

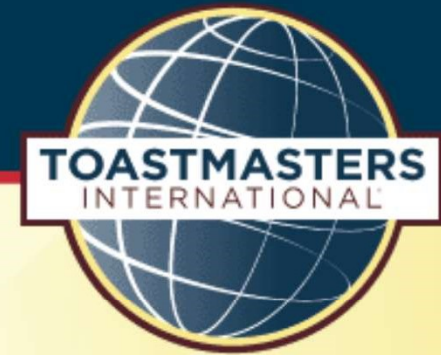


AREA AND DIVISION DIRECTOR TRAINING

June 17, 2017

Harley-Davidson University

Milwaukee, WI



Welcome! Thank You!

'Before you are a leader,
SUCCESS is all
about **growing yourself**.

When you become a
LEADER, success is
all about **growing others**.'

– JACK WELCH

TOASTMASTERS
INTERNATIONAL

***You sure they're absorbing
all of this?***



copyright count5 LLC

Where is the Toastmaster?



Agenda



Welcome	9:00 – 9:05 AM	Keith Cumiskey
Introductions	9:05 – 9:50 AM	All
Break	9:50 – 10:00 AM	All
Vision/Team Development	10:00 – 10:30 AM	Keith Cumiskey
Who is the District Leadership, what are our roles and how do you fit in?		
Program Quality	10:30 – 10:45 AM	Ed Thelen
Club Growth	10:45 – 11:00 AM	Rozaline Janci
What Are Your Duties?		
Contests (area/division)	11:00 - 11:30 AM	Judy Bauer
Visits (area)	11:30 – 11:50 AM	Rozaline Janci
Reports (area)	11:50 – 12:05 PM	Rozaline Janci
TLI (division)	12:05 – 12:15 PM	Ed Thelen
Reaching Distinguished	12:15 – 12:30 PM	Cindy Laatsch
Lunch	12:30 – 1:00 PM	All
Your first 30-60-90 Days	1:00 – 2:00 PM	Keith Cumiskey
What to do first		
Division Council Advice		Theresa Flynn
Activity (Pass the Ball)	2:00 – 2:15 PM	Cindy Laatsch
Break	2:15 – 2:30 PM	All
Strength Finders	2:30 – 2:45 PM	Cindy Laatsch
Expense Reporting	2:45 – 3:15 PM	Ed Thelen/Jason Feucht
Allowable expenses / amounts		
Concur		
Q & A	3:15 – 3:45 PM	All
Prep for Next Meeting	3:45 – 4:00 PM	Keith Cumiskey
Optional Overtime	4:00 - 5:00 PM	All

INTRODUCTIONS





- ▶ Interview your partner for 2 minutes
- ▶ Switch
- ▶ Take 1 minutes to introduce each other
- ▶ Questions?

Break 10 Minutes





AREA AND DIVISION DIRECTOR TRAINING

Develop Successful Teams
Vision and Team

Session Agenda

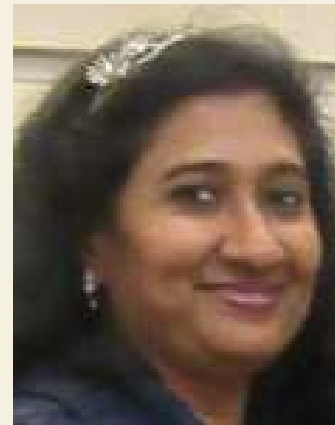


- ▶ Your team members
- ▶ Your team agreement
- ▶ Team motivation
- ▶ Conflict resolution in a team

Who are we ? District 35 DEC



- ▶ District Director - Keith Cumiskey
- ▶ Program Quality Director - Ed Thelen
- ▶ Club Growth Director - Rozaline Janci
- ▶ Immediate Past District Director - Cindy Laatsch



The Division teams



	Division A	Division B	Division D	Division F
<u>Division Director</u>	<u>David Reed</u>	<u>Kelly Huttelmaier</u>	<u>Gladys Rivera</u>	<u>Robert Wall</u>
Location	North and West Metro Milwaukee	West and Southwest Metro Milwaukee	Downtown Milwaukee	South Metro Milwaukee, Racine, Kenosha
Area 1	Jennifer Zhang	Kathy Glaser- Brown	Alannah McReavey	Ronda Borowski
Area 2	Susan O'Malley- Larsen	Carl Ervin	Shamaine Schoenherr	Barbara Cate
Area 3	TBD	Tom Gust	Stephanie Schienke	Megan Slaker
Area 4		Krystyna Hoffman	Christina Evans	

The Division teams



	Central	Western	Northern	Eastern
<u>Division Director</u>	<u>Drake McGoey</u>	<u>Tony Cooper</u>	<u>Deborah Ginsburg</u>	<u>Gina Glover</u>
Location	Madison Metro, Janesville	Southwest and Northwest Wisconsin	North Central Wisconsin, Upper Michigan	Eastern Wisconsin
Area 1	Jack Hoffman	Angela Graham	Dick Hawley	Kris Pool
Area 2	Rick Griggs	TBD	Joni Lodzinski	Deb Martin
Area 3	Tom Carlson	Timothy Haukeness	Marilyn Noble	Teri McGregor
Area 4	John Krause			

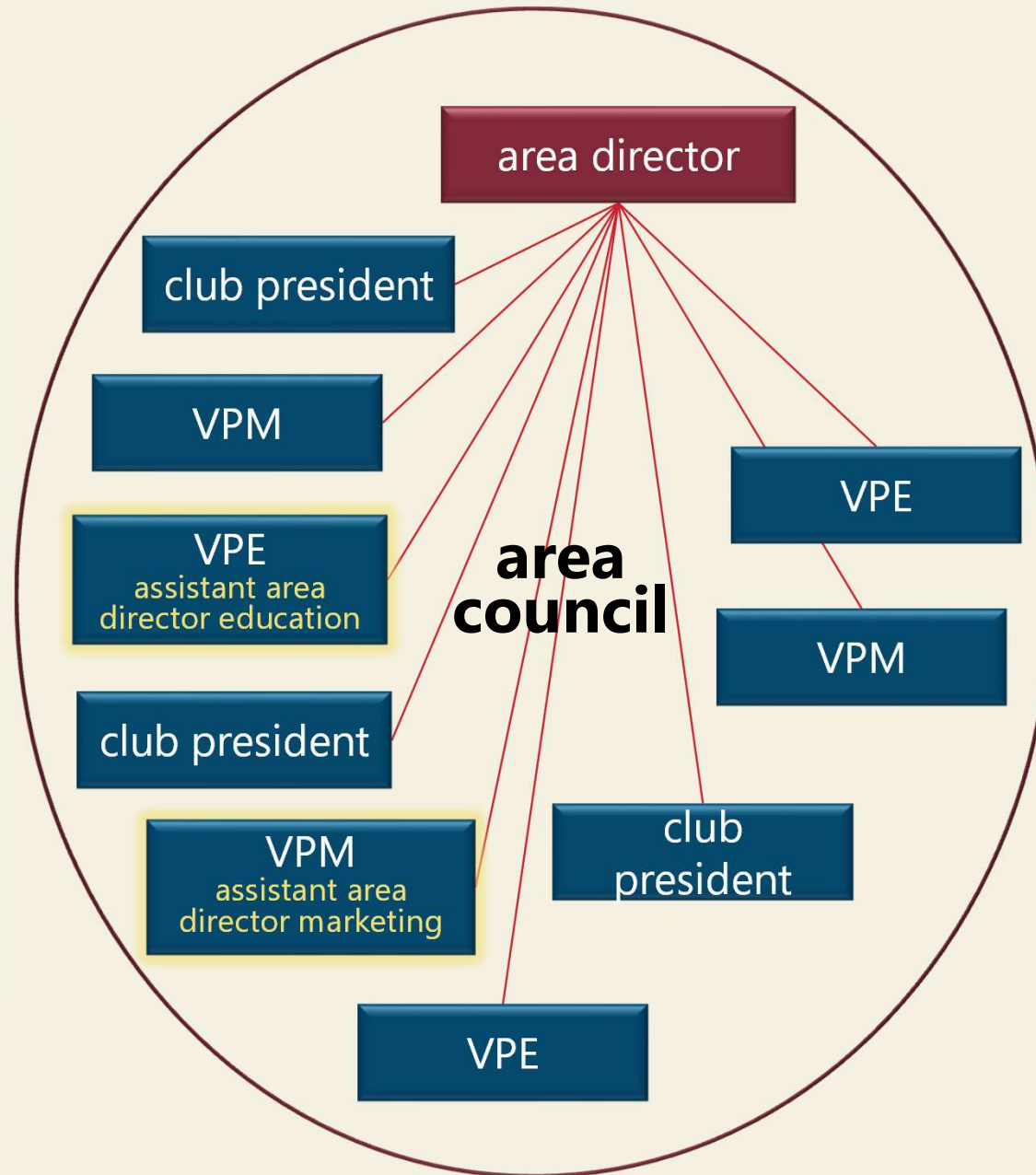
District Support team



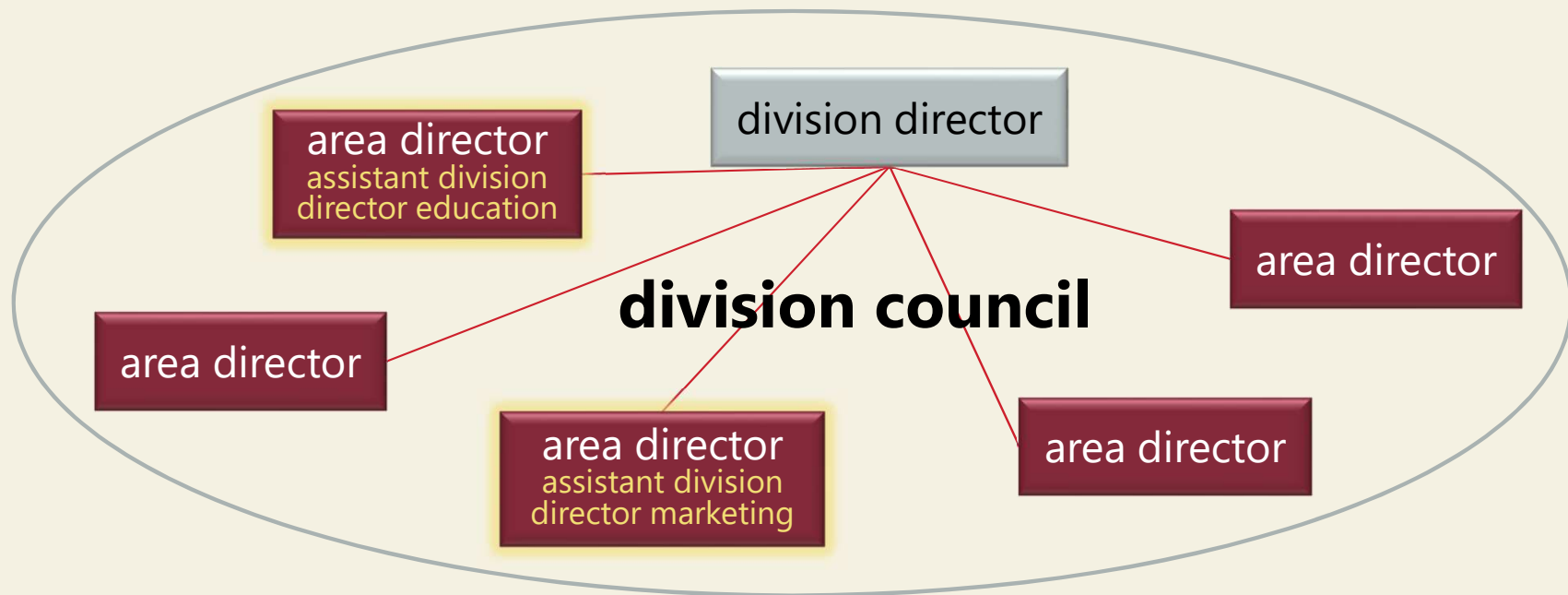
- ▶ District Administration Manager – Julie Ritzman
- ▶ District Finance Manager – Jason Feucht
- ▶ District Public Relations Manager – Jackie Breezer
- ▶ District Webmaster – Matt Wuteska
- ▶ District Newsletter Editor – TBD
- ▶ Club Extension Chair – Cindy Laatsch
- ▶ Club Coach Chair - TBD

