



**Julie Ritzman**  
Administration Manager  
District 35  
D35.julieritzman@gmail.com

Meeting Minutes of District 35 DEC  
7/15/2017  
Reedsburg Public Library

The meeting called to order on 7/15/2017 at 10:00AM, by Keith Cumiskey. The following leaders present.

Keith Cumiskey	Kathy Glaser-Brown	Rick Griggs
Ed Thelen	Carl Ervin	Tom Carlson
Rozaline Janci	Gladys Rivera	John Krause
Cindy Laatsch	Alannah McReavey	Gina Glover
Julie Ritzman	Shamaine Schoenherr	Kris Pool
Jason Feucht	Christina Evans	Teri McGregor
Jackie Breezer	Robert Wall	Deborah Ginsburg
Theresa Flynn	Ronda Borowski	Dick Hawley
David Reed	Barbara Cate	Joni Lodzinski
Jennifer Zhang	Megan Slaker	Tony Cooper
Susan O'Malley-Larsen	Drake McGoey	Angela Graham
Gail Rust	Jack Hoffman	Timothy Haukeness
Kelly Huttelmaier		

No guests were present.

1. Keith Cumiskey - Welcome
  - Keep focus on Members
  - Review of the agenda
2. Dick Hawley - Five things I learned as an Area Director
  - Start Early – Attend the DEC meetings
    - i. Start Club visits early
    - ii. Identify clubs needs
  - Focus on DCP
  - Take advantages of district incentives
    - i. Example: gift certificates to Subway
  - Embrace Technology
    - i. TMI has reports available on website
    - ii. Enter visits online
  - Set high goals but adapt
    - i. Obstacles may require adjustments
    - ii. Focus on successes not failures
3. Megan Slaker & Kathy Glaser-Brown - Promoting and staffing an area contest
  - Start Early!
    - i. Get date
    - ii. Find facility at no \$\$
    - iii. Need to keep area for briefing
    - iv. Work with clubs to recruit contest team
    - v. Form contest team
    - vi. Send details to District 35 Administrator

- vii. Make fliers
  - viii. Create programs
- Draw on experience from previous contests
  - i. Go to other contests
  - ii. Be respectful of time
  - iii.
- Get more people than you need
  - i. Especially judges, ballot counters
  - ii. Contest chair's responsibility
- Ask for help if you need it!
  - i. Ask previous area director
  - ii. Ask another area director
  - iii. Find a D35 SME
  - iv. Find tools from others with experience
- 4. Rozaline Janci – Club Building Update
  - Incentives
    - i. 128 clubs Need 132 for Distinguished
  - Ask for help
    - i. Need to build 4 clubs
    - ii. Get buy in from Area Directors
  - Identify Leads
    - i. Need everyone to provide leads
    - ii. Incentives for providing leads
    - iii. Bring in more leads – can be used for next year as well
  - Identify how to promote the leads
  - Focus on giving value to members
  - Identify struggling clubs early
  - Corporate clubs can be opened to public
  - Club coaching for struggling clubs
    - i. Recommend coaching for these clubs
  - Need additional club coaches
- 5. Ed Thelen – Conference Update
  - One day conference
  - Crown plaza in Madison
  - Conference team
    - i. Angela Graham
    - ii. Chairs are about 75% complete
  - Theme: RISE up, Toastmasters
    - i. Following core values of Toastmasters
  - Keynote speaker
    - i. Aaron Beverly
    - ii. 2<sup>nd</sup> place -2016 World champion of public speaking
  - Applications for educational sessions available end of July
  - Marketplace facilitation
  - Registration forms available 2-2.5 months
  - Timetable needs to be firmed up for one day conference.
  - 40-Block of rooms available
- 6. Keith Cumiskey – District Success Plan (and Lunch)
  - International Mission
  - District Mission
    - Fulfill mission
    - Paid clubs
      - 127 actual 128
    - Payment from members
      - 4804 actual 4822
    - % of distinguished clubs
      - 50 Actual 54
    - Roadmap
      - Collective input for DEC members
      - Begin today
      - Continue until September DEC meeting

