



# District 35 DEC Meeting

April 21, 2018  
Menasha, WI

# Where is the Toastmaster?



# Agenda (morning)



| Topic                               | Leader     | Time | Start |
|-------------------------------------|------------|------|-------|
| Welcome                             | Keith      | 5    | 10:00 |
| Deputy Area Directors               | Keith      | 5    | 10:05 |
| Spring convention update            | Julia Boss | 15   | 10:10 |
| District realignment – Q&A          | Keith      | 10   | 10:25 |
| Club mentors and sponsors           | Rozaline   | 10   | 10:35 |
| Pathways update – What happens now? | Ed         | 15   | 10:45 |
| Business meeting review             | Keith      | 15   | 11:00 |
| Transition planning                 | Keith      | 10   | 11:15 |
| Contests recap                      | Ed         | 5    | 11:20 |
| Candidates showcase                 | Keith      | 5    | 11:25 |
| Club Building update                | Rozaline   | 10   | 11:30 |
| Exercise                            | Keith      | 20   | 11:40 |
| Lunch                               |            | 30   | 12:00 |

# Agenda (afternoon)



| Topic                          | Leader   | Time | Start |
|--------------------------------|----------|------|-------|
| District Success Plan - status |          |      |       |
| Club growth/retention programs | Rozaline | 10   | 12:30 |
| Membership programs            | Rozaline | 10   | 12:40 |
| Club Quality programs          | Ed       | 10   | 12:50 |
| Other initiatives              | Keith    | 5    | 1:00  |
| The Final Push                 | Keith    | 20   | 1:05  |
| Other                          | Keith    | 10   | 1:25  |
| District Finance update        | Jason    | 10   | 1:35  |
| 30-60-71 day actions           | Keith    | 10   | 1:45  |
| Q&A / Wrap up                  | Keith    | 5    | 1:55  |
| Adjourn                        |          |      | 2:00  |



## DEC meetings

- ▶ Thank you for your active participation this year ... 84% participation speaks to your commitment
- ▶ Division Directors have done a fantastic job choosing venues and food selection ... the choices have been theirs.



# Deputy Area Directors

Keith Cumiskey



# Deputy Area Director

- ▶ Serves by appointment by an area director
- ▶ Can perform several tasks, including, but not limited to
  - Assist organizing speech contest
  - Join in club visits with area director
- ▶ “Try-before-you-buy” approach to serving as area director
- ▶ Members interested in serving as area director next year can still email forms to [Jim Hughes](#), District Leadership Committee Chair



# Spring Conference Update

Julia K. Boss, DTM  
DEC Meeting  
April 21, 2018



## Conference Theme

**SAVE THE DATE**

A TOASTMASTER  
**WEARS MANY HATS**

**May 4&5, 2018**

Crowne Plaza - Milwaukee Airport



# Event walkthrough

## ► Friday

- Registration opens
- Past District Governor/Director dinner
- Candidate showcase
- Friday Fun Night!

*Get some sleep...Saturday is going to be an eventful day!*



# Event walkthrough

## ► Saturday morning

- Registration, Marketplace and Credentials open
- Toastmasters Football League breakfast
- Banner assembly
- Opening ceremonies, including keynote
- Education sessions
- Awards + luncheon
  - Area Directors will have reserved seating during the luncheon and awards session
  - You will receive your awards at this time...they are yours to protect/keep track of.



# Event walkthrough

- ▶ Saturday afternoon
  - District 35 Council business meeting
  - David Brooks (keynote) education session
  - International speech contest
  - First timer reception + networking
  - Evening prep...



# Event walkthrough

## ► Saturday evening

- Dignitary lineup
  - Need to know guests who will be seated at the head table
  - Logistics
- Dinner banquet
- Welcome, reports
- Dinner
- Installation of officers
- Hall of fame ceremony



## Action items

- ▶ Continue to drive
  - Club, individual registration
  - Proxies and voting
  - Educational goals
- ▶ Throughout the event
  - Hospitality
  - Session support
  - Networking



# District Realignment

Keith Cumiskey



# District realignment

- ▶ Districts are required to review alignment of clubs/areas/divisions annually
- ▶ District Director appoints Committee Chair – Andy Little
- ▶ Committee presents proposal for District Council vote at Spring business meeting
- ▶ Proposal has been available for review on [District website](#) since April 4