**... and others. These are the people with whom
you'll most likely interact**

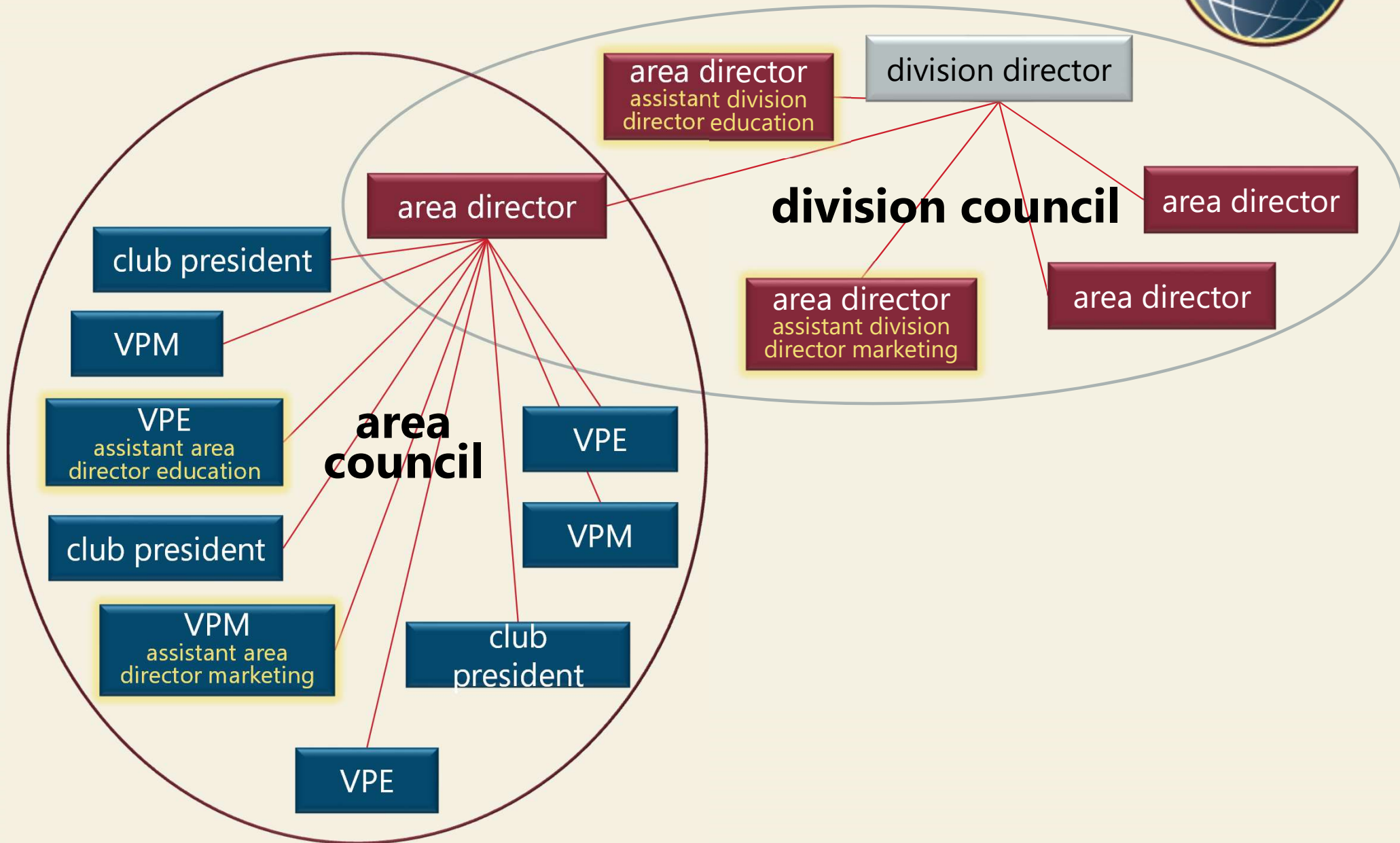
Area Team



Division Team



Team Support





As a member of the DEC ...

- ▶ Attend and participate at DEC meetings
- ▶ Provide input and own our District Success Plan and District budget
- ▶ Provide support for one another at contests and TLIs



As a leader ...

- ▶ Toastmaster Core Values
 - **R**espect
 - **I**ntegrity
 - **S**ervice
 - **E**xcellence
- ▶ I expect this to be a growth and learning opportunity for you

Your Team Agreement



- ▶ Team Composition
- ▶ Values
- ▶ Team Operating Principles
- ▶ Potential Obstacles
- ▶ Meeting Protocol
- ▶ Team Interaction and Behavioral Norms

Five Principles of Motivation



- ▶ Understanding motivation
- ▶ Focusing on value
- ▶ Clarifying expectations
- ▶ Recognizing your team
- ▶ Leading by example

Team Conflict Resolution



- ▶ Talk in private
- ▶ Share responsibility and agree to resolve issues
- ▶ Present viewpoint in unemotional way
- ▶ Determine points of agreement and disagreement
- ▶ Decide how to proceed on disagreements
- ▶ Summarize discussion in writing and move forward

Conflict



Conflict is an expressed struggle between at least two interdependent parties who perceive incompatible goals, scarce resources, or interference from others in achieving their goals.





Program Quality Director Role

Ed Thelen
Area/Division Director Training
June 17, 2017



Training Programs

- ▶ Plan, organize and direct the district's training programs
- ▶ Impact on Area/Division Directors
 - Set the agenda for TLI training for Divisions to follow
 - Assist as needed with filling roles for TLIs
 - Work with Divisions to improve the quality of training through feedback



Speech Contests

- ▶ Responsible for all District speech contests at club, area, division and district levels
- ▶ Impact on Area/Division Directors
 - Set the contests for each year
 - Ensure rules are being followed at each level
 - Work in coordination of winners at the following level



District Conference

- ▶ Plan, organize and direct the District conferences
- ▶ Impact on Area/Division Directors
 - Ensure Division winners/runners-up competing at District conference
 - Assistance with individuals to help out with conference – chairpersons or volunteers
 - Ensuring quality education as you promote event



Education Goals

- ▶ Promote all members in achieving educational awards and recognizing achievements
- ▶ Impact on Area/Division Directors
 - Educational awards needed to be Distinguished Club – flow to Area and Division recognition
 - Ensuring club quality by marking achievement
 - Quality member experience



District Executive Committee

- ▶ 2nd ranking officer – presides if District Director absent
- ▶ Impact on Area/Division Directors
 - Quality training for you throughout the year – Trio sets agenda but Trio/AD/DD present
 - Planning of Distinguished Club portion of District Success Plan
 - Monthly benchmarks to touch base on progress toward our Distinguished District goals



Club Growth Director Role

Rozaline Janci
Area/Division Director Training
June 17, 2017



Responsibilities

- ▶ Make the benefits of Toastmasters membership available to greater numbers of people and Promote standards of service to the member and to the club.
- ▶ Plan, develop, implement, and direct district marketing objectives.
- ▶ Develop and direct programs for new club development, club rescue efforts, club membership promotion, and membership retention.
- ▶ Achieve Distinguished District goals for membership and club growth.



Club Growth

- ▶ **Club Sponsors**: Have an idea for a new club? Let's make it happen! Don't worry--you don't have to do it alone. The new clubs team will work closely with you and help you throughout the process. And you'll get official recognition from Toastmasters International.
- ▶ **Club Mentors**: Mentors work with a newly chartered club for 6-12 months, helping that club establish itself. Your guidance assists the new club to begin on a solid footing. You'll also get official recognition from Toastmasters International.



Club Retention

- ▶ **Club Coaches**: Coaches work with clubs having fewer than 12 members to grow membership and increase momentum, so that the club becomes Distinguished. Successful Club Coaches get official recognition from Toastmasters International.



Enhance Membership

- ▶ **Club Open Houses**: Hold an Open House to spread awareness of your club and its unique culture in your community, adding new members in the process. Planning and having an Open House is a great exercise in leadership and team building for your club, and it also helps strengthen your membership.
- ▶ **Speechcraft Program**: Present the fundamentals of public speaking to non-Toastmasters over 4 to 8 sessions. This is also an excellent way to grow your club's membership as Speechcraft graduates often join the club and get credit towards their CC for the speeches they've already given.
- ▶ **Youth Leadership Program**: Bring the benefits of Toastmasters to a younger generation! YLP coordinators run 8 weekly Toastmasters sessions with students ranging in age from older elementary school children through younger high school students.



Enhance Membership

- ▶ **Club Ambassadors**: Want to step outside your club and visit others? The Club Ambassador Program enables you to visit other clubs and share your unique insights with the District! Participation in other club meetings helps spread best practices across the District, and helps you to broaden you own Toastmasters experience.



District Executive Committee

- ▶ 3rd ranking officer – presides if District Director and Program Quality Director are absent
- ▶ Impact on Area/Division Directors
 - Providing Leads to create new clubs
 - Provide accurate information on AD reports to help clubs with club coaches
 - Ensure clubs and membership payments are made early



AREA AND DIVISION DIRECTOR TRAINING

WHAT ARE MY DUTIES?

Judy Bauer
Ed Thelen
Rozaline Janci
Cindy Laatsch



Contests

Judy Bauer
Area/Division Director Training
June 17, 2017



Club Visits

Rozaline Janci
Area/Division Director Training
June 17, 2017



WHY???



Its About the Members!

Toastmasters International Mission

We empower individuals to become more effective communicators and leaders.



Clubs Support Members

Club Mission

We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth



Districts Support Clubs

District Mission

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

Club Visits



Members

Clubs – 12 to 30 Members

Areas – 3 to 6 Clubs

Divisions – 3 to 6 Areas

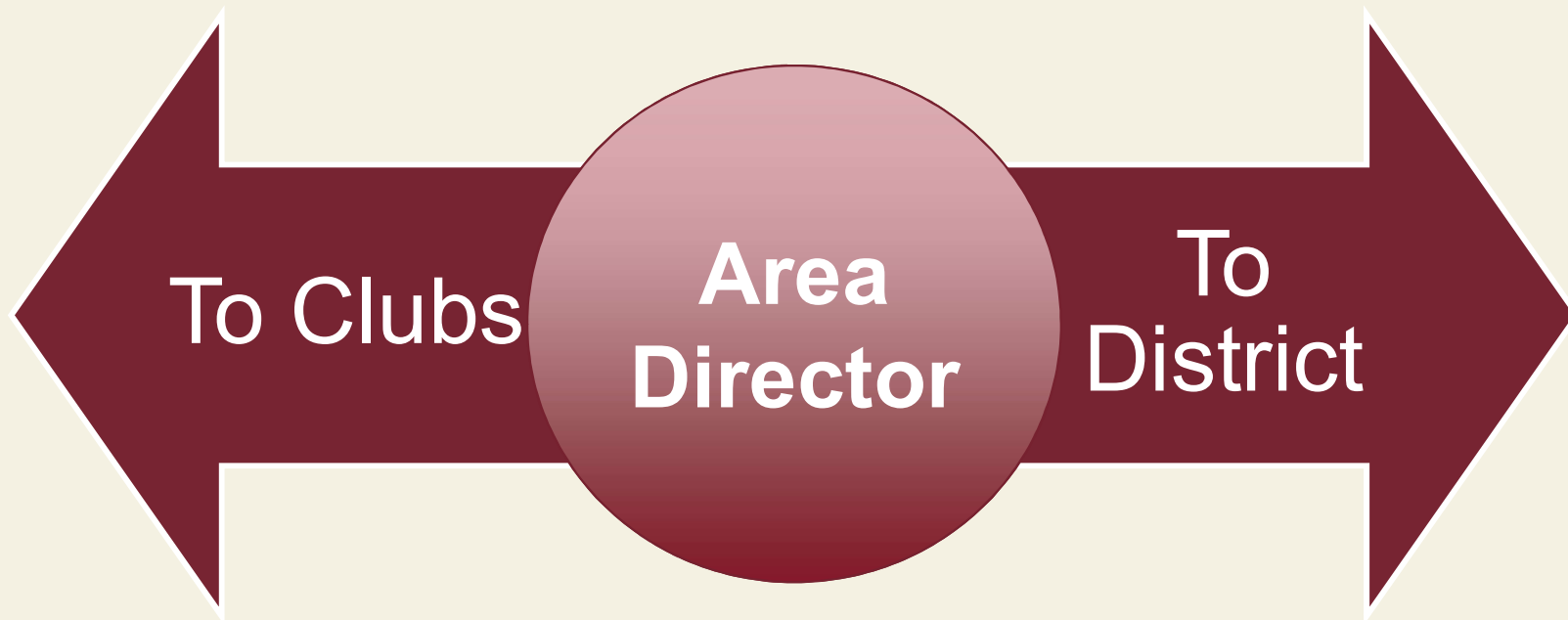
Districts

**Regions – 3 to 9
Districts**

**BOD – 19
Members**

TI

Information Flow





Why visit?

