



# Meeting Minutes of District 62 District Council

April 27, 2023

District 62 Toastmasters Spring Council Meeting 7:00 – 9:00 pm  
Via Zoom link provided to registered attendees

1. Stefan Jenssen, District Director called the Annual Business Meeting to order at 7:00 pm.
2. Welcome, Rules of Communication, & Review District Mission – Stefan Jenssen, District Director
  - The purpose of tonight's meeting is to conduct the Spring District Council Meeting, as required by Toastmasters International.
  - Only voting members can participate in discussions.
  - Keep microphones muted to reduce background noise.
  - To be called on to speak, type your name and club # into the chat to be recognized.
  - Reports will be given between the various elections.
  - The district mission: "We build new clubs and support all clubs in achieving excellence."
3. Inspirational Moment - Carol Prahinski, PID, DTM, PhD
4. Voting Procedures – Jonathan Larsen, DTM
  - Voting by ballot was reviewed. The ballot will be received by email. S
5. Credential Committee Report – Spencer Van Roekel, DTM
  - A quorum is declared. Explanation follows.
  - Total possible votes based on club Presidents, club Vice Presidents of Education and District Executive Committee (DEC) present = 57
  - Simple majority votes = 29
  - 2/3 majority votes = 38
  - With 49 active clubs, a possible 98 club Presidents and Vice Presidents of Education could be present. One-third of 98 is needed for a quorum, or 33 club Presidents and Vice Presidents of Education.
  - Questions/Discussion:
    - Spencer stated that some Council members registered for clubs that were not in good standing (i.e., having less than 8 members) and were not included in the total possible votes.
    - Some of the 57 possible votes are 'double votes' as a Council member may hold multiple roles between serving on the DEC, as a club President, and/or as a club Vice President of Education.
  - Without objection, the credentials report is adopted.
6. Review & Approval of Agenda – Stefan Jenssen, District Director
  - The agenda was provided before the meeting and is available on the District 62 website.
  - Without objection, the agenda is adopted.

7. Approval of the September 22, 2022 Council Meeting Minutes – Stefan Jenssen, District Director
  - The meeting minutes of the September 22, 2022, meeting were provided before the meeting and are available on the District 62 website. All should have reviewed them. If no objection, we will dispense reading of the minutes.
  - Without objection, the minutes were approved.
  
8. Alignment Committee Report – Committee Chairperson - Owen Conner
  - The Alignment Report was provided before the meeting and is available on the District 62 website. The Alignment Report was previously presented to the DEC on April 19, 2023.
  - The purpose and constraints of the Alignment Committee were explained.
  - There are clubs that have closed or will be closing in the E S, and W Divisions. There are also four prospective new clubs: Cleary University, Fresenius Kabi, Auto Text Me, and Christian Communicators. Additionally, there is one reinstated club: GFS Food for Thought. Because of this, the clubs need to be realigned within the areas and divisions. Division C is staying the same with no changes.
  - Discussion of detailed assignments by Division and Area.
  - Committee members were introduced as Nyrhe Royal, Paul Theisen, Tara McCoy-Jones, DTM, and Josh Winkelstein. Advisors included: Laura St Louis, PDD, DTM; Carol Prahinski, PID, PRA, PDG, DTM; Owen Monday, DTM, and Bruce Racalla.
  - Owen Conner moved on behalf of the Alignment Committee that District 62 District Council accept the Alignment Committee Report as presented.
  - No questions or concerns.
  - A voice vote was taken. The vote passed, and the report is adopted.
  - (Note a “second” is not needed because the proposal is completed by a committee.)

Point of Information: James Lemke resigned from W Division Director prior to the November 2022 DEC Meeting. Stefan Jenssen, District Director accepted the resignation and appointed Josh Winkelstein as the W Division Director. Josh’s appointment was accepted by the DEC during the November 2022 DEC meeting.

