



District 35 DEC Meeting

July 15, 2017

Reedsburg Public Library
Reedsburg, WI

Where is the Toastmaster?



Agenda



Topic	Presenter	Start	Finish
Welcome	Keith Cumiskey	10:00	10:10
Five things I learned as an Area Director	Dick Hawley	10:10	10:25
Promoting and staffing an area contest	Megan Slaker Kathy Glaser-Brown	10:25	10:40
Club Building Update	Rozaline Janci	10:40	10:50
Conference Update	Ed Thelen	10:50	11:00
District Success Plan	Keith Cumiskey	11:00	1:00
Intro	Keith Cumiskey	11:00	11:10
Team creation	All	11:10	11:20
Problem definition	Teams	11:20	11:30
Lunch	All	11:30	12:00
Brainstorming	Teams	12:00	12:40
Recap / Next steps (teams)	Teams	12:40	12:50
Recap / Next steps (group)	Keith Cumiskey	12:50	1:00
District calendar process and protocol	Julie Ritzman	1:00	1:15
Expense Q&A	Jason Feucht	1:15	1:30
30-60-90 days	Keith Cumiskey	1:30	1:45
Questions and Wrap Up	Keith Cumiskey	1:45	2:00



Five things I learned as an Area Director last year

Dick Hawley, DTM, PID
N1 Area Director



Five things I learned as an Area Director last year

1. Start Early
2. Focus on the DCP
3. Take advantage of the District incentives
4. Embrace technology
5. Set high goals but adapt



Promoting and Staffing an Area Contest

Megan Slaker, ACS, ALB

F3 Area Director

Kathy Glaser-Brown, ACS, ALB

B1 Area Director



Tip #1: Start Early!



Tip #2: Draw on experience
from previous contests



Tip #3: Get more
people than you need



Tip #4: Ask for help if
you need it!



Tips for organizing a speech contest

1. Start early
2. Draw on experience from previous contests
3. Get more people than you need
4. Ask for help if you need it



Club Building Update

Rozaline Janci, DTM
Club Growth Director



Fall Conference Updates

Ed Thelen, DTM
DEC Meeting
July 15, 2017

Conference Chair

Angela Graham
W1 Area Director





Committee Chairs

Advertising Chair – OPEN

Education Sessions Chair – Jim Hughes

Facilities Chair – Jagadesh Jayavelu

Hospitality Chair – Dave Dopkins

Marketplace Chair – Theresa Flynn

PR Chair – Alison Goldthorpe

Program Production Chair – OPEN

Registration Chairs – Jerry & Jan Ward



Conference Theme

RISE Up,
Toastmasters!

Keynote Speaker

Aaron Beverly

2nd Place – 2016 World Championship
of Public Speaking





Next Steps

- ▶ Applications for educational sessions will be available by the end of July
- ▶ Working on how to facilitate the marketplace
- ▶ 2 – 2 ½ months before the conference registration will be available
- ▶ Working on firming up timetable – right now don't expect radical changes from a “normal” Saturday schedule at a 2 day conference



District Success Plan

Keith Cumiskey, DTM
District Director



Missions

▶ Toastmasters International Mission

We empower individuals to become more effective communicators and leaders.

▶ District Mission

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

▶ 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.

District has three measurable goals

District 35 Performance Distinguished

4.07% Growth



Paid Clubs

Base	To Date
123	128

Goals

Distinguished
127
Select Distinguished
130
President's Distinguished
133

3.34% Growth



Payments

Base	To Date
4,664	4,820

Goals

Distinguished
4,804
Select Distinguished
4,898
President's Distinguished
5,038

43.9% of Clubs



Distinguished Clubs

Base	To Date
123	54

Goals

Distinguished
50
Select Distinguished
56
President's Distinguished
62



District Success Plan

- ▶ Roadmap for our year
- ▶ Collective input from all DEC members
- ▶ Supports the District mission and goals and is supported by the District budget
- ▶ Planning begins today, but you will continue to work on details through August
- ▶ We will review implementation monthly

Teams



Team 1 (Membership Payments Growth) – Rozaline Janci	Team 2 (Club Growth) – Cindy Laatsch	Team 3 (Distinguished Clubs) – Ed Thelen
Alannah McGreavey	Gladys Rivera	Teri McGregor
Kathy Glaser-Brown	Jennifer Zhang	Tim Haukeness
Christina Evans	Kris Pool	Julie Ritzman
Tony Cooper	Robert Wall	Angela Graham
Gina Glover	Susan O'Malley-Larson	Kelly Huttelmaier
Dick Hawley	Jack Hoffman	Carl Irvin
Tom Carlson	Jackie Breezer	Joni Lodzinski
Ronda Borowski	Jason Feucht	Deborah Ginsburg
Gail Rust	Barbara Cate	Drake McGoey
David Reed	Theresa Flynn	John Krause
Megan Slaker	Marilyn Noble	Shae Schoenherr
Stephanie Schienke	Krystyna Hoffman	Rick Griggs
Tom Gust		Deb Martin

Steps

- ▶ Break into teams
- ▶ Define current situation (10 min)
- ▶ Get lunch (30 min)
- ▶ Brainstorm strategies, resources (40 min)
- ▶ Summarize, define next steps (10 min)
- ▶ Present to assembled DEC (3 min)



District 35 Calendar

**District 35 Administrative Manager
Julie Ritzman**



What Is an acceptable event

DEC Meeting
Division TLI Events
Area Speech Contests
Division Speech Contests



What Is NOT an acceptable event

Club events
Club contests
Speak-a-thons



Calendar Event Requests

- ▶ Email all requests to:
- ▶ d35.julieritzman@gmail.com
- ▶ Look for a reply when the event is entered.
- ▶ Review the event and reply ONLY if changes are needed.