# Key changes

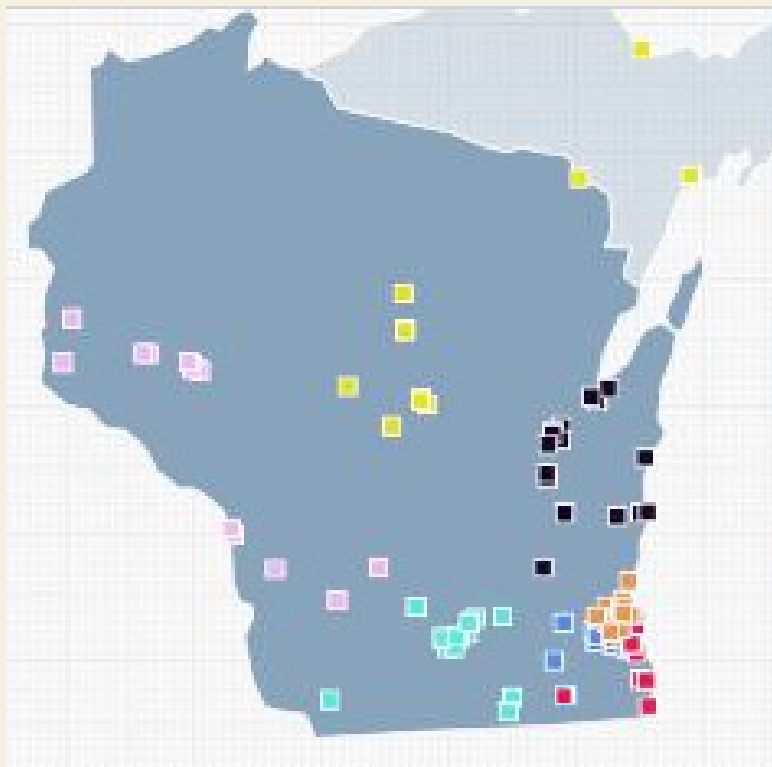
- ▶ Area N3 (Upper Michigan) to move from Northern to Eastern Division. It is felt that the better road network to Green Bay will reduce driving time for N3 members to attend division events.
- ▶ Western Division disbanded. Areas W2 and W3 (Eau Claire and west) to move to Northern Division. Area W1 (Southwestern Wisconsin) to move to Central Division. Reduced driving times to division events should encourage greater member participation.
- ▶ Division B (Waukesha County) is growing at a considerable rate, so four clubs are being transferred to other divisions



