



District 35 DEC Meeting

September 16, 2017
Milwaukee

Where is the Toastmaster?



Agenda



Topic	Leader	Time	Start
Welcome / Roll-call	Keith	5	10:00
International Convention takeaways	Quad	20	10:05
Contests	Ed	10	10:25
Club Building report	Rozaline	10	10:35
Conference update	Ed	10	10:45
Club Coaching report	Rozaline	10	10:55
Area Director reports	Ed	10	11:05
Membership payments	Rozaline	10	11:15
District Success Plan and Budget	Keith	15	11:25
Succession planning	Cindy	10	11:40
Club Mentoring	Rozaline	5	11:50
Closing the Sale	Alannah	15	11:55
Lunch		30	12:10

Agenda



Topic	Leader	Time	Start
Area / Division Council Best Practice	Kelly	10	12:40
District Finance update and Expense Reports	Jason	10	12:50
District website update	Matt	10	1:00
Positive/Negative Stress	Cindy	15	1:10
Other	Keith	5	1:25
Next steps	Keith	5	1:30
30-60-90 day actions	Keith	15	1:35
Q&A / Wrap up	Keith	10	1:50
Conclude			2:00



International Convention takeaways

Keith Cumiskey – District Director

- ▶ Interviews
- ▶ Training
- ▶ Opening Ceremonies
- ▶ Education Sessions
- ▶ Business meeting
- ▶ Speech contests



Speech Contests

Ed Thelen, DTM
DEC Meeting
September 16, 2017



Overview

- ▶ Resources
- ▶ Current Review
- ▶ Reminders for Area/Division Contests



Use Resources

- ▶ Speech Contest Rulebook
- ▶ Ask one level up
- ▶ Judy Bauer – contest rule questions



What I've Liked About the Contests

- ▶ Good/reasonable attendance & participation
- ▶ Good atmosphere
- ▶ Well organized



Tweaks for Improvement

- ▶ Certificates of participation
- ▶ Interview – ask questions
- ▶ Rule violations



Area Contest – Rule Highlights

- ▶ Equal number of voting judges from each club OR a minimum of five judges
- ▶ Three counters and two timers



Division Contest – Rule Highlights

- ▶ Equal number of judges from each area in the division OR a minimum of seven voting judges
- ▶ No judge shall be a member of any club in which a contestant is a member
- ▶ Three counters and two timers



Both Contests – Rule Highlights

- ▶ Introduction – Name, Title of speech, Title of speech, name
- ▶ Tiebreaker judge does not attend briefing



Club Building

Rozaline Janci, DTM
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Club Building Update

1. Hindu Temple of Wisconsin
2. SalesMasters
3. Marian University
4. UW Waukesha
5. UW OshKosh
6. Badgermeter
7. Bridges Library System
8. Orbis Corporation
9. Generac
10. Harley Davidson – PowerTran
11. Kohls
12. Creative Learning
13. Sikh Temple
14. Carroll University
15. Roundy's
16. Briggs & Stratton
17. Roadrunner Transportation
18. Amazon
19. FoxCon
20. Johnson Controls
21. Chippewa Valley Technical College



Club Building - How to generate club leads?

Members

Networking

Online

Social media

Word of mouth

Business databases

Cold calling

Colleagues, friends and family

Directories

World Headquarters (WHQ)



Fall Conference Update

Ed Thelen, DTM
DEC Meeting
September 16, 2017



Fall Conference Page

FTM Toastmasters District 35 X

d35.toastmastersdistricts.org

Apps Toastmasters International Insightly World's Largest Profile Welcome | icenetwork Twitter Facebook - Log In or FTM Toastmasters District Free Calorie Counter YouTube

 **Toastmasters District 35**

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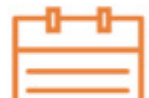
For more information on Toastmasters International, visit toastmasters.org

Logins

[District Leader Login](#)

Toastmasters: Where Leaders Are Made

 **Hot Topics**

 **Calendar**

 **Programs & Incentives**

Get To the Finish Line Results

Long Haul Winners - Most member growth for the 2017-2017 Toastmaster Year (Each Grew by 11 Members)

- Expressions Toastmasters
- Rasmussen College Toastmasters

Sprint Winner (Grew by 11 Members between 5/8/17 & 6/30/17)

d35.toastmastersdistricts.org



Fall Conference Page

FTM 2017 Fall Conference - T... X

d35.toastmastersdistricts.org/2017-fall-conference.html

Apps Toastmasters Internat Insightly World's Largest Profic Welcome | icenetwork Twitter Facebook - Log In or FTM Toastmasters District Free Calorie Counter YouTube

 **Toastmasters District 35**

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Now accepting applications for educational sessions and marketplace exhibits!

Applications are due September 22nd. See the [education session application](#) and [marketplace exhibit application](#) for more details and submission requirements.

**RISE UP
TOASTMASTERS**

District 35 Fall Conference

November 4, 2017 | Crowne Plaza Hotel in Madison, WI



Registration is Open!

