

Pre-Meeting Check --

Check your equipment

Ensure Your Email is Open

Rename Yourself as follows --

OFFICER ROLE then NAME

ie: Div-L -- Julie Andrews

ie: AD-L## -- Sandra Dee

ie: Pres-Club Name -- Julie Andrews

ie: VPE-Club Name -- Sandra Dee

Remain muted during presentations

TOASTMASTERS
INTERNATIONAL

District 45 Fall
Council Business Meeting
2023-2024

September 30, 2023

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District 45

Call to Order

**Administration Manager
Sharon Joseph, DTM**

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District 45

**National Truth &
Reconciliation Day
(Canada)**

Stéphane Parent, DTM

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District 45

Inspirational Opening

Patricia Saucier, DL5 MS5 PM5
Area 5 Director

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INTERNATIONAL
District 45

Welcome Remarks
Introduction

District Director
Angela Chute, DTM

District 45 Mission Statement

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

District 45 Standing Rules

- **Assignment of the floor.** To seek regular recognition by the chair, a member shall raise his or her hand by use of the raise hand feature of the meeting platform. The tech team will ask via private chat for what purpose the member wishes to speak and the speaking order will be determined by the team. Members wishing to speak on a motion must type their names and positions in the chat box and indicate whether they wish to speak in favor of or against a motion.
- **Debate or discussion on any item** on the agenda shall be limited to a maximum of ten minutes. No voting member shall speak more than once on the same question or longer than one minute. Debate may be extended at the discretion of the Chair to allow additional discussion, if fairness so requires. **This limitation does not apply to points of order.**
- **The Chair shall call for discussion** on pros and cons of interested parties who will speak on an alternative basis. Members must state their name, role and position for or against the motion before speaking and are limited to times indicated.

- **Voting** is conducted through the use of the raise the hand feature in the virtual voting platform. The chair will declare the result. The counting of the hands if necessary will be done by the tech team.
- **The Administration Manager shall maintain** a set of minutes, which shall be approved by district executive committee at the next district executive meeting and posted on the district webpage.
- **Technical requirements and malfunctions.** Each attendee is responsible for his or her electronic connection; no action shall be invalidated on the grounds that the loss, or poor quality, of an attendee's individual connection prevented him or her from participating in the meeting or training.
 - a. Forced disconnections.** The chair may cause or direct the disconnection or muting of an attendee's connection if it is causing undue interference with the meeting.
 - b. Recordings.** Attendees shall not record any session or workshop.

