

District 35

2014–2015 DEC Reports



Officer Name: Craig Carpenter

Division / Area: District Governor

Report for Meeting: 07-19-14

Talk about a “natural high”. District 35 achieved Distinguished status last year. It has been a few years since we were last Distinguished and our thanks go to our now Distinguished Immediate Past District Governor Jennifer Smith. She worked diligently and tirelessly for the betterment of our District and the Distinguished status is well deserved. The energy and positive attitude in District 35 tells me that we are entering one of the most exciting, enjoyable, and entertaining years ever in District 35. We start now to achieve Select Distinguished District (or more) this year. Let’s not ever forget that Distinguished District status simply means that our members are getting that for which they joined Toastmasters.

All paperwork required by Toastmasters International has been completed and send in. We have accomplished transferring the financial records and checking account from Ed Thelen to Sue Kohut. The District Officer List and District Alignment template have been submitted. All Division and Area Governors should have received the District Officer list, the DEC Schedule for the year, and the District Calendar. The District Calendar has also been sent to all Club Presidents on record as of June 30th. The July 1st membership and club officer lists will not be available from TI until later this month. If you do not know the current officers of a given club, you will have to use the list as of June 30th.

If you have looked at the District Calendar, you will note that the dates for the club speech contests are earlier than in years past. Over the years I have heard so many complaints from Area and Division Governors about not having enough time to plan and schedule their contests. This year we are giving the club 5 weeks, areas 5 weeks, and divisions 4 weeks with which to work. In checking with other districts, I find this to be much more in line with what other districts have been doing.

In looking at the DEC schedule, please notice that most of the DEC meetings will be held at the Chula Vista Resort in Wisconsin Dells. The March and May, 2015 meetings will be at the Hotel Marshfield in Marshfield, WI.

I am looking forward to our Fall Conference when we will host our International Director Alan Shaner and the Spring Convention when we will host the International President-Elect Jim Kokocki. To have these Toastmasters as our guests is indeed our honor. Please start encouraging all the members in your areas and divisions to make their plans to attend both of these events. They will be great.

Respectfully submitted,
Craig W. Carpenter, DTM
District 35 Governor

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Officer Name: Rhonda Williams

Division / Area: Lt. Governor Education & Training

Report for Meeting: 07-19-14

Teaching Moments

The Lt. Gov. Education & Training is responsible for all aspects of education in the district. This responsibility extends from district officers to club programming. The LGET promotes the Toastmasters Education program, the Distinguished Club Program, and awards like the Triple Crown. The LGET oversees the district conferences, TLIs, and speech contests. As LGET, I will work with Craig and Cindy to ensure that you get the tools you need to be successful in your roles.

At any time of the year, if you feel unequipped to do your job, please feel comfortable coming to me for help. I've been an area governor, a division governor, district secretary, a TLI dean, a speech contest chair. I remember what it is like to be learning those roles. I figured out what I could have done to perform the role better, and strangely it built my confidence. I hope you gain the same benefit.

Remember that most of the duties you perform will be repeated in the year. We have 2 rounds of club visits, 2 rounds of speech contests, 2 rounds of TLIs. You'll be able to improve on the second round from what you learned in the first.

One thing I would like to do in my role is utilize *teaching moments* to impart small pieces of information to you throughout the year in order to prepare you for upcoming deadlines.

My first Teaching Moment is this: In the *District Leadership Handbook*, on page 70 at the bottom is a paragraph entitled "Membership-Renewal Dues". It has a gray triangle next to it signifying it is information for Area Governors. It reads, in part:

"World Headquarters emails membership-renewal dues notifications to club leaders the first week of September and the first week of March. Clubs renew online. Area governors, follow up with each club to promote timely renewal submission. As district leaders, identify clubs having membership problems so you can offer assistance."

Later today, you'll learn about conducting speech contests. In an earlier email to district officers I imparted that we would permit two contestants to advance from clubs and areas that qualified. At the time, I thought this would only affect Area M2 and Eastern Division, but Keith Cumiskey corrected me and pointed out that it also affects Northern and Southeastern Divisions.

