



Toastmasters International District 52

***Fall Virtual Business Council Meeting
Friday, September 12, 2025
7:00 p.m. - 8:30 p.m. PDT***

John Murray, DTM
Presiding Officer
District Director

Rose Abbott, DTM, PDD
Administration Manager

Rick Sydor, DTM, PID
Registered Parliamentarian (retired)

Ruchin Gupta, DTM, PDD
Credentials Desk

Virtual District 52 Council Meeting
September 12, 2025

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2025 District 52 Council Meeting

Friday, September 12, 2025

6:45 PM Roll Call | Gavel 7:00 PM - 8:30 PM PDT

Presiding

John Murray, DTM - District 52 Director

Agenda

Agenda Order	Person Responsible
Welcome	District Director: John Murray, DTM
District Mission	Jackie Sanders, DTM
Adoption of Credentials Committee Report	Chair: Ruchin Gupta, DTM, PDD
Adoption of Meeting Rules	District Director: John Murray, DTM
Adoption of the Meeting Agenda	District Director: John Murray, DTM
Consent of Meeting Minutes May 15, 2025 Business Meeting	District Director: John Murray, DTM
Meeting Protocol Voting Procedures	Registered Parliamentarian (retired): Rick Sydor, DTM, PID

Agenda Order	Person Responsible
District Officer Reports	
District Director <ul style="list-style-type: none"> ● District Report ● Amended District Alignment ● District Leadership Assignment 	District Director: John Murray, DTM
Program Quality Director	Gene Graves, SR5
Club Growth Director	Adal Padilla, DL2
2025-2026 District Budget	Finance Manager, Catherine Ghaffari, DTM
Public Relations Manager, Frank Baragan	District Director: John Murray, DTM
Committee Reports	
Audit Report - 2024-2025 Year-end	2024-2025 Audit Committee Chair: Lawrence Quesada, DTM, PDD
Additional Reports	
Year-End Profit and Loss Report – 6/30/25	2024-2025 Finance Manager: Catherine Ghaffari, DTM

Agenda Order	Person Responsible
District 52 Realignment	District 52 Realignment Representative: Lawrence Quesada, DTM, PDD
District 52 Announcements	
District 52 Announcements	District Director: John Murray, DTM
Next Meeting	Administration Manager: Rose Abbott, DTM, PDD
Meeting Adjourned	District Director: John Murray, DTM

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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#ArticleXDistrictCouncil329>

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://tinyurl.com/2spt2nrz>

After registering, you will receive a confirmation email containing information about joining the meeting. **Registration will close on September 11, 2025, 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, 2025, at 11:59 PM PDT by email to the District Administration Manager at adminmgr@district52.org

District 52 Annual Business Meeting Minutes

May 15, 2025

Meeting Attendees:

Adal Padilla	Elaine Dizon	Karen Wadler	Ronan Arbitrario
Alan Mann	Enrico Pena	Lawrence Quesada	Roopali Vallala
Albert Lin	Felix Navas	Lena Pousette	Rose Abbott
Anca Enache	Frank Barragan	Linda Cota-Kumagai	Rosetta Walker
Andrea Canty	Gene Graves	Marianne Toghia	Ruchin Gupta
Angela Bolton	Gerard Simonian	Maritza Lira	Sam Honarvar
Angelica Tolentino	Hidi Lee	Mark Lucas	Senera McCullough
Ann Santilli	Jackie Sanders	Monnica Rose	Stephen Pines
Cheryl Washino	Janet Walters	Nance Walsh	Steve Goldshein
Christine Brean	Jeff Harman	Namoi Conners	Steve Pines
Circe Denyer	Jeff Rector	Natalie Speech	Steven Pinto
Constance English	Jennifer McClung	Nicole Sproule	Thao Truong
Davis Smith	Jinna Hariri	Rachel Garcia	Thersa Ofstad
Dawn Jenkins	John Alexenko	Raul Munoz	Thomas Iland
Debbie Elish	John Murray	Rena Bell	Venera Whitlow
Don Cogan	Judith van Pragg	Rolan Yankilov	Victoria Maltsev

The District 52 District Executive Meeting was called to order at 6:34 p.m. by Ruchin Gupta, DTM, District Director - Presiding Officer, who recognized dignitaries and welcomed the meeting attendees.

Read the Mission of the District - Roopali Vallala, LD5, Area F60 Director

Ruchin Gupta, DTM, District Director - Presiding Officer – gave opening comments addressing district leaders inspiring them to fulfill the mission of the district.

Adoption of the Credential Committee Report

Lawrence Quesada, DTM, PDD – Credentials Committee Chair

The credential report was presented: 67 eligible clubs, 134 possible votes. Quorum required 45 Presidents & VPE's. 97 Presidents and VPE's are present, and 21 DEC members are present.

The credentials report was adopted by unanimous consent with no objections.

Adoption of Meeting Rules

Ruchin Gupta, DTM, District Director – Presiding Officer

The Meeting Rules were adopted by unanimous consent with no objection.

District 52 Annual Business Meeting Minutes

May 15, 2025

Adoption of the Business Meeting Agenda

Ruchin Gupta, DTM, District Director - Presiding Officer

The Business Meeting Agenda was adopted by unanimous consent with no objections.

