	215215 0	CityMasters Plaza
		E	53		221949 1	CityMasters 2
		E	53		533308 5	City Masters Crystal Club
		E	53		777500 6	Successmasters Toastmasters Club
Division E Total Clubs				15		

Virtual District 52 Council Meeting

September 22, 2023

2023-2024 District 52 AMENDED Alignment

Serena McCullough, DTM, District 52 Director

DISTRICT 52 ALIGNMENT FOR 2023-2024						
Division F						
COLLEEN GRANT		F	60	4	8	Glendale 1 Club
		F	60		1653	Rising Star Club
		F	60		659175	Warner Bros. Toastmasters
		F	60		703905	
		F	60		4	PDS Personal Development Storytellers
		F	61	5	1320	Burbank Toastmasters
		F	61		3622	Executive Toastmasters Club #3622
		F	61		9065	Ernest Speakers Club
		F	61		107897	
		F	61		3	Prepared Speakers Toastmasters Club
		F	61		290963	
		F	61		4	DreamWorks Animation Storytellers
		F	62	4	29	Jewel City 29 Toastmasters of Glendale
		F	62			Leadership and Public Speaking
		F	62		3833	(LEAPS) Toastmasters Club
		F	62		286762	
		F	62		09	CBRE Glendale Toastmasters
		F	62		286759	
		F	62		09	Quest Masters
		F	63	4	748804	Toastmasters 4 Writers
		F	63		180370	
		F	63		0	ToastMousters
		F	63		204628	
		F	63		8	Wine & Dine Toastmasters
		F	63		737824	
		F	63		7	Toastmasters At Logix
Division F Total Clubs				17		

Virtual District 52 Council Meeting

September 22, 2023

DISTRICT EXECUTIVE COMMITTEE			
TITLE	LAST NAME	FIRST NAME	ELECTED/APPOINTED
District Director	McCullough	Serena	ELECTED
Program Quality Director	Gupta	Ruchin	ELECTED
Club Growth Director	Birch	Keith	ELECTED
Administration Manager	Ghaffari	Catherine	APPOINTED
Finance Manager	Kadharmestan	Christie	APPOINTED
Public Relations Manager	Tang	Jeena	APPOINTED
DIVISION DIRECTORS			
A	Anderson	William	ELECTED
B	McCullough	Annette	APPOINTED
C	Wilson	Christopher	ELECTED
D	Graves	Gene	ELECTED
E	Ofstad	Theresa	ELECTED
F	Grant	Colleen	APPOINTED
AREA DIRECTORS			
A10	Hariri	Jinna	APPOINTED
A11	Ghzanian	Thelma	APPOINTED
A12	Bertain-Todorovic	Suzanne	APPOINTED
A13	Mizukami	Fumiko "Andy"	APPOINTED
B20	Stackler	Sandra	APPOINTED
B21	Dutt	Arti	APPOINTED
B22	Bataa	Talal	APPOINTED
C30	Walker	Rosetta	APPOINTED
C31	Parr	Brettney	APPOINTED
C32	Stockdale	Jenifer	APPOINTED
D40	Weiss	Jeffrey	APPOINTED
D42	Munoz	Raul	APPOINTED
D43			APPOINTED
E50	Gainer	Patrice	APPOINTED
E51	Lara	Gail	APPOINTED
E52	Abrishami	Arian	APPOINTED
E53	Espinola	Andres	APPOINTED
F60	Day	Mile	APPOINTED

Virtual District 52 Council Meeting

September 22, 2023

F61	Lawrence	Sonja	APPOINTED
F62	Blair	Lynn	APPOINTED
F63	English	Constance	APPOINTED

Virtual District 52 Council Meeting

September 22, 2023

Year End Profit and Loss Report 06.30.2023

Peter Genter, DTM, Finance Manager – 2022-2023

(PENDING REPORT)

(PENDING REPORT)

Virtual District 52 Council Meeting

September 22, 2023

Year End Profit and Loss Report 06.30.2023

Peter Genter, Finance Manager – 2022-2023

(PENDING REPORT)