- ▶ Personal contact, build rapport
- ▶ Observe, provide feedback
- ▶ Assist
- ▶ Organize
- ▶ Inform
- ▶ Cheerlead



WIIFM

- ▶ Experiential learning
- ▶ Networking
- ▶ Speaking opportunities
- ▶ Contribute to others' success
- ▶ Accelerate your development



As Area Director

- 1. One visit each half year*
- 2. Conduct your visit(s) and file your report as soon as possible*
- 3. Report provides insight to District leadership*
- 4. Establish relationship with the club, provide support*



Tips

- ▶ Introduce yourself to Club Presidents
- ▶ Tell them WHY visits are important, what you will be doing
- ▶ Ask for schedule, best time to visit
- ▶ Schedule visits well in advance
- ▶ Send report form in advance of visit
- ▶ Ask for opportunity to address the club



Reports

Rozaline Janci
Area/Division Director Training
June 17, 2017



<https://www.toastmasters.org/>

► *Leadership Central > District Central*

Conduct District Business

You're currently managing: 00010035 - District 35 [Exit](#)

[Submit Area Director Club Visit Report](#)

[List request: Club officers](#)

[List request: Membership](#)

[District Success Plan](#)

[Division and Area Director Training Report](#)

[Record/review club officer training](#)

[View prospective clubs](#)

[View district awards](#)

[View Distinguished Performance Reports](#)

[Wire Transfer Instructions \(PDF\)](#)

Almost everything you need
to do online as a District
Officer begins here !



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This is where you enter
your club visit reports



► *Leadership Central > District Central*

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[View Distinguished Performance Reports](#)

[Wire Transfer Instructions \(PDF\)](#)

Download club officer list
and membership list (of
your area or division) in
.csv format

Note ... likely, this will not
be available until the 3rd
week of July



► *Leadership Central > District Central*

Conduct District Business

You're currently managing: 00010035 - District 35 [Exit](#)

[Submit Area Director Club Visit Report](#)

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[View Distinguished Performance Reports](#)

[Wire Transfer Instructions \(PDF\)](#)

Division Directors record
club officer training here



► *Leadership Central > District Central*

Conduct District Business

You're currently managing: 00010035 - District 35 [Exit](#)

[Submit Area Director Club Visit Report](#)

[List request: Club officers](#)

[List request: Membership](#)

[District Success Plan](#)

[Division and Area Director Training Report](#)

[Record/review club officer training](#)

[View prospective clubs](#)

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[Wire Transfer Instructions \(PDF\)](#)

Review the DCP status of
your clubs, area, division
and district



These reports are for the program year July 1, 2015 to June 30, 2016 and are not yet final.

Name or Number

Select a District 

2015-2016 ▼

May ▼

As of 23-May-2016 ✓

Export 

Mobile

Expand			Collapse	Membership Payments					Club Growth			Distinguished Clubs		
Region			New	Renewals	Charter	YTD	Base	Growth	YTD	Base	Growth	YTD	%	
▼	Region 01	DSP	Training	7,210	25,739	960	33,909	36,351		848	907		219	
	District 02	Y	Y	1,516	5,345	154	7,015	7,709	-9%	169	184	-8.15%	51	27.72%
	District 09	Y	Y	339	1,510	66	1,915	1,985	-3.53%	56	60	-6.67%	8	13.33%
	District 15	Y	Y	674	2,327	85	3,086	3,346	-7.77%	78	83	-6.02%	21	25.3%
	District 21	Y	Y	1,150	4,028	66	5,244	5,709	-8.15%	143	162	-11.73%	23	20.37%
	District 26	Y	Y	1,515	5,506	348	7,369	7,744	-4.84%	170	176			
	District 32	Y	Y	636	2,505	65	3,206	3,448	-7.02%	92	97			
	District 96	Y	Y	1,380	4,518	176	6,074	6,410	-5.24%	140	144			
▼	Region 02	DSP	Training	9,021	32,334	1,217	42,572	45,127		1,016	1,071			
	District 04	Y	Y	2,874	10,048	490	13,412	13,873	-3.32%	274	281			
	District 07	Y	Y	1,322	4,925	133	6,380	6,950	-8.2%	160	171			
	District 33	Y	Y	1,572	5,626	232	7,430	7,923	-6.22%	206	214			
	District 39	Y	Y	1,176	4,726	118	6,020	6,532	-7.84%	165	181			
	District 49	Y	Y	500	2,083	78	2,661	2,737	-2.78%	64	66			
	District 57	Y	Y	1,577	4,926	166	6,669	7,112	-6.23%	147	161			
▼	Region 03	DSP	Training	9,206	32,397	1,461	43,064	44,367		997	1,041			
	District 16	Y	Y	737	2,836	90	3,663	3,825	-4.24%	91	99			
	District 22	Y	Y	828	3,535	99	4,462	4,490	-0.62%	106	111			
	District 23	Y	Y	681	2,638	133	3,452	3,520	-1.93%	102	102			
	District 25	Y	Y	1,332	4,764	119	6,215	6,679	-6.95%	149	167			
	District 50	Y	Y	1,688	5,440	358	7,486	7,687	-2.61%	172	179	-3.91%	84	39.75%
	District 55	Y	Y	1,825	6,285	345	8,455	8,641	-2.15%	187	189	-1.06%	58	30.69%
	District 56	Y	Y	2,115	6,899	317	9,331	9,525	-2.04%	190	196	-3.06%	69	35.2%
▼	Region 04	DSP	Training	6,189	27,534	626	34,349	36,318		906	973		228	
	District 06	Y	Y	1,844	6,571	170	10,585	10,989	-3.68%	275	289	-4.84%	73	25.26%
	District 19	Y	Y	525	2,490	48	3,063	3,149	-2.73%	83	92	-9.78%	18	19.57%
	District 24	Y	Y	441	2,362	22	2,825	3,071	-8.01%	71	88	-19.32%	18	20.45%
	District 42	Y	Y	2,282	8,755	206	11,243	12,074	-6.88%	283	297	-4.71%	82	27.61%
	District 64	Y	Y	548	2,772	115	3,435	3,707	-7.34%	104	110	-5.45%	19	17.27%
	District 78	Y	Y	549	2,584	65	3,198	3,328	-3.91%	90	97	-7.22%	18	18.56%
▼	Region 05	DSP	Training	8,363	32,290	1,169	41,822	44,251		1,011	1,086		276	
	District 08	Y	Y	885	3,281	230	4,396	4,341	1.27%	104	106	-1.89%	28	26.42%

Displays and Daily

Displays both Dashboard and Daily Reports menus

Toastmasters International



Update Reports for District

Reports are uploaded daily

April Dues Renewal Status

Dues renewal status for all active clubs in the district. Additional information may be shown if WHQ has received a partial submittal or if there is a problem with the renewal.

January Club Officer List Status

January Club officer list status for all active clubs in the district.

Educational Achievements (current year)

Educational achievements recorded for individuals in clubs in the district since July 1 of the current program year.

New Clubs

Lists all new clubs in the district since July 1 of the current program year.

New Club Sponsors and Mentors

Club sponsors and mentors for newer clubs.

Triple Crown

Members Earning Three or More Education Awards.

October Dues Renewal Status

Dues renewal status for all active clubs in the district. Additional information may be shown if WHQ has received a partial submittal or if there is a problem with the renewal.

July Club Officer List Status

July Club officer list status for all active clubs in the district.

Educational Achievements Archive

Educational achievements recorded for individuals in clubs in the district.

Prospective Clubs

Information about prospective clubs in your district.

Club Coaches

Existing assignments and recent completions.

Daily reports show valuable information on the day-to-day operation of your area and division

Toastmasters International



District 35 ▼ 2015-2016 ▼ May ▼ As of 23-May-2016 ▼ Export ▼

District Performance Division and Area Performance Club Performance

Club Performance for District 35

To be considered for recognition, clubs must have 20 members or a net growth of at least five new members as of June 30th

Club Goals

- 1 Two CC awards
- 2 Two more CC awards
- 3 One AC award
- 4 One more AC award
- 5 One CL/ALB/ALS/DTM award

Club Goals

- 6 One more CL/ALB/ALS/DTM award
- 7 Four new members
- 8 Four more new members
- 9 Four officers trained during both training periods
- 10 One dues renewal and one officer list submitted on time

Goals

- Distinguished
5
Select Distinguished
7
President's Distinguished
9

Expand Collapse

▼ Division C		D Clubs 1			S Clubs 1						P Clubs 1					
▼ Area 01		D Clubs 0			S Clubs 0						P Clubs 0					
		Membership		Goals	CC's		AC's		CL's		Mem.		Trn.		Rn.JLst	
		Base	To Date	Met	1	2	3	4	5	6	7	8	9a	9b	10a	10b
00001457 Risers From The West Club		12	8	2	0	0	1	0	0	0	2	0	2	5	2	1
00009769 Expressions Club 9769		20	16	2	1	0	0	0	0	0	4	2	5	2	2	1
01521807 Madison Achievers		14	10	5	2	1	0	0	0	0	4	5	6	5	1	1
▼ Area 02		D Clubs 0			S Clubs 1						P Clubs 0					
		Membership		Goals	CC's		AC's		CL's		Mem.		Trn.		Rn.JLst	
		Base	To Date	Met	1	2	3	4	5	6	7	8	9a	9b	10a	10b
00000173 Madison Club #1		17	12	6	2	0	0	0	1	1	4	10	0	4	2	1
00001159 Uptowner Toastmasters Club		24	19	7	2	0	1	0	1	1	4	0	7	4	2	1
S 00001366 Eastside Madison Toastmasters Club		16	24	7	0	0	1	0	1	1	4	9	4	4	2	1
00004940 Hill Farms Club		20	16	3	2	0	1	0	0	0	3	0	5	2	2	1

Dashboard provides you valuable information on the status of your clubs, area and division

District 35 Website



<http://d35.toastmastersdistricts.org/>

Previous Next Options ▾



Toastmasters District 35

Main Menu

D35 Leaders Only

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[ALT Open House in a Box](#)
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[Early Membership Payment Incentive](#)
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[Newsletter](#)
[Online Training](#)
[Our Hall of Fame](#)
[Past District 35 Governors](#)

For more information on Toastmasters International, visit toastmasters.org

Logins

Welcome to the District 35 Toastmasters website. **Distinguished District of 2014-2015!!**

☐ [FIND A CLUB NEAR YOU](#)

☐ Toastmasters International

District 35 Website

Next fall it's all about you as you explore your club, growth and experience inside Toastmasters.



Join us at The Abbey, Fontana, WI for the 2016 Fall Conference
It's All About ME

Useful and timely information about what is going on in District 35



Toastmasters Leadership Institute (TLI)

Ed Thelen, DTM
Area/Division Director Training
June 17, 2017



TLI Timeframes

- ▶ Summer TLI – June 1, 2017 – August 31, 2017
- ▶ Winter TLI – December 1, 2017 – February 28, 2018
 - District TLI @ Monona Terrace – February 3, 2018



General Agenda

- ▶ Summer TLI – Officer roles, Distinguished Club program – getting the year off to a good start
- ▶ Winter TLI – More general leadership topics, mid-year check in



Early Planning Process

- ▶ Program Quality Director sets out agenda
- ▶ Division Directors select dates and locations of training – post on calendar with help of Administration Manager
- ▶ Division Directors work on selecting presenters for the various TLI sessions (Area Directors, seasoned Toastmasters)
- ▶ Coordination of needed items done by team (PR, food/beverages, additional room setup)



As Event Approaches & Reminders

- ▶ Reminders about date/location to members through various channels
- ▶ Confirmation of logistics
- ▶ Make this an event – generate buzz
- ▶ Don't forget to have fun!



Reaching Distinguished

Cindy Laatsch
Area/Division Director Training
June 17, 2017

Why be Distinguished?



