

District Council Meeting #1 - District 108

**Heikki Siltanen**

Administration Manager

District 108 tmdistrict108@gmail.com

# District Council Meeting – District 108

## 22nd September, 2019

### DCM-OPENING SESSION

#### Welcome

1. District Director, **Gabriela Roivainen**, called the meeting to Order, welcomed the participants and presented the meeting's agenda.

**2. Review of the District Mission read by the District Director:**

As we go forward in our roles this year, it is vitally important that we keep the district mission in mind with everything we do. This includes the work that we do during this District Council Meeting. The District Mission is to build new clubs and support all clubs in achieving excellence.

#### Voting Procedures:

1. **Parliamentarian Jakub Bronowicki** explained the Parliamentary Procedures to the participants.

**2. Credentials Committee Chair, Administration Manager Heikki Siltanen:**

There are 91 eligible clubs in the district. Each club receives two votes, one for the president and one for the vice president education. To achieve a quorum, one-third of the Presidents and Vice Presidents Education of eligible clubs must be represented, which is 61.

There are 75 Presidents and Vice presidents education represented. As such, we have achieved a quorum.

There are also 21 District Executive Committee members represented. District Executive Committee members do not count towards achieving a quorum.

The total ballots available are 96. If everyone votes, a simple majority would be 49; a 2/3 vote would be 64.

**Credentials Committee Chair asked if there are any questions on the credentials report?**

Without objections, the credentials report was adopted.

## **Agenda**

District Director: You've received the agenda in advance via email and the district website. Are there any amendments to the agenda?

There were no objections, thus the agenda was adopted.

## **District 108 Officer Appointments**

District Director: Since the last District Council meeting, I have appointed Agnieszka Furgala to the position of Area Director D6 which was confirmed by the District Executive Committee and must be approved by the District Council. Based on online voted decisions we have now 7 areas in Division D.

Since there were no objections, Agnieszka Furgala was appointed as the Area D6 Director.

## **DISTRICT CORE TEAM MEMBERS' REPORTS**

### **District Director – Gabriela Roivainen**

Through the criteria of Distinguished Recognition Program. For 2019-2020 term, the District Executive Council decide that our goal is to be Distinguished District in April! and Smedley Distinguished in June!

We can fulfil this goal by:

By working together, because we are Strong Together!

By providing better training and guidance for our clubs!