2017_Fall_Conference_Individual_Registration_Form - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Normal Page Layout Page Break Custom Full
Layout Preview Views Screen

Workbook Views

Ruler Formula Bar

Gridlines Headings

Show

Zoom 100% Zoom to Selection

New Window Arrange All Freeze Panes

Split Hide

View Side by Side Synchronous Scrolling

Reset Window Position Window

Save Workspace Switch Windows

Macros

A71

A B C D E F G H I J K

1

2

3 **RISE UP TOASTMASTERS**

4 **District 35 Fall Conference**

5

6

7

8 **INDIVIDUAL REGISTRATION FORM**

9 *Individuals part of clubs that have paid club registration **must** register online at Eventbrite or submit this form*

10 *to confirm attendance and to select/pay for meals.*

11 **District 35 Fall Conference • November 4, 2017**

12 **Crowne Plaza • 4402 East Washington Ave, Madison, WI 53704**

13

14

Ready

150%



Educational Sessions & Marketplace

The screenshot shows a Microsoft Word document with the following content:

RISE UP TOASTMASTERS
District 35 Fall Conference

2017 Fall Conference Education Session Application

Presenter(s): _____

Contact Information: _____

The document is displayed in a window titled "Education_Sessions_Application_Form (2) - Microsoft Word". The ribbon shows the "View" tab selected, with options like "One Page", "Two Pages", "Page Width", "New Window", "Arrange All", "Split", "View Side by Side", "Synchronous Scrolling", "Reset Window Position", "Switch Windows", and "Macros". The status bar at the bottom indicates "Page: 1 of 3" and "Words: 243".



Keynote Speaker Sessions





Friday Night





PR Updates

- ▶ E-mail updates – intermittent reminders
- ▶ Facebook – Educational session and marketplace posts
- ▶ District webpage



Club Coaching

Rozaline Janci, DTM
DEC Meeting
September 16, 2017



Club Coaching

- ▶ Walworth County Toastmasters – Robert Wall
- ▶ Kimmunicators – Paul Freiberg and Evelyn Puerto
- ▶ Schneider Toastmasters – Bruce Bitter
- ▶ Marshfield Area Toastmasters
- ▶ Toasters for Independence
- ▶ Riverview Toastmasters



Interested in Club Coaching

- ▶ Alannah McReavey
- ▶ Shamaine Schoenherr
- ▶ Kelly A. Huttelmaier
- ▶ Cindy Algiers
- ▶ Megan Slaker
- ▶ Kathy Glaser-Brown
- ▶ Deborah Ginsburg
- ▶ Angela Graham



Area Director Reports

Ed Thelen, DTM
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September 16, 2017



Percentage Complete as of 9/14/17

District 35 – 31.3%

Division A – 60.0% Division B – 52.9%

Division C – 0.0% Division D – 0.0%

Division E – 37.5% Division F – 50.0%

Division N – 41.7% Division W – 25.0%



Area Directors with 100% submittal

- ▶ A3 – Gail Rust
- ▶ B1 – Kathy Glaser-Brown
- ▶ B2 – Carl Ervin
- ▶ E2 – Deb Martin
- ▶ F1 – Ronda Borowski
- ▶ N1 – Dick Hawley
- ▶ N3 – Marilyn Noble



Have Online Document Available

- ▶ Find in Resource Library
- ▶ Provide in advance of the meeting so Club President – officers can help
- ▶ Take paper copy with you to the meeting
- ▶ Another useful document – Serving Clubs Through Visits



Quality Area Director Responses

Topic: First Impressions

Question: What can the district and I do to help the club improve?

Response: Focus on constraints associated with corporate clubs (perpetual limited pool of potential members). Share best practices related to selling the benefits of Toastmasters to management.



Quality Area Director Responses

Topic: Membership Orientation

Question: How does the club orient new members?

Response: New members are assigned a mentor. Tenured members who are willing to mentor are assigned a new member to help them thru their first few projects in both the CC and CL manuals. Leading Voices is making plans to create a new member orientation. This meeting will be held monthly for new members to the club to walk them thru the educational programs offered by Toastmasters.



Future Leaders

- ▶ Need to identify successors
- ▶ Lots of “none”/unknown

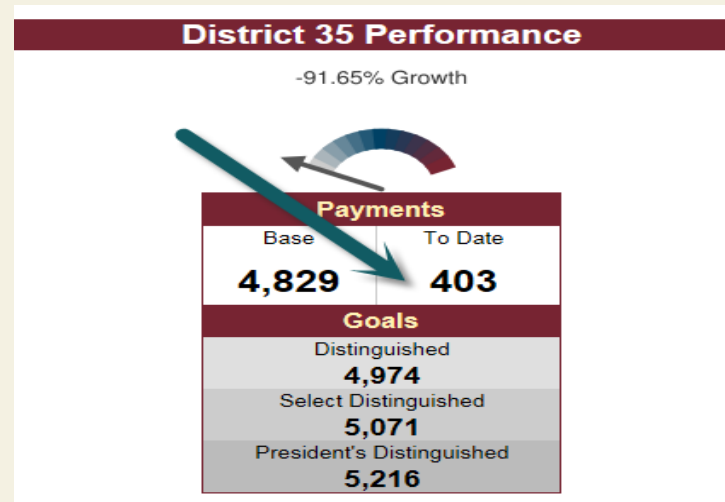


Membership

Rozaline Janci, DTM
DEC Meeting
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Membership



- Dues are due – need your help to reach out to the clubs in your area.