Last year, the District provided money for Area and Division Speech Contests. We are again this year. Each area has a budget of up to \$40 for the fall contests and divisions have up to \$75 each. Use the Tax Exemption form for supplies. The monies will be made as reimbursements upon submission of the reimbursement form. The funds can be used for refreshments, supplies, advertising or any other allowable expense.

Rhonda Williams
Lt. Gov. Education & Training, District 35

District 35

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Officer Name: Cindy Laatsch

Division / Area: Lieutenant Governor Marketing

Report for Meeting: 07-19-14

As the Lieutenant Governor Marketing, per Toastmasters, I am “responsible for all aspects of marketing, club-building, and member- and club-retention efforts within the district. This includes defining an overall marketing strategy for the district, developing outreach and retention efforts with existing community and corporate clubs, and penetrating new markets. Additionally, the lieutenant governor marketing supports challenged clubs and helps them to become Distinguished.”

To support these initiatives, I commit to the following actions:

Club Coaching Program – I am pleased to announce the new 2014-2015 Club Coach Chairperson for District 35 – Mary Jo Monday. I will be working to support Mary Jo as she heads up this important committee. Utilizing the HPL work done last year by Dave Simono, Immediate Past SE Division governor, I will support Mary Jo as she heads up further refining the processes and procedures for assigning a club coach, and communicating the need for coaching across the District. Through effective coaching – all clubs will continue to grow and develop, for their members, Area, Division and District.

Net 5 Program – I am pleased to announce the new 2014-2015 Net 5 Chairperson for District 35 – Rich Boomsliter. Rich did incredible work last year – spearheading the Net 5 initiative across District 35. The Net 5 program – ensuring your club grows by “net 5” members annually – ensures a solid foundation for existing clubs, and delivers a healthy experience to all members.

I look forward to working closely supporting both Mary Jo Monday and Rich Boomsliter as Chairs, and I ask that each Area and Division Governor also work with the Chairs when called up.

New Club Growth – As LGM, my focus will be on assisting in the development of new clubs across District 35. Since July 1, 2014 – I have contacted and/or met with the following groups as they pursue beginning a new Toastmasters club:

- Quad Graphics
- Northwestern Mutual Life
- University of Wisconsin School of Veterinary Science
- Harley-Davidson Motor Company – Financial Department
- Sealed Air Corporation

I understand the important of starting early and continue to apply passion and energy around the club building process, and will complete my HPL project on this subject. At this time, I am assembling my Guidance committee for the project –which will tap into the vast experience of Laurie Baker, New Club Chair. The HPL will define, refine and systemize the work that Laure does for SE and Metro in supporting new club growth. The goal is to produce a process, and the support materials, for anyone to assist in the creation/chartering of a new Toastmasters Club. I will be relying on the Area Governors and Division Governors in this effort.

Personal Goals –

- Complete my HPL project before Fall conference
- Assist in the development of more than the required amount of clubs for the District this year
- Attend and support DEC meetings, TLI's and Division Council meetings District wide
- Continue to seek input and guidance from the Trio, as they are the “subject matter experts”.

I seek input from all Area and Division Governors on Club Coaching, Net 5 and New Club Building insights, as I am here to serve all members. In addition, I thank Craig Carpenter and Rhonda Williams in their generosity in sharing their insights and guidance.

Respectfully Submitted,
Cindy Laatsch – ACG, CL
Lt. Governor Marketing
District 35

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Officer Name: Jennifer Smith

Division / Area: Immediate Past District Governor

Report for Meeting: 07-19-14

Dear Toastmasters,

We made it! We achieved Distinguished District!

I am so proud how far we came.

106 clubs- Start of the year, ended at 111

11 new clubs were chartered

Last year, we had 40 distinguished clubs, this year we had 51 clubs. Great progress!

Last year, we did not meet the 3% growth of member payments. This year, we exceed the 3% goal by 9%. This is outstanding!

We still have 38 clubs on the club coach list.

My challenge to the new team is to reduce the club coach eligible clubs and have more clubs reach distinguished.

The next level of achievement is Select Distinguished. That should be this year's goal.

Thank you all for a fabulous year! It was the hard work of everyone that led to our success!

