



# **Toastmasters International District 52**

***Fall Virtual Business Council Meeting  
Friday, September 20, 2024,  
6:30 p.m. - 8:00 p.m. PDT***

**Ruchin Gupta, DTM**  
Presiding Officer  
District Director

**Rose Abbott, DTM, PDD**  
Administration Manager

**Patti Titus, DTM, RP**  
Registered Parliamentarian

**Lawrence Quesada, DTM, PDD**  
Credentials Desk

**Virtual District 52 Council Meeting**  
September 20, 2024

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**Meeting Agenda**  
**2024 District 52 Council Meeting**

Friday, September 20, 2024  
6:15 PM Roll Call | Gavel 6:30 - 8:00 PM PDT

Presiding  
Ruchin Gupta, DTM - District 52 Director

**Agenda**

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Agenda Order	Person Responsible	Time
Welcome	District Director: Ruchin Gupta, DTM	6:30 pm (5 min.)
Review of the District Mission	Anca Enache, LD4	6:35 pm (2 min.)
Adoption of Credentials Committee Report	Chair: Lawrence Quesada, DTM, PDD	6:37 pm (5 min.)
Adoption of Meeting Rules	District Director: Ruchin Gupta, DTM	6:42 pm (2 min.)
Adoption of the Meeting Agenda	District Director: Ruchin Gupta, DTM	6:44 pm (2 min.)
Meeting Protocol Voting Procedures	Parliamentarian: Patti Titus, DTM, Registered Parliamentarian	6:46 pm (5 min.)
<b>Officer Reports</b>		

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Agenda Order	Person Responsible	Time
District Director <ul style="list-style-type: none"> <li>• District Report</li> <li>• Amended District Alignment</li> <li>• District Leadership Assignment</li> </ul>	District Director: Ruchin Gupta, DTM	6:51 pm (4 min.) (5 min.) (5 min.)
Program Quality Director	John Murray, DTM	7:05 pm (4 min.)
Club Growth Director	Gene Graves, SR5	7:09 pm (4 min.)
2024-2025 District Budget	Finance Manager, Catherine Ghaffari, DTM	7:13 pm (5 min.)
Public Relations Manager, Frank Baragan	District Director: Ruchin Gupta, DTM	7:18 pm (4 min.)
<b>Committee Reports</b>		
Audit Report - 2023-2024 Year-end	2023-2024 Audit Committee Chair: Catherine Ghaffari, DTM	7:22 pm (5 min.)
<b>Additional Reports</b>		
Year-End Profit and Loss Report – 6/30/24	2023-2024 Finance Manager: Brian Schweidenback, DTM	7:27 pm (5 min.)
<b>Announcements</b>		

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<b>Agenda Order</b>	<b>Person Responsible</b>	<b>Time</b>
District 52 Announcements	District Director: Ruchin Gupta, DTM	7:32 pm (5 min.)
Next Meeting	Administration Manager: Rose Abbott, DTM, PDD	7:37 pm (3 min.)
Meeting Adjourned	District Director: Ruchin Gupta, DTM	7:40 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 - We match our actions with our words, demonstrate honesty and trustworthiness, communicate with sincerity and thoughtfulness, have the courage to acknowledge our mistakes, and always strive to do the right thing.
- Respect - We treat all with dignity, welcome diverse perspectives, acknowledge all contributions, believe that all have positive intent, practice mutual accountability, and critique but never demean.
- Service - We strive to provide high-value, exceptional support by being responsive, attentive, and passionate in fulfilling our duties as individuals and as an organization to all.
- Excellence - We consistently strive to meet or exceed expectations by upholding the Toastmasters Promise, nurturing a collaborative environment, innovating to deliver creative solutions, and optimizing quality to produce superior service.

## **Toastmasters International Envisioned Future**

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

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### Online Meetings and Electronic Voting (District Council and District Executive Committee)

Per protocol 7.1, online 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 is posted to the District website four (4) 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.
- The district posts information about the proposed appointed District leaders at least 14 days in advance of the vote.

#### Online Meetings

Select the platform or software that will be utilized. It is important to consider the tasks or business that will be conducted to determine the features the platform must have. Some items to consider are:

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

Once you have established the necessary features, the next step is to evaluate the available platforms. Consider seeking help from someone in the District who has experience in this area. [Zoom](#) is one of many platforms that can be utilized to support the items noted above.

#### Finding a team:

Select one or two members who are experienced with technology to support in managing the platform before and during the meeting.

#### Managing discussions:

Select a platform that allows attendees to signal their desire to speak without interrupting the speaker. 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. We ask members to submit their questions or type in their names to signal that they would like to address the entire group. As members enter their questions or names, the chat feature captures the requests in the order received. The team managing the platform can notify the meeting chair of the speaking order.

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### **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
  - Wait until they are acknowledged before speaking
  - Limit their speaking time — advise attendees how much time they have
- The host reserves the right to mute attendees as needed

### **Electronic Voting**

For meetings that require business to be voted upon, an electronic voting platform will be needed. Some requirements to consider for an electronic vote are:

- Number of voters
- Ability to assign weighted votes (for members carrying multiple)
- 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 to help decide which will be best.

### **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. It is best to select a team to plan and set up the electronic vote. Seek members who are experienced with technology to manage the voting process.

### **Registering voters:**

Use a survey tool, such as [Google Forms](#) or [Microsoft Forms](#), to help obtain the information needed to register voters. The District Council report available through District Central can be used to obtain the leader's email address to distribute the survey. The questions for the survey should include:

- Name (first and last)
- Membership number
- Club number(s) the President/Vice President of Education is representing
- Will you be attending the meeting?
- What is the email address to receive the link to vote?

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

- District Executive Committee meetings; include all Division Directors, Area Directors, District Director, Program Quality Director, Club Growth Director, Administration Manager, Finance Manager, Public Relations Manager, and Immediate Past District Director.

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- District Council meetings; include all Club Presidents, Vice Presidents of Education, and District Executive Committee members. Only the Club President's and Vice President's Education count toward 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. Remove anyone who cannot attend the meeting.

### **Processing credentials:**

Some tasks need to be completed before the vote. The credential process is completed prior to setting up the voting platform. The tasks to complete include:

- Register all voting members prior to setting up the vote to create a list of voters to be imported into the electronic voting system.
- Determine the number of votes each member is entitled. The District Council report available through District Central will help assign the number of votes to each voting member.

### **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, separate ballots should be created 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. 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. Establishing the voting period is critical for voters to know when they may cast their ballots.

Once the ballots are created, they can be sent to members prior to the meeting or right before the first vote, depending on what works best.

*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, 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.*

### **Conducting the online meeting and electronic voting:**

During the meeting, a team should assist with managing the online meeting and electronic voting platform. As noted earlier, the meeting should start with established guidelines so that all

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attendees are aware of how the meeting will be conducted. The meeting will then proceed to each agenda item.

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

Election Buddy and Election Runner have dashboards to automatically tabulate the votes in real time that are cast (both in percentages and in number of votes). Once the voting period is closed, the team managing the vote can manually close the vote and announce the results before moving on to the next item. The process will be repeated 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>

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# 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

### 1. 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 of 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.

### 2. 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.

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### **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**

On the basis of two (2) votes per club, one-third of the Member Clubs in good standing in the District shall constitute a quorum for all District Council meetings. The continued presence of a quorum is presumed unless the chair declares otherwise.

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 by 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 XI: Committees**

### **a. District Executive Committee**

1. The District Executive Committee consists of the District Director, Program Quality Director, Club Growth Director, District Public Relations Manager, District Administration Manager, District Finance Manager, Division Directors, Area Directors, and Immediate Past District Director.
2. The committee shall have all functions and powers of the District Council except such powers as may be reserved by the District Council to itself. At all times, the committee is subject to the general direction and approval of the District Council.
3. A majority of the District Executive Committee shall constitute a quorum.
4. The committee shall review the report of the Alignment Committee and recommend the alignment of clubs in the District into Areas and Divisions for approval at the Annual Meeting of the District Council.
5. The committee shall prepare a budget in the form prescribed by Toastmasters International, covering estimated receipts and expenditures for the ensuing year.

