



2023 District 49 Council Meeting

September 23, 2023

Presiding
Charen Kepler, DL5
District Director

Agenda

Agenda Order	Person Responsible	Timing (all times HST)
Call to Order and Welcome	District Director: Charen Kepler, DL5	10:00 am - 2 min
Review of the District Mission	District Director: Charen Kepler, DL5	10:02 am – 1 min
Review the Meeting Agenda	District Director: Charen Kepler, DL5	10:03 am – 2 min
Voting Procedures	Parliamentarian: Raymond Liu, ATMB, CL	10:05 am – 5 min
Credentials Committee Report	Chair: Kory Ikeda, DTM	10:10 am – 5 min
Approval of Meeting Minutes	District Director: Charen Kepler, DL5	10:15 am – 5 min
Appointment of Leaders	District Director: Charen Kepler, DL5	10:20 am – 5 min
Business Requiring Adoption:		
District Budget	District Director: Charen Kepler, DL5	10:25 am – 10 min
Year-end Audit Report 2022-2023	Audit Committee Chair: Joseph Omura, EC5	10:35 am – 5 min

Speech Contest 2023-2024	District Director: Charen Kepler, DL5	10:40 am – 5 min
Additional Reports:		
Director and Manager Reports	<p>Program Quality Director: Dominick Yamashita-Potts, IP4</p> <p>Club Growth Director: Aiko Hemingway, DTM</p> <p>Immediate Past District Director: Gerald Toyomura, DTM</p> <p>Finance Manager: Anne Myers, DTM</p> <p>District Director: Charen Kepler, DL5</p>	<p>10:45 am – 15 min</p> <p>(3 min each)</p> <p>(3 min each)</p> <p>(3 min each)</p> <p>(3 min each)</p> <p>(3 min each)</p>
New Business [if applicable]	District Director: Charen Kepler, DL5	11:00 am – 5 min
Announcements	Administrative Manager: Tricia Evans, DTM	11:05 am – 3 min
Next Meeting	District Director: Charen Kepler, DL5	11:08 am – 2 min
Meeting Adjourned	District Director: Charen Kepler, DL5	11:10 am



DISTRICT 49 ANNUAL VIRTUAL COUNCIL MEETING MAY 5, 2023 MEETING MINUTES

- I. Call to Order – G. Toyomura
District Director Gerald Toyomura called the meeting to order at 6:00 pm
- II. Inspiration – A. Gill
Andrea Gill provided the inspiration.
- III. Reading of the District Mission – G. Toyomura
District Director Gerald Toyomura led the district in reading the district mission
- IV. Adoption of Meeting Agenda – G. Toyomura
One correction was made to the meeting agenda. The individual reporting the voting procedures is Sepiuta Holakeitui not Raymond Liu. The agenda was adopted as corrected.
- V. Explanation of Voting Procedures – S. Holakeitui
Election Chair Sepiuta Holakeitui explained the voting procedures.
- VI. Confirmation of Quorum – E. DeRego
Credentials Committee Chair Eliot DeRego reported:
 - 1) Total clubs eligible to vote in District 49 60
 - 2) Total number of votes possible from clubs 120
 - 3) Total number of votes required from a quorum (Line 2 [120 divided by 3 = 40]) 40
 - 4) Total number of Club Presidents, Vice President Education checked in 47
 - 5) District Executive Committee present that do not count towards achieving quorum ,..... 14
 - 6) Total ballot count 61
 - 7) Simple majority would be 31 and a 2/3rds vote would be 41.

Quorum was present, hence, District business can be conducted. Without objection, the Credentials report was adopted.

Question by Joy Frelinger: What items need a 2/3rds majority. Gerald stated he does not believe there are any items, but our Parliamentarian will be looking that up. Parliamentarian reported that a 2/3rds vote is only required when a member's rights are being limited or the vote is to limit the rights of a member.

VII. Approval of District Council Meeting Minutes of September 24, 2022 – G. Toyomura
Minutes of the September 24, 2022 District Council Meeting is approved as written.