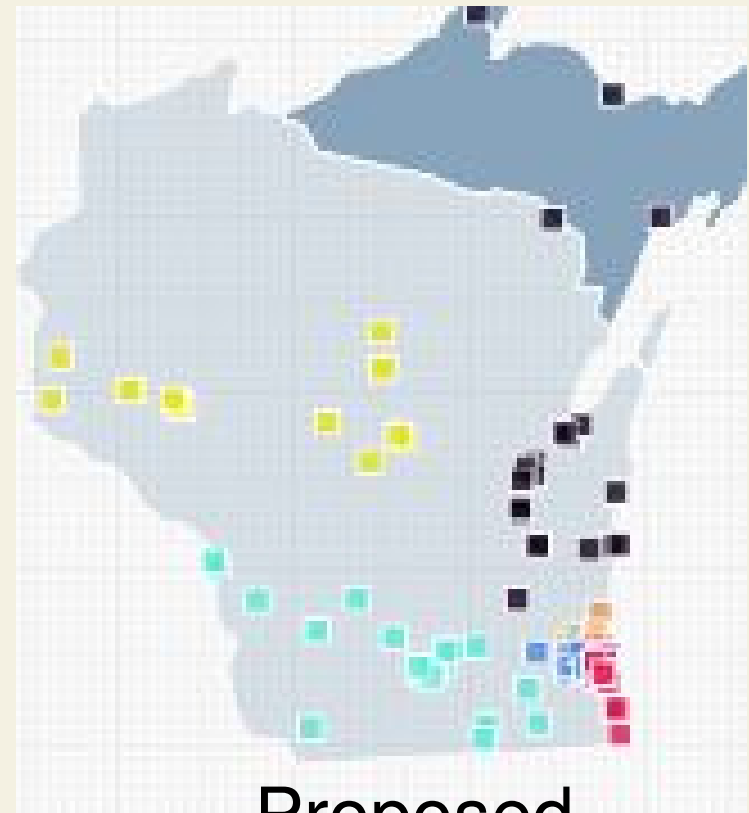
# Key changes

- ▶ Eastern Division has grown to the point that warrants a another area to provide closer member support (plus the transfer of Upper Michigan as an additional area)
- ▶ Addition of net three clubs to Division F (Racine, Kenosha and Southern Milwaukee counties) and the creation of an additional area to provide closer member support
- ▶ Minor tweaks in Eastern, Central and ABDF

# Club Locations by Division



Current



Proposed



# Club Mentors and Sponsors

Rozaline Janci, DTM  
DEC Meeting  
April 21, 2018



# Club Sponsors and Mentors

“Why does someone sponsor or mentor a new Toastmasters club?”

- Some want to share the benefits of the Toastmasters education program with others.
- A new learning experience.
- To earn credit toward the path to DTM



# Club Sponsors

A sponsor is a member who

- ▶ Helps charter a new club
- ▶ Follows leads
- ▶ Generates interest and enthusiasm for the new club
- ▶ Recruits members
- ▶ Submits all paperwork to World Headquarters



# Club Mentors

- ▶ Share your expertise
- ▶ Develop your capacity to translate values and strategies into productive actions
- ▶ Prove yourself as a valuable leader
- ▶ Invest in the future of Toastmasters
- ▶ Obtain fresh perspectives
- ▶ Build teamwork skills
- ▶ Apply leadership skills in new situations
- ▶ Earn credit toward the Advanced Leader Silver award



# Club Mentors

## Appointing Mentors

- ▶ District director
- ▶ Club growth director
- ▶ Email **[newclubs@toastmasters.org](mailto:newclubs@toastmasters.org)**
- ▶ Application to Organize



## Official Duties-Club Mentors

- ▶ Ensure the club is strong and fully functional.
- ▶ Confirm officers understand their duties and have the tools they need to perform them.



# District 35 Pathways Update

Ed Thelen, DTM  
DEC Meeting  
April 21, 2018



# Chief Ambassador – Kathy Shine





# Pathways Guides

- ▶ Judy Bauer
- ▶ Craig Carpenter
- ▶ Lori Geddes
- ▶ Tom Gust
- ▶ Jeff McRaven
- ▶ Kris Pool
- ▶ Kimberly Thomas
- ▶ Tom Carlson
- ▶ Jesse Franklin
- ▶ Angela Graham
- ▶ Kelly Huttelmaier
- ▶ Tina Palmgren
- ▶ Kathy Shine
- ▶ Stephen Wittmann



# Pathways Ambassadors

- ▶ Wendy Benkowski
- ▶ Theresa Flynn
- ▶ Scott Kazin
- ▶ Sierk Oudemans
- ▶ Kathy Shine
- ▶ Kyna Shnayderman
- ▶ The Skrauss



# Steps Members Should be Taking

- ▶ Training themselves on Pathways
  - Taking assessment
  - Choosing path
  - View learning within your path



# Steps Club Officers Should be Taking

- ▶ Base Camp Managers are encouraged to include time to explore tutorials available to them
- ▶ Current club officers are encouraged to explore all the changes in Club Central as a result of the Pathways launch
- ▶ Clubs are encouraged to spend time orienting newly elected club officers on both Base Camp and Club Central



# Steps Clubs Should be Taking

- ▶ Clubs are encouraged to update their Club Success Plans to include 6 new educational goals in the DCP
- ▶ Clubs are encouraged to help existing members who are working in the traditional program create an action plan for transition into Pathways
- ▶ Clubs are encouraged to share tips and best practices as members on-board into Pathways



## Steps Clubs Should be Taking

- ▶ Clubs encouraged to take full advantage of Virtual Support Sessions conducted by Guides and share communications sent by Pathways Ambassadors
- ▶ Clubs are encouraged to incorporate a handout of some sort into their guest packets.
- ▶ Clubs are encouraged to have copies of the generic Pathways evaluation resource tool on hand, plus the evaluation form to critique the evaluator and Topics Master