Introduction of Meeting Functionaries

Ruchin Gupta, DTM, District Director – Presiding Officer

Approval of September 2024 Fall District Executive Committee Meeting Minutes

Ruchin Gupta, DTM, District Director – Presiding Officer

September 20, 2024, Fall District Executive Committee Meeting Minutes were approved by the DEC on October 6, 2024.

Meeting Protocol and Voting Procedures

Monnica Rose, DTM, PID – Parliamentarian

The Meeting Protocol and Voting were adopted by unanimous consent with no objection.

District Leadership Committee Report

Serena McCullough, DTM, PDD – DLC Chair

The District Leadership Committee report was adopted by unanimous consent with no objections.

District Business

Election of District 52 2025-2026 Leadership Committee

Ruchin Gupta, DTM, District Director - Presiding Officer

The following uncontested District Officers were elected by a single ballot vote recorded by the District Administrator:

- John Murray, DTM, District Director
- Gene Graves, Program Quality Director
- Adal Padilla, DL2, Club Growth Director

The following uncontested Division Directors were elected by a single ballot vote recorded by the District Administrator:

- Division A Director, Nicole Sproal, PM3 – self-nominated
- Division B Director, Victoria Maltsev, LD3
- Division C Director, Sam Hanover, DL2, self-nominated
- Division D Director, Raul Munoz, IP3
- Division F Director, Jackie Sanders, DTM

District 52 Annual Business Meeting Minutes

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Declare Quorum Met

Ruchin Gupta, DTM, District Director - Presiding Officer – declared that quorum has been met.

Alignment Report 2025-2026

Linda Cota-Kumagai, DTM, PDD – Alignment Chair

The Alignment Report was adopted by unanimous consent with no objection.

Remote Leadership

Ruchin Gupta, DTM, District Director - Presiding Officer

Proposed to adopt remote leadership. Lawrence Quesada, motioned to disallow DEC committee members outside of the district boundaries to serve. Rose Abbott seconded the motion to disallow DEC committee members outside of the district boundaries.

There was no discussion. A poll was launched, and verbal vote was called. The motion was passed to disallow DEC committee members outside of the district.

Additional Reports

Profit and Loss Report (thru 3/30/2025)

Catherine Ghafari, DTM – Finance Manager. Enrico Penia presented the P&L report, which was received as presented, with no discussion or objection.

Mid-Year Audit Report 2024-2025

Ann Santilli, PM3 – Audit Committee Chair. Presented the mid-year audit report, which was received as presented, with no discussion or objection.

District Leadership Reports

Director Report - Ruchin Gupta, DTM, District Director - Presiding Officer

The District Director report was presented by Ruchin Gupta.

Program Quality Director - John Murray, DTM. The PQD report was presented by John Murray.

Club Growth Director - Gene Graves, SR5. The CGD report was presented by Gene Graves.

Public Relations Director – Frank Barragan. The PR report was presented by Frank Barragan.

Division Director Reports

Jinna Hariri, PM3, Division A Director

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Anca Enache, LD5, Division B Director

Rosetta Walker, DTM, Division Director

Adal Padilla, DL2, Division D Director

Brettney Perr, IP2, Division E Director

Constance English, CR2, Division F Director

Announcements

Sponsor a club incentive, by June 30

Beat the Clock Incentive, for 5-10 new memberships

Presidents Distinguished Club Luncheon, June 28

District Conference and Speech Contest, May 17

Awards & Installation, July 19

Next District Council Meeting

Rose Abbott, DTM, PDD – Administration Manager – Next District Council Meeting will take place on Friday, September 19, 2025.

Meeting Adjourned

Ruchin Gupta, DTM, District Director - Presiding Officer – shared lessons learned and adjourned the meeting adjourned at 8:46 p.m.

Respectfully submitted by,

Rose Abbott, DTM, PDD

District 52 Administrative Manager

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**. 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 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.

District Director Report
Fall Business Meeting – District 52
John Murray, DTM

1. District Vision

Vision:

District 52 will be a vibrant community of empowered communicators and leaders, where every member has the opportunity to grow, every club thrives, and innovation and collaboration drive excellence. Through mentorship, education, and engagement, we envision a district where members confidently achieve their personal and professional goals, inspiring positive change in their communities and beyond.

This vision guides all district initiatives and ensures alignment with Toastmasters' mission and values.

2. District Progress and Achievements

Since the start of the Toastmasters year, District 52 has made meaningful progress in both membership growth and program quality:

Membership Growth: Clubs continue to attract new members, and new clubs are being chartered, reflecting ongoing efforts by the Club Growth Director and Area/Division Directors.

Education Awards: Members actively pursue educational achievements in Pathways, including advanced awards such as Distinguished Toastmaster (DTM).

Club Support: Clubs have benefited from support visits, mentorship programs, and leadership workshops, strengthening performance and engagement.

3. Leadership Development

Leadership development is a cornerstone of the district's success:

Officer Training sessions equip club leaders with the skills and knowledge to guide their members effectively.

District workshops and webinars focus on mentoring, member retention, communication skills, and leadership development.

4. Upcoming Initiatives

The district will continue to focus on:

Supporting clubs toward Distinguished Club recognition.

Expanding mentorship opportunities for new and existing leaders.

Increasing member engagement through programs and events that foster growth, learning, and community.