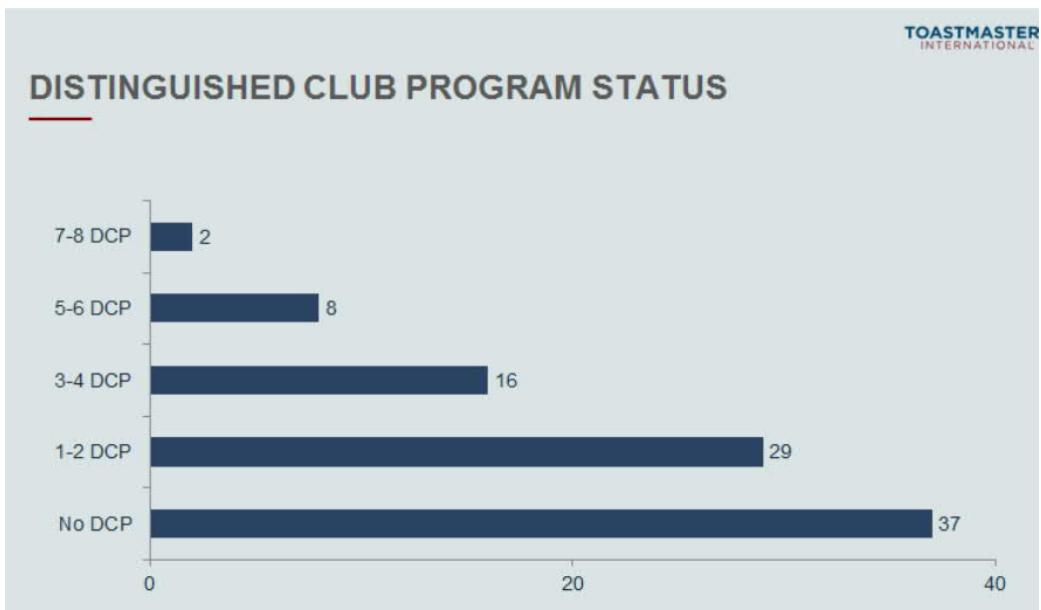
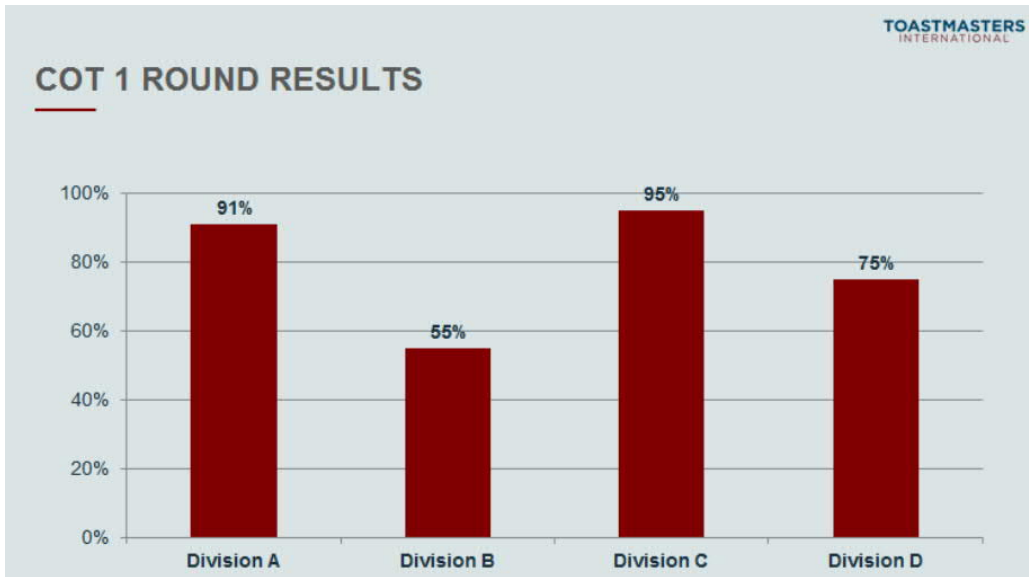
By providing better coaching and mentorship to members and clubs!

By organizing better contests at every level!

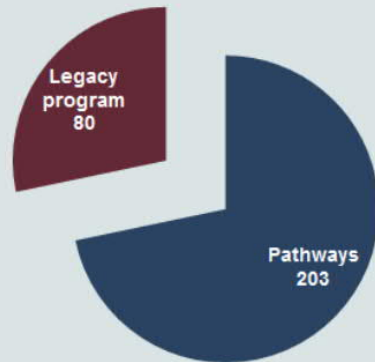
By recognizing every member, club, area, division for their achievements!

By extending our organization through new clubs and more members!