Virtual District 52 Council Meeting

September 22, 2023

Year End Profit and Loss Report 06.30.2023

Peter Genter, Finance Manager – 2022-2023

(PENDING REPORT)

Virtual District 52 Council Meeting

September 22, 2023

Year End Profit and Loss Report 06.30.2023

Peter Genter, Finance Manager – 2022-2023

(PENDING REPORT)

Virtual District 52 Council Meeting
September 22, 2023

Year End Profit and Loss Report 06.30.2023

Peter Genter, Finance Manager – 2022-2023

(PENDING REPORT)

2022-2023 Year End Audit Report – District 52

Catherine Ghaffari (pending report)

Virtual District 52 Council Meeting
September 22, 2023

TOASTMASTERS
INTERNATIONAL

TOASTMASTERS INTERNATIONAL
Certification for
June
2020-2021

DISTRICT 52

INSTRUCTIONS:

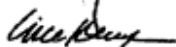
1. Complete all sections on the Narrative tab.
2. Fill in the white cells below with the appropriate information and print out this page.
3. Obtain related signature below. **Electronic signatures are not acceptable.**
4. Distribute monthly reports per Toastmasters International protocol 8.4, to the district governor and lieutenant governors within 30 days after the end of the month.
5. **Quarter reports due to World Headquarters:**
 - * September Report: **October 31**
 - * December (Audit) Report: **February 15**
 - * March Report: **April 30**
 - * June (Audit) Report: **August 31**
6. Submit approved narratives and certification page to World Headquarters by email or fax:
 - * Scan and email the PDF to **DistrictFinancialReports@toastmasters.org**
 - * Or fax to (949) 589-3456

NOTE: This certification form must be complete for the report to be accepted by World Headquarters. Reserve funds will not be released until World Headquarters receives the completed report.

In Base Currency	USD
Monthly Net Income/(Loss)	<u>16,909.37</u>
Year to Date Net Income/(Loss)	<u>10,186.86</u>
Total Available Funds	<u>34,321.55</u>

1. We, the undersigned, certify that all district financial records have been made available to the audit committee for inspection and that any unpaid bills or other outstanding obligations for the 2020-2021 term have been reported to the audit committee and included in accruals section of this audit. We further certify that there are no other outstanding district obligations incurred for the 2020-2021 term.

Dated this 14 day of August

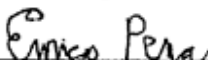

District Director (for the year audited)


District Finance Manager (for the year audited)

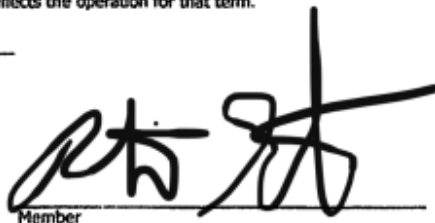
Complete only for the Mid-year Report and Year-end Report:

2. We, the undersigned members of the Audit Committee, have examined the records of District 52 for the 2020-2021 term in accordance with the Audit Committee Guidelines* and believe that this report properly reflects the operation for that term.

Dated this 26 day of August


Chairman


Member


Member

* Audit Committee Guidelines are available at the District Finance Corner: www.toastmasters.org/AuditGuide

NOTE: Audit committee members cannot be members of the district executive committee (e.g., district director, program quality director, club growth director, immediate past district director, secretary, finance manager, public relations officer, division directors, area

2022-2023 Year End Audit Report – District 52

Virtual District 52 Council Meeting

September 22, 2023

Catherine Ghaffari,

District 52 TI: *** Profit & Loss Statement (Actual vs. Budget Summary) *** (in USD)