# Visit Marketplace for More Info



**SAVE THE DATE**

A TOASTMASTER  
**WEARS MANY HATS**

**May 4&5, 2018**

Crowne Plaza - Milwaukee Airport



# Business Meeting Review

Keith Cumiskey

## Business Meeting agenda (1)

- ▶ Credentials report – Confirmation of quorum
- ▶ Adoption of Fall business meeting minutes
- ▶ Finance and audit reports
- ▶ Interim Division Director approval
- ▶ Realignment report / vote





## Business Meeting agenda (2)

- ▶ Fall Conference advisory – explanation / vote
- ▶ Elections
- ▶ Division Director reports
  - 3 minutes each, timed 😊
  - Submit an advanced copy to Julie Ritzman
- ▶ Other officer reports

Order of the day may  
change at discretion of  
District Director



# Transition Planning

Keith Cumiskey



## How do I transition?

- ▶ Make it face-to-face, if possible
- ▶ Share your club visit reports
- ▶ Explain the unique personalities, challenges and strengths of each club
- ▶ What were your lessons learned?
- ▶ Include them in any area/division activities left in the year





# Speech Contests Review

Ed Thelen, DTM  
DEC Meeting  
April 21, 2018



# Positive Feedback About the Contests

- ▶ Most have been well run
- ▶ Variety in how the contest is planned
- ▶ Doing well with timing
- ▶ Good quality of speeches



## Areas for Improvement with Contests

- ▶ Continue to work on getting more people/or new people involved in other roles
- ▶ Turning in all requested documentation for District contest



# Candidates Showcase

Keith Cumiskey  
DEC Meeting  
April 21, 2018

# Candidate Showcase

- ▶ Friday night at Spring Conference
  - Comments and interviews
  - All district officer candidates – nominated or floor
  - Optional, not mandatory – Please confirm participation ASAP
- ▶ Led by a moderator
- ▶ District leaders may submit questions to Keith Cumiskey by **April 29<sup>th</sup>** (specify if a question is to be directed to a particular office or all candidates)
- ▶ Questions are not shared with the candidates in advance





# Format

- ▶ Each candidate will be allowed a 2 minute prepared statement
  - Before interview questions, or
  - After interview questions, or
  - Split before/after interview questions
- ▶ Unopposed division director candidates will have a 3 minute interview
- ▶ Trio and opposed division director candidates will have a 6 minute interview

Candidates have been prepped on format



# Club Building Update

Rozaline Janci  
DEC Meeting  
April 21, 2018



# Club Building Update

## Data Inaccurate

- ▶ 3 clubs Chartered in March
- ▶ TI working to process paper Work and update the Dashboard by next week.



| Paid Clubs                |            |
|---------------------------|------------|
| Base                      | To Date    |
| <b>128</b>                | <b>124</b> |
| Goals                     |            |
| Distinguished             | <b>132</b> |
| Select Distinguished      | <b>135</b> |
| President's Distinguished | <b>139</b> |

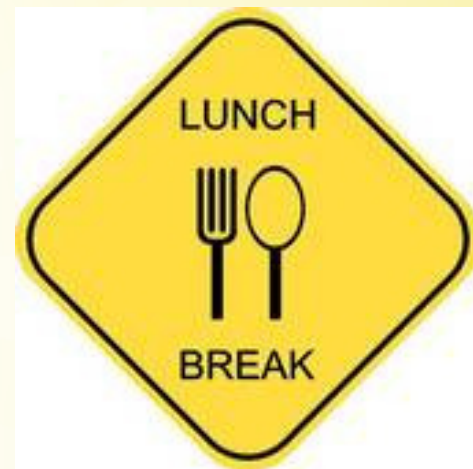


# Exercise

Keith Cumiskey  
DEC Meeting  
April 21, 2018



# Lunch





# District Success Plan update

Keith Cumiskey  
Ed Thelen  
Rozaline Janci



# 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



# Club Growth/Retention Programs

- ▶ .Seed the Lead Program - \$1--\$185 depending on how far the lead progresses through chartering
- ▶ Club Coaching - \$100 for each coach that successfully completes the assignment



# Membership Payments

We have less than 70 days to  
Finish the year.

We need your help!