TOASTMASTERS
INTERNATIONAL
District 45

Credentials Report

Credentials Committee Chair 2023-2024

Stéphane Parent, DTM

District 45 Credentials Report

Credentials Report

Clubs in good standing: 84

Council Members

Club Representatives: 168

District Executive: 27

Total 195

Quorum ($\frac{1}{3}$ of club votes) 56

Ballots Issued

Club Representatives: 57

District Executive: 21

Total 78

Simple Majority 40

$\frac{2}{3}$ Majority 52

District 45 Credentials Report

**Quorum is established. We may
conduct business.**

Features of Election Buddy

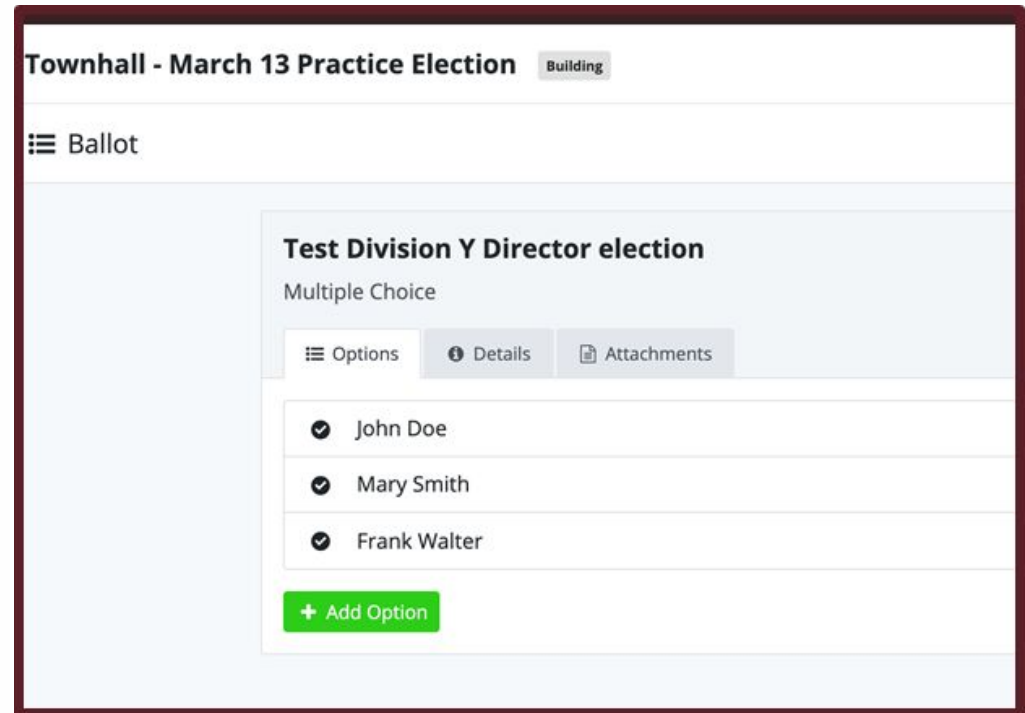
- Ballot received through email
- Each voter has a unique Login
- Weighted votes enabled
 - assigned to those eligible
 - Split votes not permitted
- You can only vote once – cannot be shared
- Antifraud platform



The screenshot shows the login interface for a Townhall - March 13 Practice Election. At the top, there is a banner for TOASTMASTERS INTERNATIONAL with the tagline "WHERE LEADERS ARE MADE" and "District 86 Toastmasters". Below the banner, the text "Townhall - March 13 Practice Election" is displayed. The main form is titled "Login to Vote" and contains two input fields: "Voter ID" and "Voter Key". A green button labeled "Login to Vote" is positioned at the bottom of the form.

Benefits of Voting through Election Buddy

- Results are private and accurate
- Non-voting members may now attend Council meetings



TOASTMASTERS
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District 45

District 45
Council Meeting Agenda
and Acceptance

TOASTMASTERS
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District 45

**District 45 Council
Business Minutes
of May 27, 2023 and
Acceptance**

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District 45

Review Voting Procedures

Parliamentarian
Bill Kirby, DTM

TOASTMASTERS
INTERNATIONAL

District 45 Budget

Finance Manager
Cecilia Dahl, PM1



District #: 45
 Budget Currency: USD
 Fiscal Year: 2023-2024

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total
Membership Dues Allocation	192.97	647.38	10,243.16	2,221.83	734.24	285.78	410.30	2,086.40	10,141.03	1,873.76	572.41	1,015.78	30,425.04
Conference revenue	-	-	-	-	-	-	-	-	-	-	25,228	-	25,228
Fundraising revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Education and Training revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
District store revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Speech contest revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Total revenue	193	647	10,243	2,222	734	286	410	2,086	10,141	1,874	25,800	1,016	55,653
TI Allocation Expense	115	115	115	115	115	115	115	115	115	115	115	115	1,383
Conference expense	-	-	-	-	-	-	-	-	-	-	25,228	-	25,228
Fundraising expense	-	-	-	-	-	-	-	-	-	-	-	-	-
District store expense	-	-	-	-	-	-	-	-	-	-	-	-	-
Marketing Outside Toastmasters expense	-	-	140	100	230	105	230	180	230	180	223	172	1,790
Recognition expense	-	-	-	-	-	-	-	-	-	-	200	-	200
Club Growth expense	-	-	300	200	500	300	-	-	300	500	200	300	2,600
Public Relations expense	-	110	50	1,540	40	60	60	60	60	60	60	60	2,160
Education & training expense	1,400	-	186	-	-	-	186	-	-	186	-	-	1,958
Speech contest expense	-	-	-	-	-	-	-	302	-	-	453	-	755
Administration expense	1,553	-	1,470	475	-	-	-	155	-	-	157	-	3,810
Food and Meals expense	90	518	-	-	-	-	300	-	-	-	-	-	908
Travel expense	3,606	2,984	-	200	500	-	180	-	200	500	-	-	8,170
Lodging expense	2,378	3,188	-	-	-	-	1,125	-	-	-	-	-	6,690
	9,142	6,915	2,261	2,630	1,385	580	2,196	812	905	1,541	26,636	647	55,652
District net income/(loss)	(8,949)	(6,268)	7,982	(408)	(851)	(294)	(1,786)	1,274	9,236	333	(835)	369	1