- ▶ Distinguished Club Program
- ▶ District Recognition Program

Distinguished Club Program



- ▶ Distinguished, Select Distinguished, President's Distinguished

Achievement	Recognition Earned
Five of 10 goals	Distinguished Club
Seven of 10 goals	Select Distinguished Club
Nine of 10 goals	President's Distinguished Club

Qualifying Requirements



- ▶ Distinguished Club Program
 - Membership of 20 or a net growth of at least five new members as of June 30

Membership Net Growth Definition



- ▶ Membership net growth occurs when the total number of club members at year-end (June 30) exceeds the base amount.

Membership Base Definition



- ▶ The membership base amount refers to the number, on July 1, of club members (renewing, new, charter, dual, and reinstated) who paid April dues.

10 DCP Goals



- Two CCs
- Two more CCs
- One ACB, ACS, or ACG
- One more ACB, ACS, or ACG
- One CL, ALB, ALS, or DTM
- One more CL, ALB, ALS, or DTM
- Four new members
- Four more new members
- Minimum of four club officers trained during each of two training periods
- One membership dues-renewal report and one club officer list submitted on time

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 30th
 - Second round visits by May 31st

Net Club Loss Definition



- ▶ 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

Qualifying Requirements



- ▶ Distinguished Division Program
 - 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.

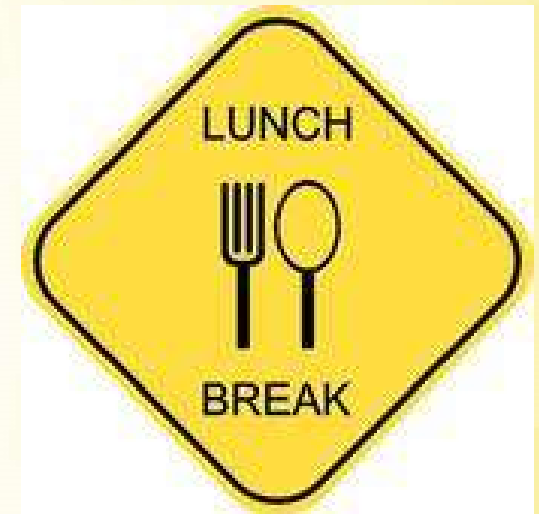
Conclusion: Closing Remarks



- ▶ This is just an overview
- ▶ There is a wealth of information available to you ...
explore toastmasters.org
- ▶ Ask questions
- ▶ Be proactive
- ▶ Use the phone as well as email
- ▶ Develop maintain personal relationships with your clubs
(area directors) and your area directors (division
directors)



Lunch



30-60-90 Days



Your first 30 days



- ▶ Schedule club visits
- ▶ Reinforce value of contests at club level
- ▶ Remind club presidents of date range for club contests (July 1 – September 3)
- ▶ Recruit leadership team for area contests
- ▶ Schedule first council meetings
- ▶ Obtain club and officer lists
- ▶ TLIs - Establish date, book venue, communicate to clubs, Ed Thelen and Julie Ritzman (Division Directors)
- ▶ Conduct TLIs - Record training (Division Directors)
- ▶ Get Toastmasters business cards (optional)
- ▶ Send photo and profile to District webmaster

Your first 60 days



- ▶ Recruit leadership team for division contests
- ▶ Area contests - Establish date, book venue, communicate to clubs, Ed Thelen and Julie Ritzman
- ▶ Conduct TLIs - Record training (through August 31)
- ▶ Conduct club visits (and file reports)

Your first 90 days



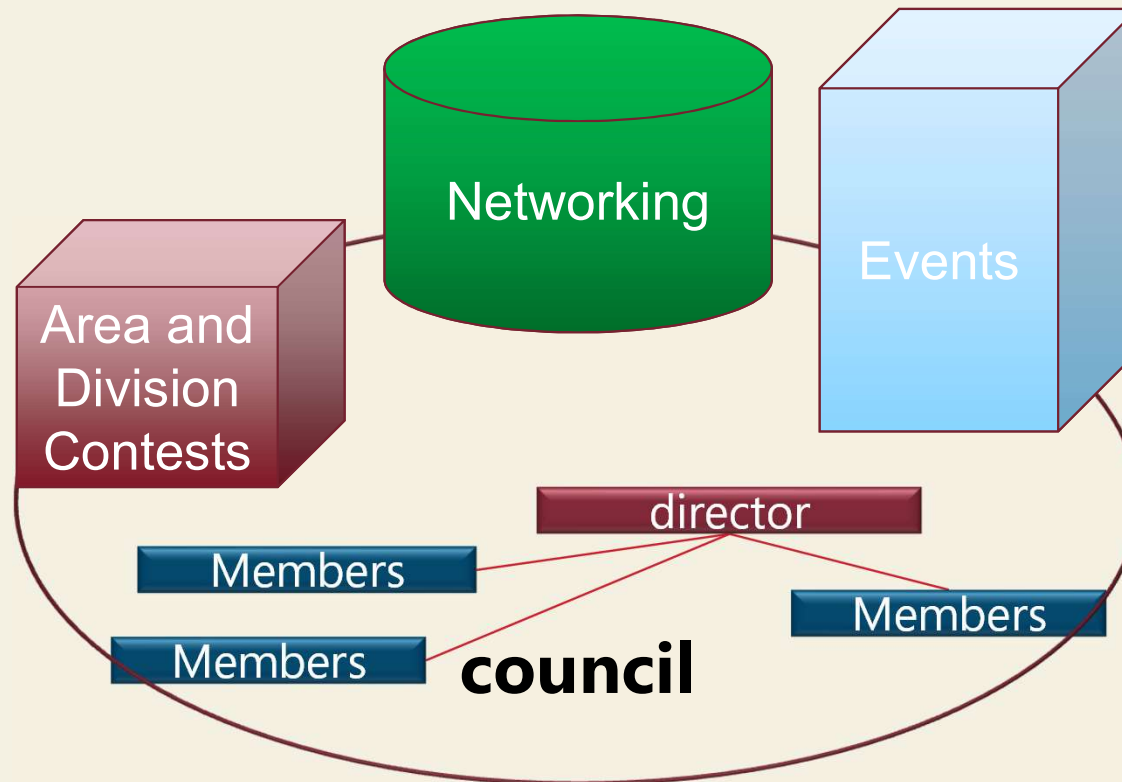
- ▶ Division contests - Establish date, book venue, communicate to clubs, Ed Thelen and Julie Ritzman
- ▶ Conduct area contests (September 5 – October 3)
- ▶ Record TLI training (before November 30)
- ▶ Continue club visits (and file reports)
- ▶ Communicate Fall Conference Information
- ▶ Bring Fall Conference brochures to Contests
- ▶ Complete your enrollment for Fall Conference



Area / Division Councils

Theresa Flynn
Area/Division Director Training
June 17, 2017

Council Purpose



In person – Small
group

In person – public space

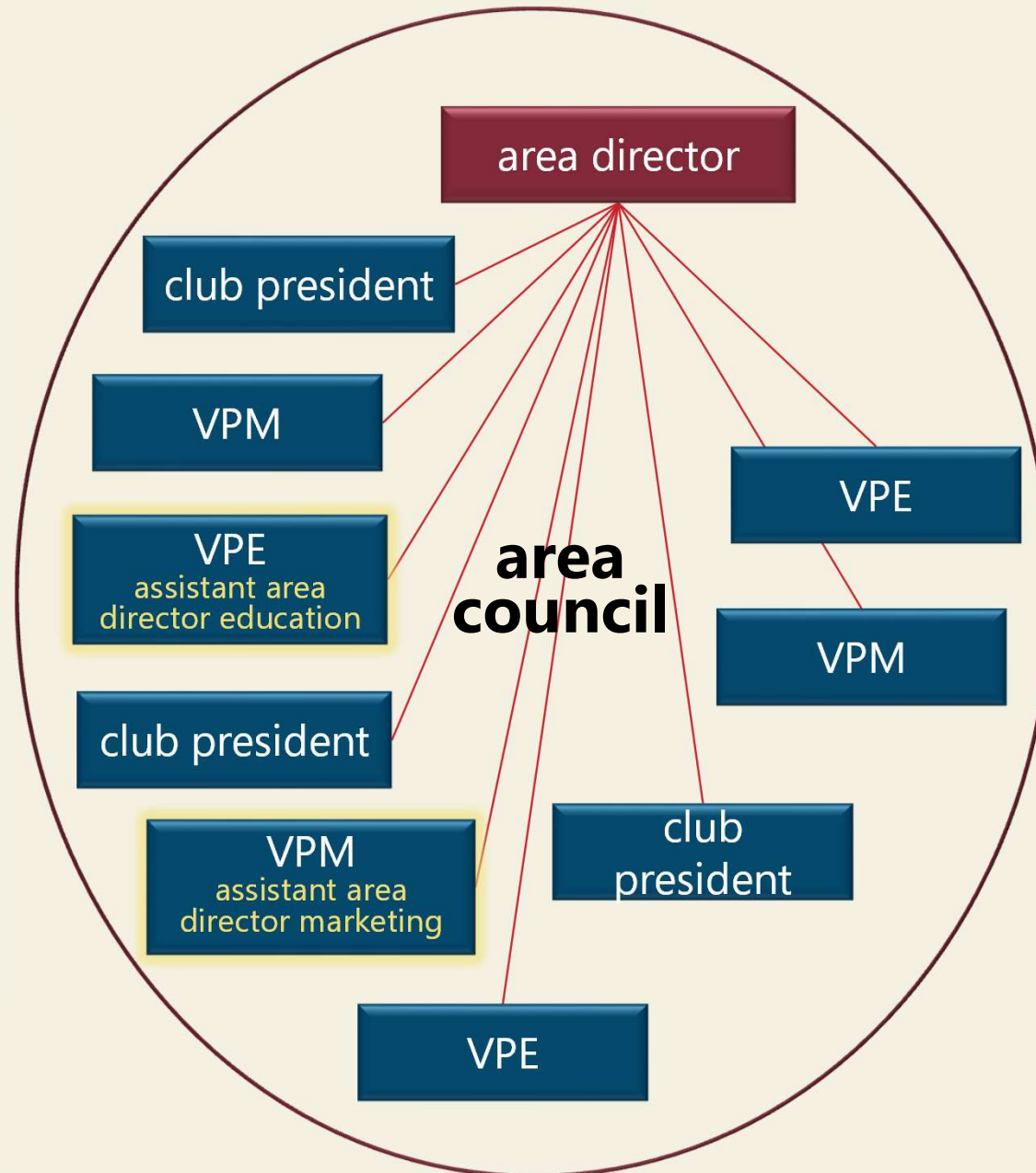
Conference call
(freeconferencecall.com)