5. Recognition and Appreciation

The achievements of the district are made possible by the dedication of our leadership team:

Program Quality Director: Gene L. Graves

Club Growth Director: Adalberto Padilla

Administration Manager: Rose Abbott, DTM, PDD

Finance Manager & Club Officer Training Chair: Catherine Ghaffari, DTM

Public Relations Manager: Frank Barragan

Webmaster: Lawrence T. Quesada, DTM, PDD

Pathways Team Leader: Dawn Jenkins, DTM

6. Looking Ahead

As we move forward this year, I encourage all district leaders and members to actively support our clubs and fellow members by:

Promoting mentorship and leadership development throughout the district.

Encouraging clubs to engage members in Pathways and educational opportunities.

Collaborating with fellow leaders to strengthen club performance and member experience.

Together, we can ensure District 52 thrives, fully realizing our vision of empowered communicators and leaders.

John Murray, DTM
District 52 Director

2025-2026 DISTRICT 52 AREA & DIVISION ALIGNMENT

Division A		Division B		Division C		Division D	
A10		B20		C30		D40	
1966	Mindful Communicators	2374	Renaissance Speakers	147	Gettin' Toasty #147	298	Watermasters Speakers Clu
2966	Warner Center Toastmasters	1007423	North Valley Speakers	5515	Distinguished Singles Club	2620	Freethinkers Club
674325	Santa Susanna Speakers Clu	4952141	Foothills Community Toastm	7378247	Toastmasters At Logix	6746	Loquations Club
7709693	Executive Minds Toastmaster	7038414	Medtronic Diabetes Toastm	382	LAUSD Toastmasters Club 3	651101	Mid Wilshire Toastmasters C
				3629	Water and Power Toastmast		
				28676945	HDR Los Angeles Toastmast		
A11		B21		C31		D41	
4165	Woodland Hills Toastmasters	172	Cosmopolitan Tech Club	5522	Motivated Toastmasters	3567	LA Civic Center Club
9655	Calabasas Toastmasters	4407551	Outliers Toastmasters Club	7488	Adventurers Club	2941014	Getty Toastmasters
826306	Westlake Bank of America To	7619175	Heart Filled Toastmasters	2510651	Improv Toastmasters	28676295	SRAR Toastmasters
28677686	Professional Women Toastma	5260519	BarneStorming Toastmaster	2510651	Speaking Your Business	7775006	Successmasters Toastmast
A12		B22		C32		D42	
641372	Dynamic Speakers of Northrid	1670	Valencia Toastmasters Club	1101858	Studio City Speakers	3046	Voces Latinas Toastmasters
5118771	Valley Stars Toastmasters	9641	Valencia Toastmasters Club	1311423	Imagination at NBC Univers	5951	Toast of Downtown Club
7895410	Entrepinayship Toastmasters	3729871	Neuro Orators Toastmasters	3410372	Toastmasters for Mental Hea	8228	LAPD Code One Club
286759	Quest Masters	4479678	Santa Clarita Toastmasters	28677618	Team 18+ Club	3236873	Lofty Speakers - Chinatown
2466	NSD ERC Navigators' Toastmasters Club			28678576	SCAG Toastmasters Club		
A13		B23		C33		D43	
616	Downtown L.A. Toastmasters	421	Round Table Toastmasters	9065	Ernest Speakers Club	533085	City Masters Crystal Club
7624448	Hope Street Toastmasters	6588384	AEG Toastmasters of Los A	1078973	Prepared Speakers Toastma	21522150	City Masters Plaza
28677220	Journal Toastmasters	28676941	LA Care	2909634	DreamWorks Storytellers	2219491	City Masters 2
748804	Toastmasters 4 Writers	2046288	#SeriouslyFun Toastmaster s	29	Jewel City 29 Toastmasters c	4771953	Coast-to-Coast Toasters
				3833	Leadership and Public Speak		
				C34			
				8	Glendale 1 Club		
				1320	Burbank Toastmasters		
				1653	Rising Star Club		
				7039054	PDS Personal Development		

District 52 Executive Committee Leadership 2025-2026

DEC Leadership Position	Division	Area	Member Name	Position Type
District Director			John Murray	Elected
Program Quality Director			Gene L. Graves	Elected
Club Growth Director			Adalberto Padilla	Elected
Administration Manager			Rose Abbott	Appointed
Finance Manager			Catherine Ghaffari	Appointed
Public Relations Manager			Frank Barragan	Appointed
Webmaster			Lawrence T. Quesada	Appointed
Division Director	A		Nicole Sproule	Elected
Area Director	A	10	Brian A. Chesnut	Appointed
Area Director	A	11	William A. Anderson	Appointed
Area Director	A	12	Troy A. Howard	Appointed
Area Director	A	13	Nancy Walsh	Appointed
Division Director	B		Victoria Maltsev	Elected
Area Director	B	20	Gerard P. Vigil	Appointed
Area Director	B	21	Engie Robbins	Appointed
Area Director	B	22	William A. Guthrie	Appointed
Area Director	B	23	Avery Aguilar	Appointed
Division Director	C		Jackie Sanders	Elected
Area Director	C	30	Fahad A. Syed	Appointed
Area Director	C	31	Angela Bolton	Appointed
Area Director	C	32	Daniel Coutinho	Appointed
Area Director	C	33	Mobin Shiraz	Appointed
Area Director	C	34	Roopali Vallala	Appointed
Division Director	D		Raul Munoz	Elected
Area Director	D	40	Rolan Yankilov	Appointed
Area Director	D	41	Terry Villanueva	Appointed
Area Director	D	42	Alexis DeDonato	Appointed
Area Director	D	43	Samantha S. Aviles	Appointed