We, the undersigned, certify that this budget and narrative cover estimated receipts and expenditures for the district year. This budget directs the financial resources entrusted to the district toward achieving the district mission and will be presented to the district council for approval at its next meeting.

District Director	Date
Program Quality Director	Date
Club Growth Director	Date
Finance Manager	Date

<u>Break even</u>	<u>Revenue</u>	<u>Expense</u>	<u>Net</u>	<u>Policy</u>
Conference	25,228	25,228	1	Meets Policy
Fundraising	-	-	-	Meets Policy
District Store	-	-	-	Meets Policy
Minimum Expense Type		Expense	%	Policy
Marketing Outside Toastmasters		1,790	5.9%	5.0%
Maximum Expense Type		Expense	%	Policy
Education and Training		1,958	6.4%	15.0%
Marketing Outside Toastmasters		1,790	5.9%	10.0%
Club Growth		2,600	8.5%	15.0%
Public Relations		2,160	7.1%	10.0%
Recognition		200	0.7%	20.0%
Travel		8,170	26.9%	25.0%
Lodging		6,690	22.0%	15.0%
Food and Meals		908	3.0%	15.0%
Speech Contest		755	2.5%	5.0%
Administration		3,810	12.5%	10.0%
Total Membership Dues		30,425	100.0%	

One of the expense categories is over the policy max. Please review and adjust appropriately.

Motion Required

I move to accept the District 45 2023-2024 budget as presented

Vote is LAUNCHED

SILENCE PLEASE

Check your Email
Check your Junk Mail
Refresh your Email Browser

Voting is CLOSED

SILENCE PLEASE

Results being tabulated

Tellers Report

Do you accept the District 45 2023-2024 budget, as presented?

Number of votes cast:	75
Majority:	38
<u>Vote Distribution</u>	
In favor	71
Opposed	4
Spoiled	0
<i>Total</i>	75

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District 45

BREAK (5 Minutes)

District Director
Angela Chute, DTM

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District 45

Appointment Report

District Director
Angela Chute, DTM

District 45 Appointments

Managers & Chairs

<i>Administration Manager</i>	Sharon	Joseph	DTM
<i>Finance Manager</i>	Cecilia	Dahl	PM1
<i>Public Relations Manager</i>	Dawna-Jean	Turchon	DTM
<i>Credentials Chair</i>	Stéphane	Parent	DTM
<i>District Leadership Chair</i>	Jeff	Hebert	DTM
<i>Alignment Chair</i>	Marion	Taylor	DTM
<i>Audit Chair</i>			
<i>Parliamentarian</i>	Bill	Kirby	DTM