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- a. The proposed budget shall be submitted to the District Council for approval in order to submit the approved budget to World Headquarters by September 30.
  - b. This proposed budget shall be acted upon by the District Council at its first meeting.
6. The District Executive Committee shall have such other duties as are delegated to it by the District Council.

### **b. District Leadership Committee**

1. The District Director shall appoint the District Leadership Committee Chair no later than November 1. The remaining committee members shall be appointed no later than December 1.
2. In addition to the District Leadership Committee Chair, the committee shall consist of no fewer than five (5) members with equal representation of all Divisions in the District. No committee member may represent more than one (1) Division.
3. The committee shall operate under the procedural rules adopted by the Toastmasters International Board of Directors for the selection of candidates for the elective District offices.
4. The committee's results shall be reported in writing to the District Director no fewer than six (6) weeks before the Annual Meeting of the District Council.
5. The District Director shall submit the District Leadership Committee report to the members of the District Council at least four (4) weeks prior to the Annual Meeting of the District Council.

### **c. Audit Committee**

1. Each year the District Director shall appoint an Audit Committee consisting of at least three (3) individual members who are not members of the District Executive Committee.
2. The reports of this committee shall contain information in the format required by Toastmasters International.
3. The committee shall submit an interim mid-year audit report no later than February 15.
4. The committee shall complete a year-end audit report for the fiscal year ending June 30.
5. The outgoing and incoming District Directors are jointly responsible for submitting this report to the Member Clubs and to World Headquarters by August 31.

### **d. Alignment Committee**

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1. Each year, the District must review, and amend, if needed, the alignment of clubs, Areas, and Divisions within its boundaries. The District Director shall appoint an Alignment Committee chair and committee members no later than January 1.
  - a. The members of the Alignment Committee are the Division Directors. At the discretion of the Division Director, they may select another member from the Division to serve on the committee with approval from the District Director. If no Division Director is serving, the District Director will appoint a member from the Division to serve as a replacement member.
  - b. Each Division must be equally represented on the Alignment Committee. Committee members cannot represent more than one (1) Division.
  - c. The chair of the Alignment Committee shall have served previously as a Division Director, Club Growth Director, Program Quality Director, or District Director.
  - d. Candidates for District office for the following program year may serve on the committee.
  - e. Once the committee has been appointed, they shall serve through July 15 of the following program year.
2. The Alignment Committee prepares an alignment proposal and provides the proposal to the District Executive Committee for review.
3. The District Council reviews and approves a proposed alignment, including the number of Divisions and assignment of clubs into Areas, at its Annual Meeting.
4. Once the District Council approves the proposed alignment only the District Executive Committee may amend the alignment of clubs into Areas, upon recommendation of the Alignment Committee. Any amendments must be approved by the District Executive Committee by a two-thirds vote. The number of Divisions must not be amended.
5. The District alignment must be submitted to World Headquarters no later than July 15.

### e. Other Committees

Other committees may be appointed as advised by the District Director or the District Council. Such committees may include, among others, the following special committees: District Program Quality, District Club Growth, District Public Relations, Youth Leadership Program, Speechcraft, Administrative Policies, Awards, Speakers Bureau, District Newsletter, Past District Directors, and Club Coach Coordinating Committee.

## Article XIII: Rules of Order Robert's

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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 or Bylaws of Toastmasters International, policies set by the Board of Directors of Toastmasters International from time to time, or applicable law, provided that if the district is located in a jurisdiction where Robert's Rules are not a recognized authority on parliamentary procedure, this district may use the recognized authority in the jurisdiction where this district is located in place of Robert's Rules.

Source:

<https://www.toastmasters.org/leadership-central/governing-documents#ArticleIXDistrictCouncil329>

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 the link to register for this meeting:**

<https://bit.ly/d52dcm>

After registering, you will receive a confirmation email containing information about joining the meeting. **Registration will close on September 19, 2024, 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 16, 2024, at 11:59 PM PDT by email to the District Administration Manager at [adminmgr@district52.org](mailto:adminmgr@district52.org)

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## Credentials Committee Report

Credentials Chair Lawrence Quesada, DTM, PDD



As of September 5, 2024

Eligible clubs in District 52 (as of September 5th, 2024):	80
Number of voting delegates per club (President and VPE):	x2
<b>Number of club votes:</b>	<b>160</b>
Clubs without Club Presidents or VPE	-5
<b>Number of available club votes:</b>	<b>155</b>
Club votes required for a quorum (1/3rd of 155 votes):	52
<b>Number of District Executive Committee votes</b>	<b>33</b>
<b>Majority (50% of Total Votes + 1)</b>	<b>44</b>

To be eligible to vote, a District Council member's membership must be in good standing, provided that the club they are a member of must be paid by September 19, 2024. Club Presidents and Club VPs' Education must also be paid members of the club they represent.

**Determining Quorum:** <https://www.toastmasters.org/footer/faq/District%20Events>

- Determine the number of clubs in good standing.
- Multiply the number of clubs in good standing by two. (Each club in good standing automatically has two (2) votes for the District Council meeting.)
  - The result is the maximum number of votes possible from the total number of paid clubs in the District (base number for quorum).
    - Paid clubs that do not have representation from the Club President or Vice President of Education are counted in the quorum base number calculation.
- Once registration closes, tally the number of representative votes from the **registered** Club Presidents and Vice Presidents Education.
- Use the number of tallied votes attending the meeting and divide by the quorum base number.
  - If the result is greater than or equal to .3334 (33.34%), quorum has been met.
  - If the result is less than .3334 (33.34%), the quorum has not been met.

A quorum is needed to conduct district business, in which a quorum constitutes the Club President and VP-Education. The District Executive Committee does not count for quorum. The entire District Council (executive committee, Club President, and VPE) is eligible to vote. Those who have completed the registration will be counted in the quorum and will receive an email ballot. There is a maximum of 2 (two) votes per individual. If they belong to more than one club.

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A plus 1 (one) if they are part of the executive committee, an individual may carry a maximum of 3 votes.

The vote will be taken electronically using the Election Buddy software. Each club president, vice president of education, and member of the District Executive Committee has been assigned a unique login credential and a link has been provided. Once the district director announces voting is open, delegates will have 3 minutes to cast their vote.

All procedures and policies have been made according to the Toastmasters International District Administrative Bylaws Article X: Council Meetings, Quorum, Proxies, and Voting.

Final credentials results will be announced at the D52 Fall Business Meeting on September 20th, 2024.

Respectfully submitted,

A handwritten signature in blue ink that reads "Lawrence Quesada". The signature is stylized with a large, looped initial 'L' and a cursive 'Q'.

Lawrence Quesada, DTM, PDD  
Credentials Chair

## 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 on all proposals with the **EXCEPTION** of the items that will be *adopted without objection*.
3. Prior to the Business Meeting, Delegates have a chance to submit a **PRACTICE VOTE on September 13, 2024**. At that time, you will receive a text and an email from [invitations@mail.electionbuddy.com](mailto: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 you will be signed in to a ballot page automatically.
5. Keep the page open. The item will appear on this page once voting has begun.  
  
\*\* If not signed in automatically, use the Access Key and Passwords provided 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. On the voting screen, make your selection and Click Verify Your Selection. Confirm your choice and click the **Submit** Ballot.  
**\*\*IMPORTANT: DO NOT CLOSE THE SCREEN AFTER CLICKING SUBMIT BALLOT\*\*.**
6. An additional explanation of how to vote is located on the next page.
7. You will be given **three (3) minutes to cast your vote**. After the vote, The results will be shown on screen.

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

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

## Voting Instructions | District 52 Toastmasters

3. Voters will have received an email from “Toastmasters District 52” This email will include a link that voters will use to take them to the login page with their access key and password. If they have a phone number on file, they may also receive a text.

