



**DISTRICT 49
SPRING CONFERENCE DISTRICT COUNCIL MEETING
Saturday, May 5, 2018
University of Hawaii at Manoa
Campus Center Ballroom
Minutes**

- I. Call to Order – R. Kirland
Meeting was called to order at 11:08 a.m.
- II. Pledge – R. Kirland
Pledge was not repeated as conference opening included a pledge
- III. Inspiration – R. Kirland
Asked members to observe a moment of silence in lieu of inspiration
- IV. Reading of the District Mission – R. Kirland
Led the district in reading the district mission
- V. Confirmation of Quorum – C. Mole Jr.
Credentials Chairperson, C. Mole Jr. reported that for District Council Meeting, one-third of the Club President's and Vice President Education's from member clubs in the District or proxies constitute a quorum
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| 1) Total clubs eligible to vote in District 49..... | 63 |
| 2) Total number of votes possible from clubs | 145 |
| 3) Total number of votes required from a quorum (Line 2 [145 divided by 3 = 49]) | 49 |
| 4) Total number of Club Presidents, Vice President Education or Proxies checked in | 86 |
- Quorum was confirmed
- VI. Approval of November 4, 2017 District Council Meeting Minutes
The Minutes of the November 4, 2017 District Council Meeting is approved as written
- VII. Officer's Reports
- A. District Director – R. Kirland
- As your District Director, I am responsible for all aspects for directly overseeing and managing the districts day to day operations, the finances and the human resources. Fortunately we have

a collaborative team of district leaders working towards the district mission, supporting one another in his or her development as a leader

- We are doing well but we can always do better
- Statistically as of May 4, the district dashboard shows 63 clubs, 2,521 member payments and 10 distinguished clubs
- Ten clubs have closed of which 1 recently chartered last term did not launch. The other nine clubs closing are not for lack of district or club leader service. In organizations like ours, attrition is a reality and statistically clubs lose approximately 30 percent of their members each year and that's why we continually seek new members
- Reasons for closing include life changes, company reorganization, members have moved and the clubs may have struggled for many years and it was just about time to let go. Several closed club members, however, have joined other active clubs
- How is our districts financial health? I'm pleased to report very healthy. The leadership takes your servitude responsibilities as stewards of your financial investment very seriously
- Since July 1 and the Fall conference 2017, we have addressed district council members concerns about past lack of transparency in regards to large expenditure sums
- Tasked to the district Program Quality Director, Janet Andres based upon very strong recommendation from Toastmasters International she spearheaded her committee and they worked diligently to create the District 49 Operations Procedures Manual
- Our Division and Area Directors report that there is vibrant member participation in the active clubs. Additionally members asked for fellowship gathering. We listened and we made it happen. Neither rain or strong winds that day could stop the fun we had at first time ever District 49 winter picnic
- Members are talking up Toastmasters everywhere. We see it frequently in the news. We see it in Toastmasters magazines, convention clips, media and local newspapers, TV promotions, radio talk shows and social media and many have been asked to speak at several other volunteer organizations including the Rotary and Mensa. There's speech craft and youth leadership programs
- Beginning July 1, 2018 there will only be one district conference and there are no exceptions. The decision was made by Toastmasters International Board of Directors to allow the district to focus on the district and club mission. Fall business meeting will be virtual. There will be electronic voting and no proxies will be allowed. The first meeting requires the District Council to approve the district budget and appointed officers by September 30 for submission to World Headquarters. For more information about these changes, visit Toastmasters International website, District Events, Frequently Asked Questions
- This concludes my report

B. Program Quality Director – J. Andres

- As Program Quality my responsibilities include all aspects of education including Pathways and training within the district. This includes supporting quality club programming efforts, promoting the DCP and overseeing the district conferences. I am also responsible for any projects or assignments tasked to me by the District Director
- As of May 3, District 49 has 10 Distinguished clubs. These clubs are spread out among 10 different areas. Areas 1, 6, 9, 11 each have a Distinguished club. Areas 2, 7, 12, 16 each have a Select Distinguished club. Areas 3 and 14 each have a President's Distinguished club. Congratulations to the clubs and their area and division directors!