Month Ending 08/30/2021			07/01/2020 Through 06/30/2021		
Actual	Budget	Variance	Actual	Budget	Variance
District Revenue			District Revenue		
907.48	1,785.00	(887.52)	34,603.49	38,891.00	(4,287.51)
0.00	0.00	0.00	330.00	6,325.00	(5,995.00)
0.02	0.00	0.02	45.66	0.00	45.66
907.50	1,785.00	(887.50)	34,979.15	45,216.00	(10,236.85)
District Expenses			District Expenses		
113.67	0.00	113.67	2,315.36	6,325.00	(4,009.64)
9,317.52	280.00	9,037.52	24,189.88	7,440.00	16,749.88
1,409.54	0.00	1,409.54	2,681.15	5,680.00	(2,998.85)
0.00	0.00	0.00	253.08	2,000.00	(1,746.92)
0.00	0.00	0.00	112.74	0.00	112.74
1,419.90	438.00	981.90	3,314.09	3,831.00	(516.91)
0.00	100.00	(100.00)	330.57	1,850.00	(1,519.43)
106.03	0.00	106.03	2,368.03	1,909.00	459.03
621.09	282.00	339.09	4,652.54	3,881.00	771.54
4,529.12	0.00	4,529.12	4,554.12	4,700.00	(145.88)
0.00	750.00	(750.00)	0.00	7,250.00	(7,250.00)
0.00	0.00	0.00	0.00	550.00	(550.00)
300.00	0.00	300.00	394.47	0.00	394.47
17,816.87	1,850.00	15,966.87	45,166.01	45,216.00	(49.99)
(16,908.37)	(55.00)	(16,853.37)	(10,186.85)	0.00	(10,186.85)
Total District Expenses			Total District Expenses		
Total Net Income			Total Net Income		

Virtual District 52 Council Meeting

September 22, 2023

2022-2023 Year End Audit Report – District 52

Catherine Ghaffari

Guidelines



District #: 52

Circle one: **Mid-year Audit** or **Year-end Audit**

12th sep 6/30/23

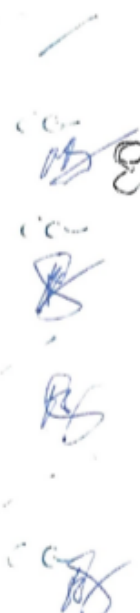
PROCEDURES TO BE COMPLETED	COMPLETED BY
A. ORGANIZATION	
<p>1. Obtain all supporting documents for the Mid-year or Year-end Profit and Loss Statements from the district treasurer, and sort the documents in the following manner:</p> <ul style="list-style-type: none">◆ Stack #1: Sort Profit and Loss Statements, bank statements and district reserve statements into separate groups, organize in chronological order and place in one stack.◆ Stack #2: Sort all other supporting documents in the order they appear on the Receipt Register and Payment Register. Receipt supporting documents should be placed behind the Receipt Register, and payment supporting documents should be placed behind the Payment Register.	<p>CC MB EP</p>
B. SUBSTANTIATING TRANSACTIONS	
<p>2. To ensure that all transactions are adequately supported, perform the following procedures:</p> <ul style="list-style-type: none">◆ Trace and agree all transactions on the Receipt Register and Check Register to their respective supporting documentation.◆ Place a check mark (✓) on the Receipt Register and Payment Register next to each transaction that has supporting documents. The only transactions that should not be check marked are the ones missing supporting documents.◆ For the transactions missing supporting documents, contact the finance manager and ask if such documents exist. If they do, request copies.	<p>CC MB EP</p>

Virtual District 52 Council Meeting

September 22, 2023

2022-2023 Year End Audit Report – District 52

Catherine Ghaffari

C. POLICY REVIEW	
<p>3. To ensure that transactions were executed within the company policies, perform the following procedures:</p> <ul style="list-style-type: none">◆ Review all cancelled checks and verify that they were signed by both the district director and finance manager (checks made payable to the district director or finance manager should be signed or approved in writing by the program quality director or the club growth director).◆ Review all reimbursement requests and verify that they were approved by the district director. Ensure that all expenses on the request have adequate documentation (receipts or other supporting materials). Copies of credit card and/or bank statements are not valid receipts or documentation.◆ Identify all payments in excess of USD \$500 and verify that each expense was properly approved by the district director and at least the program quality director or the club growth director. Any individual expense in excess of USD \$500 must be authorized in advance, there should be approval included in the supporting documentation and some indication of when the expense was approved (an email approving the expense is acceptable).◆ Review all Debit Card transactions to ensure that all payments made by the district director were authorized in advance in writing by the finance manager and either the program quality director or the club growth director. Payments made by the finance manager must be authorized in advance by the district director and either the program quality director or the club growth director.◆ Identify Other District Expenses (gifts, flowers, expressions of sympathy, etc.) to ensure they are not lavish or excessive and that they support the mission of the district. Tokens of appreciation are allowed up to \$25. Donations are not permitted in lieu of flowers or to any charitable fund.◆ Review all meal expense reimbursements for District Leader August and Mid-year trainings to ensure the district director, program quality director, and club growth director were reimbursed for their meals purchased, up to \$30 a day with supporting receipts. (Meal expenses are NOT covered by a per diem.)	