Voters will click on the links provided.

4. On the login page, the voter will enter their access key and password exactly as depicted on the notice. Successful entry of credentials will bring them to the ballot for your first vote.
5. 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.
6. Voters 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.
7. Voters 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.
8. If there is another vote, 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.**
9. 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.
10. 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.

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### Previous Meeting Minutes | District 52 Toastmasters

#### District 52 Annual Business Meeting of the District Council 05/17/2024 Meeting Minutes

In Attendance (62)

Serena McCullough, DTM - District Director  
Keith Birch - Club Growth Director  
Ruchin Gupta - DTM, Program Quality Director

Adalberto Padilla, Area Director  
AJ Herran, DTM – Vote Master & Credentials  
Committee Member  
Annette McCullough DTM - Division B  
Director  
Arti Dutt, Area Director  
Bill Anderson- Division A Director  
Brian Schweidenback, DTM - Finance  
Manager  
Brettney Perr, Area Director  
Catherine Ghaffari, Administration Manager,  
Audit Committee Chair  
Christopher Wilson - Division C Director -  
Timer  
Colleen Grant, Division F Director  
Constance English, Area Director  
Darrell Zeller, DTM, PDG - Registered  
Parliamentarian  
Dennis Ham, DTM - Credentials Committee  
Chair

Gene Graves - Division D Director  
Jeff Harman, DTM – Zoom Master, Chat  
master  
Jinna Hariri, Area Director  
Mike Day, Area Director  
Patricia Gainer, Area Director  
Raul Munoz, Area Director  
Roberta Perry, DTM, PID, PDG, Alignment  
Chair, Area Director  
Rose Abbott, DTM – DLC Chair, Immediate  
Past District Director  
Rosetta Walker, Area Director  
Suzanne Todorovic, Area Director  
Theresa Ofstad, Division E Director

Akemi Mora  
Albert Lin, DTM  
Alithea Coleman  
Alvin Van  
Ameeta Batra

Jennifer Packard  
John Murray, DTM  
Judith Van Praag  
Kathryn Van Houten  
Lance Webster, DTM

# Virtual District 52 Council Meeting

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Ann Santilli  
Bernadette Malave  
Cindy Mejia Lopez  
Cynthia Griffin  
Damon Melfi  
Daniel Higgins  
Dawn Jenkins  
Dick Hogue  
Dylan Busse  
Elaine Dizon  
Enrico Pena, PDG  
Eric Kong, DTM

Lawrence Quesada, DTM, PD  
Marianne Toghia, DTM  
Marko Obradovic  
Myla Esmail  
Nancy Walsh  
Natalie Speech, DTM  
Regi George  
Rita Benefield  
Shawn Adams  
Steve Pines  
Thelma Ghzarian  
Thomas Iland, DTM  
Veronica Corona, DTM

## Agenda

### Call to Order and Welcome

- District Director Serena McCullough, DTM, gaveled the meeting to start at 7:00 PM.
- Greetings, welcomes, and introductions.
- A link to the meeting packet was provided to delegates.

### Reading of the District Mission

- Christopher Wilson, Division C Director.

### A few words from District Director, Serena McCullough, DTM

- Thanked district leaders and members.
- 4 new clubs have chartered to date this year plus one club just submitted for approval.
- 200+ members over the same time last year.
- Let us finish the year strong.
- All: "100 years of Legacy...Smedley Distinguished".

### Adoption of Credentials Committee Report

- Credentials Committee Chair: Dennis Ham, DTM
- Committee Chair Dennis Ham, DTM reported quorum is achieved:

### District 52 Credentials Committee Report

Clubs Eligible X 2

= 144

Quorum (1/3 of Clubs Eligible X 2)

= 48

Majority (50% of the Total Ballots Available + 1)

= 34

- Without objection, the credential report was adopted by unanimous consent.

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### 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

- The 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 – Introduced by Christopher Wilson

- Zoom & Chat Master: Jeff Harman, DTM,
- Timer: Christopher Wilson
- Vote Master & Credentials Committee Member: AJ Herran, DTM
- Credentials Committee Chair: Dennis Ham, DTM
- Parliamentarian: Darrell Zeller, DTM, PDG, Registered Parliamentarian (RP)

### Approval of Meeting Minutes of September 22, 2023, Fall Business Meeting

- September 22, 2023, meeting minutes are on pages 15-19 of the business meeting packet.
- The minutes of the September 22, 2023, District Council meeting were unanimously approved by the District Executive Committee on December 11, 2023.

### Meeting Protocol Voting Procedures

- Parliamentarian Darrell Zeller, DTM, PDG, RP
- AJ Herran, Vote Master, Credentials Committee Member
- Voting Procedures, voting process, and Council meeting protocols were explained on pages 13-14 of the business meeting packet.
- Election rules and election software, ELECTIONBUDDY, were presented.

### 2024-2025 District Alignment Report

#### District Alignment Chair, Roberta Perry, DTM, PDG

- The alignment Report is available on District 52 website and on page 20-21 of the business meeting packet. Club retention exceeded expectations.
- New clubs were added in areas where there were only 3 clubs.

#### Questions:

Tom Iland: why is the Area A C30 HDR club listed as ineligible?

The District Director reviewed the data and said it would be corrected.

AJ Herran: concerned about the validity status of this club, HDR

Suzanne Bertain: Why is JP Morgan not on the list?

District Director indicated that this was the 2024-2025 club alignment and the club was only put in A11 since the agreement was to put 1 new club per Division.

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Based on the club's meeting date/time/location, it will be moved into Division E.  
The District Director asked for a motion.

Rose Abbott offered a motion and Lance Webster seconded the motion.  
Ready to vote on alignment – AJ Herran released ballots.

Voting results:

52 ballots were cast out of 66 eligible votes.

100% of votes approved the alignment, with no dissention.

### 2023-2024 District Leadership Committee Reports

- District Leadership Committee (DLC) Chair Rose Abbott, DTM, PDD.
  - 2023-2024 District Leadership Committee Report is on pages 22-23 of the business meeting packet.
  - Members, DTM all, serving on the committee were recognized and thanked: Albert Lin, DTM, Paul Reyes, DTM, Lance Webster, DTM, Anca Enache, Robert Chan, DTM, and Marianne Toghia, DTM.

The DLC submitted the following 2024-2025 district officer nominations:

- District Director: Ruchin Gupta, DTM
- Program Quality Director: John Murray, DTM
- Club Growth Director: Gene Graves
- The DLC Submitted the following 2024-2025 Division Director nominations:
  - Division A Director: Jinna Hariri
  - Division B Director: Anca Anche
  - Division C Director: Rosetta Walker
  - Division D Director: Adal Padilla
  - Division E Director: Brettney Perr
  - Division F Director: Constance English

Without objection, the DLC Report was adopted by unanimous consent.

### 2024-2025 District Executive Officer Elections

District Director Serena McCullough, DTM

- District 52 Leadership Committee Report is on page 22 of the business meeting packet.
- District Director. Nominated: Ruchin Gupta, DTM.
  - No other candidates went through the DLC process, thus nominations from the floor are not allowed pursuant to TI District Administrative Bylaws Article 7, Section b(2)(b). Therefore, nominations are closed for the District Director. 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 was made. The District Administrative Manager directed to cast a single vote for the candidate.
  - Chair declared District Director elect Ruchin Gupta, DTM.

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- Program Quality Director. Nominated: John Murray, DTM
  - No other candidates went through the DLC process, thus nominations from the floor are not allowed pursuant to TI District Administrative Bylaws Article 7, Section b (2)(b). Therefore, nominations are closed for the 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 was made. The District Administrative Manager directed to cast a single vote for the candidate.
  - Chair declared Program Quality Director elect, John Murray, DTM.
  