VIII. Officer's Reports were presented:

- a. **District Director, Gerald Toyomura:** I just want to thank everyone for the tremendous job that you have done this year, coming out of Covid, coming into in-person meetings and all that you've done to bring our district, your clubs, and our members back into Toastmasters. We are coming up on our goals. Coming up to having our clubs made. We can bring that back up if we work on some of our clubs that have gone down, help them out. We can bring our clubs up, also the payments, the membership renewals. People, new members are coming up. It looks like we're almost at our goal and we need about 144 members, It looks like we're going to start maybe 2 new clubs coming up in addition to the ones that we have already started and that's fantastic. I think that will bring us to our goal in new clubs, and we're just starting on our distinguished clubs and they're coming up. We have 7 distinguished clubs so far and we have a goal of 27 distinguished clubs. Many have their goals up to $\frac{3}{4}$ goals and they need to work on membership to bring that up and their goals so that they will make distinguished. We have been putting together our efforts to help you all out and we ask everybody's help in bringing Toastmasters to everybody for the benefits of Toastmasters so they can improve their communication and leadership skills and their lives and I think there is nothing better than doing that with Toastmasters so I thank you all for doing that, putting your time in to help others achieve their goals.
- b. **Program Quality Director, Charen Kepler:** Thank you everyone for taking the time to be here and participating in District business. I just want to say thank you to everybody – all of the Program Quality Committee leaders and members. Here we are in May, our in-person conference is tomorrow so just really congratulations. We started off the year great with all of our officers training so thank you to Dean Masai and his Committee. Speech Contest – Nelson Nakagawa, thank you so much. After the conference is done, our focus is to really work on those memberships. And the distinguished goals as Gerald Toyomura has said. We are going to be celebrating those clubs that have made distinguished already. When we're looking through the District distinguished club site on Toastmasters International, we have a lot of clubs that are just almost there. I just really want to encourage all of you officers to go to the District Distinguished Performance Report for your club and look at your goals. We have some clubs that have already made the goals and just need to concentrate on the membership. Make a game plan for the next 2 months to either bring up the membership to get distinguished or to work on the goals to make distinguished. Congratulations to everyone. We're almost there at the end of this year. We still have 2 months to go but we have a lot to celebrate because we really have accomplished a lot this year and it is thanks to every single one of you. You are all important and we appreciate you.
- c. **Club Growth Director, Lynn Araki-Regan:** I want to thank each and every person who helped with new club creation, club growth and club retention whether it be chartering the recently chartered Social Media MetaVerse, Trainers Hub and Japanese English Bilingual Toastmasters clubs, helping to organize open houses and recruiting people to join clubs, helping out at any event such as the SHRM event that we had in the Fall to help promote Toastmasters, serving as a district leader, attending clubs, talking up Toastmasters, coaching clubs, mentoring new Toastmasters, celebrating Toastmasters Awareness Month or joining a club in addition to your home club to support a club that needs to achieve the 8 is great goal. Thank you so much. A big Mahalo to all who helped out this year. Although we experienced a dip in numbers, it's thanks to you that we have as much as 1,889 memberships and 59 active clubs with 8 or more members. Tomorrow we'll be recognizing people so I will postpone the names and clubs until tomorrow. In order for us to be a distinguished district, we need your help. Between now and the end of June we need at least 8

more clubs to get a minimum of 8 dues paying members or charter new clubs to make up for the clubs that have been suspended due to lack of membership. We ask for kokua in continuing to grow your clubs and participate in the Beat the Clock incentive program between now and the end of June. Also, if you know of any corporations or groups that may be interested in creating their own club, such as County of Hawaii, which hopefully is going to charter or Territorial Savings, please let me know.

- d. **Immediate Past District Director, Kory Ikeda:** Our greatest challenges are our greatest opportunities to learn, very rarely does everything go as planned. How we respond to the unexpected or changing circumstances with which we are presented is an opportunity to put into practice the critical thinking, communication and leadership skills gained through our Toastmasters membership. In all that we undertake, remember our Toastmasters core values of integrity, respect, service, and excellence. I encourage all our leaders to take some time to reflect on the year to date. What were your successes and challenges? Be prepared to share your lessons learned with your successor to help them in their role next year. Now is the time to elect club officers for the 2023 – 2024 program year. Please continue to seek growth opportunities for yourself and others.
- e. **Finance Manager, Paulette Williams:**

Balance as of February 28, 2023

Total First Hawaiian Bank	\$ 8,948.81
District Reserve	\$ 18,309.31
Minimum District Reserve Required at Year End	(\$ 5,121.15)
Total Available Funds	\$ 21,136.97

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

VIII. Election of District Officers 2023-2024 – Kory Ikeda, District Leadership Committee Chair

Thanks to our Committee Members: Division A - Kevin Doyle, Division B - Joy Turbeville, Division C – Keith Olson, Division D – Lina Carahasen, Member at Large – Anne Myers. The DLC submits the following district leader nominations:

District Director – Charen Kepler

Program Quality Director - The nominated candidate has withdrawn and no other candidates were reviewed.

Club Growth Director Aiko Hemingway

Club Growth Director Dominick Yamashita-Potts

Division Director Alicia Curtis

Division Director Rebecca Kanenaka

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 2023-2023 Toastmaster year

1) Position of District 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 District Director
- Congratulations to Charen Kepler, District Director elect 2023-2024!