9. District Leadership Committee Report – Committee Chairperson - Lisa Waalkes, PDG, DTM
  - Sometimes called the Nominations District Report, the committee seeks elected leadership for the next Toastmaster Year.
  - The report was posted on the District 62 website and in the Zoom meeting chat.
  - Members of committee: Avar Laws-Wright, DTM, Immediate Past District Director; Diane Sinclair, C Division Past Division Director; Dennis Jacobs, E Division Area Director; Debra Loader, E Division Past Area Director; Patricia Brown-May, DTM, S Division Past District Governor; Lori Haynes, DTM, S Division Past Area Director, Past Logistics Manager, Lead Pathways Guide; Ron Musich, DTM, W Division Past District Governor; and Spencer Van Roekel, DTM, Past District Director.
  - The committee verified the credentials of and interviewed candidates where a nomination was completed.
  - Nyrhe Royal has withdrawn her name for consideration for the Club Growth Director position.
  - Lisa Waalkes moved on behalf of the District Leadership Committee that District 62 District Council accept the District Leadership Committee Report as presented on March 15, 2023.
  - A voice vote was taken. The vote passed, and the report is adopted.

10. Public Relations Manager Report, Julie Gessner (by prepared video).
  - Mission is to maximize exposure for Toastmasters clubs in District 62.
  - Discussed the Marketing Academy – 4 installments complete, more planned for 2023-2024.
  - Discussed successes in the community through one-on-one meetings with business leaders. Also hear about District 62 on the radio through Cleary University 95FM and 910AM.
  - Discussed succession planning – inspire committee members to actively fill each role and develop marketing calendar for the 2023-2024 Toastmasters year.
  
11. Audit Report 2022-2023 – Lavon Compton, DTM
  - All disbursements submitted, approved, and paid for were in proper support of the District Mission.
  - The Mid-year profit and loss statements did accurately reflect district income and expenses.
  - The Trio and Finance Manager were all new to this level of leadership and were learning about the financial processes.
  - **Recommendation:** If district leaders are newer to financial policies, have someone who has had experience in these roles work with them through the first two months of expenses.
  - Toastmasters International requires all expenses over \$500 to have prior approval. These approvals were often not done.
    - The Finance Manager worked with Toastmasters International to determine the appropriate after-the-fact action.
  - One receipt was for more than requested reimbursement which caused confusion when reconciling.
    - For any receipts not exactly matching reimbursement, note the reason on the reimbursement request and clearly indicate what items are being expensed.
  - Understanding the various financial documents used by the District was a learning curve for the Audit Committee.
  - **Recommendation:** For newer Audit Committee members who have not been involved in a district audit previously, we recommend they start early to familiarize themselves with the financial tools and documents used by the District and during the audit.
  - Overall, the District continues to manage their finances in accordance with the mission and governing documents of Toastmasters.
  
12. Profit and Loss Report – Lock Lyon
  - The District budget includes Expected Income (Revenue) and Expenses
    - Income includes dues, conference registrations, advertising, etc.
    - Expenses include conference, travel and lodging, internet, etc.
  - The Actual versus Budget summary was reviewed for information provided by Toastmasters International as of February 28, 2023.
    - The annual conference may not lose money.
    - The Public Relations expense may not exceed 10% of the total expenses.
    - The District is on track with what was budgeted for the Toastmaster year.
  
13. Elections – Stefan Jenssen, District Director
  - Office of District Director
    - The nominations from the District Leadership Committee Report include Laura St. Louis.
    - Tara McCoy-Jones, S Division Director, Trailblazers Club #3917, nominated from the floor Kimberly Lynn as District Director. Kimberly Lynn accepts the nomination.