- Review monthly
    - Team Membership – Rozaline Janci
    - Team Club Growth – Cindy Laatsch
    - Team Distinguished – Ed Thelen
  - Club Mission
- 7. Julie Ritzman - District calendar process and protocol
  - DEC Meeting
    - Date – Location - Agenda
  - TLI Events
    - Email to [d35.julieritzman@gmail.com](mailto:d35.julieritzman@gmail.com)
    - What;
    - Date & Time;
    - Location;
    - Description & Details;
    - Costs;
    - Refreshments;
    - Additional information;
    - Event contact information
  - Area & Division Contests
    - Email to [d35.julieritzman@gmail.com](mailto:d35.julieritzman@gmail.com)
    - What;
    - Date & Time;
    - Location;
    - Description & Details;
    - Costs;
    - Refreshments;
    - Additional information;
    - Event contact information
- 8. Jason Feucht – Expense Q & A
  - All expenses submitted via Concur
  - Travel (Mileage)
  - TLI's
  - Speech Contests
  - Strength finder
  - Cash Advance up to \$100 (TMI rule)
    - Any leftover money goes back to the district.
  - Submitted within 60 days
    - Attach receipt
    - Print maps as pdf's for submission
    - Semi- annual audits
- 9. Keith Cumiskey – 30-60-90
  - 30 days
    - Schedule & conduct club visits
    - Confirm club contests
    - Area contests – Communicate to district
      - Email to Julie Ritzman – Ed Thelen
    - Schedule and conduct Council meetings
    - Obtain club and officer lists
    - Conduct TLI's (sign in by name and role)
      - Record training on TMI (Division Directors)
      - Can enter other division members
    - Get Toastmaster business cards
    - Update profile on district website
    - Encourage clubs to record proxies for International convention
  - 60 days
    - Membership dues – Oct 1
    - Conduct TLIs – record training
    - Division contests – date – venue
      - Email to Julie Ritzman – Ed Thelen
    - Recruit leadership for division contests
    - Conduct area contests (sept 5 – Oct 1)
    - Continue Club visits

- Fall Conference
  - Communicate to clubs
  - Conference brochures to contests
  - Complete your enrollment for Fall Conference
- 90 days
  - Conduct Division contests (Oct 2 – 22)
  - Record TLI training (before November 30)
  - Fall Conference

#### Questions and Wrap Up

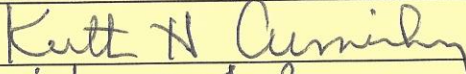
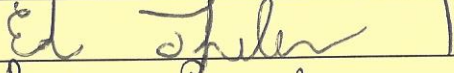

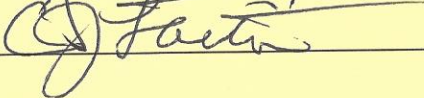
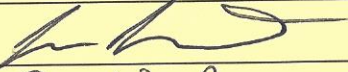
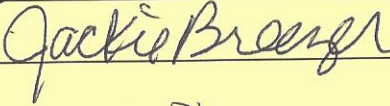
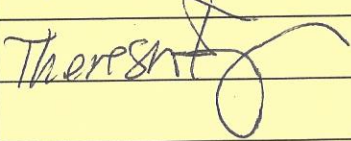
- Communication response
  - Keith will give expected response time.
- Expenses – 60 day window
- District website – change in platform possible
- International Convention
  - We will offer funds for each division to host a viewing party for the semi-finals and finals.
  - See Keith if you are interested
  - Have clubs assign their proxies
- October DEC meeting moved to 2<sup>nd</sup> Saturday in October

Meeting adjourned at 2:05PM.

Respectfully submitted,

Julie Ritzman ACS, ALB  
Administration manager – District 35

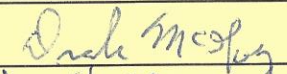



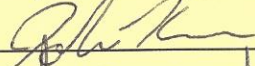
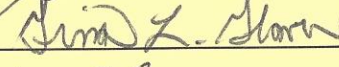