DISTRICT 52 FALL BUSINESS MEETING

September 12th, 2025

Program Quality Director Report | District 52

Gene Graves, SR5, Program Quality Director

Team: Gene Graves (Program Quality Director), Catherine Ghaffari (Training Chair), DTM Committee Chair (Constance English), Serena McCullough (Conference Chair)

Club Success Plan Status

- 27/71 (approx. 30%) of clubs in the district have submitted their Club Success Plans.
- Division A – 6/17 (35%) clubs have submitted.
- Division B – 7/16 (43%) clubs have submitted.
- Division C – 9/24 (37%) clubs have submitted.
- Division D – 5/16 (31%) clubs have submitted.
- Club Success Plans are due by September 30th.

Current Club Success Plan Workshops

- Serena McCullough ran two excellent CSP workshops on August 6th and August 29th respectively. Recordings of the two workshops are available online.
- Gene Graves has been and will be running CSP Workshops during our monthly D52 Workshops through September.
- The next monthly Pathways workshop is on September 9th, 2025 at 6:30pm.
- More workshops on the way!

Other Workshops in the Pipeline

- FreeToastHost training being planned! Date pending.
- ToastMost training also being planned! Date pending.

Club Officer Training Report

- As of September 1st 2025, we are at a little more than **85% of clubs with at least 4 officers trained!** The deadline for training was **August 31st**.
- We are at almost **40% of clubs with ALL officers trained!**
- Catherine Ghaffari and all of our D52 trainers did a fantastic job over the last 2 months.

Club Visit Reports

- Currently **21 (30%)** of the clubs in the district have had club visit reports submitted. Area Directors are slowly and steadily making progress in visiting the clubs in their areas.
- **Division C is ahead with 8 club visit reports submitted! Way to go!**

D52 Area and Division Director Training was conducted on August 9th!

- This mandatory training on Saturday August 9th was conducted on Zoom! The vast majority of area directors were able to attend the training with only 2 area directors unable to make it. Excellent job! Our trainers were:
 - George Jarosik, Region 2 Advisor – “Area Success Plans”
 - Lawrence Quesada – “Club Visit Reports”
 - Gene Graves – “Distinguished Areas and Divisions”
 - Rose Abbott – “The Ideal Area Director”
- The training went smoothly and was reportedly very helpful. The next training will be conducted in-person in January. There will be no make-up training for August.

Monthly D52 Workshops by Dawn Jenkins!

- Dawn Jenkins is our official D52 Pathways Trainer! She hosts a Pathways Workshop once a month in the 2nd or 3rd week of the month from 7:00 to 8:00.
- Our September Workshop is on Tuesday, Sep 9th 2025. The workshop will begin with a Club Success Plan workshop at 6:30 pm.

Toastmasters International Convention Training 2025.

- District 52’s District Director and Program Quality Director attended Trio training in Philadelphia from August 17th to August 24th. Had many cheesesteaks. Training was otherwise successful. Unfortunately, D52 Club Growth Director was unable to attend due to a prior engagement.

DTM Committee

- New this year is our DTM Committee led by past Division Director Constance English!
- **Committee Goal: To push as many members as possible to achieve their DTMs this year (Think 15-20 DTMs!)**
- This committee will be comprised of members pursuing their DTMs while helping other members plan and start their own DTM projects.
- If you are interested in being a part of this committee, please let Gene Graves know!

Membership Renewals Due September 30th!

- The first membership renewals period is fast approaching! Membership dues are due by September 30th 2025!
- Area Directors and Division Directors should reach out to clubs EARLY to promote early membership renewals!

Current Program Quality Incentives

- **August Incentive:** The first **three** clubs to submit their Club Success Plans will earn:
 - A FREE **Pizza** Party OR
 - A FREE **Cheesecake** Party!
 - This incentive has already been claimed! Congratulations to **DreamWorks Storytellers, Outliers Toastmasters Club, and Burbank Toastmasters!**
- **September Incentive:**
 - The first Division Director to have all their clubs submit Club Success Plans will receive something special!

Other Assignments

- Dozens of International Director candidates were interviewed in the month of August by the D52 Trio. Candidates were voted and sworn in at the International Convention.