Lot of opportunities for open  
Houses or guest nights! Lets  
Share the benefits we have  
Received from toastmasters.



| Payments                  |              |
|---------------------------|--------------|
| Base                      | To Date      |
| <b>4,829</b>              | <b>4,401</b> |
| Goals                     |              |
| Distinguished             |              |
| <b>4,974</b>              |              |
| Select Distinguished      |              |
| <b>5,071</b>              |              |
| President's Distinguished |              |
| <b>5,216</b>              |              |



# Membership Programs

- ▶ Elite 8 – Add 8 new members in a toastmaster year
- ▶ Renewals - \$50 gift card – Renew 90% of member base (Minimum of 8 members)
- ▶ Net 5 Growth - \$ 50 gift card – End year with Net membership growth of 5+
- ▶ Talk up Toastmasters - \$ 50 gift card – Add 5 new members in February/March



## Distinguished Clubs

- ▶ Work with AD/DD to work with clubs to reach Distinguished Club goal
- ▶ Continue to work tiered incentive program
- ▶ Knowledge/information on a timely basis





# The Final Push

Keith Cumiskey



## Area Directors

- ▶ Club visits done ✓
- ▶ Reports filed ✓
- ▶ Area contest complete ✓
- ▶ Attended spring convention ✓

**I'm done now, right?**



## Distinguished Division and Area

- ▶ Last year 5 of our 8 Divisions were Distinguished
- ▶ Last year 13 of our 27 areas were Distinguished

**“So what? I’m not competitive. I’m not doing this for the recognition.”**



# Provide support and encouragement

- ▶ Distinguished Club Program is a way to recognize success
- ▶ A way to measure positive member experience





### 00924120 Direct Supply Champion Chatters Club Distinguished

| Club Alignment |    |
|----------------|----|
| Region         | 5  |
| District       | 35 |
| Division       | A  |
| Area           | 01 |

| Membership                                     |         |
|------------------------------------------------|---------|
| Base                                           | To Date |
| 21                                             | 20      |
| Required<br>20                                 |         |
| 20 members or<br>a net growth of 5 new members |         |

| Goals                     |   |
|---------------------------|---|
| Goals Met                 | 5 |
| Distinguished             | 5 |
| Select Distinguished      | 7 |
| President's Distinguished | 9 |

Chartered 8/4/2006

| Goals to Achieve                                         |                                                                           | Goal | To Date | Status                          |
|----------------------------------------------------------|---------------------------------------------------------------------------|------|---------|---------------------------------|
| Education (A maximum of 6 will count toward DCP credit.) |                                                                           |      |         |                                 |
| 1                                                        | Competent Communicator (CC) awards                                        | 2    | 0       | 2 CCs needed                    |
| 2                                                        | More Competent Communicator (CC) awards                                   | 2    | 0       | 2 CCs needed                    |
| 3                                                        | Advanced Communicator (ACB, ACS, ACG) awards                              | 1    | 0       | 1 AC needed                     |
| 4                                                        | More Advanced Communicator (ACB, ACS, ACG) awards                         | 1    | 0       | 1 AC needed                     |
| 5                                                        | Leadership Awards (CL, ALB, ALS) or Distinguished Toastmaster (DTM) award | 1    | 1       | ✓                               |
| 6                                                        | More CL, ALB, ALS, or DTM award                                           | 1    | 1       | ✓                               |
| P1                                                       | Level 1 awards                                                            | 4    | 0       | 4 Level 1s needed               |
| P2                                                       | Level 2 awards                                                            | 2    | 0       | 2 Level 2s needed               |
| P3                                                       | More Level 2 awards                                                       | 2    | 0       | 2 Level 2s needed               |
| P4                                                       | Level 3 awards                                                            | 2    | 0       | 2 Level 3s needed               |
| P5                                                       | Level 4 awards                                                            | 1    | 0       | 1 Level 4 needed                |
| P6                                                       | Level 5 awards                                                            | 1    | 0       | 1 Level 5 needed                |
| Membership                                               |                                                                           |      |         |                                 |
| 7                                                        | New members                                                               | 4    | 4       | ✓                               |
| 8                                                        | More new members                                                          | 4    | 7       | ✓                               |
| Training                                                 |                                                                           |      |         |                                 |
| 9                                                        | Club officers trained June-August                                         | 4    | 3       | First Training Period 1 needed  |
|                                                          | Club officers trained December-February                                   | 4    | 3       | Second Training Period 1 needed |
| Administration                                           |                                                                           |      |         |                                 |
| 10                                                       | Membership-renewal dues on time                                           | Y    | 2       | ✓                               |
|                                                          | Club officer list on time                                                 | Y    | 1       |                                 |