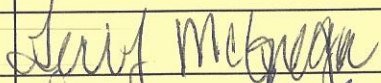
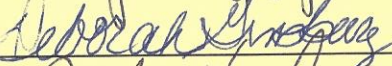
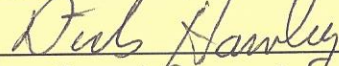
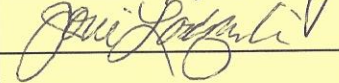
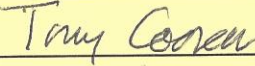
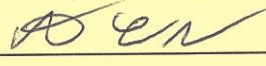
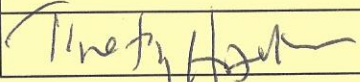
District 35 DEC Attendance Record

Title	Name	Signature	7/15	8/12	9/16	10/21	11/4	12/16	1/20	2/17	3/17	4/21	5/5	6/16
District Director	Keith Cumiskey <a href="mailto:khcumiskey@ra.rockwell.com">khcumiskey@ra.rockwell.com</a>													
Program Quality Director	Ed Thelen <a href="mailto:edmthelen@gmail.com">edmthelen@gmail.com</a>													
Club Growth Director	Rozaline Janci <a href="mailto:rozaline.janci@usbank.com">rozaline.janci@usbank.com</a>													
Immediate Past District Director	Cindy Laatsch <a href="mailto:cindy.laatsch@yahoo.com">cindy.laatsch@yahoo.com</a>													
District Administration Manager	Julie Ritzman <a href="mailto:d35.julieritzman@gmail.com">d35.julieritzman@gmail.com</a>													
District Finance Manager	Jason Feucht <a href="mailto:jfeucht.tm@gmail.com">jfeucht.tm@gmail.com</a>													
District Public Relations Manager	Jackie Breezer <a href="mailto:jackie.breezer@harley-davidson.com">jackie.breezer@harley-davidson.com</a>			X										
District Webmaster	Matthew R. Wuteska <a href="mailto:mrwuteska@ra.rockwell.com">mrwuteska@ra.rockwell.com</a>													
District Newsletter Editor	Theresa Flynn <a href="mailto:tflynn_d35@yahoo.com">tflynn_d35@yahoo.com</a>			X										
Club Extension Chair	Cindy Laatsch <a href="mailto:cindy.laatsch@yahoo.com">cindy.laatsch@yahoo.com</a>			X										
Club Coach Chair	Judy Bauer <a href="mailto:jbauertm@hotmail.com">jbauertm@hotmail.com</a>													

Guests:	Name	Email	Signature
List Club & Club number			

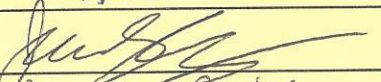

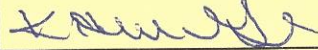

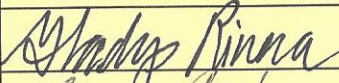

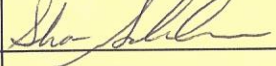
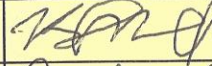
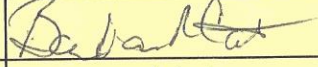
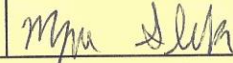
Date: 7-15-17

District 35 DEC Attendance Record

Current Division Area Directors	Name	Signature	7/15	8/12	9/16	10/21	11/4	12/16	1/20	2/17	3/17	4/21	5/5	6/16
<b>Central Division</b>	<b>Drake McGoey</b> <a href="mailto:drake.mcgoey.tm@gmail.com">drake.mcgoey.tm@gmail.com</a>		X											
C1 Area	Jack Hoffman <a href="mailto:hoffjm03@hotmail.com">hoffjm03@hotmail.com</a>		X											
C2 Area	Rick Griggs <a href="mailto:rick_griggs@hotmail.com">rick_griggs@hotmail.com</a>		X											
C3 Area	Tom Carlson <a href="mailto:tom.areac3.dir@charter.net">tom.areac3.dir@charter.net</a>		X											
C4 Area	John Krause <a href="mailto:john.krause.tm@gmail.com">john.krause.tm@gmail.com</a>		X											
<b>Eastern Division</b>	<b>Gina Glover</b> <a href="mailto:glglover74@gmail.com">glglover74@gmail.com</a>		X											
E1 Area	Kris Pool <a href="mailto:e1ad.kris.pool@gmail.com">e1ad.kris.pool@gmail.com</a>		KP											
E2 Area	Deb Martin <a href="mailto:debmartin04@gmail.com">debmartin04@gmail.com</a>													
E3 Area	Teri McGregor <a href="mailto:terimcgregor@yahoo.com">terimcgregor@yahoo.com</a>		X											
<b>Northern Division</b>	<b>Deborah Ginsburg</b> <a href="mailto:deborah.ginsburg@hotmail.com">deborah.ginsburg@hotmail.com</a>		✓											
N1 Area	Dick Hawley <a href="mailto:dick21hawley@gmail.com">dick21hawley@gmail.com</a>		✓											
N2 Area	Joni Lodzinski <a href="mailto:jlodz@sbcglobal.net">jlodz@sbcglobal.net</a>		✓											
N3 Area	Marilyn Noble <a href="mailto:mnoable906@yahoo.com">mnoable906@yahoo.com</a>													
<b>Western Division</b>	<b>Tony Cooper</b> <a href="mailto:AnthonyECooper@outlook.com">AnthonyECooper@outlook.com</a>		X											
W1 Area	Angela Graham <a href="mailto:acgraham66@gmail.com">acgraham66@gmail.com</a>		X											
W2 Area														
W3 Area	Timothy Haukeness <a href="mailto:thaukeness@gmail.com">thaukeness@gmail.com</a>		X											