Email

Area Director



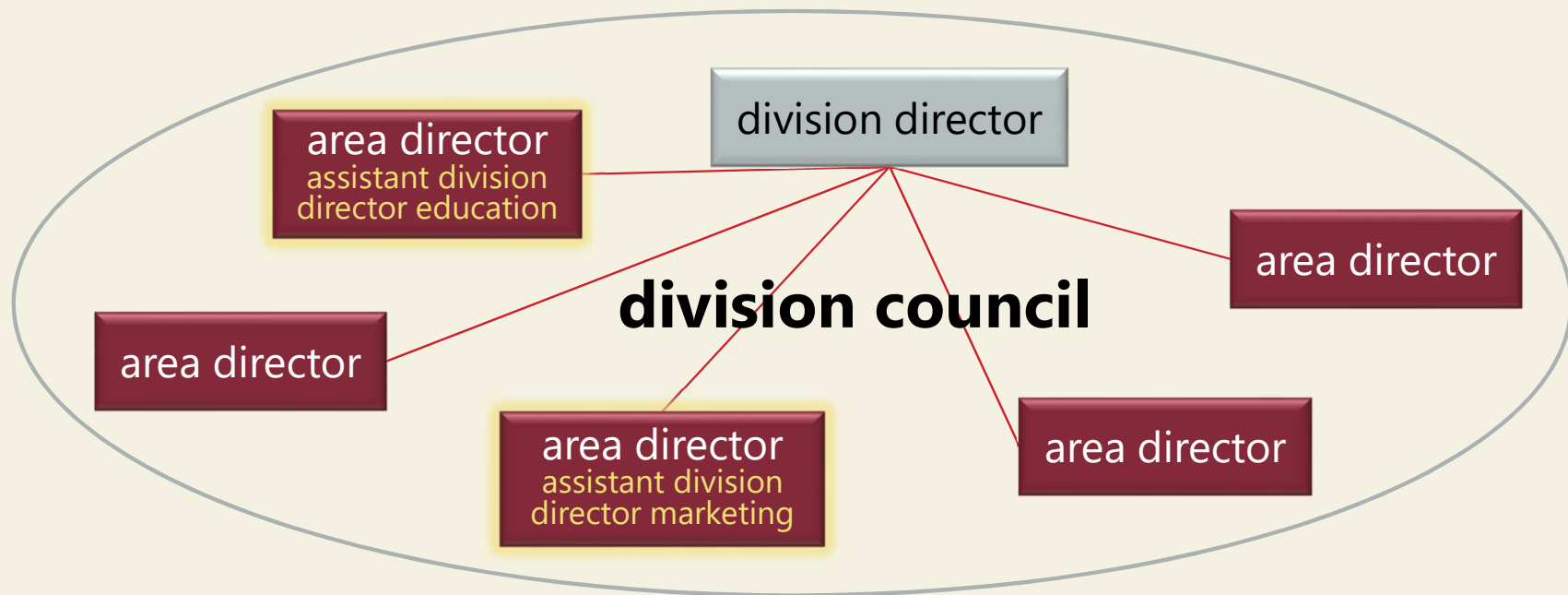
Area Team



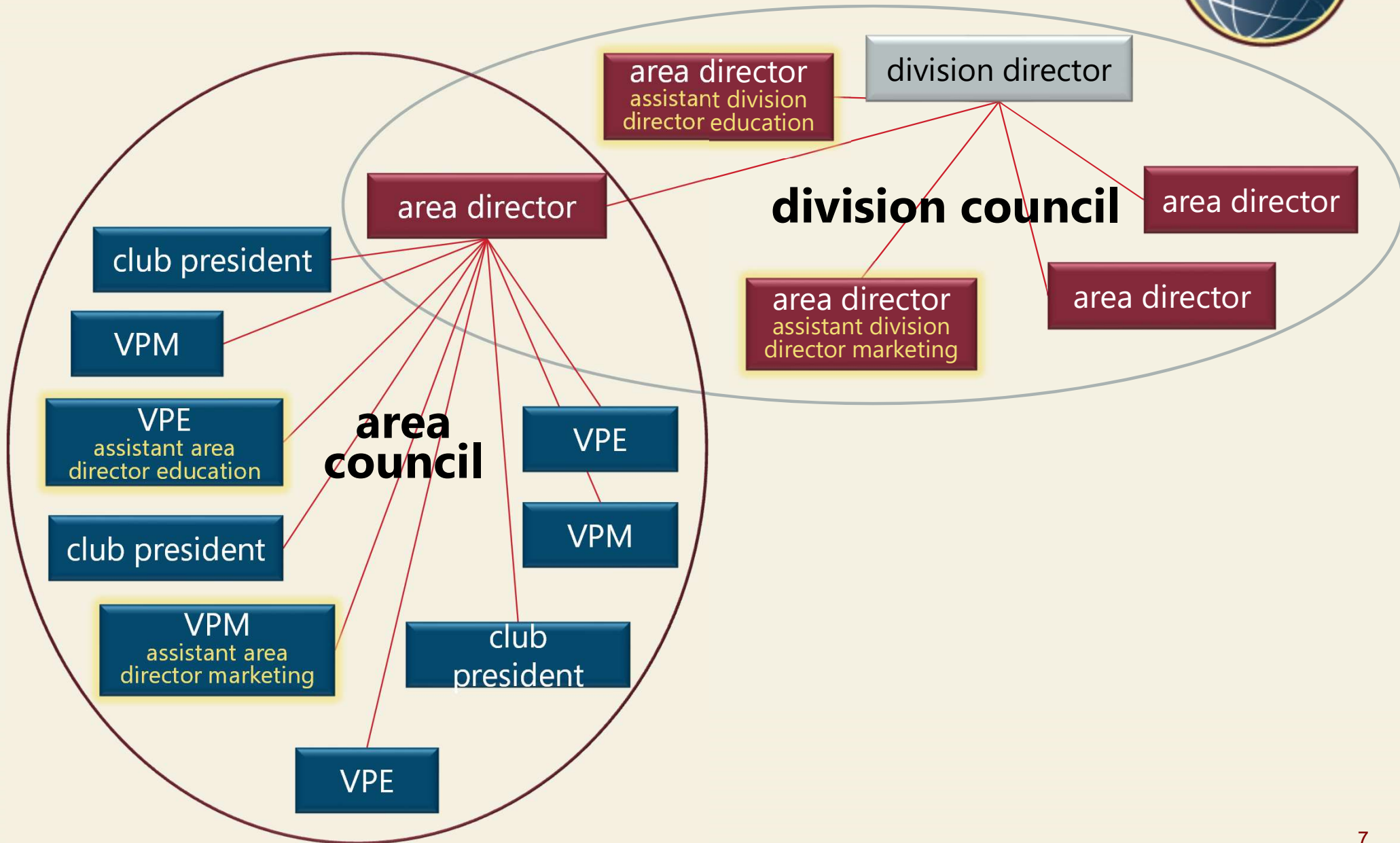
Division Director



Division Team



Team Support

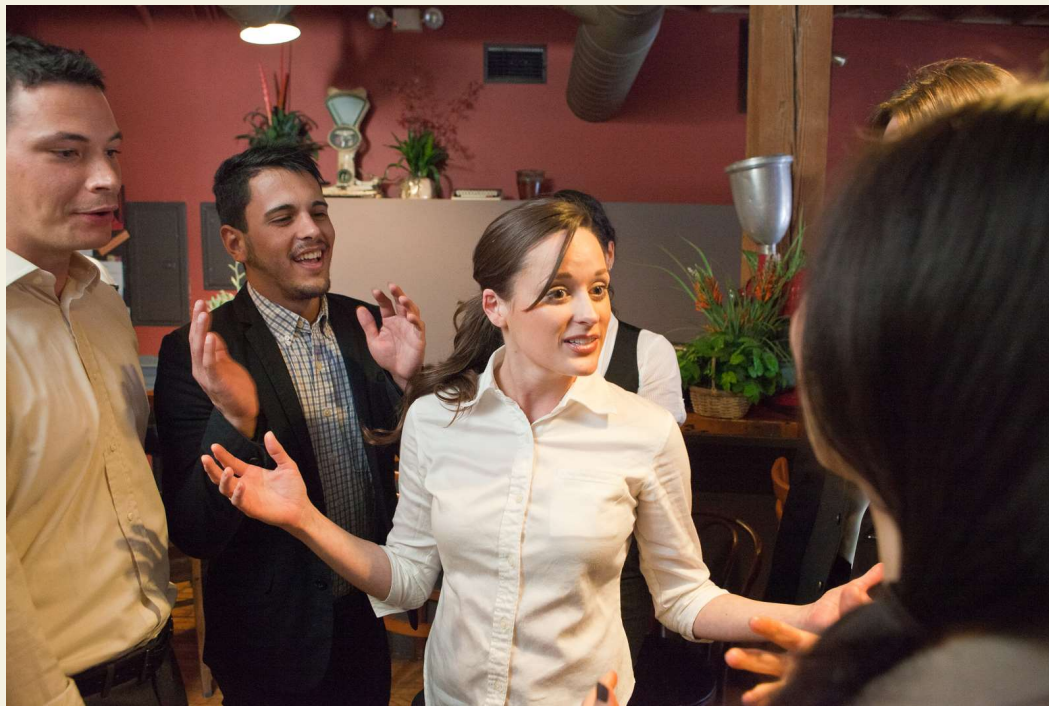


Your Team Agreement



- ▶ Team Composition
- ▶ Values
- ▶ Team Operating Principles
- ▶ Potential Obstacles
- ▶ Meeting Protocol
- ▶ Team Interaction and Behavioral Norms

Team Motivation

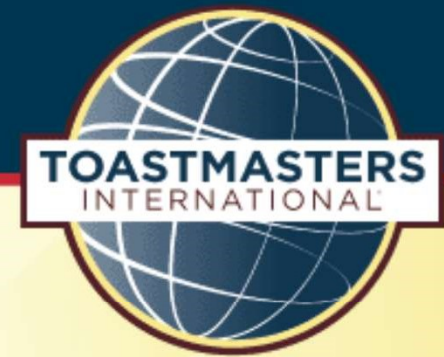


Pass The Ball

Let's play ...

Pass the ball!





Break



Strengthfinders

Cindy Laatsch
Area/Division Director Training
June 17, 2017



The look of the team

- ▶ The 2017-2018 DEC Strengths



The Value and How-To's of Expense Reporting

Jason Feucht
Incoming Finance Manager
Ed Thelen
Incoming Program Quality Director

June 17, 2017



Why Have Expense Reimbursement?

- ▶ As part of international organization some money should come back “to the people”
- ▶ Toastmasters recognizes we are volunteers - everything shouldn't come out of our pockets
- ▶ Good to see our money directly in action



Steps Toward Expense Reimbursement

- ▶ 25% of TI dues come back to the District
- ▶ District prepares its budget – no specific Area/Division budget
- ▶ Reimbursements made to individuals based upon budget



Typical Items for Area/Division Directors to be Reimbursed

- ▶ Travel (mileage)
- ▶ TLIs - \$200/Division semi-annually
- ▶ Speech Contests - \$75/Division & \$40/Area per event
- ▶ Not on this list? – Talk to District Director



Expense Reimbursement Requirements

- ▶ All expenses must be submitted within 60 days of when they were incurred
- ▶ All expenses should have supporting documentation



Review of Reimbursement Process

**VOUCHER FOR
REIMBURSEMENT**



Date of request: _____ District number: _____
Position held: _____ Check payable to (full name): _____
Mailing address: _____

1. Complete this form.

2. Attach organized receipts. Tape receipts smaller than this piece of paper to a piece of plain white paper. Multiple receipts may be taped to one page. Clearly indicate which amount on the receipt is being requested for reimbursement, and note the corresponding number as listed below.

3. Return to the district director (address below).

4. The district director reviews, approves, and forwards to the finance manager for payment.

5. Receipts submitted more than 60 days from the date of the expense may be considered unreimbursable.

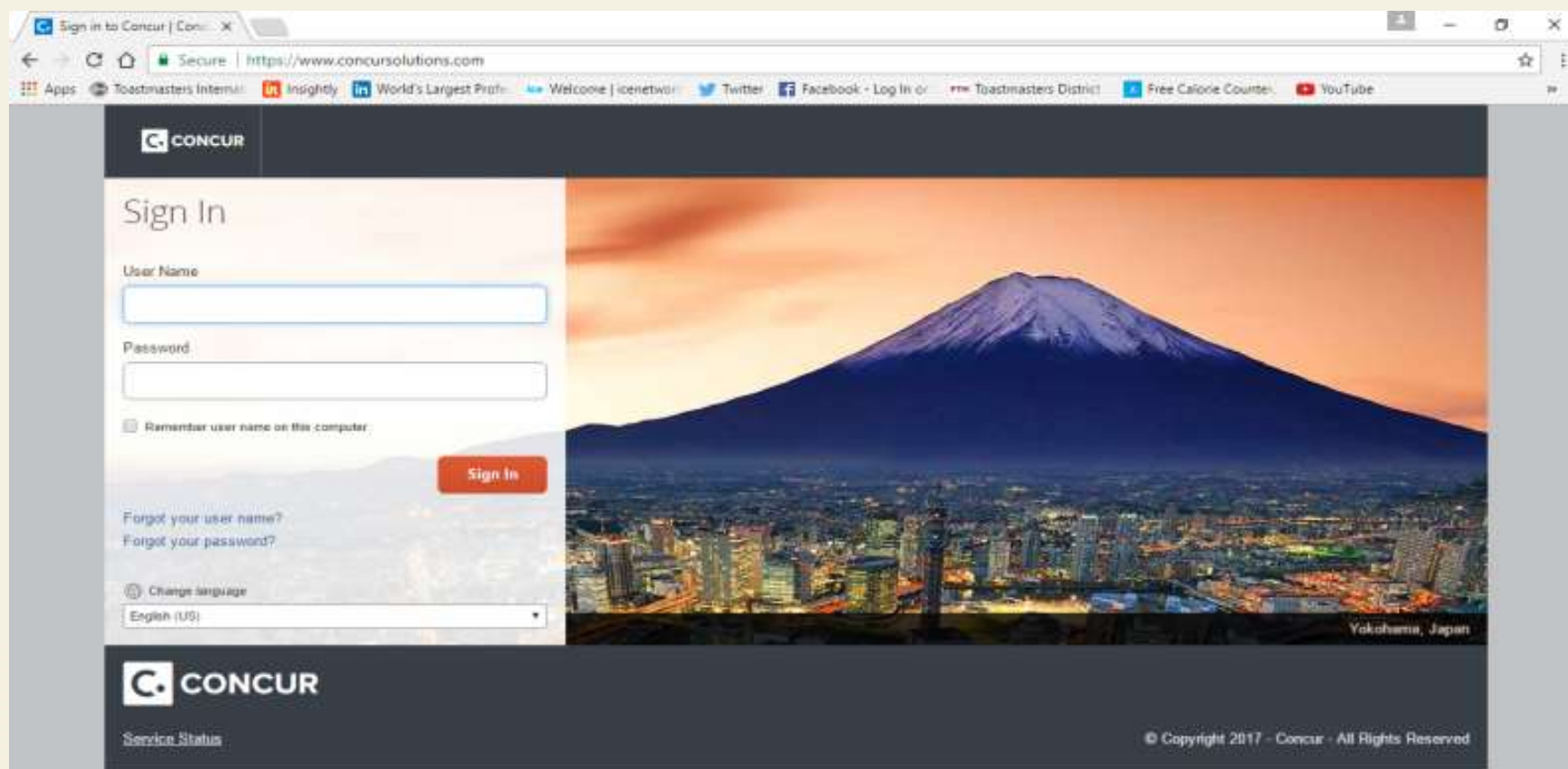
Line	Month of Expense	Currency	Amount	Expense Description (If travel, indicate mileage and rate used in calculation.)	Finance Manager's Use Only		
					Account Label	Reporting Code	Event Period
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
			Total:				