Division TLI Template

- ▶ What: Division(s) (Summer or winter) TLI
- ▶ When: Date – Start time - End time
(Time Zone if NOT Central time)
- ▶ Location: Complete address including any room locations within the building
- ▶ Description: Registration time, Start time and Ending time



Division TLI Template

- ▶ Any additional information for the event
- ▶ Cost Associated:
- ▶ Refreshments:
- ▶ Contact: name and email address for additional information



Example of TLI Calendar Event

District 35 Calendar of Events (All)

[back to top](#)

Bob Webster

Today ◀ ▶ Saturday, July 22 ▾

Print Week Month Agenda ▾

Saturday, July 22

8:00am	Western Division - Summer TLI - SAVE THE DATE!
9:00am	Eastern Division TLI
When	Sat, July 22, 9am – 1pm
Where	Location: First Presbyterian Church of Neenah - 200 Church Street, Neenah, WI 54956 (map)
Description	9am – 1pm Registration and Networking: 9 – 9:30 Training: 9:30 – 12:30

[more details»](#) [copy to my calendar](#)



Area & Division Contest Events

- ▶ What: Division(s) Contest Type(s)
- ▶ When: Date – Start time - End time
(Time Zone if NOT Central time)
- ▶ Location: Complete address including any room locations within the building
- ▶ Description: Registration time; Briefing Start time; Contest Start time; and Ending time



Area & Division Contest Events

- ▶ Any additional information regarding the event
- ▶ Cost: Clearly state cost and description of cost
- ▶ Refreshments:
- ▶ Contact: Name and email address for additional information



Example of Contest Calendar Event

Friday, September 15

6:00pm B1 Area Speech Contest

When Fri, September 15, 6:00pm – 8:30pm

Where Steinhafels Furniture, W231N1013 County Hwy F, Waukesha, WI 53186, USA ([map](#))

Description Friday, September 15th 6:00 pm to 8:30 pm

Steinhafels Furniture
W231 N1013 County HWY F
Waukesha WI 53186

(Please note that the parking spots nearest the doors are for customers only.)

Registration: 6:00 pm
Contestant/Judge's Briefings: 6:00 - 6:30 pm
Contest: 6:00 - 8:30 pm

Contact:
Kathy Glaser-Brown
Area B1 Director
kglaserbrown@att.net



Communicating is Critical

- ▶ Please send requests as soon as you have secured your venue.
- ▶ I will attempt to have a 48 hour turnaround on all requests.



Conclusion

1. Provide location for DEC meetings
2. Secure and schedule a Venue for you event
3. Email d35.JulieRitzman@gmail.com
4. Look for a reply from Julie Ritzman
5. Review the D35 calendar for accuracy
6. Send a reply for any changes or updates.



Expense Q&A

Jason Feucht
District Finance Manager

30-60-90 Days



Your next 30 days (mid August)



- ▶ Schedule and conduct club visits (and file reports)
- ▶ Confirm and reinforce club contests (July 1 – September 3)
- ▶ Area contests - Establish date, book venue, communicate to clubs, Ed Thelen and Julie Ritzman
 - *5 of 27 are scheduled*
 - Recruit leadership team for area contests
- ▶ Schedule and conduct your first council meetings
- ▶ Obtain club and officer lists (should be available online by late July)
- ▶ Conduct TLIs - Record training (Division Directors)
- ▶ Get Toastmasters business cards (optional)
- ▶ Update your profile on District website
- ▶ Encourage your clubs to record their proxies for International Convention

Your next 60 days (mid September)



- ▶ Membership dues – October 1
- ▶ Conduct TLIs - Record training
- ▶ Division contests - Establish date, book venue, communicate to clubs, Ed Thelen and Julie Ritzman
 - Recruit leadership team for division contests
- ▶ Conduct area contests (September 5 – October 3)
- ▶ Continue club visits (and file reports)
- ▶ Fall Conference
 - Communicate to your clubs
 - Bring Fall Conference brochures to contests
 - Complete your enrollment for Fall Conference

Your next 90 days (mid October)



- ▶ Conduct Division contests (October 2 – 22)
- ▶ Record TLI training (before November 30)
- ▶ Continue club visits (and file reports)
- ▶ Fall Conference
 - Communicate to your clubs
 - Bring Fall Conference brochures to Contests
 - Complete your enrollment for Fall Conference



Q & A



Wrap up topics

- ▶ Communication response
- ▶ Expenses ... file within 60 days of incurring expense
- ▶ District website
- ▶ International Convention
 - We will offer funds for each division to host a viewing party for the semi-finals and finals. See Keith if you are interested
 - Have your clubs assign their proxies
- ▶ October DEC meeting moved from 3rd to 2nd Saturday (October 14th)



Next DEC Meeting

**Teleconference
August 12, 2017
9:00 AM – 11:00 AM**



Next DEC Meeting – Proposed Topics

- ▶ District Success Plan progress
- ▶ Club coaching program update - Rozaline
- ▶ Area / Division councils ... success update
- ▶ Club building activity – Rozaline
- ▶ Conference update - Ed

What else would you like to discuss?