Date: 7-15-17

District 35 DEC Attendance Record

Current Division Area Directors	Name	Signature	7/15	8/12	9/16	10/21	11/4	12/16	1/20	2/17	3/17	4/21	5/5	6/16
Division A	David Reed <a href="mailto:dfreed1@hotmail.com">dfreed1@hotmail.com</a>	attended	✓											
A1 Area	Jennifer Zhang <a href="mailto:jennifer.zhang@ag.com">jennifer.zhang@ag.com</a>		✓											
A2 Area	Susan O'Malley-Larsen <a href="mailto:susan54@ameritech.net">susan54@ameritech.net</a>	Susan O. Larson	✓											
A3 Area	Gail Rust <a href="mailto:gail@gailrust.com">gail@gailrust.com</a>	Gail Rust	GR ✓											
Division B	Kelly Huttelmaier <a href="mailto:kelly.huttelmaier@gmail.com">kelly.huttelmaier@gmail.com</a>		KH											
B1 Area	Kathy Glaser-Brown <a href="mailto:katherine.glaserbrown@usbank.com">katherine.glaserbrown@usbank.com</a>		KGB											
B2 Area	Carl Ervin <a href="mailto:cw_ervin@yahoo.com">cw_ervin@yahoo.com</a>		✓ CE											
B3 Area	Tom Gust <a href="mailto:tommygust.tm@outlook.com">tommygust.tm@outlook.com</a>													
B4 Area	Krystyna Hoffman <a href="mailto:krystynahoffman@northwesternmutual.com">krystynahoffman@northwesternmutual.com</a>													
Division D	Gladys Rivera <a href="mailto:msrivera.gladys@gmail.com">msrivera.gladys@gmail.com</a>		GR											
D1 Area	Alannah McReavey <a href="mailto:amcreaveyd35@gmail.com">amcreaveyd35@gmail.com</a>		AM											
D2 Area	Shamaine Schoenherr <a href="mailto:Shamaine.Schoenherr@harley-davidson.com">Shamaine.Schoenherr@harley-davidson.com</a>		SS											
D3 Area	Stephanie Schienke <a href="mailto:stephmaster.tm@gmail.com">stephmaster.tm@gmail.com</a>													
D4 Area	Christina Evans <a href="mailto:christina1750@gmail.com">christina1750@gmail.com</a>	Christina Evans	CE											
Division F	Robert Wall <a href="mailto:divisionf@rswall.com">divisionf@rswall.com</a>		RW											
F1 Area	Ronda Borowski <a href="mailto:rondaborowski@wi.rr.com">rondaborowski@wi.rr.com</a>	Ronda Borowski	RB											
F2 Area	Barbara Cate <a href="mailto:barbaracate100@gmail.com">barbaracate100@gmail.com</a>		BC											
F3 Area	Megan Slaker <a href="mailto:mslkr03@gmail.com">mslkr03@gmail.com</a>		MS											

Date: 7-15-17