Approvals
District director's name (print): _____ District director's signature: _____ Date: _____

If a single expenditure is more than \$600 or a check is payable to the district director or finance manager, the program quality director or club growth director's approval is required.
Program quality director or club growth director's name (print): _____ Program quality director or club growth director's signature: _____ PQD or CGD (circle one) Date: _____
Finance manager's name (print): _____ Finance manager's signature: _____ Date: _____
Check Number: _____ Check Date: _____

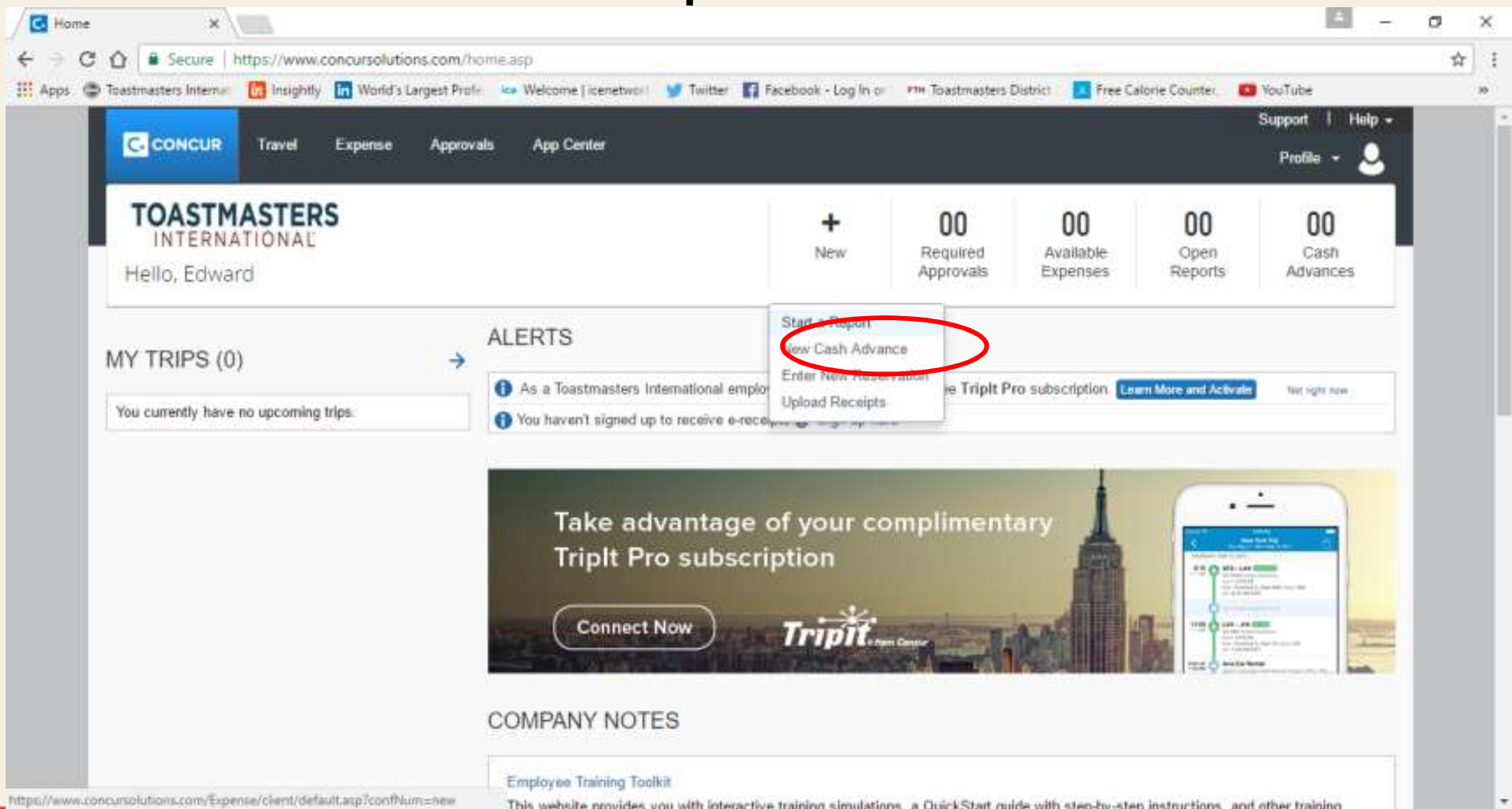
Concur

► Go to www.concursolutions.com to login

A screenshot of a web browser showing the Concur login page. The browser's address bar displays "https://www.concursolutions.com". The page features a dark header with the "CONCUR" logo. The main content area is split: the left side has a "Sign In" form with fields for "User Name" and "Password", a "Remember user name on this computer" checkbox, a "Sign In" button, and links for "Forgot your user name?" and "Forgot your password?". Below these is a "Change language" dropdown menu set to "English (US)". The right side of the page shows a large image of Mount Fuji at sunset over a city, with the text "Yokohama, Japan" at the bottom right. The footer includes the "CONCUR" logo, a "Service Status" link, and a copyright notice: "© Copyright 2017 - Concur - All Rights Reserved".

Concur

► Click on start a report



Home

Secure | https://www.concursolutions.com/home.asp

Apps | Toastmasters Intern... | Insightly | World's Largest Profi... | Welcome | icenetwork | Twitter | Facebook - Log In on... | Toastmasters District | Free Calorie Counter | YouTube

CONCUR | Travel | Expense | Approvals | App Center

Support | Help

Profile

TOASTMASTERS INTERNATIONAL

Hello, Edward

New

00 Required Approvals

00 Available Expenses

00 Open Reports

00 Cash Advances

MY TRIPS (0)

You currently have no upcoming trips.

ALERTS

Start a Report

New Cash Advance

Enter New Reservation

Upload Receipts

As a Toastmasters International employee, you are eligible for a complimentary Tript Pro subscription. [Learn More and Activate](#) | Not right now

You haven't signed up to receive e-receipts. [Learn More and Activate](#) | Not right now

Take advantage of your complimentary Tript Pro subscription

Connect Now

Tript Pro

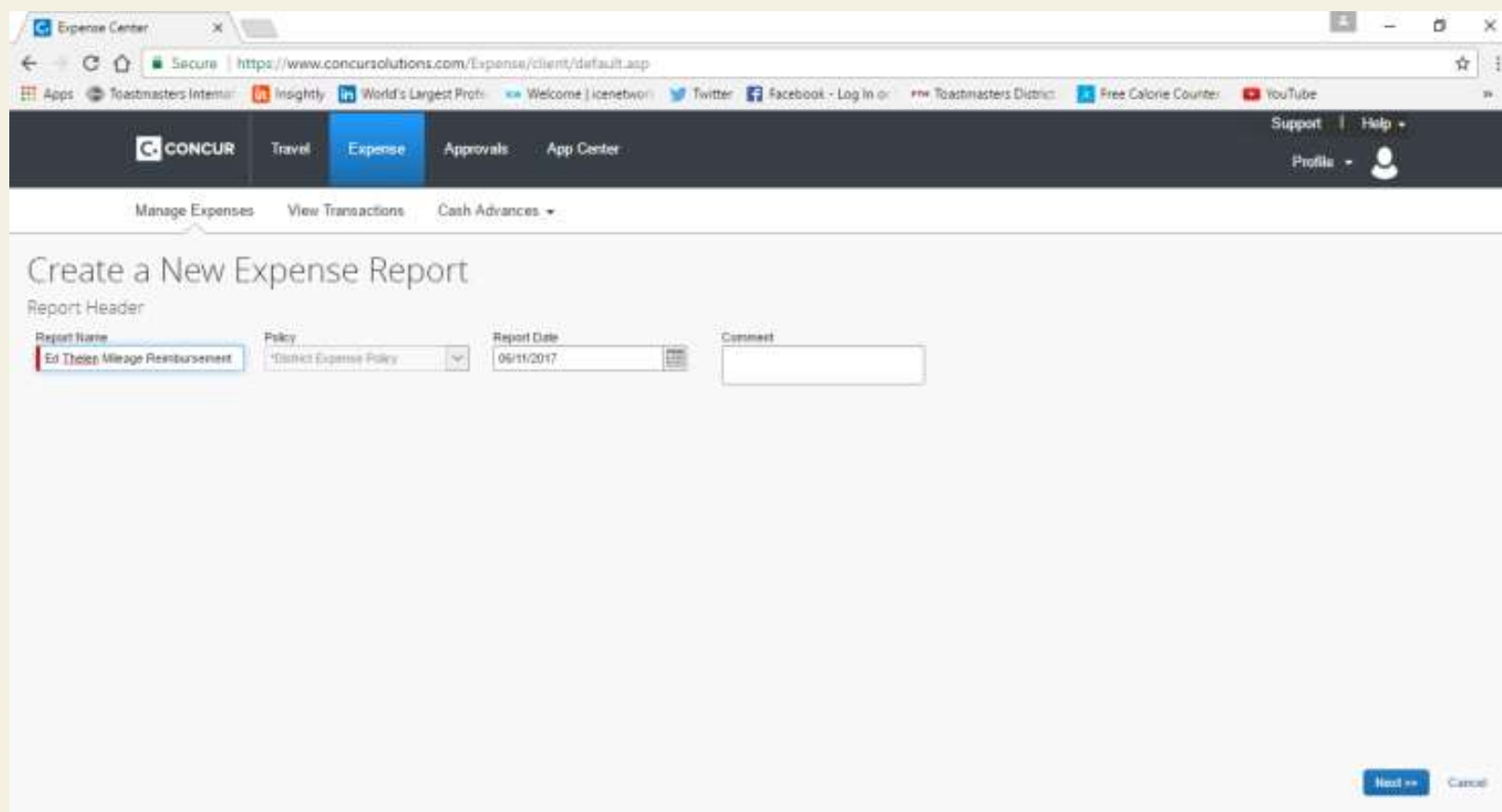
COMPANY NOTES

Employee Training Toolkit

This website provides you with interactive training simulations, a QuickStart guide with step-by-step instructions, and other training resources.