### 04456966 ROK the Talk

| Club Alignment |    |
|----------------|----|
| Region         | 5  |
| District       | 35 |
| Division       | A  |
| Area           | 02 |

| Membership                                     |         |
|------------------------------------------------|---------|
| Base                                           | To Date |
| 35                                             | 16      |
| Required<br>20                                 |         |
| 20 members or<br>a net growth of 5 new members |         |

| Goals                     |   |
|---------------------------|---|
| Goals Met                 | 8 |
| Distinguished             | 5 |
| Select Distinguished      | 7 |
| President's Distinguished | 9 |

Chartered 3/16/2015

| Goals to Achieve                                         |                                                                           | Goal | To Date | Status            |
|----------------------------------------------------------|---------------------------------------------------------------------------|------|---------|-------------------|
| Education (A maximum of 6 will count toward DCP credit.) |                                                                           |      |         |                   |
| 1                                                        | Competent Communicator (CC) awards                                        | 2    | 2       | ✓                 |
| 2                                                        | More Competent Communicator (CC) awards                                   | 2    | 2       | ✓                 |
| 3                                                        | Advanced Communicator (ACB, ACS, ACG) awards                              | 1    | 0       | 1 AC needed       |
| 4                                                        | More Advanced Communicator (ACB, ACS, ACG) awards                         | 1    | 0       | 1 AC needed       |
| 5                                                        | Leadership Awards (CL, ALB, ALS) or Distinguished Toastmaster (DTM) award | 1    | 1       | ✓                 |
| 6                                                        | More CL, ALB, ALS, or DTM award                                           | 1    | 5       | ✓                 |
| P1                                                       | Level 1 awards                                                            | 4    | 0       | 4 Level 1s needed |
| P2                                                       | Level 2 awards                                                            | 2    | 0       | 2 Level 2s needed |
| P3                                                       | More Level 2 awards                                                       | 2    | 0       | 2 Level 2s needed |
| P4                                                       | Level 3 awards                                                            | 2    | 0       | 2 Level 3s needed |
| P5                                                       | Level 4 awards                                                            | 1    | 0       | 1 Level 4 needed  |
| P6                                                       | Level 5 awards                                                            | 1    | 0       | 1 Level 5 needed  |
| Membership                                               |                                                                           |      |         |                   |
| 7                                                        | New members                                                               | 4    | 4       | ✓                 |
| 8                                                        | More new members                                                          | 4    | 4       | ✓                 |
| Training                                                 |                                                                           |      |         |                   |
| 9                                                        | Club officers trained June-August                                         | 4    | 6       | ✓                 |
|                                                          | Club officers trained December-February                                   | 4    | 5       |                   |
| Administration                                           |                                                                           |      |         |                   |
| 10                                                       | Membership-renewal dues on time                                           | Y    | 2       | ✓                 |
|                                                          | Club officer list on time                                                 | Y    | 1       |                   |

# Familiarize yourself with club dashboard

[www.toastmasters.org](http://www.toastmasters.org)

# Distinguished Area Program



## ► Distinguished, Select Distinguished, President's Distinguished

| Achievement                                                                                                                            | Recognition Earned             |
|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| Distinguished clubs equal to at least 50 percent of the area's club base                                                               | Distinguished Area             |
| Distinguished clubs equal to at least 50 percent of the area's club base plus one more Distinguished club                              | Select Distinguished Area      |
| Distinguished clubs equal to at least 50 percent of the area's club base plus one more Distinguished club and a net club growth of one | President's Distinguished Area |

# Qualifying Requirements



## ► Distinguished Area Program

- No net club loss
- Submit the Area Director's Club Visit Report for 75% of club base
  - First round visits by November 30<sup>th</sup> ✓
  - Second round visits by May 31<sup>st</sup> ... 11 have ✓
- Net club loss occurs when the total number of clubs at year-end (June 30) falls below the base amount.