MAJOR CALENDAR DEADLINES! (2025-2026)	
Club Officer Training #1	AUGUST 31 TH 2025!
CLUB SUCCESS PLAN DEADLINE	SEPT 30TH 2025
Membership Dues Round-One!	SEPT 30 TH 2025
Club Visit Report Round-One	NOV 30 th 2025
Club Coach Assignment Deadline!	DEC 31 ST 2025
Mid-Year Area Director Training	JANUARY 2026
Club Officer Training #2	NOV to FEB 2026
Club Contest Season	FEBRUARY 2026
Membership Dues Round-Two!	MARCH 30 th 2026
Area Contest Season	MARCH 2026
Division Contest Season	APRIL 2026
District Conference & Contest	MAY 2026
Club Visit Report Round-Two	May 30 th 2026

DISTRICT 52 FALL BUSINESS MEETING
 September 12, 2025
Club Growth Report | District 52
Adal Padilla, DL2, Club Growth Director

■ New Membership Achievements

Division	Club	New Members	
A	Mindful Communicators	1	
	Warner Center Toastmasters	5	
	Santa Susanna Speakers Club	1	
	Executive Minds Toastmasters	0	
B	Renaissance Speakers	0	
	North Valley Speakers	2	
	Foothills Community Toastmasters	1	
	Medtronic Diabetes Toastmasters	0	
	Santa Clarita Toastmasters	6	
	60 Minute Toastmasters	1	
	Heart Filled Toastmasters	2	
C	Studio City Speakers	6	
	Jewel City 29 Toastmasters	1	
	Burbank Toastmasters	1	
	Imagination at NBC Universal Toastmasters	2	
	Toastmasters for Mental Health Professionals	0	
	DreamWorks Storytellers	1	
	LEAPS Toastmasters	0	
	D	City Masters Crystal Club	5
		CityMasters 2	4
Mid Wilshire Toastmasters		3	
LAPD Code One Club		1	
Lofty Speakers – Chinatown LA		0	
Watermasters Speakers Club		1	
SRAR Toastmasters		0	

■ Paid Clubs Summary

Category	Base	To Date	Target
Paid Clubs	71	71	—
Distinguished	—	—	72
Select Distinguished	—	—	74
President's Distinguished	—	—	75
Smedley Distinguished	—	—	77

■ Smedley Award Incentive (Aug 1 – Sept 30)

Grow your club & earn rewards:

- Add **5+ new, dual, or reinstated members**: ■ **\$40 Toastmasters Bucks**
- **Bonus**: First club in District 52 to add 5 members in August: ■ **\$20 extra**

Tips for Success:

- Host an open house.
- Reconnect with past guests.
- Invite colleagues to experience Toastmasters.

■ Recommendations

- Support clubs with few or no new members.
- Encourage timely dues payments.
- Recognize and celebrate club achievements.



	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Total	
Membership Dues Allocation	3,489	1,036	10,452		1,868	814	478	664	1,930	12,835	3,239	1,215	1,655	39,675
Conference revenue	-	-	-	-	-	-	-	-	-	-	-	1,900	-	1,900
Oct/Nov Event revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fundraising revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Education and Training revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-
District store revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Speech contest revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenue	3,489	1,036	10,452		1,868	814	478	664	1,930	12,835	3,239	3,116	1,655	41,573
TI Allocation Expense	165	165	165		165	165	165	165	165	165	165	165	165	1,984
Conference expense	-	-	-	-	-	-	-	-	-	-	1,900	-	-	1,900
Oct/Nov Event expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fundraising expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-
District store expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Marketing Outside Toastmasters expense	-	-	100		400	400	100	-	450	100	100	400	-	2,050
Recognition expense	-	400	-		-	-	-	400	-	-	-	-	7,100	7,900
Club Growth expense	-	-	975		215	215	215	215	975	215	215	1,175	215	4,630
Public Relations expense	-	176	88		88	88	88	132	88	88	88	88	88	1,100
Education & training expense	-	940	-		-	-	-	940	-	-	-	-	-	1,880
Speech contest expense	-	-	-		-	-	-	-	-	1,050	925	-	-	1,975
Administration expense	-	85	720		45	180	260	45	1,445	260	45	205	660	3,950
Food and Meals expense	-	-	1,350		-	-	350	1,350	-	-	-	-	450	3,500
Travel expense	-	1,750	-		-	-	-	3,000	-	-	-	-	-	4,750
Lodging expense	-	4,000	-		-	-	-	1,950	-	-	-	-	-	5,950
Total Expenses	165	7,516	3,398		913	1,048	1,178	7,213	4,107	1,878	3,438	2,033	8,678	41,569
District Net Income/(Loss)	3,323	(6,480)	7,054		954	(235)	(700)	(6,550)	(2,177)	10,956	(199)	1,083	(7,023)	6

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.

John Murray 08/25/25
District Director Date

[Signature] 08/26/25
Program Quality Director Date

Adalberto Padilla 08/26/25
Club Growth Director Date

Catherine Ghaffari 08/26/25
Finance Manager Date

[Signature] 8/17/2025
Date

Break even	Revenue	Expense	Net	Policy
Conference	1,900	1,900	-	Meets Policy
Fundraising	-	-	-	Meets Policy
District Store	-	-	-	Meets Policy
Minimum Expense Type		Expense	%	Policy
Marketing Outside Toastmasters		2,050	5.2%	5.0%
Maximum Expense Type		Expense	%	Policy
Education and Training		1,880	4.7%	15.0%
Marketing Outside Toastmasters		2,050	5.2%	10.0%
Club Growth		4,630	11.7%	15.0%
Public Relations		1,100	2.8%	10.0%
Recognition		7,900	19.9%	20.0%
Travel		4,750	12.0%	25.0%
Lodging		5,950	15.0%	15.0%
Food and Meals		3,500	8.8%	15.0%
Speech Contest		1,975	5.0%	5.0%
Administration		3,950	10.0%	10.0%
Total Membership Dues		39,675	100.0%	