Jennifer L Smith, DTM

District Governor 2013-2014

District 35

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Officer Name: Sue Kohut

Division / Area: District Treasurer

Report for Meeting: 07-19-14

Greetings - District 35 Executive Council and Guests,

The checkbook balance as of June 30 is \$30,160.46.

The reserve balance as of May 31 is \$33,088.94. Keep in mind that 25% of the reserve is not available to spend as it must be held in the account.

A voucher reimbursement and instructions are available on the District website. Please complete the form and give to the District Governor to sign before I receive the form to reimburse you.

Requests for expense reimbursements must be submitted within 60 days. If your expense is over \$100.00, (excluding mileage) the District Governor needs to approve it before it is spent; please utilize the pre-approval form.

Respectfully submitted,

Sue Kohut, ACG, ALB
District 35 Treasurer

District 35

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Officer Name: Richard Seelig

Division / Area: Public Relations Officer

Report for Meeting: 07-19-14

As I have not yet met with either the top District leadership nor last year's PRO (Brenden Smith), I have not formulated a specific set of goals for the District publicity committee for the upcoming year. However, I do have a few brief ideas which I will be pursuing.

- 1) At last week's TLI, I attended the session for Club VP-PR's. One of the major questions which participants raised was the issue of developing/maintaining club websites and club newsletters. I would like to address these concerns in the coming year.
- 2) I would like to arrange a committee to help create a series of locally available publicity releases. These may be print, radio, or video/TV presentations which clubs may adapt to help promote Toastmasters in their community.

Recognizing that my Public Relations experience is somewhat limited, I have also been formulating ideas of who, in District 35, has the knowledge, technical ability, and desire to serve the District on a variety of Public Relations committees. I have not approached anyone as yet, but I do have several people in mind.

I look forward to working with the District Executive Committee in the coming years. Thank you for the opportunity to once again serve District 35

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Richard D. Seelig".

Richard D. Seelig, DTM/PDG

2014-15 District 35 PRO

District 35

2014–2015 DEC Reports



Officer Name: Linda De Clute

Division / Area: Eastern Division

Report for Meeting: 07-19-14

Good Morning/Afternoon Everyone,

I regret to say I am not here of course, but I know Kris Pool will do a fine job of presenting my report in my absence (our son surprised us and flew us down to Louisiana to see our grandchildren).

I know you all will have a great time and learn a lot. Will someone take great notes for me?

Now on to the best news:

E1

- *Deere Tales - No officers attend, but at least two are planning on attending FL
- *FDL 498 - Four officers attended
- *Manitalkers - Six officers attended
- *Plymouth Toastmasters - No officers attended
- *Sheboygan Club 2121 - Four officers attended
- *Speakez's - Club 1816 One officer attended

E2

- *Fox Speak 2533 - Five officers attended
- *Kimmunicators Club 7589 - Five officers attended
- *Mid-Day Women's Alliance 2954460 - Six officers attended
- *New Appleton 213 - Six officers attended
- *Stars of Storytelling 7061 - Four officers attended
- *Thriving Communicators - 1845200 - Two officers attended

E3

- *Bay De Noc 9143 - No officers attended
- *Green Bay Yackers - 1350 - Two officers attended (One officer has two roles)
- *Leading Voices - 1138028 - Three officers attended
- *Schneider National - 7567 - One officer attended
- *Superior Toastmaster - 3834 - No officers attended
- *Talk of the Town - 1214450 - Five officers attended

E?

- *Door County Toastmasters - (Club #) - Five officers attended

Wisconsin Rapids Area Toastmasters

Craig Carpenter - Treasurer
Ann Pacheco -Secretary

Marshfield Area Toastmasters

Craig Carpenter - Treasurer
Ann Pacheco - Secretary

Comments I heard back from officers I spoke with informed me the TLI Training Session had good presenters. The officers were pleased with the topics and came away with good information. The Training Session was very organized and went very smoothly.

There were 60 officers at the Sat. am. July 12th TLI Training Session at the Bordini Center.

NOTE ONLY: (I was informed one presenter appeared not to be comfortable presenting and a little odd. I reassured this TM member that maybe this presenter "felt" it was time to spread the wings. I did ask the TM member if he received valuable information he said yes.)