- Club Growth Director. Nominated: Gene Graves.
  - No other candidates went through the DLC process, thus nominations from the floor are not allowed pursuant to TI District Administrative Bylaws Article 7, Section b(2)(b). Therefore, nominations are closed for the 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 was made. The District Administrative Manager directed to cast a single vote for the candidate.
  - Chair declared Club Growth Director elect, Gene Graves
  
- Division A Director. Nominated: Jinna Hariri
  - No other candidates went through the DLC process, thus nominations from the floor are 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 was made. The District Administrative Manager directed to cast a single vote for the candidate.
  - Chair declared Division A Director elect, Jinna Hariri
  
- Division B Director. Nominated: Anca Anche.
  - No other candidates went through the DLC process, thus nominations from the floor are not allowed pursuant to TI District Administrative Bylaws Article 7, Section b(2)(b). Therefore, 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.

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- No objection was made. The District Administrative Manager directed to cast a single vote for the candidate.
  - Chair declared Division B Director elect, Anca Anche
- Division C Director. Nominated: Rosetta Walker.
  - No other candidates went through the DLC process, thus nominations from the floor are 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 was made. The District Administrative Manager directed to cast a single vote for the candidate.
  - Chair declared Division C Director elect, Rosetta Walker
- Division D Director. Nominated: Adal Padilla
  - No other candidates went through the DLC process, thus nominations from the floor are 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 was made. The District Administrative Manager directed to cast a single vote for the candidate.
  - Chair declared Division D Director elect, Adal Padilla
- Division E Director. Nominated: Brettney Perr
  - No other candidates went through the DLC process, thus nominations from the floor are 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 was made. The District Administrative Manager directed to cast a single vote for the candidate.
  - Chair declared Division E Director elect, Brettney Perr
- Division F Director. Nominated: Constance English
  - No other candidates went through the DLC process, thus nominations from the floor are 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.

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- No objection was made. The District Administrative Manager directed to cast a single vote for the candidate.
- Chair declared Division F Director elect, Constance English

### 2023-2024 Profit and Loss Report to 02.29.2024

- Finance Manager Brian Schweidenback, DTM
- 2023-2024 District Profit and Loss Report year through Feb. 29, 2024, is on page 24 of the business meeting packet.
- Brian Schweidenback, DTM shared performance (actuals) data-to-yearly budget comparisons.
- The floor opened for questions; none came forth.
- The 2023-2024 District Profit and Loss Report was received.

### 2023-2024 Mid-Year Audit Report

- Catherine Ghaffari, District Audit Committee Chair.
- The Mid-Year Audit Report as of 12/31/2023 is found on pages 25-27 in the business meeting packet.
- All expenses were correctly approved in accordance with TMI policies.
- The floor opened for questions; none came forth. The report was received.

### District and Manager Reports

- District Director report presented by Serena McCullough, DTM may be found on pages 28-29 of the business meeting packet.
  - District goals progress: +212 members compared to the same time last year.
  - The goal is to make 12 more clubs "paid clubs"/ in good standing by 06.30.24.
  - Educational awards: 50% more than last year.
  - The Program Quality Director report presented by Ruchin Gupta, DTM may be found on pages 30-34 of the business meeting packet
  - Trio training
  - District monthly training
  - Club Officer Training: 23 training sessions were offered.
  - TLI
  - Area Director Club Visits
  - Pathways
  - Speech Contests
  - Spring Conference
  - Educational Awards
  - Program Quality Incentives & Initiatives
- The Club Growth Director report presented by Keith Birch, IP4 may be found on pages 35-36 of the business meeting packet.
  - Club Growth & Member Retention Initiatives

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- Club Building Initiatives.
- New Clubs in Progress
- Prospective Clubs Demo Meetings
- Public Relations Manager report - Jeanna Tang, DTM, absent. The report may be found on page 37 of the business meeting packet.
  - Newsletters
  - LinkedIn gaining momentum.
  - Club Flyers
  - Club website review.
  - Promotion of monthly events
  - D52 website updates

### Division Directors Reports

- Division Director A report presented by Bill Anderson, DTM may be found on pages 38-39 of the business meeting packet.
  - New Clubs: 1
  - Club visits.
  - Clubs' highlights
  - Next 2 months: leadership transition, ensure appropriate educational submissions, look for new leads in the Warner Center area.
- Division Director B report presented by Annette McCullough, DTM may be found on page 40 of the business meeting packet.
  - Club visits: 100%.
  - Club: helped clubs outside of the division
  - Contests: Smooth
  - New clubs: 3 leads
  - Ready to be Division Distinguished
- Division Director C report presented by Christopher Wilson may be found on page 41 of the business meeting packet.
  - Kudos to Area Directors
  - Challenge: member retention
  - Recommendation: enhance technology integration
- Division Director D report presented by Gene Graves may be found on page 42 of the business meeting packet.
  - Aiming to restore SRAR Toastmasters to good standing.
  - Club visits are to be completed soon.
  - Several clubs are on their way to becoming President's Distinguished

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- Division Director E report presented by Theresa Ofstad may be found on page 43 of the business meeting packet.
  - New Club chartered: HumanGood U Speaks
  - Club visits to be completed soon – 1st round of visit: 100% completion.
  - All areas working on being Distinguished.
  - Goals: Promote club expansion, revive past membership
  
- Division Director F report presented by Colleen Grant may be found on page 44 of the business meeting packet.
  - Club visits to be completed soon –
  - 3 clubs working on being Distinguished.
  - Goals: Revive past membership

### Announcements

- District Director Serena McCullough, DTM
  - The 2024 District 52 Conference Hybrid format is on May 18 from 9 am-5 pm: with an International Speech contest and a Table Topics Speech contest.
  - Membership Incentives
  - Club incentives.
  - Special Event with 2023 World Champion of Public Speaking – 06.08.2024.
  - Sponsor a Club Incentive
  - Share your new club leads with us for an incentive

### Next Business Meeting

- Fall 2024 Business Meeting date and time to be determined.

### Meeting Adjourned

- District Director Serena McCullough, DTM adjourned the meeting at 9:01 PM.

*Respectfully Submitted by: Catherine Ghaffari, D52 Administration Manager 2023-2024*

# Virtual District 52 Council Meeting

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## OFFICER REPORTS

District Director, Ruchin Gupta, DTM

Fellow Toastmasters, I am honored to serve as your District Director for the upcoming year. My vision is to create a district that fosters ***excellence, growth, and collaboration***. I want to emphasize one clear and guiding principle: **It's All About the Members**. Every decision we make, every goal we set, and every action we take will be centered around creating the best possible experience for each and every one of you.

As we embark on this new journey together, I want us to focus on these 5 core pillars:

### 1. Empowering Members

Each of you joined Toastmasters to develop your communication and leadership skills. This year, we will prioritize creating an environment where every member feels supported and encouraged to grow. We will ensure clubs provide valuable, engaging experiences that inspire you to reach your full potential. I want to see more members achieving educational awards, taking on leadership roles, and participating in speech contests.

### 2. Celebrating Member Success

Your success is our success. We will celebrate and recognize your achievements, from educational awards to leadership milestones. By highlighting member accomplishments, we inspire others to follow in your footsteps and contribute to the district's overall success.

### 3. Building Stronger Clubs

Strong clubs are the foundation of a thriving district. My goal is to help every club not only meet but exceed, the Distinguished Club Program (DCP) goals. We will focus on club quality, leadership training, and member retention. By investing in our club officers and providing them with the tools they need to succeed, we will build sustainable clubs that members are excited to attend.

### 4. Support and Retention

It's essential that we not only attract new members but also provide ongoing support to retain our current members. This year, we'll put a strong focus on retention by fostering a welcoming, inclusive environment in every club. Our leadership team will actively engage with members, listen to their needs, and provide the support necessary for success. We are going to provide incentives for member retention and renewals.