**Public Relations Manager Report
Fall Business Meeting – District 52
Frank Barragan**

PR Team: Albert Lin, DTM, Lawrence Quesada, DTM

Accomplishments (2025–2026)

Finalized and secured approval for the **2025–2026 PR Operations Plan**

Coordinated a smooth transition from the 2024–2025 team to the 2025–2026 PR team

Continuing the **weekly newsletter** distribution to all District members

Updated and streamlined the **District 52 website**, removing outdated content

Expanded engagement across **LinkedIn, Instagram, and Facebook**

Promoted District-wide events through PR channels

Showcased **member achievements and recognition** on social media platforms

Challenges (2025–2026)

Limited availability of PR team members to meet growing communication needs

Audit Committee Guidelines



Overview and Purpose

Areas, divisions and districts (all referred to hereafter as “district” or “districts”) are legally considered a part of Toastmasters International. Therefore, regardless of the source, district funds are considered funds of Toastmasters International. Members of the district audit committee are responsible for reviewing and substantiating whether district funds have been spent in accordance with the mission and governing documents of Toastmasters.

Each finance manager is responsible for preparing the following 12 Profit and Loss Statements for the Toastmasters fiscal year that runs from July 1 through June 30 of the subsequent year:

- ▶ Monthly Profit and Loss Statement — July Monthly
- ▶ Profit and Loss Statement — August Quarter 1
- ▶ Profit and Loss Statement — September Monthly
- ▶ Profit and Loss Statement — October Monthly
- ▶ Profit and Loss Statement — November Mid-year
- ▶ Profit and Loss Statement — December Monthly
- ▶ Profit and Loss Statement — January Monthly
- ▶ Profit and Loss Statement — February Quarter 3
- ▶ Profit and Loss Statement — March Monthly Profit and Loss Statement — April Monthly Profit and Loss Statement — May
- ▶ Year-end Profit and Loss Statement — June

These reports provide valuable information about the financial activities of the district and its performance compared to the budget. In addition, the information in these reports is used in Toastmasters International’s audited financial statements, and federal and state nonprofit tax returns.

Because district leaders, World Headquarters staff, external auditors and tax authorities rely on these monthly Profit and Loss Statement, it is essential that they be complete and accurate. The finance manager’s primary role is to complete these reports. The audit committee’s role is to provide an independent and objective assessment of the reliability of the data contained in the district reports by applying the guidelines outlined in this document twice a year: on the Mid-year Profit and Loss Statement and the Year-end Profit and Loss Statement. Additionally, the audit committee is responsible for assessing the district’s compliance with Toastmasters International governing documents.

Membership on the District Audit Committee

Per the District Administrative Bylaws, the audit committee must include at least three (3) individual members who are:

- ▶ Annually appointed by the district director
- ▶ Trained in basic accounting or have accounting experience
- ▶ Not part of the District Executive Committee (district director, program quality director, club growth director, public relations manager, administration manager, finance manager, division directors, area directors, and immediate past district director).

Audit Committee Responsibilities

The audit committee has a responsibility to ensure that the Mid-year and Year-end Profit and Loss Statements accurately reflect district income and expenses. Both district audits are included in the World Headquarters tax information filed with the U.S. Internal Revenue Service every year. Incorrect or inappropriate expenses may result in the loss of Toastmasters International’s tax-exempt status.

Any unauthorized use of district funds that is not consistent with the district mission is a violation of the California Charitable Trust Act and is illegal. Even if the district is not in California, a diversion of charitable trust funds puts the organization at risk, because districts worldwide are administrative arms of Toastmasters International and are subject to the same laws and guidelines.

If the audit committee becomes aware of any financial irregularities or a diversion of funds that is either unauthorized and/or does not serve a business purpose consistent with the district mission, the committee is obligated to report the matter to the District Finance team at World Headquarters immediately.

Preparing for the Audit

The audit committee must obtain the following from the finance manager:

- ◆ All monthly Treasurer's Reports supporting the Mid-year or Year-end Audit report being reviewed
- ◆ All documents (bank statements, receipts, etc.) supporting the transactions related to the aforementioned Treasurer's Reports.
- ◆ Receipts Register report.
- ◆ Payment Register report.

With the exception of the mid-year and year-end reports, which have special due dates, Toastmasters International's policy requires that the finance manager complete a Profit and Loss Statements within 30 days following the end of each month. It is recommended that the audit committee chair receives copies of the Profit and Loss Statements on a monthly basis throughout the year.

PeGorming the Audit

The audit procedures can be summarized in the following three broad categories:

- ▶ Organization
- ▶ Substantiating transactions
- ▶ Policy review

The following Audit Committee Guidelines outline the detailed steps to be followed by the audit committee members. Once these procedures are completed, please sign the Audit Committee Guidelines as well as the Certification Page of the Mid-year (or Year-end Audit) Profit and Loss Statements and mail these documents to World Headquarters at the address listed below. Please be sure to include all documentation mentioned in the Preparing for the Audit section.

Toastmasters International
Attn: District Finance
9127 S. Jamaica St., Suite 400
Englewood, CO 80112

If you have questions, please email districtfinancialreports@toastmasters.org. The mid-year Audit documents are due to World Headquarters by February 15 and the year-end Audit documents are due by August 31.