District Success Plan and Budget



District Success Plan - Overview

- ▶ Roadmap for our year
- ▶ Collective input from all DEC members through your participation at July DEC meeting and ongoing conference calls
- ▶ Supports the District mission and goals and is supported by the District budget
- ▶ We will review implementation monthly



Club Building and Maintaining

- ▶ Incentive program for
 - Leads
 - Demo meetings
 - Organizational meetings
 - Chartering
- ▶ Banners for all newly chartered clubs
- ▶ Invest in club building / coaching tool development
- ▶ Club Coaching incentive (TBD)
- ▶ Area Director report incentive



Membership

- ▶ Renewals (semi-annual) - Renew 90% of base (minimum 8 members) \$ 50 gift card
- ▶ Net 5 growth \$ 50 gift card (year end)
- ▶ Talk Up Toastmasters (Five new members February/March) - \$ 50 gift card
- ▶ Club Ambassador program



Club Quality

- ▶ Toastmasters Football League
 - Variety of incentives under a single program to encourage club quality
- ▶ Club Success Plan incentive
- ▶ Best Club website, newsletter, social media awards
- ▶ Invest in toolkits to assist clubs in achieving Distinguished status



Other

- ▶ District website revamp
- ▶ District document management
- ▶ Fall Conference replacement
- ▶ District succession planning



Other (Budget)

- ▶ Items not directly linked to performance goals, but necessary for overhead of the District
 - Travel
 - DEC meetings – food
 - Contests
 - Admin / Supplies
 - Banner stands for Division banners



Succession Planning

**Good Lord Cindy – it's only
September 16, 2017!! Why start
thinking about this now???**

What is Succession Planning?



What is Succession Planning?



Succession planning is a process for identifying and developing new leaders who can replace current leadership when the TM year ends, a person has to leave or there is a change in the current structure.



SUCCESS!!



Why plan for your successor?



How do you look for your successor and a new leader?



- Keep you eyes open as you visit clubs
- Watch for the enthusiastic person
- Look for those people that always volunteer when asked
- When you visit clubs – ASK the current club leadership
- Your AD Report can be a gold mine!
- Be ready to explain what the role is
- Look for the “Sparkly People”
- Keep your eyes open for people who ask a lot of questions
- What other ideas do you have?



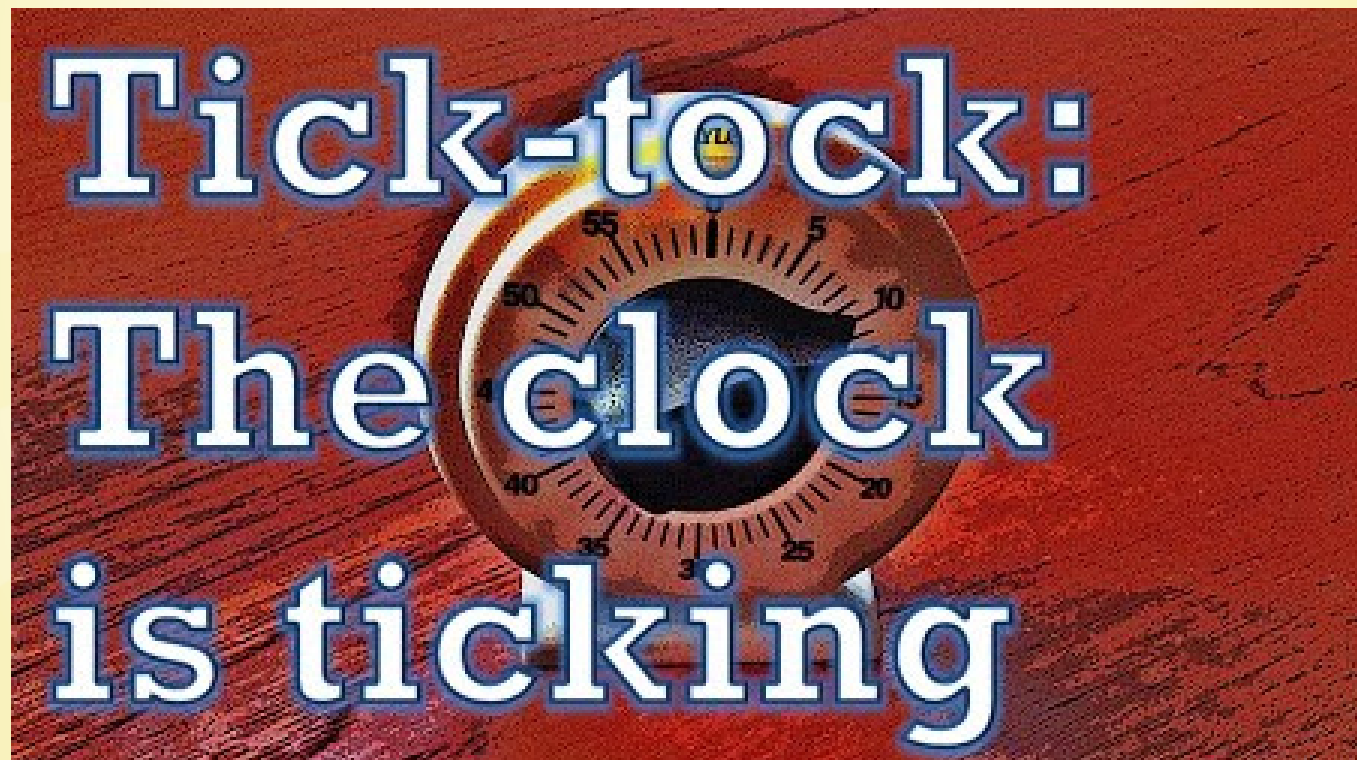
Deputy Area Director Deputy Division Director

Mentoring Relationship





START NOW!





Club Mentoring

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DEC Meeting
September 16, 2017



Mentoring

- ▶ All new clubs that charter can be assigned up to 2 mentors.
- ▶ I am putting together a list of people interested in being mentors



The Successful Club Series

Closing the Sale



Meeting Standards

- ▶ Meetings begin and end on time.
- ▶ Participants arrive early and prepared.
- ▶ Club officers fulfill their responsibilities.
- ▶ The meeting proceeds at a good pace.
- ▶ The members are enthusiastic.
- ▶ Every project is a manual project.