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### 5. District Growth & Outreach

Growth is vital to our district's future. I envision an expansion of our reach through chartering new clubs, attracting diverse members, and re-energizing existing clubs. Together, we will explore innovative ways to grow our district while maintaining our core values. Through open houses, marketing campaigns, and outreach programs, we will introduce the benefits of Toastmasters to new communities.

This vision is all about placing members at the heart of the district's mission, ensuring that their needs, growth, and success are the focus of every effort. By making it all about the members, the district can foster a stronger, more engaged, and fulfilled community

In closing, this year is about possibilities. Together, we will create a district where every member feels proud, every club thrives, and every opportunity is embraced. Together, we will make this year a transformative one, where we celebrate each other's successes and lift each other. I am confident that with your dedication, passion, and teamwork, we can achieve great things and take our District to new heights.

Let's commit to making this year one of transformation and success.

In your service,

Ruchin Gupta, DTM District 52 Director

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**2024-2025 District 52 AMENDED Alignment**

A	B	C	D	E	F	G
District 52 Alignment						
	Area Director	Division	Area	# Of Clubs	Club Number	Club Name
<b>DIVISION A</b>						
<b>Jinna Hariri</b>	Steven Goldshein	A	10	<b>4</b>	1966	Mindful Communicators
		A	10		2966	Warner Center Toastmasters
		A	10		674325	Santa Susanna Speakers Club
		A	10		7709693	Executive Minds Toastmasters
	Nurit Petri	A	11	<b>4</b>	4165	Woodland Hills Toastmasters
		A	11		9655	Calabasas Toastmasters
		A	11		826306	Westlake Bank of America Toastmasters
		A	11		4054980	Malibu Toastmasters
	John Alexenko	A	12	<b>4</b>	2466	NSD ERC Navigators' Toastmasters Club
		A	12		8605	Challengers Toastmasters
		A	12		641372	Dynamic Speakers of Northridge
		A	12		5118771	Valley Stars Toastmasters
<b>DIVISION B</b>						
<b>Anca Enache</b>	Victoria Maltsev	B	20	<b>4</b>	2374	Renaissance Speakers
		B	20		1007423	North Valley Speakers
		B	20		4952141	Foothills Community Toastmasters Club
		B	20		7038414	Medtronic Diabetes Toastmasters
	Steve Pinto	B	21	<b>4</b>	172	Cosmopolitan Tech Club
		B	21		4407551	Outliers Toastmasters Club
		B	21		5260519	BarneStorming Toastmasters
		B	21		7619175	Heart Filled Toastmasters
	Sam Honarvar	B	22	<b>4</b>	1670	Valencia Toastmasters Club
		B	22		9641	Daybreak Speakers
		B	22		3729871	Neuro Orators Toastmasters Club
		B	22		4479678	Santa Clarita Toastmasters

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**2024-2025 District 52 AMENDED Alignment**

District 52 Alignment						
	Area Director	Division	Area	# Of Clubs	Club Number	Club Name
<b>DIVISION C</b>						
<b>Rosetta Walker</b>	Ann Norwood	C	30	<b>4</b>	147	Gettin' Toasty #147
		C	30		914	Burnt Toastmasters Club
		C	30		5515	Distinguished Singles Club
		C	30		28676945	HDR Los Angeles Toastmasters Club
	Matthew Smalley	C	31	<b>4</b>	5522	Motivated Toastmasters
		C	31		7488	Adventurers Club
		C	31		2510651	Improv Toastmasters
		C	31		7030372	Speaking Your Business
	Von Aguba	C	32	<b>4</b>	1101858	Studio City Speakers
		C	32		1311423	Imagination at NBC Universal Toastmasters Club
		C	32		3410372	Toastmasters for Mental Health Professionals
		C	32		28677618	Team 18+ Club
<b>DIVISION D</b>						
<b>Adal Padilla</b>	Nicole Sproule	D	40	<b>5</b>	298	Watermasters Speakers Club
		D	40		2620	Freethinkers Club
		D	40		6746	Loquations Club
		D	40		651101	Mid Wilshire Toastmasters Club
		D	40		28676941	LA Care
	Terry Villanueva	D	41	<b>4</b>	3567	L A Civic Center Club
		D	41		2941014	Getty Toastmasters
		D	41		7669413	Clean Water Communicators
		D	41		28676295	SRAR Toastmasters
	Raul Munoz	D	42	<b>4</b>	3046	Voces Latinas Toastmasters Club
		D	42		5951	Toast Of Downtown Club
		D	42		8228	LAPD Code One Club
		D	42		3236873	Lofty Speakers - Chinatown LA

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**2024-2025 District 52 AMENDED Alignment**

District 52 Alignment						
	Area Director	Division	Area	# Of Clubs	Club Number	Club Name
<b>DIVISION E</b>						
<b>Brettney Perr</b>	Sherease Oguin	E	50	4	616	Downtown L.A. Toastmasters
		E	50		7624448	Hope Street Toastmasters
		E	50		28676944	HumanGood U Speaks
		E	50		28677220	Journal Toastmasters
	Gavin Houston	E	51	4	421	Round Table Toastmasters Club
		E	51		6588384	AEG Toastmasters of Los Angeles
		E	51		7503592	Tree Talk
		E	51		28677149	JP Morgan Chase Toastmasters Los Angeles
	Andrea Canty	E	52	4	382	LAUSD Toastmasters Club 382
		E	52		3629	Water and Power Toastmasters
		E	52		7775006	Successmasters Toastmasters Club
		E	52		7895410	Entrepinayship Toastmasters
	Venera Whitlow	E	53	4	2152150	CityMasters Plaza
		E	53		2219491	CityMasters 2
		E	53		4771953	Coast-to-Coast Toasters
		E	53		5333085	City Masters Crystal Club
<b>DIVISION F</b>						
<b>Constance English</b>	Roopali Vallala	F	60	4	8	Glendale 1 Club
		F	60		1320	Burbank Toastmasters
		F	60		1653	Rising Star Club
		F	60		7039054	PDS Personal Development Storytellers
	Sid Puthiyapuravil	F	61	4	3622	Executive Toastmasters Club #3622
		F	61		9065	Ernest Speakers Club
		F	61		1078973	Prepared Speakers Toastmasters Club
		F	61		2909634	DreamWorks Storytellers
	Arturo Velasquez	F	62	5	29	Jewel City 29 Toastmasters of Glendale
		F	62		3833	Leadership and Public Speaking (LEAPS) Toastmasters Club
		F	62		28675909	Quest Masters
		F	62		28676209	CBRE Glendale Toastmasters
	Paul Bradley	F	62		28677850	Sales Mastery
		F	63	4	748804	Toastmasters 4 Writers
		F	63		2046288	#SeriouslyFun Toastmasters
		F	63		7378247	Toastmasters At Logix
				28677686	Professional Women Toastmasters of LA	

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**2024-2025 District 52 District Executive Committee**