## Program Quality Director – Elena Paweta

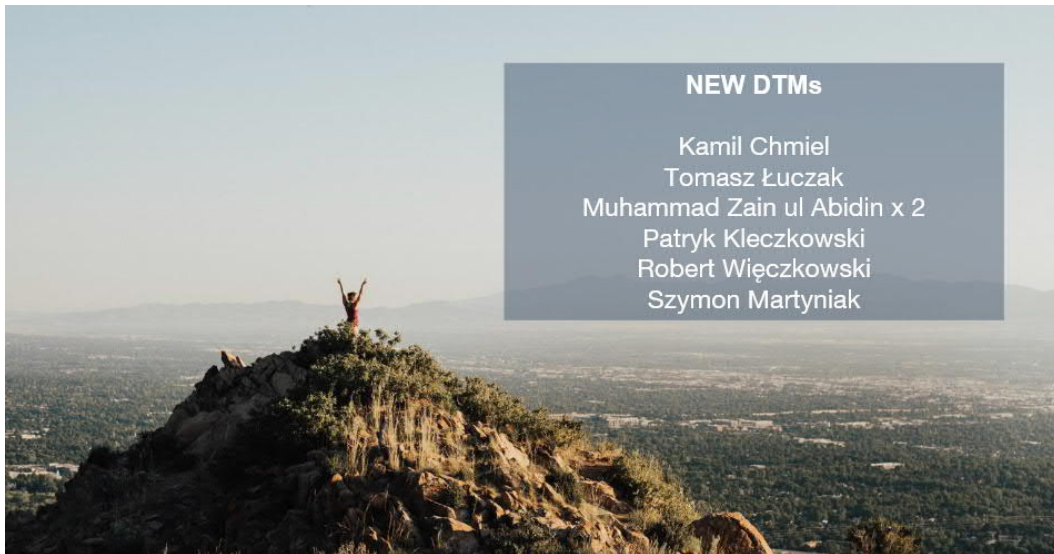


## EDUCATIONAL ACHEIVEMENTS



### NEW DTMs

Kamil Chmiel  
Tomasz Łuczak  
Muhammad Zain ul Abidin x 2  
Patryk Kleczkowski  
Robert Węczkowski  
Szymon Martyniak

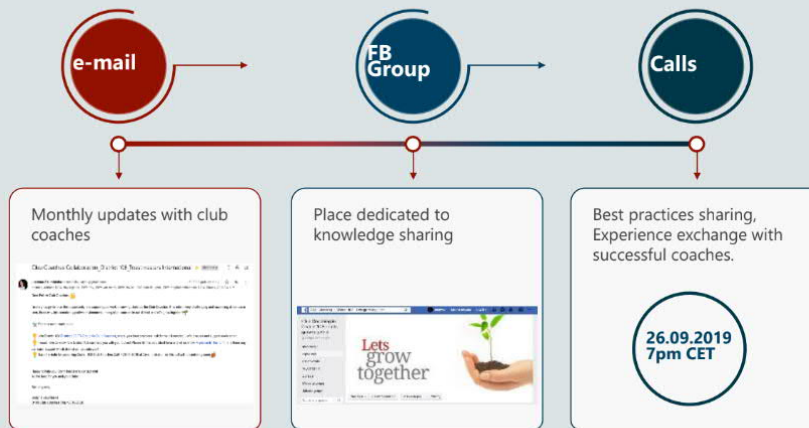


## Club Growth Director Report – Adriana Vasilache

### Smedley award – counting until September 30th

- ▶ Toastmasters Speaking Elephants +8 Members
- ▶ 6 MEMBERS ADDED:
  - Toastmasters Stadin Sanasepät
  - Toastmasters Poznań
  - POZnaj Toastmasters - Poznań wtorek
  - WrocLove Speakers
  - Toastmasters Inzynieria Słowa
- ▶ 5 MEMBERS ADDED:
  - Benzes Toastmasters Wroclove
  - Toastmasters Kraków Public Speaking Club
  - Toastmasters Kraków
  - Poland's First Toastmasters
  - Toastmasters Leaders
  - U-Rock Toastmasters
  - First Toastmasters of Lithuania
- ▶ 4 MEMBERS ADDED:
  - Helsinki Toastmasters
  - Sokrates Toruń
  - WrocLove Toastmasters
  - WrocLove Speakers
  - Toastmasters Łódź
- ▶ 3 MEMBERS ADDED:
  - ASBIRO Toastmasters
  - House of Toastmasters
  - Top Careers Toastmasters
  - Toastmasters Białystok
  - Stadi Talkers Toastmasters Club
  - WrocLove Storytellers
  - Inspire Rzeszów Toastmasters
  - Toastmasters Olsztyn

### Club Coaches Action Plan 2019-2020



## Odyssey project

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- ▶ Mentoring and networking platform for members
- ▶ Skills:
  - Communication
  - Leadership
  - Pathways, Easy-speak
  - Officer roles
- ▶ Started on September 16<sup>th</sup> - already 60 members
- ▶ First registration round until October 8<sup>th</sup>
- ▶ <https://toastmastersd108.org/odyssey-project/>
- ▶ Odyssey Project - TM District 108 Facebook group

## Administration Manager Report – Heikki Siltanen

“A wise man once said that administration is the backbone of a modern society. While that could have been a slight overstatement, what certainly is true that, without a well functioning back-office, successful organizations cannot exist. And this is the playground of the Administration Manager”

“Most of the work takes place behind the scenes.