AUDIT COMMITTEE MEMBER SIGNATURE


AUDIT COMMITTEE MEMBER SIGNATURE


AUDIT COMMITTEE MEMBER SIGNATURE

9/3/2023
DATE

9/4/2023
DATE

9/5/2023
DATE

Virtual District 52 Council Meeting

September 22, 2023

Director Reports

Jeanna Tang, SR5, Public Relations Manager

PR Team: David Duplechin, Lallah Rowe, Ep McKinight, Krista Lake-Itzkowitz, Rachel Nizinski, Dawn Jenkins, Krithikka Devi Venkataram, and Brettney Perr.

Goals:

- Continue to publish a weekly newsletter.
- Maintain D52 website with relevant content and increase member engagement.
- Update calendar with relevant clubs and district events.
- Promote workshops showcasing relevant, intentional, and purposeful collaboration on club projects, increase member engagement, and maintain marketing and advertising compliance.

Objectives:

Weekly:

- PR team collaboration and strategic planning on content creation
- Recap of events attended or organized by the PR team during the month.

Monthly:

- Review of analytics on content performance (e.g. website traffic generated, shares, comments, blog posts, videos, and infographics).
- Review highlights of notable social media campaigns or posts.
- Review details of ongoing and upcoming PR campaigns.
- Reflect on improvements or changes based on the month's experiences.
- PR team to present at monthly meetings to support all district clubs.
- VPPR Roundtables - Q&A, what's the latest trend, tips and strategies.
- Showcase clubs that are innovative, creative, and serve as an exemplar.

The PRM team will acknowledge and celebrate D52's accomplishments whether it's a pathway completion, club anniversary, open house, etc. We are committed in promoting positive and nurturing environment where members can thrive and develop their communication and leadership skills.

Virtual District 52 Council Meeting

September 22, 2023

Director Reports

Keith Birch, IP4, Club Growth Director

Club Growth Director Report | District 52

Team: Keith Birch (Club Growth Director), Open (Club Extension Chair), Lawrence Quesada Club (Club Growth Team Advisor), Open (Club Retention Chair), Demo Meeting Team(varies)

Club Growth & Member Retention Initiatives

1. Helping clubs move to Hybrid environment. Clubs can setup a call with CGD to go over what is required for them to conduct hybrid meetings.
2. Have a meeting with Area and Division Directors to brain storm on how to get leads for new clubs.
3. Work on a weekly update for all Divisions to track the club renewal activities.
4. Review the benefits, if Incentives for club renewal are good practice.

Club Building Initiatives

1. Reaching out to all leads from 2020.
2. Work with Area and Division Director to help come up with a campaign to start new clubs.

New Clubs In Progress

1. LA Care - We have conducted the demo meeting and the club is working on the application process to charter a new club. Tentative charter will happen before Sep 30, 2023.
2. JP Morgan Chase- Working with Rose Abott to coordinate the demo meeting.
3. Coca Cola – Reached out to them.
4. Rocket Jet - Sent an introduction letter.

Additional 1st Quarter Activities

1. Interviewed candidates for International Director and 2nd VP positions to be elected at the annual conference.

Virtual District 52 Council Meeting

September 22, 2023

2. Attended Toastmasters annual conference in Bahamas from 8/14 thru 8/21.
3. Attending Monthly District Leadership Meeting.
6. Attending monthly meetings with Region Advisors.
7. Attending monthly meetings with peer Club Growth Directors.