- An additional 13 clubs have achieved 5 or more DCP goals and are on track to become distinguished upon meeting their membership goals. However, 6 of these clubs need 8 or more members to become distinguished
- In addition we have 7 clubs that have 20+ members with 3 to 4 DCP goals that are on track to become distinguished since they only need 1 to 2 DCP goals
- The District's goal is to have 30 clubs be distinguished by June 30 due to a club base of 73. However, we have 4 suspended clubs (one of which was a newly chartered club from the previous term 2016-2017 that folded immediately after chartering), 6 ineligible clubs, and 2 low clubs for a total of 12 clubs that will close due to lack of membership. Please note that the folding of these clubs ARE NOT a reflection of lack of service from our current district leadership DEC. As District Director R. Kirland reported, reasons for closing were members moving, life or corporate changes, wanted to close years prior but made the effort and struggled to stay on but are no longer able to keep it going
- There is a DCP incentive and 10 clubs have been awarded for early distinguished by April 30. The DCP incentive continues to June 30
- The Spring Speech contests at all levels – club, area, division and district were completed successfully under the supervision of Nelson Nakagawa, District Contest Chair and his team
- The District's conferences in Fall 2017 and Spring 2018 had an excellent and dedicated committee chaired by Chelsea Lee which made the events very successful. Thanks to Fernando Santiago-Mandujano of East-West Club we were able to get UH Manoa Campus Center Ballroom as the venue for this Spring Conference 2018. New ideas such as the virtual Parade of Banners and the Pathways information desk were implemented
- That's my report

C. Club Growth Director – D. Masai

- As Club Growth Director, I am responsible for growing clubs. It's been a challenge this year but I think we've all learned a lot and I am working towards chartering more clubs and hopefully that will continue for the next administration and at least give them a head start
- We have three clubs in the pipeline: University Health Partners of Hawaii, Empowered Leadership, Inc. and the club on Kauai that Mark Walsh is working on. There's a gavel club that will start up in the fall and the advisor has gotten approval from the principal and he's got a sponsor to pay for the expenses and it looks like everything is on track and they will work during the summer to promote it
- As far as starting new clubs we are scheduling conference calls with the new club committee and members and will decide on future steps. For club retention, we are helping the Hawaii Kai Toastmasters Club and will continue to assist that club and others with their challenges
- That's my report
- Question from the floor:
 - Eric Fletcher Area 13 Director asked Are you the person for leads and new clubs?
 - Club Growth Director D. Masai responded Yes, if you want to start a new club or have leads; please contact me via email or telephone. All my emails have my telephone number. If not, ask Rose or Janet and I'm sure they'll come knocking on my door. I'm desperately seeking some assistance
 - Buena "Bea" Oates, East-West Club #4012 member has a question and comment. Member's question and comment is not recorded as member is not a District Council member or proxy holder. R. Kirland stated we appreciate East-West club hosting us

D. Finance Report – S. Holakeituai

Balance as of March 31, 2018

Total on TI for FHB	\$7,721.28
District Reserve	\$13,898.47
Total FHB & District Reserve	\$21,619.75
Minimum District Reserve Required at Year End	\$7,464.35
Total Available Funds	\$14,155.40

There were no questions, therefore, the finance report is filed subject to audit

VIII. Special Orders

A. Mid-year Audit – R. Kirland

- The mid-year audit for July 1, 2017 to December 31, 2017 was distributed to the District Council members via email on April 1, 2018 and April 21, 2018. There were no questions and no objections; therefore, the mid-year audit budget is approved

B. Election of District Officers 2018-2019 – E. Glover, District Leadership Committee Chair

The District Leadership nominations for July 1, 2018 through June 30, 2019, were distributed to the District Council members via email on April 1, 2018 and April 21, 2018

District Leadership Nominations are as follows:

District Director	Janet Andres, CC, CL
District Director	Kenn Nishihira, DTM
Program Quality Director	John Coleman, ACB, CL
Club Growth Director	Sepiuta Holakeituai, DTM
Division Director	Kathy Emery, DTM
Division Director	Chelsea Lee, CC
Division Director	Sharla Sare, ACB, ALB

The District Leadership Committee has screened the aforementioned nominees and are convinced they will enhance the quality and performance of District 49 in the coming 2018-2019 Toastmaster year

1) Position of District Director:

- No candidates ran from the floor
- There were more than the required candidates. Each candidate or candidate designee spoke for a period of two minutes
- Voting was held and the votes are as follows:
 - Janet Andres, 41 votes
 - Kenn Nishihira, 43 votes
- Ballot Counters were:
 - Nelson Nakagawa, Head Ballot Counter
 - Robert Cravalho, Ballot Counter
 - Jennifer Yamane, Ballot Counter
- Congratulations to Kenn Nishihira, Division Director elect 2018-2019

2) Position of Program Quality Director:

- Greg Ching, President, Waikiki Club #2734 nominated Cain Kamano for position of Program Quality Director
- There were more than the required candidates. Each candidate or candidate designee spoke for a period of two minutes

- Voting was held and the votes are as follows:
 - John Coleman, 47 votes
 - Cain Kamano, 36 votes
 - 1 spoiled ballot
 - Ballot Counters were:
 - Nelson Nakagawa, Head Ballot Counter
 - Robert Cravalho, Ballot Counter
 - Jennifer Yamane, Ballot Counter
 - Congratulations to John Coleman, Program Quality Director elect 2018-2019
- 3) Position of Club Growth Director:
- No candidates ran from the floor
 - The nominee stands as presented by the District Leadership Committee in that we only have one nominee for the office of Club Growth Director
 - Congratulations to Sepiuta Holakeituai, Club Growth Director elect 2018-2019
- 4) Position of Division Director:
- Kory Ikeda Area 8 Director, nominated Jason Baguio for position of Division Director
 - Kyle Cavalier First Hawaiian Center Toastmasters Club #4259 proxy holder for Club President Jenna Kosaki and Vice President Education Devon Chow nominated Aileen Prado for position of Division Director
 - There were more than the required candidates. Each candidate or candidate designee spoke for a period of two minutes
 - Voting was held and the votes are as follows:
 - Jason Baguio, 71 votes
 - Kathy Emery, 41 votes
 - Chelsea Lee, 64 votes
 - Aileen Prado, 79 votes
 - Sharla Sare, 71 votes
 - Ballot Counters were:
 - Nelson Nakagawa, Head Ballot Counter
 - Robert Cravalho, Ballot Counter
 - Jennifer Yamane, Ballot Counter
 - Congratulations to Jason Baguio, Chelsea Lee, Aileen Prado and Sharla Sare, Division Director elect 2018-2019
- 5) Congratulations to our new officers for the coming 2018-2019 Toastmaster year
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|---------------------------|---------------------|
| District Director: | Kenn Nishihira |
| Program Quality Director: | John Coleman |
| Club Growth Director: | Sepiuta Holakeituai |
| Division Director: | Jason Baguio |
| Division Director: | Chelsea Lee |
| Division Director: | Aileen Prado |
| Division Director: | Sharla Sare |

IX. Unfinished Business – R. Kirland
No unfinished business

X. New Business – R. Kirland

A. The recommended District 49 Area Alignment was distributed to the District Council members via email on April 1, 2018 and April 21, 2018. There were no questions and no objections, therefore, the District Area Alignment is approved