Audit Committee Guidelines



District #: 52

Cificle One: **Mid-year Audit** or **Year-end Audit**

PROCEDURES TO BE COMPLETED	COMPLETED BY
<p>A. ORGANIZATION</p>	
<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 style="text-align: center;">  LQ Br </p>
<p>B. SUBSTANTIATING TRANSACTIONS</p>	
<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 style="text-align: center;">  LQ <small>a4---</small> fp </p>

PROCEDURES TO BE COMPLETED	COMPLETED BY
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 an 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 USO \$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.) 	<p>LQ Br a4---</p> <p>LQ Br a4---</p> <p>LQ Br a4---</p> <p>LQ Br a4---</p> <p>LQ Br a4---</p> <p>LQ Br a4---</p>

 AUDIT COMMITTEE MEMBER SIGNATURE

Ann M. Santilli

 AUDIT COMMITTEE MEMBER SIGNATURE

 /V...Q_f:VOU

 AUDIT COMMITTEE MEMBER SIGNATURE

August 24, 2025

 DATE

August 24, 2025

 DATE

August 24, 2025

 DATE



Certification for
2024-2025

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. **Typed signatures are not acceptable.**
4. Distribute monthly reports per Toastmasters International protocol 8.4, to the District Director, Program Quality Director and Club Growth Director 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:
 - * Scan and email the PDF to **DistrictFinancialReports@toastmasters.org**

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)	(4,107.77)
Year to Date Net Income/(Loss)	(3,104.43)
Total Available Funds	(10,081.21)

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 2024-2025 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 2024-2025 term.

Dated this 17th day of August 2025
 Authentisign
 Ruchin Gupta 08/18/25

Dated this 18th day of August 2025
 Authentisign
 Catherine Ghaffari 08/18/25

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 2024-2025 term in accordance with the Audit Committee Guidelines* and believe that this report properly reflects the operation for that term.

Dated this August 24 day of 24

Lawrence Quesada

Chairman

Ann M. Santilli

Member

Erwin D Pena

Member

* Audit Committee Guidelines are available on the District Finance Corner of the Toastmasters International Website: [HERE](#)
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, Admin Manager, Finance Manager, Public Relations Manager, Division Directors, Area Directors).

District 52
Profit & Loss (Actual vs. Budget Summary) (In USD)

Month Ending 06/30/2025			07/01/2024 Through 06/30/2025		
Actual	Budget	Variance	Actual	Budget	Variance
			District Revenue		
1,052.50	1,543.84	(491.34)	39,675.00	36,165.85	3,509.15
0.00	0.00	0.00	1,510.00	3,300.00	(1,790.00)
<u>1,052.50</u>	<u>1,543.84</u>	<u>(491.34)</u>	<u>41,185.00</u>	<u>39,465.85</u>	<u>1,719.15</u>
			District Expenses		
507.95	0.00	507.95	1,501.93	3,300.00	(1,798.07)
2,584.73	7,700.00	(5,115.27)	5,117.06	8,100.00	(2,982.94)
60.31	450.00	(389.69)	2,588.88	3,250.00	(661.12)
0.00	0.00	0.00	159.84	2,000.00	(1,840.16)
0.00	350.00	(350.00)	960.30	2,175.00	(1,214.70)
0.00	0.00	0.00	1,705.71	2,300.00	(594.29)
0.00	0.00	0.00	1,748.80	1,500.00	248.80
243.38	345.00	(101.62)	6,592.22	3,986.00	2,606.22
1,613.21	0.00	1,613.21	13,033.87	1,500.00	11,533.87
0.00	0.00	0.00	2,831.34	2,619.00	212.34
0.00	0.00	0.00	6,241.20	6,900.00	(658.80)
150.69	150.69	0.00	1,808.28	1,808.28	0.00
<u>5,160.27</u>	<u>8,995.69</u>	<u>(3,835.42)</u>	<u>44,289.43</u>	<u>39,438.28</u>	<u>4,851.15</u>
<u>(4,107.77)</u>	<u>(7,451.85)</u>	<u>3,344.08</u>	<u>(3,104.43)</u>	<u>27.57</u>	<u>(3,132.00)</u>



District 202 Boundary Report

This report summarizes the outcome of the Toastmasters International redistricting process as it relates to District 52 and the creation of District 202. The redistricting committee, with representatives from each affected district, was formed in January 2025. The committee's goal was to ensure that all districts meet Toastmasters International's requirement of 120 to 180 clubs per district to ensure sustainability and support future growth. The final proposal was approved by the Board of Directors at the August 2025 International Convention in Philadelphia.

As a result of this process, District 52 will be retired. District 52 is not merging with another district; instead, a brand-new district has been formed. District 202 will officially begin operations with the July 2026 program year. This transition provides a fresh start, new momentum, and a solid foundation for continued service to members.