Virtual District 52 Council Meeting

September 22, 2023

Director Reports

Ruchin Gupta, IP4, Program Quality Director

D52 Trio Training

1. Completed the Pre-Work required for the Trio Training.
2. Attending Region 2 Peer PQD calls monthly. Each session focused on district leadership topics.

District Training

1. First Division Director training held on June 17th, 2023
2. First Area Directors training to be held in September 2023
3. . Marc Richards is conducting monthly Free Toast Host trainings on the First Mondays of every month.
4. We are in the process of organizing monthly workshops on valuable topics such as Pathways, Club Growth etc. on the 3rd Tuesday of every month.

Area Directors Visits

We have Area and Division Directors that are visiting the clubs already. They have completed 9 club visit reports out of 81. The current status is as follows:

Area	Area Director	# of Reports
A10	Jinna Hariri	3 In-Progress
B21	Arti Dutt	1 Completed out of 4
C30	Rosetta Walker	3 Completed out of 5
F60	Mike Day	2 Completed out of 4
F61	Colleen Grant	1 Completed out of 5
F63	Constance	3 Completed out of 4

Club Officer Training

1. Planned and executed D52 Toastmasters Leadership Institute (TLI) in June 2023 with Matt Kinsey (International President of Toastmasters 2022-2023). We had over **140** attendees on Zoom.
2. During the TLI we trained around **105** Club Officers
3. We hosted multiple workshops during our TLI.

Virtual District 52 Council Meeting

September 22, 2023

- a. Pathways Training
- b. Workshop on Distinguished Clubs
- c. Workshop on Membership Growth
4. Facilitated in 23 make-up club officer training sessions from July – August 2023
5. The list of club officers that have attended the training has been submitted to Toastmasters International.
6. These 11 trainers facilitated in conducting 23 club officer training sessions for the first round in July & August of 2023.

Trainer Name	Trainings Conducted
Alethea Espino	1
Catherine Ghaffari	1
Holly Fleschler	2
Jackie Sanders	2
John Murray	4
Lance Webster	3
Lawrence Quesada	3
Red Runyon	2
Rose Abbott	2
Ruchin Gupta	2
William Wocjak	1

1. The District 52 club officer training results are as follows:
 - a. **23** Club Officer Trainings were conducted in July and August.
 - b. **83%** of Club Officers have been trained so far
 - c. **Out of 501, 416** Club Officers have been trained and 85 are remaining
 - d. **30** clubs have all 100% of officers trained (all 7)
 - e. **37** clubs have 4-6 officers trained.
 - f. In total **67** of the total clubs (83%) have achieved minimum 4 officers trained which gives them half a DCP point.
 - g. Top 3 Divisions were **B, F and A** with **93%, 77%, 77%** of officers trained respectively.
 - h. **70** Officers from **15** other districts were trained during our sessions.
2. **8** Clubs had all their seven officers trained by 8/13 making them eligible for the incentive (club officer pins). The clubs are as follows
 - Wine & Dine Toastmasters
 - Outliers Toastmasters Club
 - DreamWorks Animation Storytellers

Virtual District 52 Council Meeting

September 22, 2023

- CBRE Glendale Toastmasters
- Toastmasters At Logix
- Imagination at NBC Universal Toastmasters Club
- Foothills Community Toastmasters Club
- Medtronic Diabetes Toastmasters

Hybrid Meetings

1. Determining and preparing a report on the equipment that can be used during our Hybrid Conferences, DEC meetings, Business Meetings, Contests etc.

Additional 1st Quarter Activities

1. Trio interviewed international candidates to be elected at TI's Annual Conference
2. Contributed to D52 Success plan
3. Determine Incentives for the 2023-2024 year
4. Attended monthly D52 District Council Meetings
5. Plan & oversee execution of 1st round of Club Officer Training (detailed above)
6. Working on finalizing monthly District workshops

Virtual District 52 Council Meeting

September 22, 2023

Director Reports

Serena McCullough, DTM, District 52 Director

Toastmasters, Leaders, and Guests,

In a few months, we enter into the 100th year of Toastmasters as an organization, a phenomenal place to grow one's communication and leadership skills, and a place to make friendships that can last a lifetime. Because of the foresight of our founder, Ralph Smedley, we have a chance to spread our wings and learn in a safe place. District 52 seeks to achieve Smedley Distinguished, the highest honor that Toastmasters International awards Districts globally. The heart of this members-first organization is its ability to have a long-lasting impact on people's lives in a deep and personal way.