2) Position of Club Growth Director

- There were more than the required candidates. Each candidate spoke for a period of two minutes.

- Voting was held and the votes are as follows:
 - Aiko Hemingway, 46 votes
 - Dominick Yamashita-Potts, 16 votes
- Election was held using Election Buddy via email and was overseen by:
 - Sepiuta Holakeituai
 - Kory Ikeda
- Congratulations to Aiko Hemingway, Club Growth Director elect 2023-2024!

3) Position of Division Director

- There was less than the required candidates for the office of Division Director
- Candidate Debra Chong informed the District Leadership Committee of her intent to run for the position of Division Director within the required 7 days prior to the election.
- Candidate Debra Chong was nominated from the floor by Edean Rivera, Vice President Education, Hawaiian Dredging, Club 8673.
- Candidate Paulette Williams informed the District Leadership Committee of her intent to run for the position of Division Director within the required 7 days prior to the election.
- Candidate Paulette Williams was nominated from the floor by Shirley Watanabe, President, Hawaii Speakers Bureau, Club 7787892.
- Candidate Katherine Li informed the District Leadership Committee of her intent to run for the position of Division Director within the required 7 days prior to the election.
- Candidate Katherine Li was nominated from the floor by Paulette Williams, Vice President Education, Ala Moana, Club 3701
- Voting was held and the votes are as follows (4 Division Director positions):
 - Debra Chong, 56 votes
 - Alicia Curtis, 51 votes
 - Rebecca Kanenaka, 49 votes
 - Katherine Li, 36 votes
 - Paulette Williams, 56 votes
- Election was held using Election Buddy via email and was overseen by:
 - Sepiuta Holakeituai
 - Kory Ikeda
- Congratulations to Debra Chong, Alicia Curtis, Rebecca Kanenaka and Paulette Williams, Division Director elect 2023-2024!

I. Unfinished Business

None

II. New Business

- a. The Appointed Officer list, as distributed prior to this meeting, was corrected to read April 2023 – June 2023 instead of April 2022 – June 2023, and was approved as corrected.
- b. The 2023-2024 alignment report was adopted.
- c. Mid-Year Audit – G. Toyomura
The Audit for July 1, 2022 to December 31, 2022, was distributed prior to this meeting as required. There were no questions and no objections; therefore, the mid-year audit is approved.

I. Announcements

- Thank you all for attending and electing our new leadership for next year.
- Our District Conference will be held tomorrow, in-person at the Pagoda Hotel,

- We had a great year. We've been recognized by the Governor and Mayors.

II. Adjournment – G. Toyomura
Meeting was adjourned at 7:35 pm.

Respectfully Submitted,

Sherry Imamura-Ryan

Sherry Imamura-Ryan, DTM
District 49 Administration Manager



DISTRICT 49 2023-2024
APPOINTED DISTRICT LEADER POSITIONS
As of August 23, 2023 DEC Meeting

Program Quality Director	Dominick Yamashita-Potts, IP3
Administration Manager	Tricia Evans, DTM
Finance Manager	Anne Myers, PDG, DTM
Area 1 Director	Paul John Castillo, IP2
Area 2 Director	Willie Jones, EH5
Area 3 Director	Jan Cerizo, DTM
Area 4 Director	Nyanika Chansrichawla, IP5
Area 5 Director	Robin Sherrod, IP, LD2
Area 6 Director	Fran Magbual, TM
Area 7 Director	Teresa Ubando, PM2
Area 8 Director	Eric Fletcher, IP3
Area 9 Director	Gloria Shishido, PID, PDG, DTM
Area 10 Director	Emelyn Vilorio, TC1
Area 11 Director	Lina Carahasan, DTM
Area 12 Director	Maureen Garry, PI4
Area 13 Director	Norapong Norodom, TM
Area 14 Director	Po'okela Mossman, PM5
Area 15 Director	Steff Kawasaki, EH3
Area 16 Director	Charles Woolfork, SR4