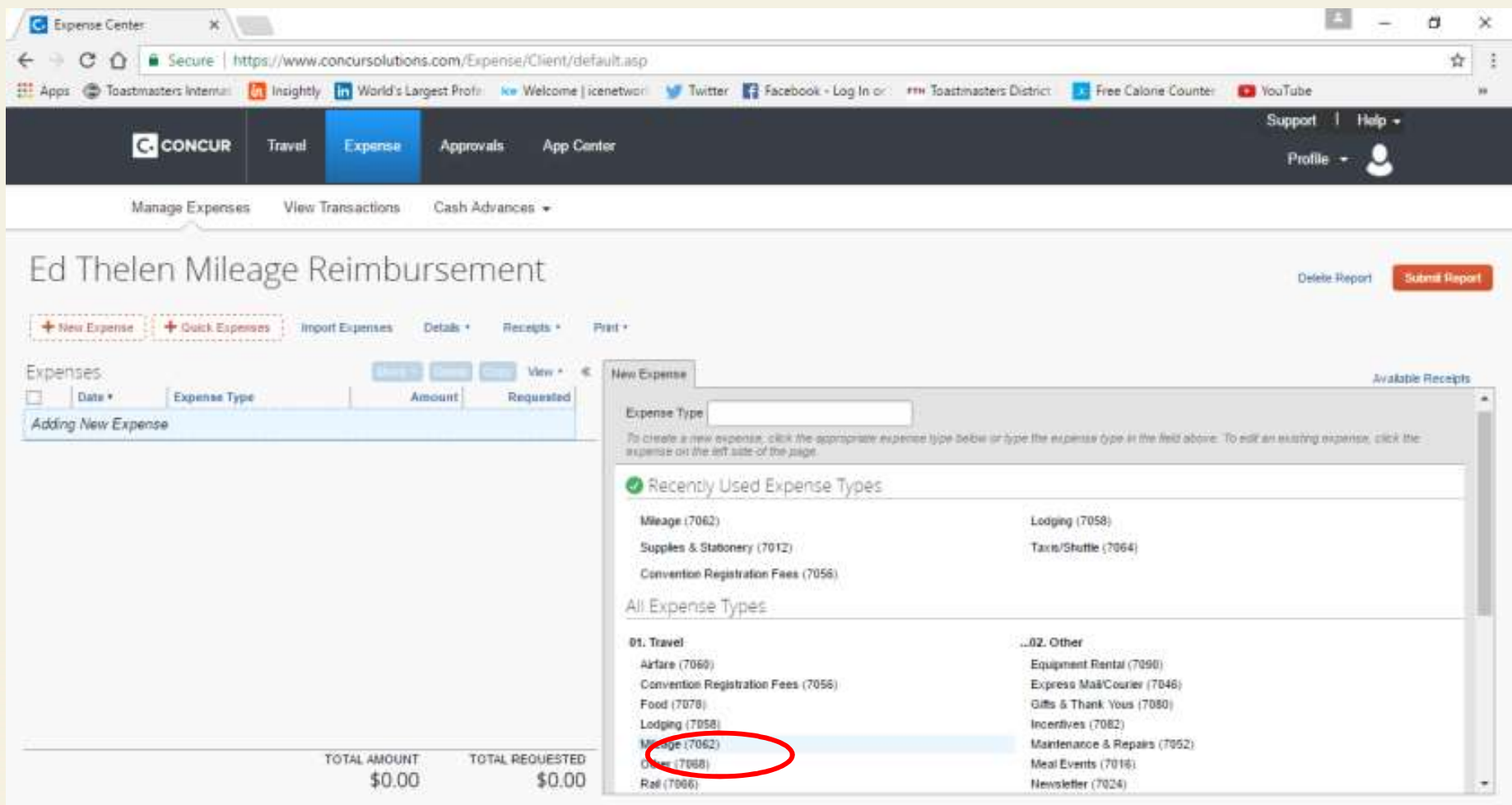
Concur

- Enter an expense report name

A screenshot of the Concur Expense Center web application. The browser address bar shows the URL "https://www.concursolutions.com/Expense/client/default.asp". The page has a dark navigation bar with "CONCUR" and tabs for "Travel", "Expense" (selected), "Approvals", and "App Center". Below this is a sub-navigation bar with "Manage Expenses", "View Transactions", and "Cash Advances". The main content area is titled "Create a New Expense Report" and contains a "Report Header" section with four input fields: "Report Name" (containing "Ed Thelen Mileage Reimbursement"), "Policy" (a dropdown menu showing "District Expense Policy"), "Report Date" (containing "05/11/2017"), and "Comment" (an empty text box). At the bottom right of the form are "Next" and "Cancel" buttons.

Concur

► Select an expense (Mileage)



The screenshot shows the Concur Expense Center interface. The main heading is "Ed Thelen Mileage Reimbursement". Below this, there are tabs for "New Expense", "Quick Expenses", "Import Expenses", "Details", "Receipts", and "Print". The "New Expense" tab is active, and a modal window is open for selecting an expense type. The modal has a search bar and a list of "Recently Used Expense Types" and "All Expense Types". The "Mileage (7062)" option is highlighted in the "All Expense Types" list.

Expense Center

Secure | <https://www.concursolutions.com/Expense/Client/default.asp>

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

CONCUR | Travel | **Expense** | Approvals | App Center

Support | Help | Profile

Manage Expenses | View Transactions | Cash Advances

Ed Thelen Mileage Reimbursement

Delete Report | Submit Report

+ New Expense | + Quick Expenses | Import Expenses | Details | Receipts | Print

Expenses:

Date	Expense Type	Amount	Requested
Adding New Expense			

New Expense

Expense Type

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

- Mileage (7062)
- Supplies & Stationery (7012)
- Convention Registration Fees (7056)
- Lodging (7058)
- Taxis/Shuttle (7064)

All Expense Types

01. Travel	02. Other
Airfare (7069)	Equipment Rental (7090)
Convention Registration Fees (7056)	Express Mail/Courier (7046)
Food (7078)	Gifts & Thank You (7090)
Lodging (7058)	Incentives (7082)
Mileage (7062)	Maintenance & Repairs (7052)
Other (7068)	Meal Events (7016)
Rail (7066)	Newsletter (7024)

TOTAL AMOUNT: \$0.00 | TOTAL REQUESTED: \$0.00

Concur

- Enter all required information (red line to left)

Expense Center

Secure | https://www.concursolutions.com/Expense/Client/default.asp

Apps | Toastmasters Intern... | Insightly | World's Largest Prof... | Welcome | icenetwork | Twitter | Facebook - Log In | PTH Toastmasters District | Free Calorie Counter | YouTube

CONCUR | Travel | **Expense** | Approvals | App Center

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Ed Thelen Mileage Reimbursement

Delete Report | Submit Report

+ New Expense | + Quick Expenses | Import Expenses | Details | Receipts | Print

Expenses

Date	Expense Type	Amount	Requested
Adding New Expense			

New Expense

Expense Type: Mileage (7062) | Transaction Date: 06/01/2017 | Business Purpose: Demo meeting

Enter Vendor Name: | City of Purchase: Milwaukee, Wisconsin | Payment Type: Cash/Out of Pocket

Amount: 60.80 USD | From Location: | To Location: |

Number of Miles: 190 | Reporting Code: 1 (952) Travel - District CGD | Event Period: 2 N/A

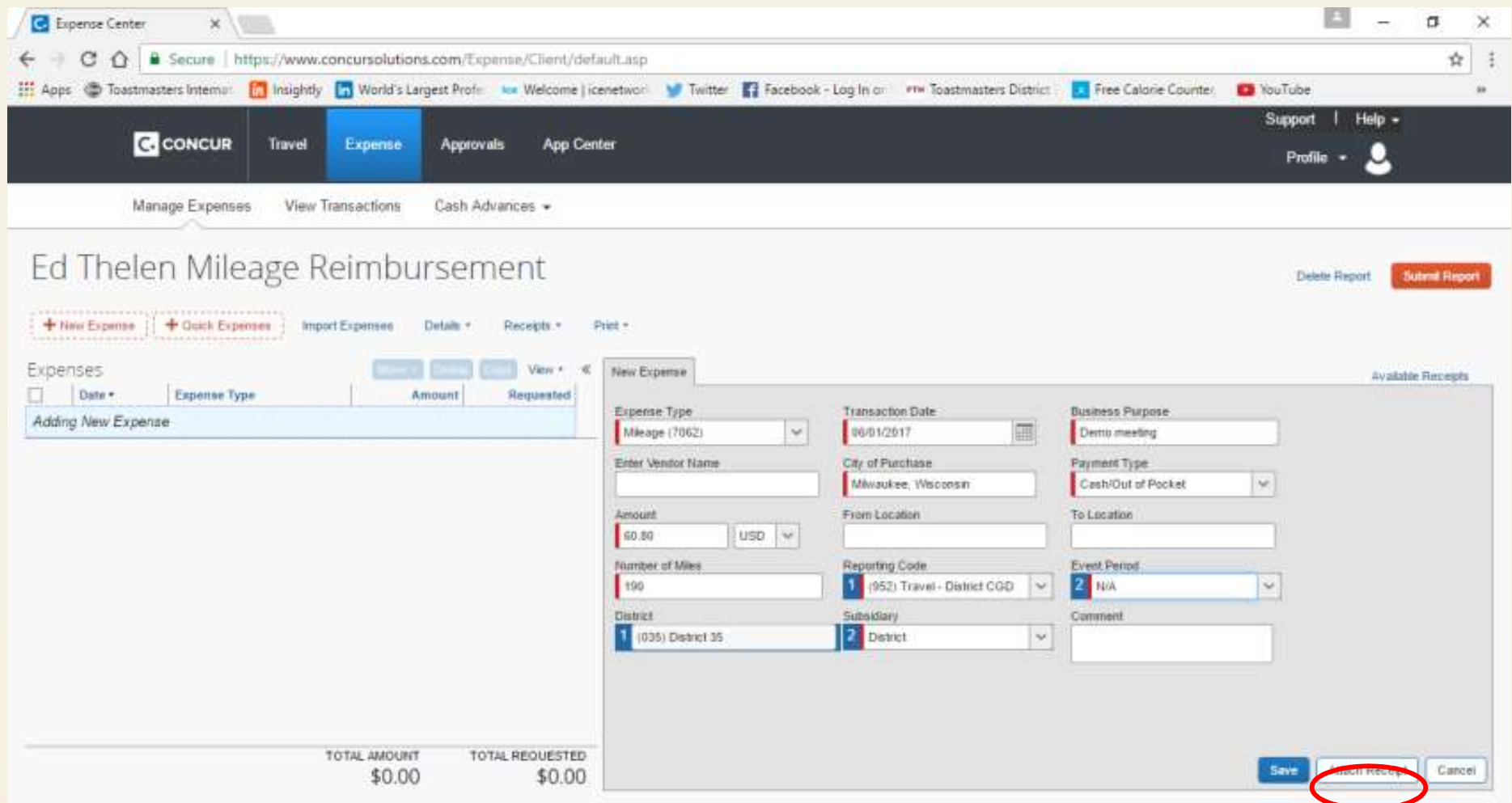
District: 1 (035) District 35 | Subsidiary: 2 District | Comment: |

TOTAL AMOUNT: \$0.00 | TOTAL REQUESTED: \$0.00

Save | Attach Receipt | Cancel

Concur

► Click on “Attach Receipt”



The screenshot displays the Concur Expense Center interface. The main heading is "Ed Thelen Mileage Reimbursement". Below this, there are tabs for "New Expense", "Quick Expenses", "Import Expense", "Details", "Receipts", and "Print". The "New Expense" tab is active, showing a form with the following fields:

- Expense Type: Mileage (7062)
- Transaction Date: 06/01/2017
- Business Purpose: Demo meeting
- Enter Vendor Name: (empty)
- City of Purchase: Milwaukee, Wisconsin
- Payment Type: Cash/Out of Pocket
- Amount: 60.80 USD
- From Location: (empty)
- To Location: (empty)
- Number of Miles: 199
- Reporting Code: 1 (952) Travel - District CGD
- Event Period: 2 N/A
- District: 1 (035) District 35
- Subsidiary: 2 District
- Comment: (empty)

At the bottom of the form, there are buttons for "Save", "Attach Receipt" (circled in red), and "Cancel".