I am honored to have the opportunity to serve and to lead District 52, as we all journey to achieve Smedley Distinguished by putting our members first and pursuing the District mission "We build new clubs and support all clubs in achieving excellence".

As a team, we seek to:

- Increase communication with our members**
- Expand our reach out into the community by building new clubs**
- Stabilize our clubs by helping them achieve Distinguished**
- Engage members in new leadership opportunities**
- Take on new marketing efforts to help our clubs grow**
- Always make sure our members are winning and having fun**

Together we can achieve anything we set our minds to. I invite everyone to embrace the multitude of opportunities to join the team, as we make our way together to Smedley Distinguished

Engage each other with your personal stories and share the growth you have seen and experienced with one another. Imagine the lives we can impact this year by embracing the opportunities that lie ahead of us. Each of our clubs is an outlet for the community and individuals who are looking for a safe space to grow and learn and for our communities to pull together. Let's impact the next generation of communicators and leaders together.

100 years of legacy...Smedley Distinguished!

**In your service,
Serena McCullough, DTM, D52 Director**

Virtual District 52 Council Meeting

September 22, 2023

District 52 Announcements

District 52 2024 Spring Contest

Area Director Training

Membership Dues Renewals

Clubs' minimum of 8 members by October 1

Membership Base by December 30

+ 3 Members January – June

Club Growth Summit

Toastmasters International 2022-2024 Strategic Plan

TOASTMASTERS
INTERNATIONAL

STRATEGIC PLAN
2022-2024

Virtual District 52 Council Meeting

September 22, 2023

INTRODUCTION

The Pandemic: Its Impact, Challenges, and Opportunities

In the years prior to the pandemic, Toastmasters International, with few exceptions, grew annually at a steady pace. Since the pandemic began in the first quarter of 2020, the organization has contracted significantly. The number of members and clubs at the end of the 2021–2022 program year are similar in size to a decade ago.

Clubs modified their meeting format to accommodate physical distance—most clubs met exclusively online or in a hybrid format. Members who chose to attend online meetings quickly developed a skill set that the world now values. Others did not prefer the online environment and chose not to renew their membership. While some clubs have gone back to meeting in person, only time will tell if the traditional in-person model of club meetings will return to being the primary meeting type.

The new meeting format connected members from around the world on a scale not previously seen. Through experiencing meetings in the context of other places and cultures, members developed a greater appreciation and understanding of the positive impact of Toastmasters worldwide. The 2021 International Convention was the most attended event in Toastmasters History.

The rate of technological innovation accelerated during the pandemic. As meeting formats evolved, so did online learning. The expectation for continuously updated content, delivered in easily consumable portions, is higher than ever. Clubs and Districts efficiently conducted business online on an unprecedented scale. Contact between members and leaders at all levels increased in scale and speed. Each of these changes will affect the future, and we must evolve to meet expectations.

Communication and leadership skills are in greater demand than ever. Toastmasters is poised to meet those demands and to reestablish its strength through the implementation of this plan.

Virtual District 52 Council Meeting
September 22, 2023

CORE IDEOLOGY

Core Values

Integrity, Respect, Service, and Excellence

Brand Promise

Empowering individuals through personal and professional development.

Toastmasters International Mission

We empower individuals to become more effective communicators and leaders.

District Mission

We build new clubs and support all clubs in achieving excellence.

Club Mission

We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

Virtual District 52 Council Meeting
September 22, 2023

CORE IDEOLOGY

Toastmasters International Envisioned Future

To be the first-choice provider of dynamic, high-value, experiential communication and leadership skills development.