### 1. Responsibilities

- Managing the communication
- Credentials Committee chair
  - Contacting people who have a right to vote, explaining them that they have a right to vote, persuade them with all means necessary to participate and find out if there's enough such people at the meeting.
- Scheduling meetings
- Creating meeting minutes

### 2. Events

- Hyvinkää Bootcamp
- DECM in Kaunas
- Online DCM with voting

## Finance Manager Report – Leena Rantala

Area Directors should be on the same page with Division Directors and apply approvals in advance and fill expenses in right categories. Division Directors should watch overall Division expenses.

## Public Relations Manager Report - Valeria Kholodkova

**PR IN BRIEF**

- WEBSITE UPDATED**
- SOCIAL MEDIA COVERED**
- GRAPHICS CREATED**
- TEAM ON BOARD**



### DISTRICT 108 PR TEAM

2019-2020



	<b>DIVISION A</b>  Jadwiga Godziatkowska Lodz, Poland NEWSLETTER, BLOG POSTS, POSTERS DESIGN	
<b>DISTRICT 108</b>  Valeria Kholodkova Moscow, Russia PUBLIC RELATIONS THROUGHOUT THE DISTRICT		<b>DIVISION B</b>  Eugenia Myasoedova Riga, Latvia INSTAGRAM, FACEBOOK



## DISTRICT 108 PR TEAM

2019-2020




 <b>DIVISION C</b> Katarzyna Rycharska Bydgoszcz, Poland INSTAGRAM, SPECIAL PR EVENTS	
 <b>DIVISION C</b> Piotr Pabis Gdynia, Poland YOUTUBE & VIDEOS, LINKED_IN, FLYERS	 <b>DIVISION D</b> Paulina Szot Krakow, Poland SOCIAL NETWORKS

## Immediate past DD - Piotr Chimko

### Year-end closing / Audit report

- ▶ All expenses >\$500 checked and OK
- ▶ Minor observations on comments
- ▶ Overall very good 1st year of D108!
- ▶ 33.5kEUR closing balance vs. 30.6kEUR opening balance
- ▶ We're good on reasonable spending, but that's not the ultimate goal!
- ▶ We can use more funds to realize District Mission!
- ▶ Thank you **Kuba** and **Kris**!

  
**TOASTMASTERS INTERNATIONAL**      **TOASTMASTERS INTERNATIONAL**      **DISTRICT 108**  
Certification for September 2019-2019  
**INSTRUCTIONS:**  
1. Complete all sections on the Narrative tab.  
2. Fill in the audit data below with the appropriate information and print out this page.  
3. Obtain related signature below. **Electronic signatures are not acceptable.**  
4. Distribute monthly reports per Toastmasters International protocol B.4, to the district governor and lieutenant governors within 30 days after the end of the month.  
5. **Quarter reports due to World Headquarters:**  
• September Report: **October 31**  
• December (Audit) Report: **February 15**  
• March Report: **April 30**  
• June (Audit) Report: **August 31**  
6. Submit approved narratives and certification page to World Headquarters by email or fax.  
• Scan and email the PDF to [DistrictFinanceReports@toastmasters.org](mailto:DistrictFinanceReports@toastmasters.org)  
• Or fax to (349) 589-3456.  
**NOTE:** This certification form must be complete for the report to be accepted by World Headquarters. **Electronic audits will not be released until World Headquarters receives the completed report.**  
in Base Currency  

Monthly Net Income/(Loss)	(12,081.57)
Year to Date Net Income/(Loss)	19,062.74
Total Available Funds	33,581.57