Working Toward the Win-Win

- ▶ Win-Win
- ▶ Win-Lose
- ▶ Lose-Lose



Discuss the Benefits

- ▶ Improved speaking abilities
- ▶ Leadership development
- ▶ Better social skills
- ▶ Greater self-esteem



Close that Sale

- ▶ **C** ompare
- ▶ **L** ose
- ▶ **O** pinion
- ▶ **S** tory
- ▶ **E** xample



The Vice President Membership

*A great help
and asset!*



FOR CLUB USE ONLY

International fees and dues: \$ _____
(from Line 3 on left)

Club New Member fee: _____

Club Dues: _____

Total: \$ _____



Filling Out the Application for Membership

Member Status

- ▶ New
- ▶ Reinstated
- ▶ Renewing
- ▶ Dual
- ▶ Transfer

Membership Type: ☐ New ☐ Reinstated (break in membership) ☐ Renewing (no break in membership) ☐ Dual
☐ Transfer from club number /name _____ / _____ Member Number (if known) _____



Filling Out the Application for Membership

Financial

- ▶ New members pay...
- ▶ Transfer members...
- ▶ All the above...



Filling Out the Application for Membership

Recruiter Information and Language Selection

New Member Kit preference for new members only:

- ☐ English
- ☐ French
- ☐ Spanish
- ☐ Japanese
- ☐ Chinese (Traditional)
- ☐ Chinese (Simplified)
- ☐ German
- ☐ Arabic
- ☐ PDF on CD
(visually impaired only)

Selected materials in the new member kit are available in English only.

New / Reinstated / Dual Member Sponsor: The person who recruited and/or encouraged the member to join.

Last Name / Surname / Family Name

First Name / Given Name

Middle Initial / Name

Sponsor's District Number

Sponsor's Home Club Number

Member Number (if known)

NOTE: TO ENSURE PROPER CREDIT, THE SPONSOR'S FULL FIRST AND LAST NAME AND HOME CLUB NUMBER MUST APPEAR.



Filling Out the Application for Membership

Signatories and Payment

1. NEW MEMBER FEE		U.S. \$20.00	\$ _____
<i>Paid only by new members. Covers costs of the New Member Kit and processing.</i>			
1a. California clubs add 7.25% sales tax (\$1.45)			\$ _____
2. Membership Dues (all members) Begin Date _____			
<i>Pro-rated at \$6.00 per month.</i>		Month/Year	
☐ October	or	☐ April	U.S. \$36.00
☐ November	or	☐ May	30.00
☐ December	or	☐ June	24.00
☐ January	or	☐ July	18.00
☐ February	or	☐ August	12.00
☐ March	or	☐ September	6.00
3. Total of 1, 1a, and 2			\$ _____
PAYMENT INFORMATION Choose one:			
Check or money order in U.S. funds drawn on a U.S. bank, or credit card payment, must be included.			
Line 3 is the amount payable to Toastmasters International.			
Note: Your club may also charge dues to meet club expenses. Unfortunately, WHQ is unable to charge club dues on the credit card submitted. Club dues must be paid directly to the club. Dues and fees are payable in advance and are not refundable or transferable.			
☐ Check: No. _____ Amount \$ _____			
☐ Credit Card: ☐ MasterCard ☐ Visa ☐ AMEX ☐ Discover			
Card No. _____ Exp. Date _____			
Signature / Name on Card _____			

New Member Kit preference for new members only:
☐ English
☐ French
☐ Spanish
☐ Japanese
☐ Chinese (Traditional)
☐ Chinese (Simplified)
☐ German
☐ Arabic
☐ PDF on CD (visually impaired only)
Selected materials in the new member kit are available in English only.

Club Dues Worksheet FOR CLUB USE ONLY
International fees and dues: \$ _____
(from Line 3 on left)
Club New Member Fee: _____
Club Dues: _____
Total: \$ _____

I confirm that a completed new member application for this member is on file with the club and will be retained by the club. The application contains both the signature of the new member and the signature of a club officer. Questions should be directed to the Membership department: membership@toastmasters.org.

By my signature below, I agree to the terms of *A Toastmaster's Promise*, and the *Indemnification and Release* stated above, and certify that I am 18 years of age or older, in compliance with the Toastmasters International Club Constitution.

I acknowledge that my electronic signature on this document is legally equivalent to my hand-written signature.

Signed: _____
APPLICANT

By my signature below, I certify that this individual has joined the Toastmasters club identified. As a club, we will ensure that this member receives proper orientation and mentoring.

I acknowledge that my electronic signature on this document is legally equivalent to my hand-written signature.

Signed: _____
CLUB OFFICER

In order for this application to be valid both signatures are required.



Conclusion

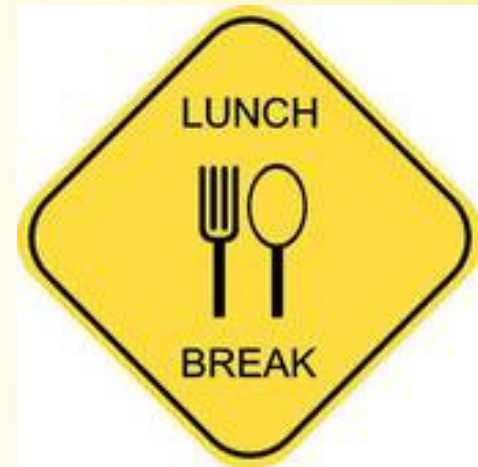
Enthusiasm

- + Techniques
- + Meeting roles
- + Mentor assistance
- + Materials and information
- + An official induction

= A Win-Win sale!