Respectfully Yours,
Linda De Clute
Triple Crown, ACG, ALB

District 35

2014–2015 DEC Reports



Officer Name: Peggy Lee Hanson

Division / Area: Central Division

Report for Meeting: 07-19-14

Central Division is off to a great start with the addition of Summit Seekers chartered as of June 30th! Congratulations to everyone involved in making that club officially a Toastmasters reality!

The Area Governors of Central Division are busy creating introductions with their clubs. I have met with the five area governors via phone conferencing and email. We have established a monthly communications plan, and also have open lines via email or phone when necessary, for questions to be answered and information to be shared.

Central Division has two (2) Toastmaster Leader Institute (TLI) trainings scheduled for the Summer Session: This coming Wednesday evening July 23, 2014 at the American Family Insurance Training Center; and the other session will be held on Saturday August 23, 2014 at the MG&E Building, both establishments located in the Madison area.

On August 5th, a Demo Meeting has been scheduled at Alliant Energy. Karen Staebell, Past Central Division Governor, has been diligently working on this and expects the club to charter in August. Karen has also offered to stay connected and assist with the other prospective club leads: Mayo Franciscan Medical of LaCrosse, AprilAire in Madison, UW-Madison MBA, UW-Platteville, and Southwest Wisconsin Technical College in Fennimore.

A proposal has been written in response for a prospective club at WPS Health Insurance of Madison by Rick Griggs of Janesville Toastmasters, who is an employee at WPS. Upper management is in high favor of forming a club, yet due to the ever-changing climate in the corporate world, has put this on the back-burner for now. Rick is confident, however, that a club will be formed.

All officers within Central Division are excited and enthusiastic in fulfilling their perspective roles. I am extremely proud of every single one of them and the commitment they've shown thus far and this early in carrying out their duties.

I consider myself blessed with the people of this organization as I've received requests from other members of the division who've stepped up to offer their help and expertise for the upcoming Toastmaster year.

To our success, yours in Toastmasters, and respectfully submitted,
Peggy Lee Hanson
District 35 Central Division Governor

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2014–2015 DEC Reports



Officer Name: Barbara Weisenberger

Division / Area: Northern Division

Report for Meeting: 07-19-14

District Governor Carpenter, District Leaders and Friends,

I believe that the Northern Division is off to an intriguing start. Our Division has four Area Governors who are not only eager and excited about their new positions, but began “smack talking” each other before their terms even began. The word is that one of my areas has challenged all the others in our Division to not just achieve Distinguished with their clubs, but to achieve President’s Distinguished with their clubs. Admittedly, that’s a high goal. But I don’t think that when the United States entered World Cup play they said to themselves, gee we’d kind of like to win the Cup... They set a goal to win – they planned a path for success and, as cliché as it may sound, here in the Northern Division we’re taking their lead and we’re planning for success!

We met our first challenge as a Division when some of our clubs appeared on the list of clubs who had not yet submitted their officer lists. With the help of the new Area Governors, that was quickly corrected – well done.

Then, two weeks before our new terms began, we held two combined TLIs – one in the N3/N4 Areas and one in the N1/N2 Areas. I attended both and was impressed not only by the quality of the presentations, but also by the attendance. At this point, almost half of the Northern Division officers have been trained (likewise half of our clubs have had at least 4 officers trained). Plans are underway for two make-up sessions and my goal is high – to see each Northern Division officer trained. We are also challenging our clubs to set goals and the Area Governors and I stand ready to help them create pathways to reach those goals.

Mark, Tina, Scott, Marvin and I have a long way to go with many goals and challenges to meet along the way. To help us, I’m in the process of forming a Division Council and hope to bring them on board in early August to make the Northern Division path clearer.

I once read that Lee Iacocca said, “Start with good people, lay out the rules, communicate, motivate and reward. If you do all those things effectively, you can’t miss.” The Northern Division has no intentions of missing and expects an exciting and fun journey along the way.