  
1. We, the undersigned, certify that all district financial records have been made available to the audit committee for inspection and that any unpaid bills or other outstanding obligations for the 2018-2019 term have been reported to the audit committee and included in accruals section of this audit. We further certify that there are no other outstanding district obligations incurred for the 2018-2019 term.  
Dated this 17 day of September  
District Director (for the year audited)      District Finance Manager (for the year audited)  
**Complete only for the Mid-year Report and Year-end Report:**  
2. We, the undersigned members of the Audit Committee, have examined the records of District 108 for the 2018-2019 term in accordance with the Audit Committee Guidelines and believe that this report properly reflects the operation for that term.  
Dated this 17 day of September  
Chairman: *Krzysztof Kuba*  
Member: *Pamela Chack*      *Jan Kopeck*  
\* Audit Committee Guidelines are available at the District Finance Corner [www.toastmasters.org/about/District](http://www.toastmasters.org/about/District)  
**NOTE:** Audit committee members cannot be members of the district executive committee (e.g., district director, program quality director, club growth director, immediate past district director, secretary, finance manager, public relations officer, division directors, area




## District Leadership Committee



Division A  
Przemek Kutnyj  
Since May 2015  
Past Area Director



Division B  
Pekka Kanerva  
Since Nov 2014



Division C  
Marta Geszkiewicz  
Since Mar 2014  
Past Division Director



Division D  
Ania Mazur-Żur, DTM  
Since Nov 2011  
Past Division Director



Committee Chair  
Piotr Chimko, DTM  
Since Aug 2009  
Past District Director



Committee set up (Sep 20) → Opening nominations (Nov 18) → Closing nominations (Feb 16) → Closing interviews (Mar 22) → Feedback to candidates (Mar 27) → Report for District Director (Apr 11) → Report for District Council (Apr 25) → Final report (May 23)

<https://www.toastmasters.org/leadership-central/district-leader-tools/district-management/elections-toolkit>

## Approval of the Minutes of the previous District Council Meeting

District Director entertained a motion to approve the minutes of previous DCM

Program Quality Director moved the motion to adopted as presented

Area 5 Director Elzbieta Filutowicz seconded

No discussion, the meeting preceded to voting: 53% for, 29% against, abstentions 18%

The Minutes of the previous Council meeting were approved

## District 108 Budget 2019-2020 approval

The District and Division C contests are target to be self-sustained. The funds will be used for education 14 170\$: club officers training, district officers training and core team training.

The funds will be used for marketing in order to secure the net growth of 8 clubs and increase the retention: 11 675\$

The funds will be used for speech contests, mainly at area levels 7 500\$.

The funds will be used for enabling area directors to do club visits, demo meeting, organize contests and travel of the rest if district officers to the premises where the educational activities are taking place 26 701\$.

## Proposed budget for 2019-2020

	Total	Budget	%	Policy Max
Conference expense	27 040			
Fundraising expense	-			
District store expense	-			
Marketing expense	11 675			
	<b>38 715</b>	<b>43,3%</b>		<b>Unlimited</b>
TLI expense	-			
Education & training expense	14 170			
	<b>14 170</b>	<b>15,8%</b>		<b>30,0%</b>
Communications & public relations expense	1 226		1,4%	25,0%
Speech contest expense	7 500		8,4%	10,0%
Administration expense	1 160		1,3%	20,0%
Travel expense	26 701		29,8%	30,0%
Other expense	-		0,0%	10,0%
	<b>36 587</b>			
<b>Total Expenses</b>	<b>89 472</b>	<b>100,0%</b>		

## Proposed budget for 2019-2020

Membership revenue	40 092
Conference revenue	27 000
Fundraising revenue	-
TLI revenue	-
District store revenue	-
Speech contest revenue	-
Other revenue	-
Total revenue	67 092
Conference expense	27 040
Fundraising expense	-
TLI expense	-
District store expense	-
Marketing expense	11 675
Communications & public relations expense	1 226
Education & training expense	14 170
Speech contest expense	7 500
Administration expense	1 160
Travel expense	26 701
Other expense	-
	89 472
District net income/(loss)	(22 380)

District Director entertained the motion to approve the budget for 2019-2020.