<b>2024-2025 District Executive Committee - Directory</b>		
<b>Position</b>	<b>Name</b>	<b>Appointment Type</b>
District Director	Ruchin Gupta, DTM	Elected
Program Quality Director	John Murray, DTM	Elected
Club Growth Director	Gene Graves, SR5	Elected
Finance Manager	Catherine Ghaffari, DTM	Appointed
Public Relations Manager	Frank Barragan, PM5	Appointed
Administration Manager	Rose Abbott, DTM, PDD	Appointed
Webmaster	Albert Lin, DTM	Appointed
Chief Judge	Lawrence Quesada, DTM, PDD	Appointed
Logistics Manager		
Club Extension Chair		
<b>Division A</b>		
Division A Director	Jinna Hariri, PM3	Elected
A10 Director	Steven Goldshein, EC1	Appointed
A11 Director	Nurit Petri, PM1	Appointed
A12 Director	John Alexenko, EH1	Appointed
<b>Division B</b>		
Division B Director	Anca Enache, LD4	Elected
B20 Director	Victoria Maltsev, PM5	Appointed
B21 Director	Steve Pinto, EH3	Appointed
B22 Director	Sam Honarvar, DL1	Appointed
<b>Division C</b>		
Division C Director	Rosetta Walker, DTM	Elected
C30 Director	ANN NORWOOD, DL3	Appointed
C31 Director	Matthew Smalley, PM3	Appointed
C32 Director	Von Aguba, PM1	Appointed
<b>Division D</b>		
Division D Director	Adal Padilla, DL2	Elected
D40 Director	Nicole Sproule, PM2	Appointed
D41 Director	Terry Villanueva, LD1	Appointed
D42 Director	Raul Munoz, IP3	Appointed
<b>Division E</b>		
Division E Director	Brettney Perr, IP2	Elected
E50 Director	Sherease Oguin	Appointed
E51 Director	Gavin Houston	Appointed
E52 Director	Andrea Canty, VC3	Appointed
E53 Director	Venera Whitlow, MS3	Appointed
<b>Division F</b>		
Division F Director	Constance English, SR2	Elected
F60 Director	Roopali Vallala, MS1	Appointed
F61 Director	Sid Puthiyapuravil	Appointed
F62 Director	Arturo Velasquez, PM1	Appointed
F63 Director	Paul Bradley	Appointed

# Virtual District 52 Council Meeting

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## OFFICER REPORTS

### John Murray, DTM, Program Quality Director

#### District 52 Trio Training

1. Completed Pre-Work required for the District Trio Training.
2. Attended District Trio Training at the Toastmasters International Convention.
3. Attending Region 2 Peer PQD calls monthly with each session focused on District leadership topics.

#### District Training

1. First Area and Division Director training was held on July 27th, 2024. I conducted a session on Distinguished Areas and Divisions.
2. Makeup Area Director training will be conducted in September 2024.
3. Monthly Workshops on such topics as Pathways, Club Growth, etc. have been scheduled on the 3rd Tuesday of every month.

#### Area Directors Visits

We have Area and Division Directors who are visiting their clubs. They have completed 7 club visit reports out of 81. The current status is as follows:

Area	Date	Area Report
C30	7/18/24	Burnt Toastmasters
C30	7/22/24	Gettin' Toasty #147
C32	8/26/24	Studio City Speakers
B20	8/28/24	North Valley Speakers
B22	8/28/24	Valencia Toastmasters
B22	8/28/24	Santa Clarita Toastmasters
C30	8/29/24	HDR Toastmasters

#### Club Officer Training

1. Planned and executed District 52 Toastmasters Leadership Institute (TLI) in June 2024 with Robert Chan as the Keynote Speaker.
2. During the TLI we trained around **124** Club Officers
3. We hosted multiple workshops during our TLI including:
  - Club and Membership Growth Workshop by Bill Anderson
  - Distinguished Club Program Workshop by Ede Ferrari-D'Angelo
4. Catherine Ghaffari is the District 52 Club Officer Training Chair 2024-2025.
5. The list of club officers who have attended the training has been submitted to Toastmasters International.
6. These trainers facilitated in conducting of Club Officer Training sessions for the first round in July and August of 2024.
  - Rose Abbott
  - Elia Evans
  - Catherine Ghaffari

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- Lawrence Quesada
  - Red Runyon
  - Marianne Toghia
  - Lance Webster
7. The District 52 club officer training results are as follows:
- a. **23** Club Officer Trainings were conducted in July and August.
  - b. **85%** of Club Officers have been trained so far
  - c. **444** Club Officers have been trained
  - d. **27** clubs have all 100% of officers trained (all 7)
  - e. **48** clubs have 4-6 officers trained.
  - f. In total **75** of the total active clubs (**96%**) have achieved a minimum of 4 officers trained which gives them half a DCP point.
  - g. Top Area was **B21** with **39 of 42 (93%)** of Club Officers trained.
8. **The first 10 Clubs** that had all their seven officers trained by 7/31 made them eligible for the incentive (club officer pins). The clubs are as follows
- Daybreak Speakers
  - Entrepinayship Toastmasters
  - Foothills Community Toastmasters
  - Gettin' Toasty
  - Getty Toastmasters
  - Heart Filled Toastmasters
  - Outliers Toastmasters
  - Quest Toastmasters
  - Studio City Speakers
  - Valencia Toastmasters
  - Warner Center Toastmasters
9. **District Monthly Workshops** have been scheduled on the 3<sup>rd</sup> Tuesday of each month.
- a. Dawn Jenkins is the District 52 Pathways Team Leader 2024-2025 and conducts Pathways training at each monthly workshop.
- Additional 1st Quarter Activities
1. Trio interviewed international candidates to be elected at Toastmasters International's Annual Convention.
  2. Contributed to District 52 Success Plan.
  3. Determined Incentives for the 2024-2025 year.
  4. Attended monthly District 52 District Council Meetings.
  5. Planned and oversaw the execution of 1st round of Club Officer Training with Catherine Ghaffari.
  6. Planned and oversaw Monthly District Workshops with Dawn Jenkins.

## Virtual District 52 Council Meeting

September 20, 2024

### OFFICER REPORTS

#### Club Growth Director, Gene Graves

**Team:** Gene Graves (Club Growth Director), Open (Club Extension Chair), Open (Club Retention Chair), Demo Meeting Team (Gene, John, Ruchin, Lawrence, TBA)

#### Club Growth & Member Retention Initiatives

1. Area/Division Directors should reach out to all clubs, identify which clubs are struggling, and ask what kind of support they need.
2. Encourage all Area/Division Directors to reach out to Club Officers and remind them of dues!
3. Reach out to every club in the District and ask what kind of incentives would most benefit them. Also, know what each club will need to achieve Distinguished this year.

#### Club Building Initiatives

1. Reach out to Club leads from previous years and resume correspondence!
2. Reach out to Area/Division Directors and encourage Directors to start one new club this year! The goal is for each Area Director to help charter just one club each!
3. Reach out to ALL members who have already completed Level 3/4/5 and may be planning for their DTM project!

#### New Clubs In Progress

1. American Airlines – Club lead from Toastmasters International. Contact intends to start a club at LAX! Currently in the introductory Zoom meeting stage. Will meet soon!
2. Ellison Institute of Technology – Club lead from Toastmasters International. An introductory Zoom meeting was conducted; a launch meeting will soon be scheduled (possibly this month?)
3. World Financial Group – Club lead from Toastmasters International. Pending an introductory meeting.
4. Southern California Association of Governments (SCAG) – Club lead from Toastmasters International. An introductory Zoom meeting was conducted. The club lead is waiting for approval from the management team.
5. Unnamed Company – Club lead from Toastmasters International. Pending introductory Zoom meeting.

## **Virtual District 52 Council Meeting**

September 20, 2024

### **Additional 1st Quarter Activities**

1. Interviewed candidates for International Director, etc. to be elected at the annual conference.
2. Attended Toastmasters International Conference/Training from August 11 – 18, 2024.
3. Attending Monthly District Leadership Meeting.
4. Attending monthly meetings with Region Advisors.
5. Attending monthly CGD meetings.
6. Need to fill committee seats!