District #: 49
 Budget Currency: USD
 Fiscal Year: 2023-2024

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total
Membership Dues Allocation	202	1,666	7,656	1,078	285	132	634	2,396	6,722	1,245	369	1,245	23,631
Conference revenue	-	-	-	-	-	-	-	-	-	-	15,900	-	15,900
Fundraising revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Education and Training revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
District store revenue	-	-	-	-	-	-	-	-	-	-	1,000	-	1,000
Speech contest revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Total revenue	202	1,666	7,656	1,078	285	132	634	2,396	6,722	1,245	17,269	1,245	40,531
TI Allocation Expense	90	90	90	90	90	90	90	90	90	90	90	90	1,074
Conference expense	-	-	-	-	-	-	-	-	-	-	15,900	-	15,900
Fundraising expense	-	-	-	-	-	-	-	-	-	-	-	-	-
District store expense	-	600	-	-	-	-	-	-	400	-	-	-	1,000
Marketing Outside Toastmasters expense	-	-	-	-	-	-	-	-	-	-	-	-	-
Recognition expense	-	600	100	350	-	-	-	-	-	-	600	-	1,650
Club Growth expense	-	-	200	500	200	-	200	-	200	250	700	1,150	3,400
Public Relations expense	67	97	97	97	97	97	97	97	97	97	147	97	1,184
Education & training expense	-	-	180	-	-	100	295	-	50	-	-	200	825
Speech contest expense	-	-	-	-	-	-	-	-	500	-	270	-	770
Administration expense	90	680	430	90	90	90	90	190	341	90	240	90	2,511
Food and Meals expense	-	800	-	-	-	-	360	-	-	-	-	-	1,160
Travel expense	-	1,327	-	-	-	-	360	-	-	-	1,520	-	3,207
Lodging expense	-	2,222	-	-	-	-	2,700	-	-	-	1,350	-	6,272
Total Expense	247	6,415	1,097	1,127	477	377	4,192	377	1,678	527	20,817	1,627	38,953
District net income/(loss)	(45)	(4,749)	6,560	(49)	(191)	(245)	(3,557)	2,019	5,045	718	(3,547)	(382)	1,578

We, the undersigned, certify that this budget and narrative cover estimated receipts and expenditures for the district year. This budget directs the financial resources entrusted to the district toward achieving the district mission and will be presented to the district council for approval at its next meeting.

 District Director Date

 Program Quality Director Date

 Club Growth Director Date

 Finance Manager Date

<u>Break even</u>	<u>Revenue</u>	<u>Expense</u>	<u>Net</u>	<u>Policy</u>	
Conference	15,900	15,900	-	Meets Policy	
Fundraising	-	-	-	Meets Policy	
District Store	1,000	1,000	-	Meets Policy	
Minimum Expense Type		Expense	%	Policy	
Marketing Outside Toastmasters		-	0.0%	5.0%	1
Maximum Expense Type		Expense	%	Policy	
Education and Training		825	3.5%	15.0%	0
Marketing Outside Toastmasters		-	0.0%	10.0%	0
Club Growth		3,400	14.4%	15.0%	0
Public Relations		1,184	5.0%	10.0%	0
Recognition		1,650	7.0%	20.0%	0
Travel		3,207	13.6%	25.0%	0
Lodging		6,272	26.5%	15.0%	1
Food and Meals		1,160	4.9%	15.0%	0
Speech Contest		770	3.3%	5.0%	0
Administration		2,511	10.6%	10.0%	1
Total Membership Dues		23,631	100.0%		

One of the expense categories is under the policy min. Please review and adjust appropriately.

One of the expense categories is over the policy max. Please review and adjust appropriately.

INSTRUCTIONS:

1. Complete all sections on the Narrative tab.
2. Fill in the white cells below with the appropriate information and print out this page.
3. Obtain related signature below. **Typed signatures are not acceptable.**
4. Distribute monthly reports per Toastmasters International protocol 8.4, to the District Director, Program Quality Director and Club Growth Director 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:
 - * Scan and email the PDF to **DistrictFinancialReports@toastmasters.org**

NOTE: This certification form must be complete for the report to be accepted by World Headquarters. Reserve funds will not be released until World Headquarters receives the completed report.

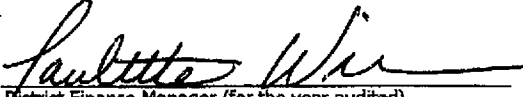
In Base Currency	USD
Monthly Net Income/(Loss)	(868.42)
Year to Date Net Income/(Loss)	4,843.66
Total Available Funds	12,136.39

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 2022-2023 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 2022-2023 term.

Dated this 30th day of August



 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 49 for the 2022-2023 term in accordance with the Audit Committee Guidelines* and believe that this report properly reflects the operation for that term.

Dated this _____ day of _____

 Chairman

 Member

 Member

* Audit Committee Guidelines are available on the District Finance Corner of the Toastmasters International Website: [HERE](#)
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, Admin Manager, Finance Manager, Public Relations Manager, Division Directors, Area Directors).