Lunch





Area / Division Council Best Practice

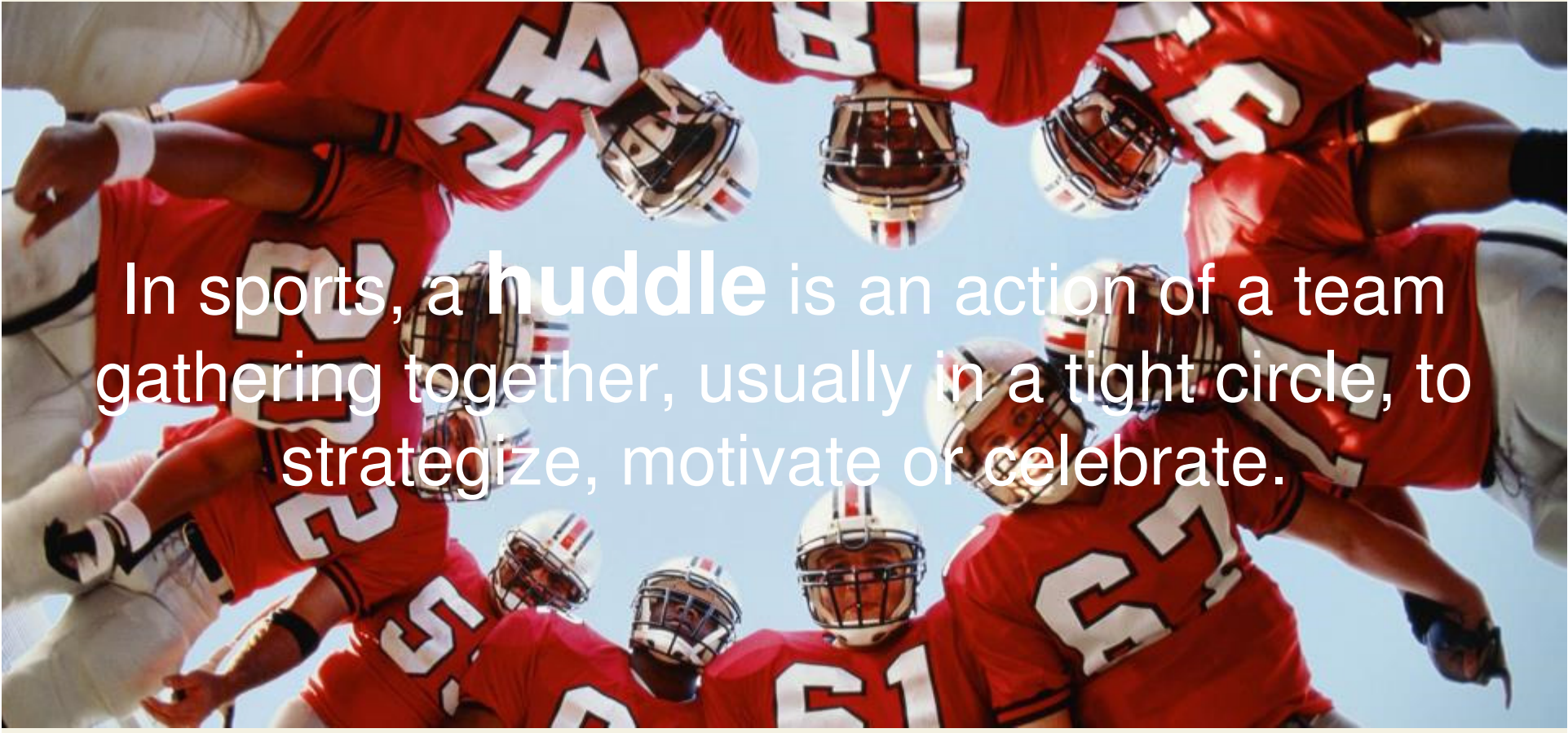
Kelly Huttelmaier, ACB ALB
DEC Meeting
September 16, 2017



What is the goal of an Area or Division Council?



Other Examples of Status Meetings

A low-angle, upward-looking photograph of several football players in red jerseys and white helmets, huddled together in a tight circle against a clear blue sky. The players' jerseys have white numbers, and their helmets have face masks.

In sports, a **huddle** is an action of a team gathering together, usually in a tight circle, to strategize, motivate or celebrate.

An overhead photograph of a group of approximately 15 people in a modern office environment. They are standing in a loose circle on a grey floor, engaged in a meeting. In the background, there are wooden pallets stacked, a white desk with laptops and sticky notes, and a glass display case filled with colorful sticky notes. The text "SCRUM Stand-up Meeting" is overlaid in the center of the image.

SCRUM Stand-up Meeting



What is a SCRUM Daily Stand-up?

- ▶ Engage with the Team
- ▶ Focus on our Goals as a Team
- ▶ 3 Questions
 - 1) What did you accomplish since the last meeting?
 - 2) What are you working on until the next meeting?
 - 3) What is getting in your way or keeping you from doing your job?



How do I do my Division Council Meetings?

- ▶ Focus on the 30-60-90 day plan
 - 3 Questions – Progress so far, what's being done soon, any help that's needed
- ▶ Updates on Division/District Items
 - TLI's, Conferences, Division Contest, Club Proxies, etc.
- ▶ Updates to pass back up
 - Who is ready to start getting involved at a higher level?
- ▶ Planning for Events
 - Holiday Party, other division events, etc.



When?

- ▶ We've chosen to have them the Tuesday night after the DEC so we can plan 30-60-90 day events.
- ▶ Find a schedule that works for you!
- ▶ Make it repeating so it happens automatically.



How to Record

► Agenda focused on action items, decisions and information. Useful for reference later.