# Area's Club Base Definition



- ▶ The area's club base is the number of paid clubs assigned to the area as of July 1.
- ▶ Clubs are considered to be paid when they have submitted a complete April dues-renewal report.
  - These and new clubs chartered between April 1 and June 30 are counted in the club base.

# Distinguished Division Program



## ► Distinguished, Select Distinguished, President's Distinguished

| Achievement                                                                                         | Recognition Earned                 |
|-----------------------------------------------------------------------------------------------------|------------------------------------|
| Distinguished clubs equal to at least 40 percent of the division's club base                        | Distinguished Division             |
| Distinguished clubs equal to at least 45 percent of the division's club base                        | Select Distinguished Division      |
| Distinguished clubs equal to at least 50 percent of the division's club base plus net growth of one | President's Distinguished Division |

## ► No net club loss

# Net Club Loss Definition



- ▶ Net club loss occurs when the total number of clubs at year-end (June 30) falls below the base amount.

# Division's Club Base Definition



- ▶ The division's club base is the number of paid clubs assigned to the division as of July 1.
- ▶ Clubs are considered to be paid when they have submitted a complete April dues-renewal report.
  - These and new clubs chartered between April 1 and June 30 are counted in the club base.

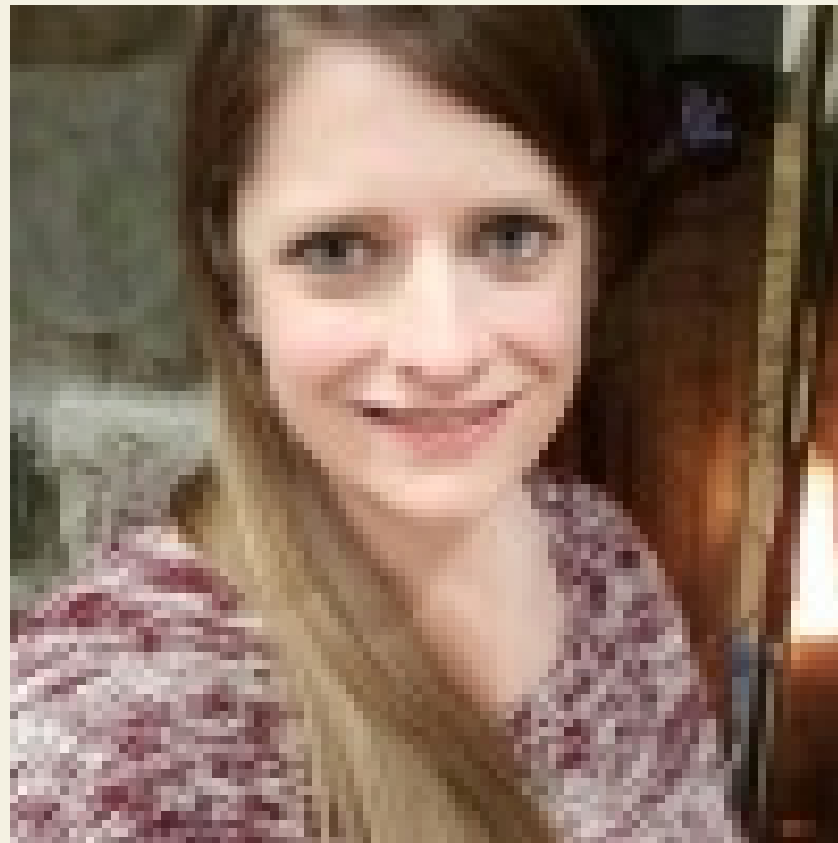
# Conclusion



- ▶ Be proactive
  - Analyze your clubs now – Division Directors, guide your area directors
  - Driving membership, achieving communication and leadership goals with days remaining is much harder than within months
- ▶ Use the phone as well as email
- ▶ By the way, we have one area **already** Distinguished !



## Way to go Shae – Area D2



... and another area  
*would* be Select  
Distinguished now if  
the Area Director  
submitted their visit  
reports



Other

Keith Cumiskey



## Perfect attendance record

The following have attended all 11 DEC meetings (including June training, two teleconferences and District Council meeting)

|                   |                    |
|-------------------|--------------------|
| Kelly Huttelmaier | Jennifer Zhang     |
| Kris Pool         | Kathy Glaser-Brown |
| Ronda Borowski    | Robert Wall        |
| Dick Hawley       | Barbara Cate       |
|                   | Jason Feucht       |





## Other

- ▶ Share the information discussed at this DEC meeting with your clubs
- ▶ If you are aware of any active Toastmasters who have passed away in the last year, please let Keith Cumiskey or Tom Rozga know by May 1<sup>st</sup>.