Vivid Description of the Envisioned Future

Toastmasters International is recognized by its members as relevant and invaluable for their personal and professional success. Employers recognize Toastmasters International as an essential component of their employees' professional development. Through its clubs, Toastmasters International provides a vibrant, growing, and successful communication and leadership development program. Club members receive a high-quality, customized experience in a supportive environment that responds to individual and community-specific needs. Members take risks and experiment knowing that they are supported and encouraged by others to maximize their potential in reaching personal and professional goals. Toastmasters International uses technology effectively to save time, communicate, and deliver services. Toastmasters International is globally recognized as the industry leader in communication and leadership skills development, and as a progressive, responsive, and experiential organization that changes individuals and the world for the better.

Virtual District 52 Council Meeting

September 22, 2023

ORGANIZATIONAL GOALS

Toastmasters International's success is driven by the cooperative efforts of individual members, club officers, District leaders, Region Advisors, the Board of Directors, and the World Headquarters team. Each has unique roles and responsibilities. Their combined efforts will continue to determine the success of the organization now and in the future.

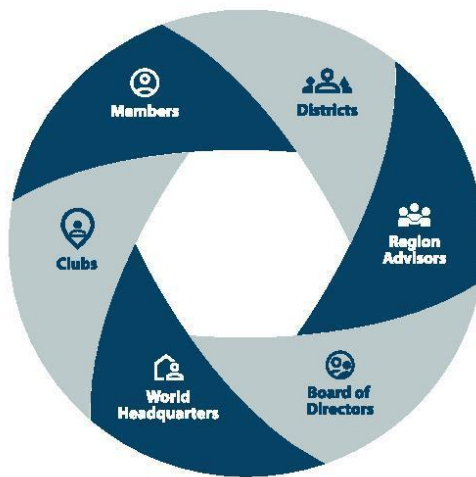
The Board of Directors recognizes the need to extend the reach of Toastmasters both locally and globally, to increase transactional efficiency, to improve the individual member's experience, and to lighten the administrative load on club officers and District leaders.

Our goals for the next 24 months are grouped into these categories:

- ▶ Club Excellence
- ▶ Member Achievement
- ▶ Awareness and Engagement
- ▶ Operational Effectiveness

Communication

The Board of Directors acknowledges the need for excellent communication throughout the organization to achieve our organizational goals.



Communication depends on all of us and will require everyone's collective engagement to be effective. As the Board of Directors, we commit to increase and enhance our communication with all levels of the organization. We invite members and leaders to join us on the quest for excellent communication.

Virtual District 52 Council Meeting

September 22, 2023

CLUB EXCELLENCE

Support all clubs in providing a consistent, quality member experience by delivering on our brand promise:

"Empowering individuals through personal and professional development."

Measurement:

Distinguished Clubs: 4.5% increase per year

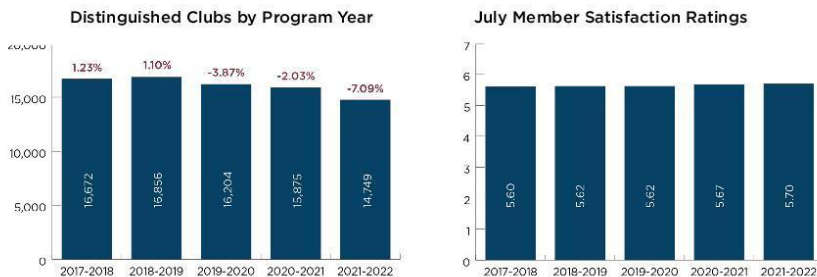
Member Satisfaction: 5.8 rating

Strategies:

Clubs conduct enjoyable, effective meetings

Districts conduct effective club officer training

World Headquarters evolves Base Camp to better support members and club leaders



Virtual District 52 Council Meeting

September 22, 2023

MEMBER ACHIEVEMENT

Support members in achieving their personal and professional communication and leadership goals through experiential learning.