District 45 Appointments

Division A Area Directors

Area 7 Director Lorri Menard

Area 8 Director Carol Coolidge

Area 12 Director Tina Goulet

Area 15 Director Joe Reid

Area 16 Director OPEN

District 45 Appointments

Division B Area Directors

Area 5 Director Patricia Saucier

Area 6 Director Tom Macisso

Area 10 Director Casey Jenkins

Area 14 Director Beth Rhineland

District 45 Appointments

Division C Area Directors

Area 2 Director Sheryl Poirier

Area 4 Director Christina Burden

Area 13 Director Claudette Joseph

Area 17 Director Ray Savoie

District 45 Appointments

Division D Area Directors

Area 1 Director Lawrence Kelly

Area 9 Director Aaleyah Evans

Area 11 Director Erin McMenemy

Area 18 Director Sharon Forbrigger

Motion Required

I move to accept the District 45 appointments as presented

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District 45

**District Leadership
Committee (DLC) Timeline**

Past District Director
Jeff Hebert, DTM

DLC Timeline

Reports	Timeline
DLC MEMBERS CONFIRMED	31-Oct-23
Call for nomination	01-Nov-23
Candidate declarations of intent to run. Due to DLC	03-Jan-23
DEC Meeting (Preliminary Report)	6-JAN-24
Candidates virtual Interview	January 15 & 16, 2024
Vote for nominated candidates - (Decision) reply to all candidates nominated and non-nominated	January 20 & 21, 2024
DLC notifies District Director of Nominated candidates	24-Jan-24
DISTRICT COUNCIL MEETING & ELECTIONS	04-May-24
District Leadership Induction	18-May-24

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District 45

**Alignment
Committee Timeline**

Marion Taylor, DTM

Alignment Committee Timeline

Reports	Timeline
Chair & Division Directors	31-Oct-23
Alignment Review Begins	01-Nov-23
Recommendations	03-Jan-23
DEC Meeting (Preliminary Report)	6-JAN-24
DEC Meeting (Draft Report)	3-Feb-24
DEC Meeting (Final Draft Report)	March 24
Presented to District Council	04-May-24
Final Report to TI	15-Jul-2024

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District 45

2022-2023 Budget Recap

Sam Boduch, IP1: District 45 Finance Manager

District 45 Profit & Loss (Actual vs. Budget Summary) (in USD)

	07/01/2022 Through 06/30/2023		
	Actual	Budget	Variance
District Revenue			
Membership Revenue	27,659.13	27,356.59	302.54
Conference Revenue	8,695.84	27,600.00	(18,904.16)
District Store Revenue	592.87	0.00	592.87
Other Revenue	2,157.42	0.00	2,157.42
Total District Revenue	39,105.26	54,956.59	(15,851.33)
District Expenses			
Conference Expenses	11,524.22	27,561.00	(16,036.78)
District Store Expenses	950.06	0.00	950.06
Recognition	2,638.98	2,280.00	358.98
Club Growth	(1,596.24)	2,725.00	(4,321.24)
Marketing Outside of Toastmasters Expenses	0.00	2,520.00	(2,520.00)
Public Relations Expense	1,814.71	2,155.00	(340.29)
Education & Training Expense	496.99	3,305.00	(2,808.01)
Speech Contest Expenses	672.64	300.00	372.64
Administration Expenses	1,891.25	1,674.00	217.25
Food and Meals Expense	1,433.46	930.00	503.46
Travel Expense	4,470.25	2,592.79	1,877.46
Lodging Expense	6,516.94	7,245.70	(728.76)
Other Expenses	238.47	0.00	238.47
Allocation Expenses	1,374.04	1,367.88	6.16
Total District Expenses	32,425.77	54,656.37	(22,230.60)
Total Net Income	6,679.49	300.22	6,379.27

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District 45

Audit Committee Report
Year-End 2022-23

Ray Savoie: Audit Committee Chair

Sharon Allen, Phyllis Kirouac, Kevin Chick: Audit Committee Members

Sam Boduch: District 45 Finance Manager

Audit Committee Report

- **Audit Period:**

- Year End Review (Audit) – January 1st, 2023 to June 30, 2023

- **Audit Scope:**

- Defined by Toastmasters International (“TI”) procedures in accordance with “Audit Committee Guidelines”

- **Major Audit testing performed:**

- Reviewed Profit and Loss statements, Bank statements and district reserve statements
 - Verified all the transactions on the receipt and payment register are adequately supported.
 - Verified that District Expenses are in compliance with TI policies and that they support the mission of the District.

Audit Committee Report

- **Audit Results:**

- Except for the following, we found no exceptions:
 - We notified the District 45 Finance Manager of a series of transactions on May 4th 2023 which appears to have been a void cheque of \$2,250.75 USD per the Finance Manager's notes. That same amount appears in the check register for the same date but could not be found in the Concur system.