- B. The District 49 Operating Procedures (DOP) was distributed to the District Council members via email on April 21, 2018 and April 28, 2018
- Question from the floor:
 - Gloria Shishido proxy holder for Windward Winners club # 1038715 and on behalf of Area 4 Director Beth Yoshimura had the following questions regarding reimbursement in page 6, section 4 – International Convention Expenses
 - G. Shishido states clarification as it's written states there are no guidelines regarding the district being distinguished or not so I would like to amend section 4 and add a line under b stating that "District reimbursements will be paid only in the event that the Immediate Past District Director's year is a distinguished year or higher."
 - R. Kirkland addressed question and stated J. Andres DOP Chair may jump in as needed or if there is any other add on. Gloria's statement is because we should make it "If the Immediate Past District Director attains distinguished". This procedures manual was highly recommended and approved by Toastmasters International and one of their key points was that it cannot be stricter or harder than what is already Toastmasters International policy. In the Toastmasters International policy, you will see that the district **may** allow an Immediate Past District Director to attend a conference. So that is the reason why that part, when it was initially discussed at the committee level, was removed
 - G. Shishido asked would you follow the reimbursements based on the District Leadership Manual because it says that TI will reimburse based on how the district has resulted in being Distinguished, Select Distinguish or President's Distinguish. So that would be on page 4 of the District Leadership Manual. So in the event the Immediate Past District Director is not distinguished that person goes on behalf of the district regardless of being distinguished. Am I correct or not?
 - R. Kirland stated you are correct with that with one added notation. It is up to the District Director and DEC if they will allow it in the budget. It is not carte blanche
 - Question from the floor:
 - E. DeRego, Laulima #51590, VPE has a question regarding page 6, section 1 – District Budget. Are we saying that money won't be spent until after the District virtual meeting or they may approve anything over \$500
 - R. Kirland stated pre-approval must be accompanied by a pro forma detailing the expected costs and approved by the DEC and District Council. Is your question do we have to wait until the September 30 virtual meeting before that can be spent?
 - E. DeRego states yes
 - R. Kirland states it looks that way Eliot. What would you suggest?
 - E. DeRego states I'm just throwing it out there it should state and/or approval
 - R. Kirland states please tell us your exact wording
 - E. DeRego states I would suggest it would be "with approval by the District Council at the appropriate meeting" or something along that lines
 - R. Kirland states thank you we will note that as we go on as revised
 - E. Eliot states in Page 6, Section 2 – Travel and Administrative Expenses, paragraph a. I would like the District Council meetings to be removed. All VPEs and Presidents are part of the District Council so technically if you let District Council meetings be reimbursed, it would be approved for all the members here
 - R. Kirland asked for exact wording for this section
 - E. DeRego stated eliminate District Council meetings

- E. DeRego has questions regarding page 6, section 4 – International Convention Expense, paragraph b and suggested to include Toastmasters International approved hotels for international convention and mid-year training
- E. DeRego suggested IPDD to be removed from reimbursements as stated in page 6, section 4, paragraph b
- E. DeRego has question regarding page 8, Procedure D – Contests. Does the District have a plan for speech contests starting July 1? To start the thought process
- R. Kirland states yes. Thank you Eliot, we have noted your revisions
- R. Kirland made motion to vote on approving district operating procedures as revised with Eliot DeRego's comments. We will use a voice vote.
- Majority voted yay to approve district operating manual as approved as revised

XI. District Director Announcements – R. Kirland

- a. R. Kirland thanked everyone for attending and announced the Spring 2018 Conference is Saturday, May 4, 2019. Venue yet to be determined by the new District Executive Committee
- b. The District Director attempted to adjourn the meeting and was interrupted by E. DeRego, Vice President Education of Laulima Toastmasters Club #51590 who quoted Policy and Protocol, Protocol 7.1: District Events, 5. District Council Meetings, D “At district council meetings, unless noted, the following business is conducted: XI. The district director, program quality director, club growth director, immediate past district director, and public relations manager report on progress toward district goals.”
- c. Rather than allowing the meeting to adjourn, Immediate Past District Director C. Lau interrupted

XII. Adjournment – R. Kirland
Meeting adjourned at 12:54 p.m.

Respectfully Submitted,

Kenoilani E.M. Koli

Kenoilani E.M. Koli, DTM
District 49 Administration Manager

NOTE: After the meeting was over, a review of the material quoted by E. DeRego was completed by the Parliamentarian R. Mobley to make sure action taken was in accordance with procedure. Parliamentarian determined it was not in order.