Respectfully submitted,

Barbara Weisenberger
Northern Division Governor

District 35

2014–2015 DEC Reports



Officer Name: Keith Cumiskey

Division / Area: Metro Division

Report for Meeting: 07-19-14

Metro Division is off to a great start this year, but we have a tough act to follow. Seventeen (17) of the twenty-six (26) clubs that are now in Metro Division were Distinguished at one level last year and another three had only been chartered a few months. The leadership of Metro Division are extremely dedicated to maintaining and improving the club member experience and successful club environments.

We held our first division council meeting immediately following the June DEC meeting and District Officer training.

Goals for the year are to

- Identify proven and developing leadership in strong clubs (both within and outside of the division) to support struggling clubs. Place coaches in all clubs that qualify by December 31.
- Identify assistant area governors by December 1 and begin shadowing club visits beginning in January

All of our clubs submitted their officer list to headquarters on time!

Four of our clubs qualify for coaches. Area governors will evaluate them during visits within the next few weeks and recommend that they formally request coaches. I will be looking to Cindy Laatsch, LGM to identify and place coaches when these requests are received.

Rumble Don't Mumble (Harley Davidson Corporate Club) held their charter party on July 9 with strong support from District leadership.

Nine club visits have already taken place within the first three weeks.

Club Officer Training was held jointly with Southeast Division on Saturday, July 12. Fifty (50) of our club officers were trained. Area Governors have followed up with all clubs to maximize attendance at the alternate session next Monday, July 21.

Area Governors are following up with their clubs to insure speech contests are conducted by August 16. Planning for Area Contests have begun. We are targeting to have dates set by August 1. The date for Division Contest is tentatively October 11.

Keith Cumiskey, DTM
Metro Division Governor

Speech Contests – Area & Division Governors

DEC Meeting 7/19/2014

By Judy Bauer, DTM

This document serves as a checklist to aide in preparing for and running a successful contest.
(this assumes you already have a contest site chosen and are promoting your contest to get contestants and attendees).

You are the Contest Chair of your contest.

Read the current Speech Contest Rulebook; note any changes from last year.

Weeks Prior to contest:

- Choose a **Contest Master** – the one who conducts/ MC's the contest..
- For Evaluation Contest, you'll also need to
 - Choose a "Test Speaker"- not from a contestants club.
 - Choose a "Sergeant at Arms" for contestants.
- For Table Topics Contest, you'll also need to
 - Come-up with the "Table Topics Question" that's asked of contestants, or delegate this to your Contest Master.
- Choose a Chief Judge – this person cannot be from any club that a contestant belongs to, and must have completed a minimum of 6 Speeches from the CC manual.

Decide whether it is YOU as Contest Chair or your Chief Judge who will supply the Judges, Timers, and Ballot Counters, for your contests.

- **JUDGES** - Cannot be a member of any club that a contestant belongs to, and must have completed a minimum of 6 Speeches from the CC manual.
 - Area - Get an equal amount (usu. 2) judges from each club in your Area, or a Minimum of 5 judges, Not counting the Tiebreaker judge.
 - Division - Get an equal amount (usu. 2 or 3) judges from each Area in your Division, or a Minimum of 7 judges, Not counting the tiebreaker Judge.
- Choose 2 Timers (one to run the lights, one to run the stopwatch)
- Choose 3 Ballot counters

Let all contest participants know - what time the Contest Master and Chief Judge Briefings will be held. (usually held during the last 15-20 minutes before the starting time of the contest).

Let all Judges know how to access the Toastmasters e-learning modules at Toastmasters .org
They can watch Session 1-contest roles and session 2 & 3 on judging . Goto

<http://www.toastmasters.org/Members/OfficerResources/eLearning/SpeechContestModule/SCTSession1.aspx>

Speech Contests – Area & Division Governors

DEC Meeting 7/19/2014

By Judy Bauer, DTM

Continued

Weeks Prior to contest (continued)

What forms do I need to download from Toastmasters.org per Contest?