**Virtual District 52 Council Meeting**  
**September 20, 2024**

**OFFICER REPORTS**




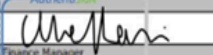

**Finance Manager, Catherine Ghaffari, DTM**

**2024-2025 District 52 Budget**

**(PENDING APPROVAL FROM TI)**

District # 52 Fiscal Year 2024-2025		Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Total
Membership Dues Allocation		486	1,384	11,939	2,472	813	535	669	2,141	11,100	2,187	897	1,544	36,166
Conference revenue		-	-	-	-	-	-	-	-	-	-	3,300	-	3,300
Fundraising revenue		-	-	-	-	-	-	-	-	-	-	-	-	-
Education and Training revenue		-	-	-	-	-	-	-	-	-	-	-	-	-
District store revenue		-	-	-	-	-	-	-	-	-	-	-	-	-
Speech contest revenue		-	-	-	-	-	-	-	-	-	-	-	-	-
Total revenue		486	1,384	11,939	2,472	813	535	669	2,141	11,100	2,187	4,197	1,544	39,466
TI Allocation Expense		151	151	151	151	151	151	151	151	151	151	151	151	1,808
Conference expense		-	-	-	-	-	-	-	-	-	-	3,300	-	3,300
Fundraising expense		-	-	-	-	-	-	-	-	-	-	-	-	-
District store expense		-	-	-	-	-	-	-	-	-	-	-	-	-
Marketing Outside Toastmasters		-	-	-	-	500	-	-	500	500	500	-	-	2,000
Recognition expense		-	-	-	-	-	400	-	-	-	-	-	7,700	8,100
Club Growth expense		-	450	250	200	250	200	200	250	450	200	350	450	3,250
Public Relations expense		-	290	145	145	145	150	350	150	150	150	150	350	2,175
Education & training expense		-	800	-	-	500	-	1,200	-	-	-	-	-	2,300
Speech contest expense		-	-	-	-	-	-	-	-	500	500	-	-	1,500
Administration expense		45	45	1,771	45	45	45	1,345	45	45	45	165	345	3,986
Food and Meals expense		-	840	-	-	300	-	360	-	-	-	-	-	1,500
Travel expense		-	2,319	-	-	-	-	300	-	-	-	-	-	2,619
Lodging expense		-	5,100	-	-	-	-	1,800	-	-	-	-	-	6,900
District net income/(loss)		290	(8,411)	9,622	1,931	(1,077)	(411)	(5,037)	1,045	9,304	841	(419)	(7,452)	28

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 its district mission and will be presented to the district council for approval at its next meeting.		<b>Break even</b>	<b>Revenue</b>	<b>Expense</b>	<b>Net</b>	<b>Policy</b>
	08/26/24	Conference	3,300	3,300	-	Meets Policy
	08/26/24	Fundraising	-	-	-	Meets Policy
	08/26/24	District Store	-	-	-	Meets Policy
	08/26/24	<b>Minimum Expense Type</b>	<b>Expense</b>	<b>%</b>	<b>Policy</b>	
	08/26/24	Marketing Outside Toastmasters	2,000	5.5%	5.0%	
		<b>Maximum Expense Type</b>	<b>Expense</b>	<b>%</b>	<b>Policy</b>	
		Education and Training	2,300	6.4%	15.0%	
		Marketing Outside Toastmasters	2,000	5.9%	10.0%	
		Club Growth	3,250	9.0%	15.0%	
		Public Relations	2,175	6.0%	10.0%	
		Recognition	8,100	22.4%	20.0%	
		Travel	2,619	7.2%	25.0%	
		Lodging	6,900	19.1%	15.0%	
		Food and Meals	1,500	4.1%	15.0%	
		Speech Contest	1,500	4.1%	5.0%	
		Administration	3,986	11.0%	10.0%	
		<b>Total Membership Dues</b>	<b>36,166</b>	<b>100.0%</b>		
		One of the expense categories is over the policy max. Please revise and adjust appropriately.				

**Virtual District 52 Council Meeting**  
September 20, 2024

**OFFICER REPORTS**  
**Public Relations Manager, Frank Baragan**

[insert PRM report here]

**Virtual District 52 Council Meeting**  
September 20, 2024

**COMMITTEE REPORTS**

**Audit Report**

**2023-2024 Audit Committee Chair, Catherine Ghaffari, DTM**

**[ The Audit Committee Report will be submitted as soon as the Audit Committee has received the P&L statement ]**

**Virtual District 52 Council Meeting**  
September 20, 2024

**ADDITIONAL REPORTS**

**Year-End Profit and Loss Report**

**2023-2024 Finance Manager, Brian Schweidenback**

**[ The P&L statement will be included once the final entries have  
been posted ]**

**Virtual District 52 Council Meeting**  
September 20, 2024

**ANNOUNCEMENTS**

**District 52 Announcements**

**District Director Ruchin Gupta, DTM**

District 52 2024 Spring Contest

Membership Dues Renewals

Clubs' minimum of 8 members by October 1

Membership Base by December 30

+ 4 Members January – June

Phone-a-Friend

D52 Year End Holiday Recognition Event - In Person (December - TBD)

Upgrade Your Speech - January

Club Growth Summit

**Next District Council Meeting**

**Administration Manager, Rose Abbott, DTM, PDD**

**Meeting Adjourned**

**District Director, Ruchin Gupta, DTM**

**Toastmasters International 2024 Strategic Plan**



# Virtual District 52 Council Meeting

## September 20, 2024

## INTRODUCTION

As we celebrate our first 100 years, you might ask yourself, “What does the future look like for Toastmasters?” Your Board of Directors envisions the Toastmasters of the future looking like this:

### Envisioned Future

Toastmasters is a thriving and diverse global community. We enhance the personal lives and careers of individuals, enabling them to positively impact their communities. We empower people to develop communication and leadership skills through a welcoming, high-quality, experiential learning environment, resulting in greater self-confidence and personal growth.

Many questions about the future remain unanswered: What will be the role of artificial intelligence in communication and leadership? Will hybrid meetings continue to dominate office culture? What new technological and societal trends will affect the way we meet, communicate and lead? As an organization, we'll need to understand and answer these and other questions as we move into the future.

The envisioned future, missions, and strategies in this plan are the starting points in becoming who we want to be. As part of plan evaluation, the Board will regularly evaluate progress in growth, excellence, marketplace relevance, and other categories. The Board may adjust programs, goals, and strategies as needed.

The Toastmasters Core Values are the fundamental norms that drive how we interact with each other and the organization. Your Board of Directors recently defined these values to ensure a deeper shared understanding of the values and create more detailed expectations:

### Core Values

**Integrity** – We match our actions with our words, demonstrate honesty and trustworthiness, communicate with sincerity and thoughtfulness, have the courage to acknowledge our mistakes, and always strive to do the right thing.

**Respect** – We treat all with dignity, welcome diverse perspectives, acknowledge all contributions, believe that all have positive intent, practice mutual accountability, and critique but never demean.

**Service** – We strive to provide high-value, exceptional support by being responsive, attentive, and passionate in fulfilling our duties as individuals and as an organization to all.

**Excellence** – We consistently strive to meet or exceed expectations by upholding A Toastmaster's Promise, nurturing a collaborative environment, innovating to deliver creative solutions, and optimizing quality to produce superior service.

# Virtual District 52 Council Meeting

## September 20, 2024

## INTRODUCTION

Only when every Toastmaster understands and lives our Core Values can we—individually and as an organization—reach our full potential. Your club should regularly discuss how you live the Core Values.

### Strength Through Diversity

Toastmasters club meetings are composed of a more diverse group of individual members and guests than ever before. The Board of Directors views this diversity as a positive and necessary contributor to the development and future of each individual, each club, and the organization itself. This diversity adds scope to the experience of each individual as they hear from and learn about each other. It is critically important that each individual is welcomed and treated with equal respect and dignity. As members and leaders, we must continue our educational and personal development journeys as we learn about, acknowledge, and celebrate our understanding and support of diversity.

### What's My Part in the Strategic Plan?

If you're asking yourself, "What's my part in this strategic plan?" begin with your club, and your contributions to your club's success. The purpose of the plan is to improve the entire Toastmasters environment for the benefit of all clubs. Your Toastmasters club is then able to provide high-value, consistent benefit to individual members.

Many readers of this plan occupy leadership roles beyond their club, at the Area, Division, District, or international levels. All these levels were created and designed to support clubs. Depending on the role, there may be a specific assignment in this plan that is designed to better the organization as it supports Toastmasters clubs worldwide.

The 2024 annual budget is approximately the size of a Toastmasters International budget from 10 years ago. Because of this, all Board-directed initiatives described in this plan are subject to annual funding decisions that are made during the Board's budget development and approval processes. It is clear that seeking alternative sources of revenue in addition to dues payments will be a priority in the coming years that will require action and commitment from each one of us starting now.