- No other nominations. Nominations are closed.
- Each candidate makes a 2-minute speech.
- Vote is by ballot sent out by email that was provided during registration.
- Voting Results: Laura St. Louis – 33 votes; Kimberly Lynn – 18 votes
- Laura St. Louis is elected District Director.
- Program Quality Director
  - The nominations from the District Leadership Committee Report include Owen Monday and John Cameron.
  - No other nominations. Nominations are closed.
  - Each candidate makes a 2-minute speech.
  - Vote is by ballot sent out by email that was provided during registration.
  - Voting Results: Owen Monday – 23 votes; John Cameron – 27 votes
  - John Cameron is elected Program Quality Director.
- Club Growth Director
  - The nominations from the District Leadership Committee Report include Vicki Harwood.
  - No other nominations. Nominations are closed.
  - There is one uncontested candidate for this office. Without objection, the chair dispenses with a secret vote. The District 62 Administration Manager (D62 AM) is directed to cast a single ballot for the Club Growth Director. It is declared that Vicki Harwood is elected as Club Growth Director.
- Office of C Division
  - There were no candidates or nominations for the C Division Director.
  - The incoming District Director will appoint a C Division Director and obtain concurrence from the District Council during the Fall 2023 meeting.
- Office of E Division Director
  - There were no candidates or nominations for the C Division Director.
  - The incoming District Director will appoint a C Division Director and obtain concurrence from the District Council during the Fall 2023 meeting.
- Office of S Division Director
  - The nominations from the District Leadership Committee Report include Bruce Racalla.
  - No other nominations. Nominations are closed.
  - There is one uncontested candidate for this office. Without objection, the chair dispenses with a secret vote. The D62 AM is directed to cast a single ballot for the office of S Division Director. It is declared that Bruce Racalla is elected as S Division Director.
- Office of W Division Director
  - The nominations from the District Leadership Committee Report include Josh Winkelstein.
  - No other nominations. Nominations are closed.
  - There is one uncontested candidate for this office. Without objection, the chair dispenses with a secret vote. The D62 AM is directed to cast a single ballot for the office of W Division Director. It is declared that Josh Winkelstein is elected as W Division Director.

#### 14. District Director Report – Stefan Jenssen, DTM

- This has been a tough year for all of us.
- Keep an open mind and an eagerness to learn.
- Some clubs have closed – we are at a critical level.
  - Need to identify clubs that are struggling and support them.
  - Need to find new clubs with our connections.
- Thank you to our leaders in the District.
- Thank you for the opportunity to serve as District Director.

15. Program Quality Director Report – Kimberly Lynn, EC1
  - It has been a year to reimagine. The main objective was to get back to in person and utilize hybrid meeting opportunities.
    - We held two in-person Club Officer Trainings.
    - We held the first ever District hybrid conference and contest!
  - The was a record of 41 clubs having officers trained.
  - We have seven Distinguished clubs thus far; goal is 25.
  - We need laser focus to meet this Distinguished goal. It's all about the members!
  
16. Club Growth Director Report – Owen Monday, DTM
  - We've had ups and downs.
  - The number of paid clubs was reviewed along with membership payments.
  - We are right there to become a Distinguished District. We have not been a Distinguished District since 2015. We have lost 30 clubs since then.
  - We brought back a club from 2020!
  - We are working on new clubs.
  - We are working on ways to help the incoming Trio.
  
17. Immediate Past District Director Report - Avar Laws-Wright, DTM
  - Are you having fun yet? We forget to have fun.
  - I've seen you working hard this year. I want to congratulate you all!
  - We are in month 10 of our 12 month commitment. Focus on having fun!
  - Great leaders know how to gauge the room and adapt.
  - You will be passing the gavel to the next set of leaders. Bring the fun!
  - Engage members! Fight boredom! Take your leadership to the next level!
  
18. New Business – no new business.
  
19. Incoming District Director – Laura St. Louis
  - Thank you for your vote of confidence. Looking forward to leading our District to success and building closer relationships.
  - Excited for what is to come. Leaders are formed through challenges.
    - The District is facing a challenge with building new clubs and retaining existing clubs.
    - We need to finish strong and make the most of the time we have.
  - We need to foster the new generation of leaders.
    - Be a mentor.
    - Let's not be afraid to push ourselves out of our comfort zones.

Meeting adjourned at 8:54 pm.

Respectfully Submitted,  
Renee Pionk, EC1  
District 62 Administration Manager 2022-2023