# **District 35 Finance Update**

**April 21, 2018**

**Jason Feucht, ACB, ALB  
District Finance Manager**



# Reimbursements

- ▶ All expense reimbursements should be submitted via Concur
- ▶ All expense reimbursements must be submitted within **60 30 Days** of when the expense occurred.
- ▶ All expense reimbursements **MUST** have supporting documentation (Receipts, Map, etc.)
- ▶ **Please submit all reports by 6/15/2018 if possible**
- ▶ Absolute Deadline:
  - All reports must be submitted **PRIOR to EOB, 6/29/2018**



# FINANCIAL SUMMARY



# Available Funds

YTD through 2/28/2018

- ▶ Associated Bank - \$22,594.06
- ▶ District Reserve - \$10,472.33
- ▶ Total Cash & Reserve - \$33,066.39
- ▶ Less Required Reserves - (\$12,334.67)
- ▶ **Total Funds Available - \$20,731.72**



# Profit & Loss Summary

YTD through 2/28/2018

- ▶ YTD Revenue – \$38,272.96
- ▶ YTD Expenses – \$49,601.92
- ▶ YTD Profit / (Loss) – (\$11,328.96)



# Income

YTD through 2/28/2018

- ▶ Membership Revenue – \$26,433.76
  - On target
- ▶ Conference Revenue – \$8,462.65
  - Under Budget
- ▶ TLI Revenue – \$3,284.56
  - Under Budget
- ▶ Other Revenues – \$92.00
- ▶ **Total Revenues – \$38,272.96**
  - Under Budget by (\$1,122.04)



# Expenses

YTD through 2/28/2018

- ▶ Conferences – \$7,852.03
- ▶ TLI Expenses – \$7,915.51
- ▶ Marketing Expenses – \$6,060.53
- ▶ Communication & PR – \$282.10
- ▶ Education & Training (DEC) – \$2,714.51
- ▶ Speech Contests – \$1,314.51
- ▶ Administration & Other – \$1,514.57
- ▶ Travel – \$21,948.16
- ▶ **Total District Expenses – \$49,601.92**
  - Under Budget



# Questions?

## ► Remember

- Expenses need to be reported ~~within 60 days~~ ASAP
  - With the year end approaching:
    - Please submit reports prior to 6/15/2018
    - ALL expenses need to be submitted prior to EOB 6/29/2018, NO EXCEPTIONS!
- 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



**THANK YOU!**



# 30-60-71 Days



# Your next 30 days (mid May)



- ▶ Continue Area/Division Councils
- ▶ Continue 2<sup>nd</sup> round of club visits (and file reports)
  - 71 of 128 completed reports
  - Include deputy area directors
  - Review resource material from Toastmasters International
  - Identify next year's leaders
- ▶ Schedule transition discussion with your successor
- ▶ Remind clubs of officer elections (first meeting in May) and submit list to WHQ **and** (please) copy area/division leadership
- ▶ Beat the Clock promotion (May/June membership drive)
- ▶ Follow up on low-paying clubs (less than 8 members)
- ▶ Promote Spring Convention
  - May 4-5
  - Crowne Plaza Milwaukee airport
  - Register yourself (area directors complementary lunch) – 10 of you have not yet

# Your next 60-71 days (end June)



- ▶ Complete transition plan with your successor
- ▶ Follow up on low-paying clubs
- ▶ Beat the Clock promotion (May/June membership drive)
- ▶ Encourage and support clubs to achieve Distinguished status



# Q & A



## Next DEC Meeting (District Council)

- ▶ Date: Saturday, May 5, 2018
- ▶ Time: 1:30 – 3:15 pm
- ▶ Crowne Plaza Airport, Milwaukee



## June DEC Meeting

- ▶ Date: Saturday, June 16, 2018
- ▶ Hosted by Division D
- ▶ *May* be repurposed as incoming District Officer training
- ▶ Incoming and Outgoing administrations will determine by May 26