# Virtual District 52 Council Meeting

## September 20, 2024

### ORGANIZATIONAL GOALS

Each era of Toastmasters' history has presented unique challenges. The challenges have been overcome by the combined efforts of individual members, club officers, District leaders, Region Advisors, the Board of Directors, and the World Headquarters team. Each group has unique roles and responsibilities. Their combined efforts in a timely manner will continue to determine the success of the organization now and in the future.

The Board of Directors recognizes the need to strengthen the global community of Toastmasters clubs and to continue to extend our reach. We must reduce the administrative load on club officers and District leaders. Artificial intelligence has the potential to help us streamline processes and more effectively collect data and share information. Communication, as always, is key, and the Board of Directors commits to an ongoing effort to increase and enhance communication between the organization, leaders, and members.

Our goals for this plan are grouped into these categories:

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



**Virtual District 52 Council Meeting**  
September 20, 2024

## **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.”

Clubs thrive in a well-structured support system. Area, Division, and District leaders must be models of excellence who share their knowledge and experience in a way that guides clubs to master the Toastmasters program. Club leaders and members ensure that every meeting is one to be proud of.

### **Measurement:**

Distinguished Clubs: 3% increase per year  
Member Satisfaction: 52 Net Promoter Score

### **Strategies:**

#### **Clubs**

Your club conducts regular enjoyable, effective meetings.  
Your club conducts the Moments of Truth module a minimum of once per year.  
All your club officers attend District-sponsored club officer training.

#### **Areas, Divisions, and Districts**

Your Area Director frequently attends your club meetings and collaborates with officers and members to evaluate and address club strengths and areas of improvement.  
Your Division Director and Area Director review and implement the Club Excellence Curriculum resources.  
Your District conducts effective club officer training.

#### **World Headquarters**

World Headquarters supports the implementation of changes to the Distinguished Club Program put in place by the Board.

## MEMBER ACHIEVEMENT

Every club must support its members in achieving their personal and professional communication and leadership goals through the power of experiential learning. This means club leaders and member mentors must gain an understanding of each member's unique aspirations and help them design a Toastmasters journey that guides them to success.

### Measurement:

Pathways Level Achievements: 5% increase per year

### Strategies:

#### Clubs

Your club consistently conducts effective New Member Orientation for every new member.  
Your club manages a formal member mentoring program and promptly assigns a mentor to every new member.

#### Areas, Divisions, and Districts

Your District conducts New Member Orientation and member mentor program training sessions at every club officer training.

#### World Headquarters

World Headquarters introduces an evolved version of Base Camp to better support the member experience.  
World Headquarters continues to evolve and improve education program and member experience content.

## AWARENESS AND ENGAGEMENT

Expand the global recognition of Toastmasters International programs to ignite engagement, boost membership, and fuel club growth.

The most powerful way to attract guests to club meetings is through personal invitations. Each approach is as unique as the individual extending the invitation and the future member receiving it. Some members leverage social media to reach out to friends, while others rely on the power of face-to-face conversations. Every member, new and experienced, plays a vital role in the perpetual growth and vibrant energy of their club. Together, we create a dynamic cycle of continual expansion and success.

### Measurement:

Membership Payments: 3% increase per year

Member Renewal Rate: 2% increase per year

Club Growth: 3% increase per year

### Strategies:

#### Clubs

You routinely invite friends and acquaintances to attend club meetings as guests.

Your club regularly conducts open houses and actively participates in membership growth programs.

Your club quickly responds to individual member leads that are received through the **toastmasters.org** Find a Club system.

You and your club work together to create effective public relations for the club.

#### Areas, Divisions, and Districts

Your District creates and delivers public relations and advertising programs that are effective in delivering results in a given Toastmasters year.

Your District actively responds to new club leads, prospects for additional leads, and charters new clubs.

#### World Headquarters

World Headquarters delivers an improved system that will enable club officers to more easily communicate with **toastmasters.org**-sourced member leads.

## **OPERATIONAL EFFECTIVENESS**

Create increased value for members, leaders, and stakeholders by providing standardized support, innovative tools, and efficient processes. Explore alternative revenue streams and strive to develop world-class operations that elevate our community and reduce the barriers for individuals to conduct business with Toastmasters efficiently.

### **Strategies:**

#### **Areas, Divisions, and Districts**

Your Area Director consistently conducts productive Area Council meetings.

Your Area Director regularly visits club meetings and conducts formal club visits.

Your Division Director consistently conducts productive Division Council meetings.

Your District consistently conducts productive District Council meetings.

#### **World Headquarters**

Your Board of Directors and World Headquarters collaborate to develop significant non-dues revenue streams.

World Headquarters continues to develop and enhance club officer and District leader management and transaction systems, including chartering new clubs online.

World Headquarters delivers enhanced, modern club officer training modules.

World Headquarters delivers enhancements to the dues payments systems, including new member self-entry and self-pay with club officer approval.

## STRATEGIC PLANNING AND GOAL SETTING

Toastmasters International periodically develops and publishes a strategic plan. This plan, published in August 2024, is intended to span a three-year period. Each plan is developed by the organization's Strategic Planning Committee and the entire Board of Directors. The phases of development for this strategic plan were:

### Review and Assessment

Your Board of Directors evaluated and discussed the current and recent status of the organization. We looked at the strengths, weaknesses, and accomplishments of clubs, Districts, World Headquarters, and the Board of Directors. We evaluated the global market for Toastmasters, conducted broad discussions, analyzed data, compared goals and performance, and reflected on the information and discussions. We reviewed and challenged our core ideology, which consists of these statements: Increase value to the member

- ▶ Missions
- ▶ Envisioned Future
- ▶ Values
- ▶ Brand Promise

In this plan, we are introducing a new Envisioned Future statement and emphasizing the addition of clarifying statements to our Core Values.

## STRATEGIC PLANNING AND GOAL SETTING

### Focus, Energy, and Measurement

Subsequently, the Board of Directors discussed and agreed upon the following aspirational goals for what we believe are the organization's most important measurements. The goals are:

Category	Goal	Measurement
Distinguished Clubs	3% annually	Percentage of Distinguished clubs compared to previous year
Membership Payments	3% annually	Total membership payments compared to previous year
Renewal Rate	2% annually	Percentage of members renewing compared to previous year
Member Satisfaction	52	Net Promoter Score survey
Net Club Growth	3% annually	Total paid clubs compared to previous year
Pathways Level Completions	5% annually	Total level completions compared to previous year

These goal categories serve to focus the efforts of club officers, District leaders, individual members, and the World Headquarters team. The factors measure outcomes that support the achievement of each mission and lead the way to the accomplishment of the Envisioned Future.

# Virtual District 52 Council Meeting

## September 20, 2024

## CORE IDEOLOGY

### Envisioned Future

Toastmasters is a thriving and diverse global community. We enhance the personal lives and careers of individuals, enabling them to positively impact their communities. We empower people to develop communication and leadership skills through a welcoming, high-quality, experiential learning environment, resulting in greater self-confidence and personal growth.

### Core Values

- ▶ **Integrity** – We match our actions with our words, demonstrate honesty and trustworthiness, communicate with sincerity and thoughtfulness, have the courage to acknowledge our mistakes, and always strive to do the right thing.
- ▶ **Respect** – We treat all with dignity, welcome diverse perspectives, acknowledge all contributions, believe that all have positive intent, practice mutual accountability, and critique but never demean.
- ▶ **Service** – We strive to provide high-value, exceptional support by being responsive, attentive, and passionate in fulfilling our duties as individuals and as an organization to all.
- ▶ **Excellence** – We consistently strive to meet or exceed expectations by upholding A Toastmaster's Promise, nurturing a collaborative environment, innovating to deliver creative solutions, and optimizing quality to produce superior service.

### 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.

### Brand Promise

Empowering individuals through personal and professional development.