Boundaries of District 202

District 202 will encompass the following regions:

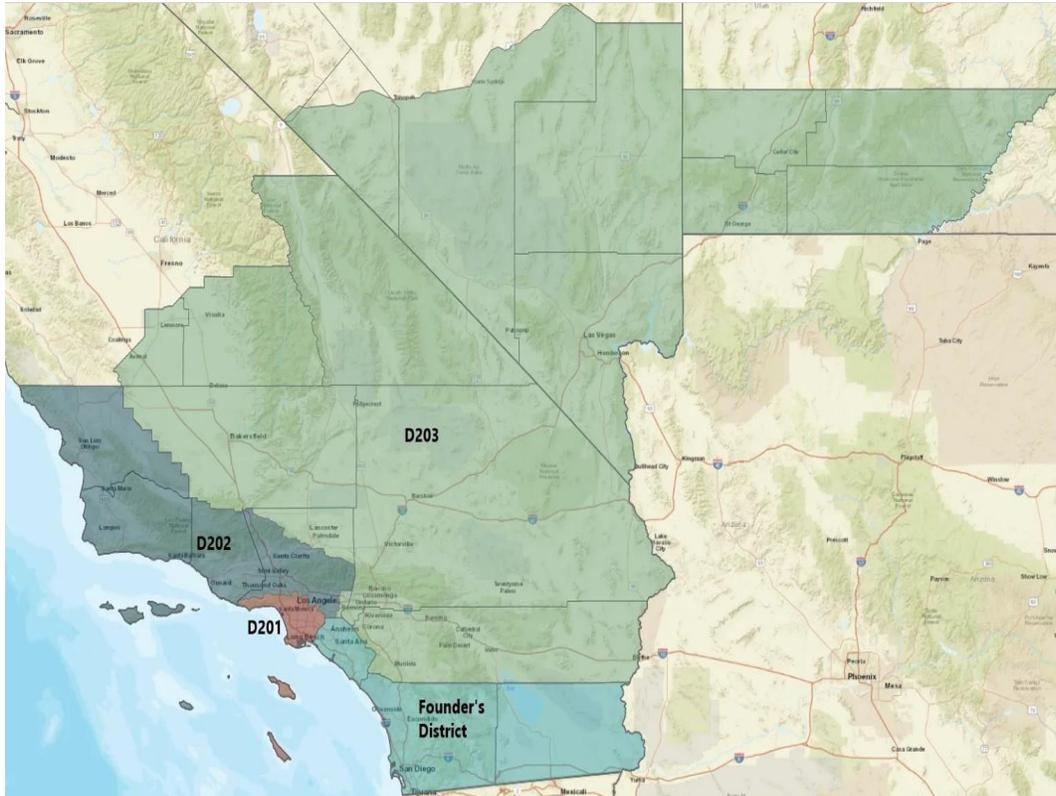
California Counties: San Luis Obispo, Santa Barbara, Ventura.

Los Angeles County portions:

- Northern Los Angeles County, including Burbank, Glendale, Pasadena, South Pasadena, Alhambra (west), Monterey Park, Rosemead, El Monte, and the City of Industry.
- West of Highway 57, but excluding Diamond Bar, Pomona, and San Dimas.
- Includes the Santa Clarita Valley and Gorman.
- Extends up to, but does not include, San Dimas.

Toastmasters International requires that all new districts begin with between 120 and 180 clubs. District 202 has been structured to meet this requirement, ensuring long-term sustainability, balance, and opportunities for growth.

Map of District 202 Boundaries



Conclusion

The creation of District 202 marks a significant milestone in the history of Toastmasters leadership in Southern California. It reflects a thoughtful and collaborative effort to align district resources with membership needs. The July 2026 launch will empower District 202 to begin a new chapter with clarity, stability, and a strong vision for the future

District Announcements – From the District Director

Important Dates & Initiatives

Membership Renewal – Ensure your club renews by **September 30, 2025**.

Member Retention – Join **Phone-a-Friend events** to connect with members and boost engagement.

Holiday Recognition – Celebrate members and achievements at our **December holiday event**.

Contest Training – Participate in a **1-day contest training session in January** to sharpen your skills.

Club Growth Summit – Club and membership growth event; date and details coming soon.

Smedley Award Campaign (August 1 – September 30, 2025) – Participate in **Toastmasters International's first official membership campaign of the year**. Add **five or more new, dual, or reinstated members** during this period and earn: **\$40 in Toastmasters Bucks. Bonus** – The first club in District 52 to add 5 members in August will receive an **extra \$20 in Toastmasters Bucks**.

Toastmasters International 2024 Strategic Plan



Virtual District 52 Council Meeting

September 12, 2025

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 12, 2025

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 12, 2025

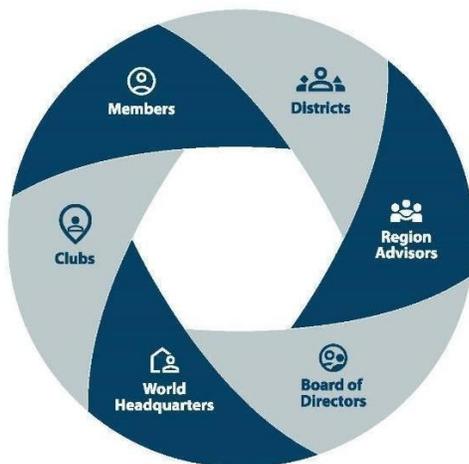
ORGANIZATIONAL GOALS

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 12, 2025

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.

Virtual District 52 Council Meeting

September 12, 2025

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.

Virtual District 52 Council Meeting

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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.

Virtual District 52 Council Meeting
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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.

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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.

Virtual District 52 Council Meeting
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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 12, 2025

CORE IDEOLOGY

Envisioned Future

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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.
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- ▶ **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.