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Division Director Reports

Division A - Elise Thorsen, IP5, SR4

Division A comprises 5 Areas and 25 clubs in New Hampshire and Vermont. These clubs meet in a variety of formats: in-person, hybrid, and online. As of submission of the report, 80% of clubs had successfully renewed and most of the remainder were on track to remain in good standing. One club began with a base membership below the minimum requirement of 8 members. So far this year, Division clubs have attracted 17 new, dual, or reinstated members, distributed across areas and closed/community clubs -- 6.6% growth on the base of 258 paid memberships, prior to anticipated attrition at the end of the dues renewal period. This growth is modest but reflects interest in Toastmasters across the geographic region that can respond to club membership recruitment campaigns.

I am joined by four Area Directors in leading Division A: Lorri Menard for Area 7, Carol Coolidge for Area 8, Tina Goulet for Area 12, and Joe Reid for Area 15. Area 16 is not represented by an area director -- club leaders are in direct contact with me. I truly look forward to a year with these committed leaders, who dove into their responsibilities with diligence and readiness to learn.

Division B - Ivona Cookson

Division B is made up of 20 clubs, both online and hybrid, in 4 areas. Tom Macisso is our Area 10 Director, Casey Jenkins is our Area 6 Director, Beth Rhinelanders is our Area 14 Director and Patricia Saucier is our Area 5 Director.

Area Directors are starting the club visits already and are encouraging the completion of club success plans and membership renewals.

Division B has a strong participation on social media via Facebook pages, which includes showcasing videos and motivational posts. Clubs are also engaging in open house meetings with the goal of increasing membership.

I am excited to see Division B flourish and grow this Toastmasters year.

Division C - David Stonehouse, IP4 VC4

Division C is a division of 23 dynamic clubs in New Brunswick, Prince Edward Island and now Newfoundland and Labrador. We're very pleased to welcome Confederation Toastmasters based in St. John's to the Division C family!

This year, our division is divided into four areas – 2, 4, 13 and 17. Each of those areas are served by an enthusiastic and committed area director. Two of our area directors are brand new to the area role while the other have considerable experience in district leadership, having held multiple posts over their decades of experience in Toastmasters.

We are extremely fortunate to have such a talented team with such a complimentary mix of skills and experience to foster growth and excellence among our clubs. I have every confidence in this team and the strong support it can provide to the clubs of Division C.

Our team meets at least once a month to discuss the opportunities and challenges within the division and to provide support and insight to one another.

Our area directors – Sheryl Poirier for Area 2, Christina Burden in Area 4, Claudette Joseph for Area 13 and Ray Savoie in Area 17 – have all started to reach out to clubs to arrange informal and formal visits as well as to offer whatever assistance they can.

To help raise awareness, stay connected and to offer well-deserved recognition of achievements, Division C has a very active Facebook page administered by Toastmaster Kathi Zwicker. We invite you to follow us there.

We're looking forward to a very positive and progressive year as we live our vision for the year: "Fostering a dynamic network of clubs, united in their pursuit of helping members discover their voice and achieve their leadership potential."

Division D - Jenny Theriault, PM5 MS4

Division D currently covers the province of Nova Scotia and includes 22 clubs split into 4 Areas. Last year 6 clubs and 1 area reached distinguished status. In the division 51 pathways levels have been submitted and 18 new members added in the first quarter of this year.

Across the Division there continues to be a mix of in-person, hybrid, and online meetings. Several clubs have transitioned from hybrid to in-person this year.

All Areas have dedicated Area Directors who have been joining club meetings for official and unofficial visits. Lawrence Kelly is the Area 1 Director with 5 clubs, Aaleyah Evans is the Area 9 Director with 5 clubs, Erin McMenemy is the Area 11 Director with 6 clubs, and Sharon Forbrigger is the Area 18 Director with 6 clubs.

With a strong Division D leadership team committed to members, supporting individual and club goals, and building membership we look forward to a successful year ahead.

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District 45

Administration Manager Report

Administration Manager
Sharon Joseph, DTM

Administration Manager Report

Sharon Joseph, DTM would like to thank the leadership and members of District 45 for the opportunity to serve. She is a true example of learning by doing and thanks everyone for their patience as she navigates her way through this role.