2023-2024 SPEECH CONTEST

July 25, 2023

Dear District Leader,

The Board of Directors has made an exception to the *Speech Contest Rulebook* and determined that all speech contests at the Area, Division, and District levels may be conducted either in person only, online only, or in a hybrid format for the 2023-2024 speech contest cycle.

In-person contests are defined as those in which all participants are onsite at the specified contest location. Online contests are defined as those in which all participants are online. Hybrid contests are defined as those in which some participants (contestants and judges) are onsite in a physical location, and others are online.

When selecting a contest format, consider the additional resources required to successfully support the chosen format. If you are considering a hybrid or online contest, review the [Online and Hybrid Speech Contest Best Practices](#) document from the 2022-2023 program year and consider details such as:

- Cost of the online platform needed to support your contest needs
- Cost of audiovisual (AV) equipment needed to run your selected contest format
- Additional supporting roles needed
 - For example, you may need people to run your technology, support contest officials and contestants, and coordinate logistics
- Additional contest official roles needed
 - For example, hybrid contests typically require a set of timers that are present online and a set present onsite

After evaluating these needs, ensure the selected format will not take critical resources away from initiatives that support the District mission and success in the District Recognition Program.

Your District Executive Committee must recommend the selected speech contest format (in person, online, or hybrid) for each level (Area, Division, and District) to the District Council for approval no later than September 30 to allow for proper budgeting. Once a format is approved for each level, no changes can be made.

Regardless of the contest format your team selects, all contests must be conducted live, with all speech contestants and contest officials participating during the event. Judging must be completed by the end of each respective contest.

If desired, your District may choose to record an in-person, online, or hybrid speech contest with only contestants and contest officials and play the recording during the District Conference to help prevent bandwidth issues that may arise when livestreaming a contest with a large audience. Also, if all contestants of a hybrid speech contest select to be in person, the contest officials may be in person as well.

We look forward to another invigorating program year of inspiring speeches, and thank you for your team's efforts in supporting speech contests!

Sincerely,

Speech Contests Team
Toastmasters International
toastmasters.org

This email has been sent to Area Directors, Division Directors, District Directors, Program Quality Directors, Club Growth Directors, Region Advisors, Past International Presidents, Past International Directors, and Past Region Advisors.

[View Online](#)



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Speech Contest Committee Report to DEC – August 26, 2023

The Speech Contest Committee recommends the following for the 2023 2024 Speech Contest Cycle.

1. Area, Division, and District speech contests be conducted in an Online format only.
 2. The International Speech Contest will be the only speech contest conducted this year.
 3. Each club will be allowed to advance only ONE contestant to their respective Area Contests.
 4. Each Area Contest will be allowed to advance their top two winners to their Division Contest.
 5. Each Division Contest will be allowed to advance their top two winners to the District 49 Contest.
 6. District 49's International Speech Contest winner's video recording will be submitted to compete in the Region 2 Quarterfinals.
- ☐ Area Speech Contests date: Saturday, March 9, 2024.
 - ☐ Division Speech Contests date: Saturday, April 6, 2024.
 - ☐ District Speech Contest date: Saturday, April 27, 2024 (restricted audience – contestants and functionaries only).
 - ☐ Contest Watch Party, Thursday, May 2, 2024.

The Speech Contest Committee is suggesting the following grouping for the Area and Division speech contests:

- ☐ Area Contests – March 9: morning group: 2, 4, 7, 8, 9,12, 14, & 16; afternoon group: 1, 3, 5, 6, 10, 11, 13, & 15
- ☐ Division Contests – April 6 (morning group = B & D; afternoon group = A & C)

The Speech Contest Committee will coordinate the following speech contest related training:

1. Area Contests – for Area and Division Directors in two parts. 1st session on November 18 (after DEC meeting) and 2nd session on January 20, 2024. Expect the sessions will be about 60 – 90 minutes each. Restricted to Area and Division Directors.
2. Division Contests –If needed, will follow the Area Contest Training on January 20, 2024.
3. Judges Training – will be conducted as part of the Area and Division pre-contest judges briefing. Attendance required for those who have not judged or need remedial training.

Clubs should plan to run their speech contests before the end of February, 2024

Important:

If the above is agreed upon, several actions are required.

1. The DEC must recommend to the District Council for approval, that the selected speech contest format for all levels (Area, Division, and District) be online only. This must be done no later than September 30, 2023.
2. District Director must notify all clubs that, “Each club will be allowed to advance only ONE contestant to their respective Area Contests.”

Please feel free to let me know if you have any questions/concerns.

Respectfully submitted,

Speech Contest Committee

Anne Myers, Sherry Imamura-Ryan, Kory Ikeda, and Nelson Nakagawa

2023 08 25 Speech Contest Committee Report for DEC meeting 2023 08 26