Speech Contest Rulebook (Item 1171) , you have this in your District Leadership handbook.
 Certification of Eligibility and Originality (Item 1183)
 Judge's Certification of Eligibility and Code of Ethics
 Time Record Sheet and Instructions (Item 1175)
 Judge's Guide and Ballot (Item 1191)
 Tiebreaking Judge's Guide and Ballot (Item 1191A)
 Counters' Tally Sheet (Item 1176)
 Contestant Biographical Information Sheet (Item 1189)
 Notification of Contest Winner (Item 1182)
 Speech Contest Certificate (1st Place) (Item 510A)
 Speech Contest Certificate (2nd Place) (Item 510B)
 Speech Contest Certificate (3rd Place) (Item 510C)
 Speech Contest Certificate (Participant) (Item 510D)

Hint: Download the Digital Contest Kits (Free), at <http://www.toastmasters.org/SpeechContests> ie. For Humorous Speech contest Download the "Humorous Speech Contest (Digital) Kit" and you'll get all of the above at once. For Eval. contest download "Evaluation Speech Contest (Digital) Kit"

What does the Chief Judge Need?

Judge's Certification of Eligibility and Code of Ethics (Item 1170) - **every Judge must Sign**
 Certification of Eligibility and Originality (Item 1183), - **need one filled out from every contestant**
 Judge's Guide and Ballot (Item 1191) ,
 Tiebreaking Judge's Guide and Ballot (Item 1191A)
 Time Record Sheet and Instructions (Item 1175)
 Counters' Tally Sheet (Item 1176)
 Notification of Contest Winner (Item 1182) - For when contest is over, Not to announce winners from.
 A separate piece of paper by which s/he writes the 1st place, 2nd Place & 3rd Place (if awarded) winners
 to deliver to the Contest Chair after counting the ballots and determining winners.
 * Envelopes – 1 for every judges Ballot, 1 for timers record sheet, 1 to present winners to contest chair.

Only the Chief Judge appoints a secret Tie-Breaking Judge, which is only known to Him/Her.

Speech Contests – Area & Division Governors

DEC Meeting 7/19/2014

By Judy Bauer, DTM

At the contest site, and before the contest starts ,

The Timers, Ballot Counters, all Judges, Contestants and the Contest Master shall arrive early to do the following “preparations . (you provided the above with start time for the contestants briefing and judges briefing.

Contest Master	Chief Judge	Timers and Ballot counters
- Speak with Chief Judge, assure to call on chief Judge after your intro remarks to confirm eligibility & Briefing. -Meet with Contestants: - Draw for speaking positions (let chief judge know positions so s/he can inform judges ahead of time.) - allow contestants to test the sound system from stage – assure they can see the “lights”/signaling device. - Acquaint contestants with exact speaking area, microphone, etc. - Review contest rules with contestants. - Assure have contestant Bio’s for the interview portion of contest	- Brief Tie-breaking Judge, give tie-breaking ballot. (outside of your Judges briefing session) At Briefing Session; -Counsels Timers and Ballot Counters on their duties, & gives them the forms they need. (this is usu. done before briefing the Judges). - Brief Judges -Assures all Judges sign the Judges “Code of Conduct form - distribute Judging forms. - distribute envelopes (if have them). - Announce contestants speaking order. That you received from Contest Master or his messenger) - Review the Judges Guide and ballot, call attention to items on the back of the form.	Contestants
		Must attend the judges briefing, where they will get briefed on their duties and any forms they need from the Chief Judge. - Assure Contest Master has your Bio and contest Chair has your eligibility form. - Attend Contest Master briefing - Inform Contest master if you need to set-up any Props, before you’re introduced

Contest Begins...Contest proceeds

After contest is totally over/completed:

As Contest Chair, you pass the following (3) forms to the Contest Chair of the next level contest.

Contestant Biographical Information – **For 1st & 2nd place winners**

Certification of Eligibility and Originality – **For 1st & 2nd place winners**

Notification of Contest Winner – **This form (from Chief Judge) states the winner and alternate (2nd Place) of your contest.** (if all contestants ranked its ok)

Be sure to get the above back from the Contest Master and Chief Judge.

Area Governors will pass these (3) documents to their Division Governor

Division Governors will pass these (3) documents to the Lt. Governor Education & Training

Now **“Heavy Sigh”**....you ran a successful contest. YAYYYYYYYY””

Please, If you have any further questions or you need assistance, you can always call or email Judy Bauer at 262-366-3923 or jbauertm@hotmail.com.