Sharon is excited to be supporting the transition from our current website to our new website because it also provides a window of opportunity to organize District 45 documents as well as creation of standard email addresses for all district roles such as district director, credentials chair, etc. This will help with transitioning leadership from one year to the next.

Currently, you can reach Sharon at d45.tmam@gmail.com if you have any questions or suggestions.

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District 45

Public Relations Manager Report

Public Relations Manager
Dawna-Jean Turchon, DTM

Public Relations Manager Report

- **PR Team**
- **Website**
- **Newsletter**
- **Recognition**
- **Promotions**

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District 45

**Club Growth Director
Report**

Club Growth Director
Sherry MacDonald, DTM

Club Coaches

# of Members	Clubs
< 8	3
8 - 12	35
13 - 19	31
20+	20

- 4 assigned
- 1 matched and waiting on paperwork
- 2 waiting for a club to match

New Clubs

- 3 'real' inquiries that have been followed up
- 3 actively being worked on
- Several additional leads

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District 45

**Program Quality Director
Report**

Program Quality Director
Paul Coddington, DTM

Distinguished Clubs



- District 45 achievements in Program Quality last year
 - 29 clubs achieved distinguished status or higher.
- The 2023 – 2024 District goal is to achieve Distinguished status
 - Toastmasters International established club base number is 86 as of 9/27.
 - Goal: 35 clubs achieve Distinguished status or higher.

Strategy

- ▶ Train Club Officers to help them to provide excellent support and service to members.
 - ▶ Club Officer Training sessions conducted.
 - ▶ Delivered speeches are always Pathways projects.
- ▶ Promote Pathways Learning Experience to members, Club Officers, Area Directors and Division Directors.
 - Delivered speeches are Pathways Projects.
- ▶ Promote the Distinguished Club Program to members, Club Officers, Area Directors and Division Directors.
 - Area Directors trained to conduct official Area Director Club visits.
- ▶ Promote the Distinguished Toastmaster Award (DTM) and benefits to members, Club Officers, Area Directors and Division Directors

Pathways

- Members not enrolled: 170
- Level 5 completions: 185
- Level 4 completions: 87
- Level 3 completions: 100
- Level 2 completions: 118
- Level 1 completions: 156
- No level completions: 724

District 45 Contests

Contest Format

District Executive
Committee
7 September 23

Online Only -
Area

Online Only -
Division

Hybrid - District



Contest Types

International
Speech,
Humourous
&
Table Topics



Contest Levels

Club: February

Area: March

Division: April

District: May

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District 45

District Director Report

District Director
Angela Chute, DTM

District 45 Director's Report

- Membership Dues are due by September 30th.
- Budget is done and will be submitted to Toastmasters International after approval at this District 45 Council Meeting
- Pathways is being updated, multi-lingual, six paths focus, one and done
- I challenge you all to work toward Smedley Distinguished.
- District 45 Heroes Club

District 45 Leadership Development

IGNITE Momentum, Awaken Opportunities

Objective: Deepen our Leadership funnel at all levels

Strategic Connections:

- Know, like & trust factor
- Monthly Leadership Development MasterClass
- Encourage team members to Lead with Strengths/
make our weaknesses irrelevant
- Create opportunities for skill set growth

RESULT: Build a pipeline of competent, committed leaders who can propel D45 toward long-term success.

Motion Required

I move to accept all District Officer Reports as presented

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International Updates

District Director
Angela Chute, DTM

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New Business

District Director
Angela Chute, DTM

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Announcements

District Director
Angela Chute, DTM

Announcements

- ZOOM Accounts for clubs offered from TI @ 50%
- Next **District Executive Committee meeting** will be held virtually on **October 5, 2023**
- **Fall Workshop** will be held virtually on **November 4, 2023**
- Next **District 45 Council Business Meeting** will be held virtually on **Saturday May 4, 2024**
- Our hybrid **District 45 Conference & Inductions** on **May 17, 2024**

Next District Council Meeting

I move that the next District Council Meeting be held on Saturday May 4th, 2024 online

Adjourn Meeting - Motion Required

At this time, I will entertain a motion to adjourn the meeting

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**Thank YOU for Your
Leadership**