- Club Visits Scheduled, Completed and Reports Filed - ETA/Status (Final deadline November 30th). Remind people about membership dues.
 - B1 (Kathy) - All reports in
 - B2 (Carl) - 3/5 reports in
 - B3 (Tom) - No reports in
 - B4 (Krystyna) - No reports in
- Club Contests - Status of your clubs? (July 1 – September 3)
 - B1 (Kathy) -
 - B2 (Carl) -
 - B3 (Tom)
 - B4 (Krystyna)
- Area Contests
 - Awards will be brought to contest by Kelly
 - Bring convention brochures to contests - (Anyone want electronic copies?)
 - B1 (Kathy) - Contest scheduled for 9/15
 - B2 (Carl) & B3 (Tom) - 9/29th - Contest scheduled for 9/29
 - B4 (Krystyna) - Contest scheduled for 9/22
- Division Contest - Status
 - (Kelly) - October 7th, joint(ish) with Division F at Harley Davidson University. Recruiting main roles now.
- TLI - Status of Division B clubs, questions, etc
 - https://docs.google.com/spreadsheets/d/1BYxWUIMFEkjinjv_io_64aHeKIruHnRf2GM7nKkicEOal/edit#gid=708064177
 - Updated to show which clubs have credit and which are registered for the 28th.
 - There will be another raffle.
- District Profiles on Website? Carl and Kathy are up!
- Club Proxies - 8 Clubs left as of this morning. 2 should be done by now at least. Calls out to remaining.
- International Speech Contest Viewing Party - <https://www.eventbrite.com/e/toastmasters-world-championship-of-public-speaking-viewing-party-dfabulous-tickets-37026963645>
- Holiday Party - Tentative schedule for December 1st. We need to define what we want this to be. Advertising for it early October.
 - What do we want to plan for this?
- Anyone in your clubs ready to get involved at a higher level?
- Anything else? - Next meeting September 19th (Tuesday after DEC)



Questions?



District 35 Finance Update & Expense Reporting

September 16, 2017

Jason Feucht, District Finance Manager



Reminders - Reimbursements

- ▶ All expense reimbursements should be submitted via Concur
- ▶ All expense reimbursements must be submitted within 60 Days of when the expense occurred.
- ▶ All expense reimbursements **MUST** have supporting documentation (Receipts, Map, etc.)



Concur – Common Issues

- ▶ Missing Documentation
 - All Reimbursements MUST have supporting documentation
 - This is Toastmasters International Policy
- ▶ Overspending – Be aware of your budget
 - Can you / should you spend?
 - Partner with Keith prior to spending
- ▶ Coding Mistakes



Concur – Common Issues

New Expense [Receipt Image](#) ← If your receipt is correctly attached the receipt tab will appear

Expense Type Mileage (7062)	Transaction Date 09/16/2017	Business Purpose DEC Meeting	Enter Vendor Name
City of Purchase Pewaukee, Wisconsin	Payment Type Cash/Out of Pocket	Amount 13.57 USD	From Location Pewaukee, WI
To Location Milwaukee WI	Number of Miles 42.4	Reporting Code 1 (954) Travel - District - Finance Manager	Event Period 2 N/A
District 1 (035) District 35	Subsidiary 2 District	Type to search by: ☒ Text ☐ Code (Code) Text (958) Travel - Area Director (956) Travel - District - Admin Manager (954) Travel - District - Finance Manager (955) Travel - District - PR Manager (952) Travel - District CGD (951) Travel - District Director (953) Travel - District PQD (957) Travel - Division Director (961) Travel - International President (959) Travel - IPPC	

Subsidiary Should always be District

When submitting Mileage the code is always "Travel" – for your role regardless of the event.



Other Reminders

► Budgets

- TLI - \$200 per Division per event
- Contests - \$75 per Division & \$40 Per Area per event
- If you charge for your event and it results in a profit, those funds must be returned to the District, they cannot be kept to have additional to spend on a future event.



Eventbrite

- ▶ Eventbrite is a great way to collect registrations as well as funds for your event.
- ▶ District 35 has a master Eventbrite account, which should be used for all Area, Division & District Events
- ▶ All funds collected are sent via check directly to the district
- ▶ If you want to use Eventbrite please email me and I can get you started.



Questions?

► Remember

- Expenses need to be reported within 60 days
- Questions regarding your budget, if it is ok to spend funds, etc. – Contact Keith
- Questions on Concur, Eventbrite, and other Finance Policies and Procedures Contact Jason



STRESS!!!!

The STRESS in our lives





Positive and Negative Stress

2 Kinds of Stress



Eustress – Positive Stress

- Focuses Energy
- Feels Exciting
- Improves Performance

Distress – Negative Stress

- Causes Anxiety
- Outside of our coping abilities
- Feels unpleasant
- Can lead to mental or physical problems

Agenda



As a member of District Leadership and a person –

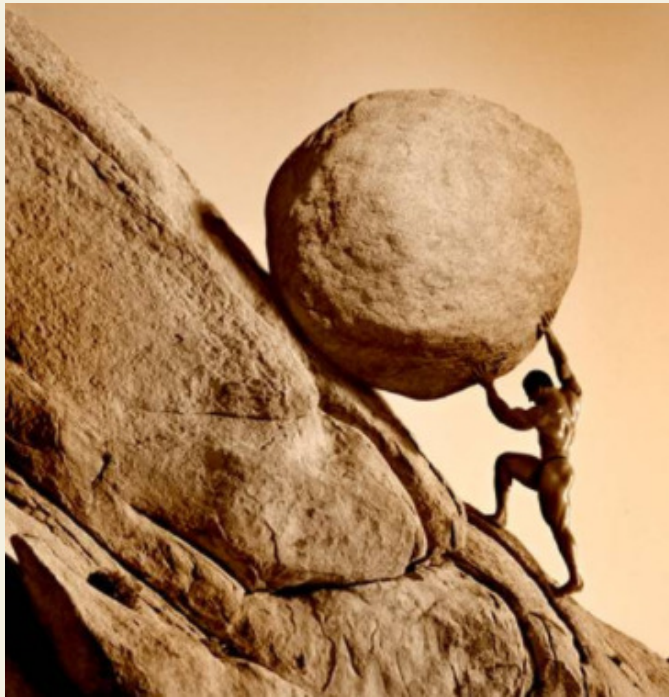
what stressors have you encountered?