Program Quality Director moved the motion to approve the budget as presented

Division B Director Dovile Kurpyte seconded

### District Director Gabriela Roivainen opened the floor for discussion

President of Northern Stars Tuire Vuolasvirta: numbers are different than presented in the email [received by the Council Members prior to the meeting].

District Director: no changes has been made to numbers. Which numbers are changed?

[no reason was discovered for possibly different numbers, hence the meeting moved on]

Tuire Vuolasvirta: is the budget balanced, only the reserve left?

District Director: a small sum is left

Tuire Vuolasvirta: it's risk not to spend everything, but the required reserve.

District Director: plan is to leave something for the next year. Remaining funds is 7 000\$.

Tuire Vuolasvirta: if it is not in budget it cannot be used. Is the proposal to spend the whole money?

Tuire Vuolasvirta: we should move a motion to amend the budget so that all, but the required reserve would be spent.

Tuire Vuolasvirta move an amendment that 7 000\$ would be used according to the District Trio's consideration

Immediate Past District Director Piotr Chimko seconded

District Director opened the floor for discussion about the amendment. No discussion, the meeting preceded to voting of the amendment: 66% for -> the amendment carried!

Area 5 Director Elzbieta Filutowicz Point of Information: If we approve that 7 000 is included, how it will be distributed?

District Director: the District Trio will meet and decide how to spend it according to restrictions we have for the budget. Spending will take place according to the District mission to build new clubs and support all clubs, with a goal to be Smedley distinguished. As a result, Divisions may receive a little more money in their respective budgets.

The meeting moved to voting of the amended budget: 79% for, 6% no, abstentions 15% -> amended motion carried.

## Appointment of District Committees:

District director: I have appointed the following Toastmasters, which must be confirmed by the District Executive Committee.

- Leadership Committee – Chair Piotr Chimko from Philips Lodz Toastmasters
- Alignment Committee – Chair Olga Turek-Wozniak from Toastmasters Czestochowa
- Audit Committee – Chair Gerardo Garcia from The Leader Ship
- District Conference chair – Ricardas Pocius from Confident Voices Vilnius
- IT Manager – Mantas Lipnickas, from Confident Voices Vilnius
- Club coaching committee chair – Aleksandr Sakulin, from Tampere Toastmasters
- Mentoring committee chair – Justyna Szuminska, from Speakers of Lodz

Without objection, the above mentioned officers were appointed in these confirmed positions.

## District Conference Calendar:

### Program Quality Director Elena Paweta

English speaking finals will be in the District Conference 22<sup>nd</sup> -24<sup>th</sup> May 2020 in Vilnius, Lithuania.

Division Conferences: Division A in Warsaw 19th Oct, Division B in Tallinn 30th Nov, Division C in Olsten 26th October, Division D in 22<sup>nd</sup> - 24<sup>th</sup> November Opole.

## District Conference Updates:

### Program Quality Director Elena Paweta

The District Conference 2020 will be held 22<sup>nd</sup> -24<sup>th</sup> May in Vilnius, Lithuania in the Artis Centrum

## New Business

District director: since there were no amendments to the agenda, there is no new business to discuss

## District 108 Strategic Plan

District director: Since a goal without a plan or schedule is just a dream, we have prepared a clear plan to ensure that our goal will be fulfilled on June 30<sup>th</sup> 2020

The Strategic Plan is divided under following subtitles:

- Chief judge and contest chair accreditation
- Focus on education and performance
- Supporting growth and member retention
- Spreading the word – creating new clubs
- Distinguished District in April and Smedley Distinguished in June!

Plan was asked to be shared by email and Public Relations Manager Valeria Kholodkova shared the link.

## Adjourning the meeting

District director: As we have completed our business, unless there is an objection, the 2019 District 108 Council Meeting will be adjourned.

Since there were no objections, District Director adjourned the meeting at EET 15:50 / CET 14:50

District Director Gabriela Roivainen

District Administration Manager Heikki Siltanen