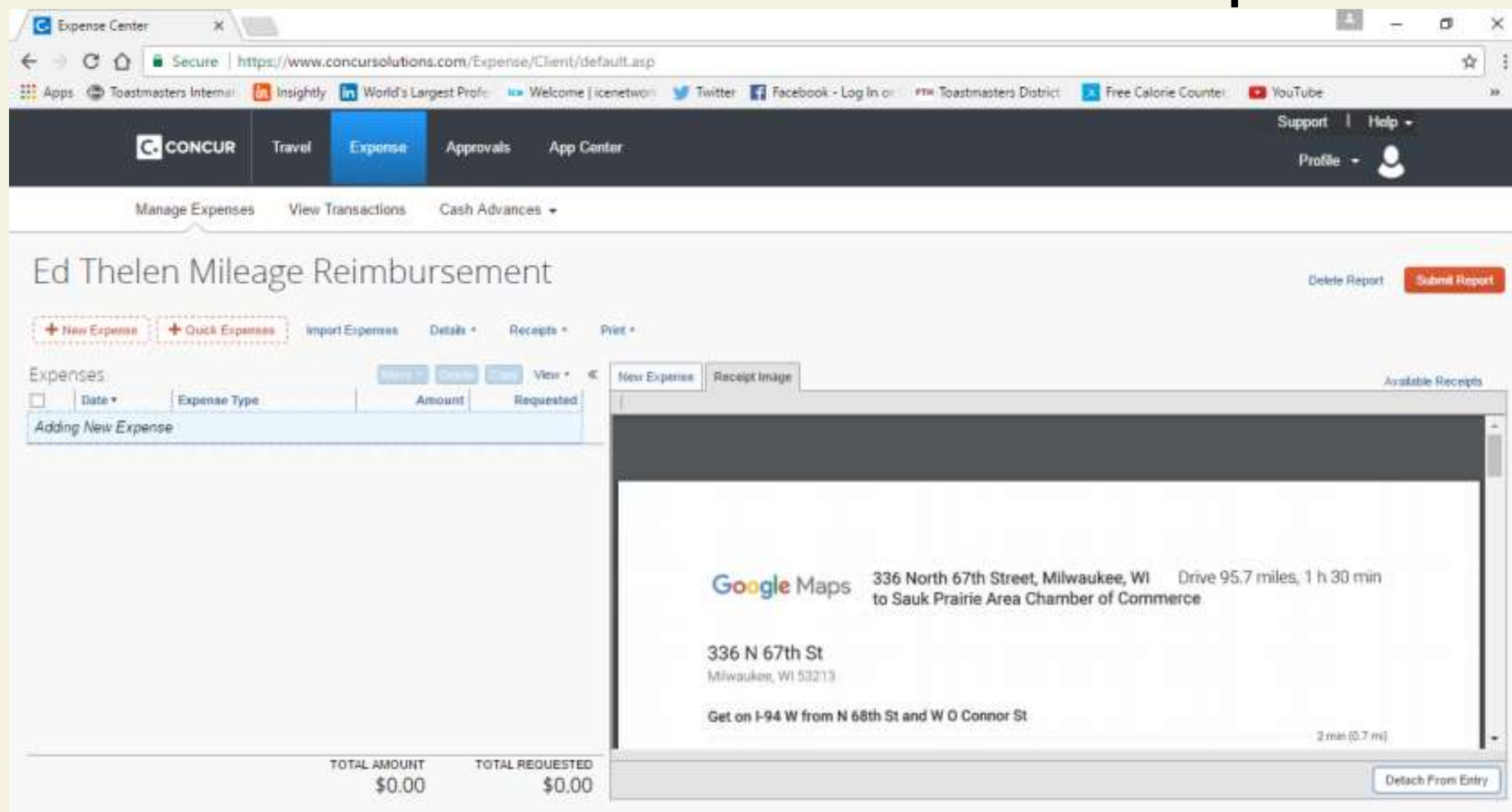
Expenses

Date	Expense Type	Amount	Requested
Adding New Expense			

TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00

Concur

- ▶ Attach the file with scanned receipt



The screenshot displays the Concur Expense Center web application. The browser address bar shows the URL <https://www.concursolutions.com/Expense/Client/default.asp>. The navigation menu includes 'CONCUR', 'Travel', 'Expense' (selected), 'Approvals', and 'App Center'. The main content area is titled 'Ed Thelen Mileage Reimbursement' and features a 'Submit Report' button. Below the title, there are tabs for 'New Expense', 'Quick Expenses', 'Import Expenses', 'Details', 'Receipts', and 'Print'. The 'New Expense' tab is active, showing a form for adding a new expense. The form includes fields for 'Date', 'Expense Type', 'Amount', and 'Requested'. A 'Receipt Image' tab is also visible, showing a Google Maps screenshot of a route from 336 North 67th Street, Milwaukee, WI to Sauk Prairie Area Chamber of Commerce. The map shows a drive of 95.7 miles, 1 h 30 min. The bottom of the form displays 'TOTAL AMOUNT \$0.00' and 'TOTAL REQUESTED \$0.00'.

Expenses	Date	Expense Type	Amount	Requested
Adding New Expense				

Google Maps 336 North 67th Street, Milwaukee, WI Drive 95.7 miles, 1 h 30 min to Sauk Prairie Area Chamber of Commerce

336 N 67th St
Milwaukee, WI 53213

Get on I-94 W from N 68th St and W O Connor St

2 min (0.7 mi)

TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00

Concur

► Save expense

Expense Center

Secure: https://www.concursolutions.com/Expense/Client/default.asp

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

CONCUR Travel Expense Approvals App Center Support Help Profile

Manage Expenses View Transactions Cash Advances

Ed Thelen Mileage Reimbursement

Delete Report Submit Report

New Expense Quick Expenses Import Expenses Details Receipts Print

Expenses

Date	Expense Type	Amount	Requested
Adding New Expense			

New Expense Receipt Image Available Receipts

Expense Type: Mileage (7062) Transaction Date: 06/01/2017 Business Purpose: Demo meeting

Enter Vendor Name: City of Purchase: Milwaukee, Wisconsin Payment Type: Cash/Out of Pocket

Amount: 50.00 USD From Location: To Location:

Number of Miles: 150 Reporting Code: 1 (952) Travel - District CGD Event Period: 2 N/A

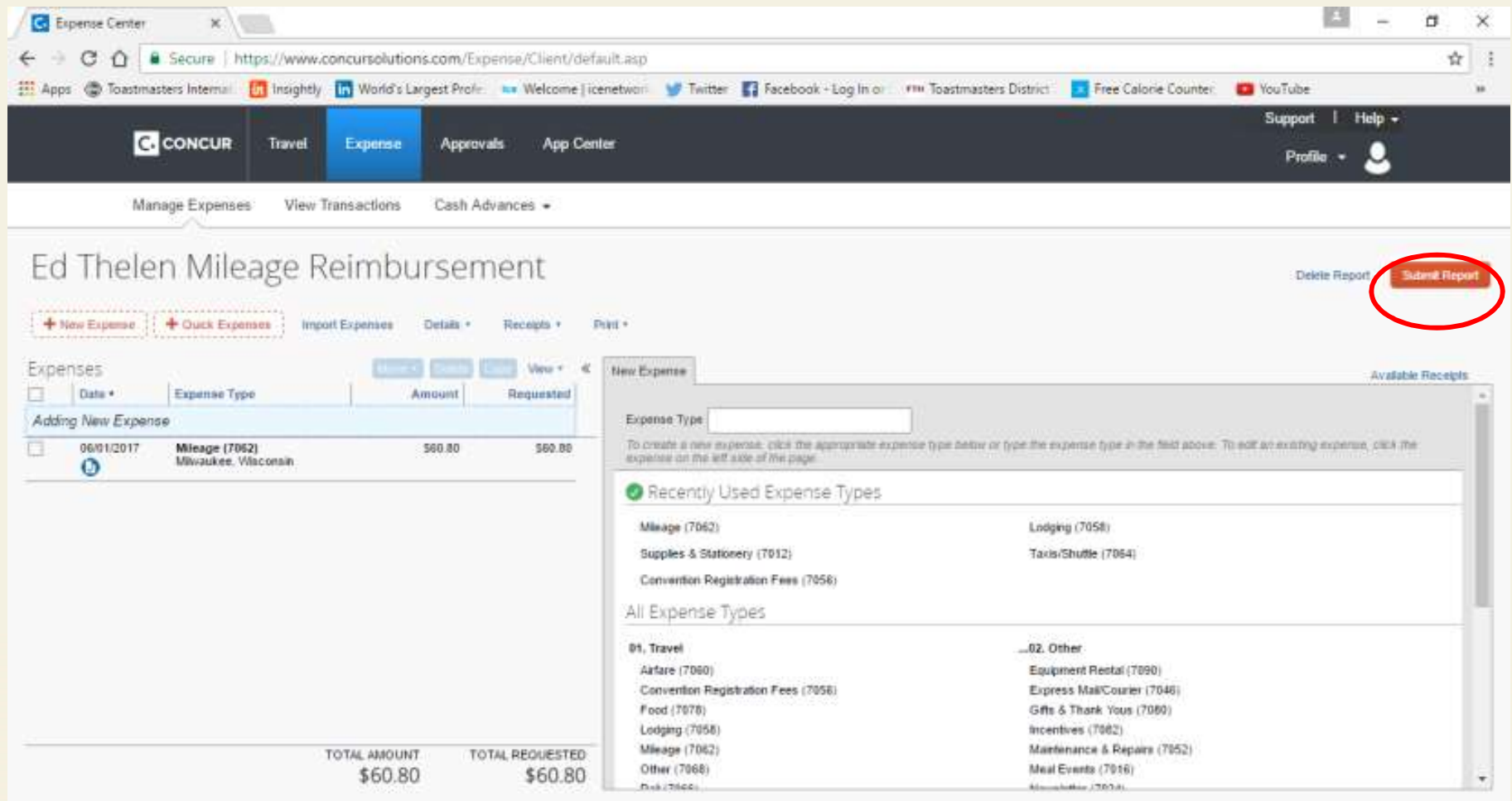
District: 1 (935) District 35 Subsidary: 2 District Comment:

TOTAL AMOUNT: \$0.00 TOTAL REQUESTED: \$0.00

Save Attach Receipt Cancel

Concur

► When finished click on “Submit Report”



Expense Center

Secure | https://www.concursolutions.com/Expense/Client/default.asp

Apps | Toastmasters Internal | Insightly | World's Largest Prof... | Welcome | icenetwork | Twitter | Facebook - Log In or... | FM | Toastmasters District | Free Calorie Counter | YouTube

CONCUR | Travel | **Expense** | Approvals | App Center

Support | Help

Profile

Manage Expenses | View Transactions | Cash Advances

Ed Thelen Mileage Reimbursement

Delete Report | **Submit Report**

+ New Expense | + Quick Expenses | Import Expenses | Details | Receipts | Print

Expenses	Date	Expense Type	Amount	Requested
Adding New Expense				
☐	06/01/2017	Mileage (7062) Milwaukee, Wisconsin	\$60.80	\$60.80

TOTAL AMOUNT \$60.80 **TOTAL REQUESTED** \$60.80

New Expense

Expense Type

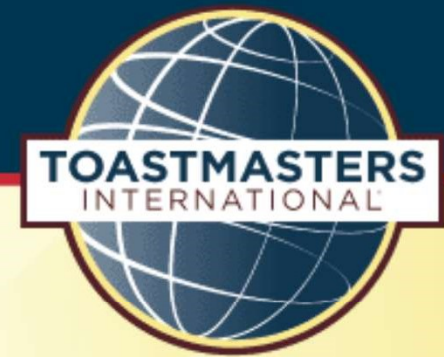
To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

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- Supplies & Stationery (7012)
- Convention Registration Fees (7056)
- Lodging (7058)
- Taxis/Shuttle (7064)

All Expense Types

- 01. Travel
 - Airfare (7060)
 - Convention Registration Fees (7056)
 - Food (7078)
 - Lodging (7058)
 - Mileage (7062)
 - Other (7068)
- 02. Other
 - Equipment Rental (7090)
 - Express Mail/Courier (7046)
 - Gifts & Thank Yous (7060)
 - Incentives (7062)
 - Maintenance & Repairs (7052)
 - Meal Events (7016)
 - Travel (7060)



Q & A

***You sure they're absorbing
all of this?***



copyright count5 LLC



Next DEC Meeting

**Saturday, July 15, 2017
10:00 AM – 2:00 PM**

**Reedsburg Public Library
370 Vine Street
Reedsburg, WI**



Next DEC Meeting – Proposed Topics

District Success Plan / Budget - All
Club coaching program Update - Rozaline
Area / Division councils ... success update
Club building activity – Rozaline
Quick conference update - Ed



Overtime!