Ever felt any of these?

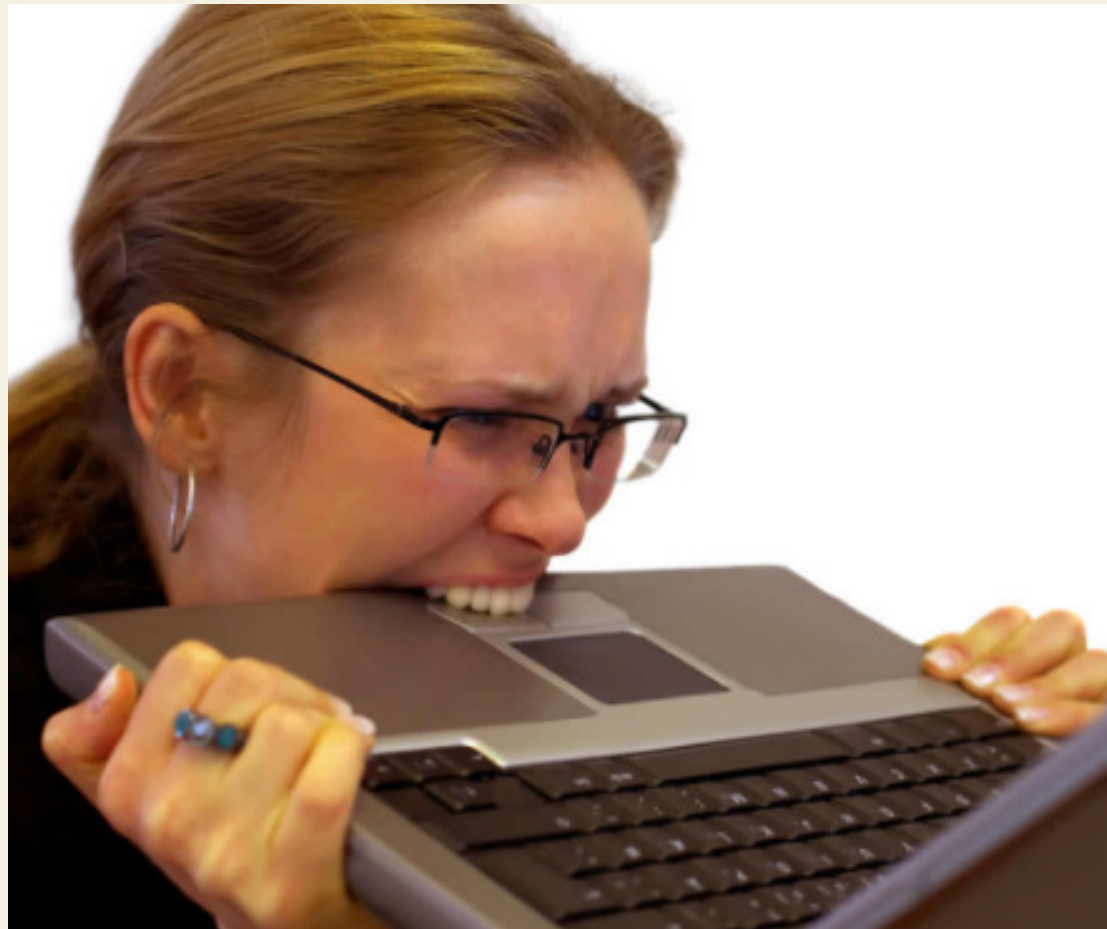


- Your “Real Job”
- Conflicts – with coworkers, TMS?
- Feeling unproductive
- Commuting – Traffic
- Repeating thought patterns
- Constant worry
- General “fears”
- Thinking your “not good enough”
- Unrealistic expectations
 - of yourself and others
- Overscheduling your time
- Procrastination
- Precrastination
- What Else????

**Do you ever
feel like you
are pushing a
rock up a hill?**



Ever feel like this?



WRITE THIS DOWN – Then Practice It



The greatest weapon against stress is our ability to choose one
thought over another.

William James



**Negative Stress can lead to people
resisting us and our ideas and**

“Pushing Back”.



Get Ready to Have Some Fun!