Measurement:

Pathways Level Achievements: 4% increase per year

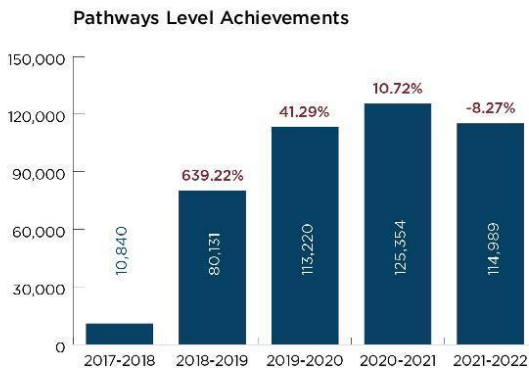
Strategies:

Clubs orient and conduct needs assessment for all new members

Clubs assign mentors to all members

Districts include member-achievement-focused sessions in club officer training

World Headquarters evolves Pathways educational content and Base Camp to enhance experience



Virtual District 52 Council Meeting

September 22, 2023

AWARENESS AND ENGAGEMENT

Expand global recognition of Toastmasters International programs to promote engagement, membership, and club growth.

Measurement:

Membership Payments: 4% increase per year

Member Renewal Rate: 1% increase per year

Club Growth: 5% increase per year

Strategies:

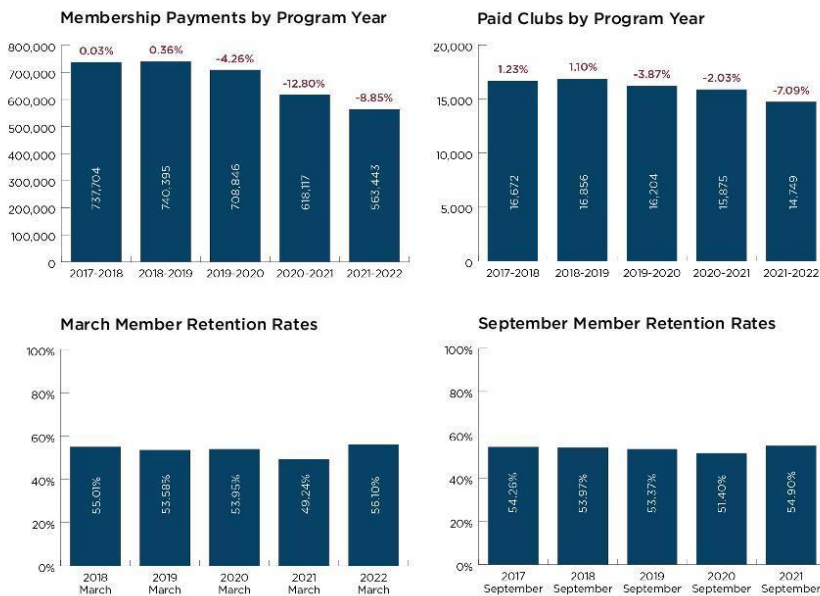
Members consistently invite guests to attend meetings

Clubs regularly conduct open houses and membership growth programs

Clubs and Districts create effective public relations

Districts actively prospect for and charter new clubs

Districts and World Headquarters expand global advertising program throughout the world



OPERATIONAL EFFECTIVENESS

Create additional value for members, leaders, and stakeholders through standardized tools and processes, resulting in world-class operations.

Strategies:

Area Directors consistently conduct productive Area Council meetings

Area Directors conduct effective club visits

Division Directors consistently conduct productive Division Council meetings

District Directors consistently conduct productive District Council meetings

World Headquarters implements system to charter new clubs online

World Headquarters enables members to pay Toastmasters International dues online

For more information, see the [Toastmasters International Resource Library](#).

Virtual District 52 Council Meeting

September 22, 2023

WHY?

Why do we need a strategic plan?

Strategic plans focus the thinking and efforts of the organization on initiatives that are important now and within the timeframe of the plan. They enable the organization to set aside other items and focus, making decisions about how to allocate resources for the most significant impact.

Why this Strategic Plan?

The delivery of this Strategic Plan will:

- ▶ Increase value to the member
- ▶ Expand organizational brand awareness
- ▶ Streamline and enhance member experience
- ▶ Promote member and club sustainability