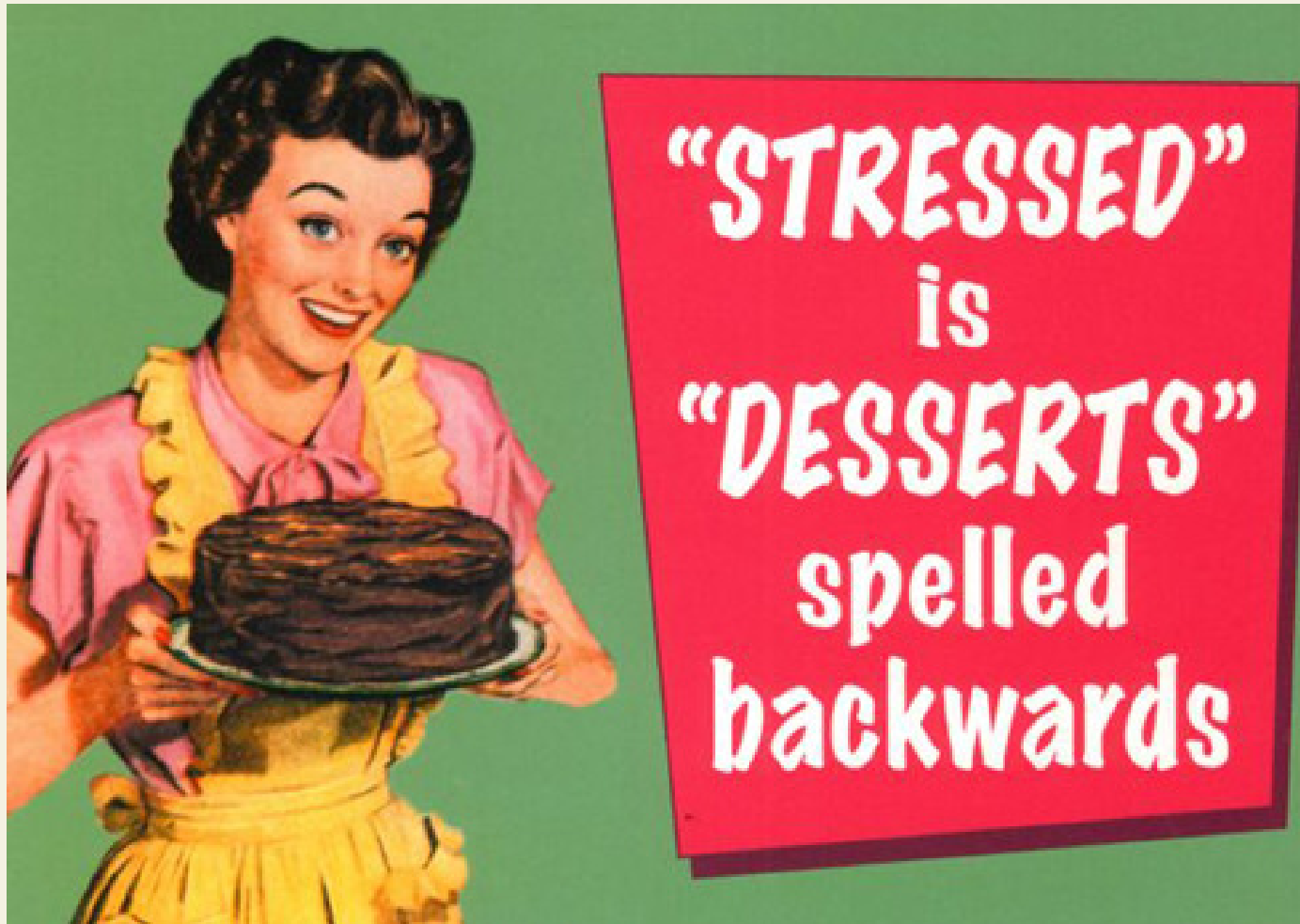
- **Stand Up!**
- **Get in 2 lines – facing each other**
- **Put palms to palms**
- **Start to push – GENTLY!!**



Debrief

- ▶ When you started to push –what did your partner need to do to maintain equilibrium?
- ▶ If you pushed harder –what did your partner need to do to maintain equilibrium?
- ▶ How did it FEEL to you and your partner?







**The greatest weapon against stress is our ability to choose one
thought over another.**

William James



District 35 Website update

Matt Wuteska, District Webmaster



Other

- ▶ Area Director envelopes
 - Banner ribbons for your home club
 - Get to the Finish ribbons for clubs that added at least one new member between Spring Convention and end of Toastmaster year
- ▶ Core Value Coins
- ▶ Division Director banner ribbons
- ▶ Last week's test



30-60-90 Days



Your next 30 days (mid October)



- ▶ Remind clubs about membership dues – October 1
- ▶ Area contests
 - Conduct contests (though October 3) *9 of 27 are complete*
 - When complete, forward results, bio and certification reports to division contest chair.
- ▶ Record TLI attendance (division directors)
- ▶ Division contests (October 2 – 22)
 - Recruit leadership team
 - Promote amongst division membership
 - When complete, forward results, bio and certification reports to Ed Thelen
- ▶ Continue club visits (and file reports) *32% complete*
- ▶ Fall Conference
 - Communicate to your clubs
 - Still looking for education session presenters and marketplace exhibitors
 - Bring Fall Conference brochures to contests
 - Complete your enrollment for Fall Conference

Your next 60 days (mid November)



- ▶ Follow-up with low-renewal clubs
- ▶ Complete Division contests (through October 22)
- ▶ Record TLI training (before November 30)
- ▶ Continue club visits (and file reports)
- ▶ Fall Conference (November 4)
 - Communicate to your clubs
 - Bring Fall Conference brochures and announce at division contests
 - Complete your enrollment for Fall Conference
 - Attend

Your next 90 days (mid December)



- ▶ Finish official club visits by November 30 (and file reports)
- ▶ Continue (or begin) area and division councils
- ▶ Call for 2017-2018 district officer candidates (by November 30). Identify potential leaders for next year.



Wrap up topics

- ▶ Communication response
- ▶ Expenses ... file within 60 days of incurring expense
- ▶ Toastmasters Month (October) proclaimed by Wisconsin governor



Q & A



Next DEC Meeting – Central Division hosting

- ▶ Date: Saturday, October 14, 10:00 am – 2:00 pm
- ▶ Location: Fitchburg Public Library, 5530 Lacy Rd, Fitchburg, WI 53711