



2023 District 49 Council Meeting

May 5, 2023

Presiding
Gerald Toyomura, DTM
District Director

Agenda

Agenda Order	Person Responsible	Timing (all times HST)
Call to Order and Welcome	District Director: Gerald Toyomura, DTM	6:00 pm – 2:00 min
Inspirational Opening	Andrea Gill, DL1, MS5	6:02 pm – 1:00 min
Review of the District Mission	District Director: Gerald Toyomura, DTM	6:03 pm – 1:00 min
Review the Meeting Agenda	District Director: Gerald Toyomura, DTM	6:04 pm – 2:00 min
Voting Procedures	Parliamentarian: Raymond Liu, ATMB, CL	6:06 pm - 3:00 min
Credentials Committee Report	Committee Chair: Eliot DeRego, DTM, PDG	6:09 pm – 5:00 min
Approval of Meeting Minutes	District Director: Gerald Toyomura, DTM	6:14 pm – 3:00 min
Appointment of Leaders	District Director: Gerald Toyomura, DTM	6:17 pm – 3:00 min
Business Requiring Adoption:		
Area Alignment Report	Alignment Chair: Anne Myers, DTM, PDG	6:20 pm – 5:00 min
Mid-Year Audit Report	Audit Committee Chair: Joseph Omura, EC5	6:25 pm - 5:00 min

Additional Reports:		
Director and Manager Reports	District Director: Gerald Toyomura, DTM Program Quality Director: Charen Kepler, DL5, EC2, IP2, PM1, VC1 Club Growth Director: Lynn Araki-Regan, DL5, VC5 Immediate Past District Director: Kory Ikeda, ACB, ALB, EC3, MS5 Finance Manager: Paulette Williams, PDG, DTM	6:30 pm – 10:00 min (2 min each) (2 min each) (2 min each) (2 min each) (2 min each)
Election of District Officers 2023-2024	District Director: Gerald Toyomura, DTM District Leadership Committee Chair: Immediate Past District Director Kory Ikeda, ACB, ALB, EC3, MS5	6:40 pm – 30:00 min
Unfinished Business	District Director: Gerald Toyomura, DTM	7:10 pm
Announcements	District Director: Gerald Toyomura, DTM	7:15 pm – 5:00 min
Meeting Adjourned	District Director: Gerald Toyomura, DTM	7:20 pm



DISTRICT 49 ANNUAL VIRTUAL COUNCIL MEETING SEPTEMBER 24, 2022 MEETING MINUTES

- I. Call to Order – G. Toyomura
District Director Gerald Toyomura called the meeting to order at 10:00 am
- II. Inspiration – R. Sherrod
Area 3 Director Robin Sherrod 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
Without objection, the meeting agenda was adopted.
- V. Explanation of Voting Procedures – R. Liu
Parliamentarian Raymond Liu explained the voting procedures.
- VI. Confirmation of Quorum – E. Glover
Credentials Committee Chair Elaine Glover and her committee member, Anne Myers and Kimberly Okamura did a visual roll call using Zoom. Roll call was crosschecked with the Zoom participation list.

For a District Council Virtual Meeting one-third of the Club Presidents and Vice President Educations from member clubs in the District constitute a quorum.

1) Total clubs eligible to vote in District 49.....	<u>65</u>
2) Total number of votes possible from clubs	<u>130</u>
3) Total number of votes required from a quorum (Line 2 [130 divided by 3 = 43.33])	<u>44</u>
4) Total number of Club Presidents, Vice President Education checked in	<u>55</u>

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

- VII. Approval of Minutes – G. Toyomura
Minutes of the May 6, 2022 District Council Meeting were approved.

- VIII. Appointment of District Leaders List – G. Toyomura
Without objection, the listed individuals were appointed as District Leaders.
- IX. District Budget 2022-2023 – G. Toyomura
Without objection, the District Budget was adopted.
- X. Year-end Audit Report – J. Omura
District Auditor Joseph Omura presented the Year-end Audit Report. Without objection, the Year-end Audit Report was adopted.
- XI. Officer's Reports were given:
- a. District Director, Gerald Toyomura: Attending Leadership training and the convention in Nashville was a great honor. Tell everyone about Toastmasters. It's a great program that we can gain a lot from. Thank you for everything you all do.
 - b. Program Quality Director, Charen Kepler: First round of Club Officer Training (COT) resulted in 80 percent or 54 of 67 clubs having 4 or more club officers trained. Thank you to all the COT functionaries and Dean Masai, Education Committee Chair. Round 2 COT starts in November. Start preparing for the International Speech Contests (virtual) with Nelson Nakagawa as the Contest Chair. Spring conference will be in-person this year (not hybrid) – first weekend in May 2023. Please look at the District 49 calendar for all the dates. Mahalo to all for their help with program quality.
 - c. Club Growth Director, Lynn Araki-Regan: We have chartered a new club – Social Media MetaVerse! Congratulations to Anastasia Arao-Tagayuna, Area Director Marutesh S., Area Director Robin Sherrod, as well as founding members! Thanks to sponsors Area Director Jessica Lani Rich and Gloria Shishido, another new club is in the making – Travel Talk Toastmasters. New club sponsor training on 9/27/2022 – look for more information on our social media page. If your club needs help in rebuilding its membership and restoring club quality, please consider requesting a club coach. More information will be shared in the October newsletter. To keep your club in good standing and to receive credit for the distinguished club program, it is critical that membership dues are paid (at least 8 members) before October 1st. Congratulations to the 8 is Great incentive winners: 1st Place: HMCOA Bilingual, 2nd Place: Aloha Parliamentarians and 3rd Place: Waimea.
 - d. Immediate Past District Director, Kory Ikeda:

Closing 2021-2022

All financial documents to close the previous program year have been submitted to WHQ. District supplies have been turned over to the new leadership except one retractable banner. Arrangements have been made to transfer the banner this weekend.

2022-2023 District Leadership Committee

The District Leadership Committee (DLC) will need to coordinate with the Speech Contest Committee this year as contest rules have changed. A rule has been added whereby a candidate for an elected District Officer position is not allowed to be a contest official. Previously, only contestants could not be a candidate. The DLC will provide the names of those who have declared their intent to run for an elected office to the Speech Contest Committee. Per Protocol 9.0 and based on a Business Meeting date of Friday, May 5, the DLC dates are as follows:

- No later than (NLT) November 1: District Director appoints DLC chair
- NLT December 1: DLC members are recommended by the DLC chair and approved by the District Director

- NLT January 15: Call for candidate declarations (District Website and Newsletter)
- February 10: Deadline for candidates to declare intent to run (allows 6-week review time)
- March 24 (6-weeks prior to election): DLC notifies District Director of nominated candidates
- April 7 (4-weeks prior to election): DLC report and biographical forms are emailed to all members of the District Council and posted on the District Website. Eligible floor candidates shall declare their intent to run in writing to the DLC Chair after the DLC report has been published and at least one (1) week prior to the annual District Council meeting.
- April 28 (1-week prior to election): Deadline for eligible floor candidates to declare their intent to run in writing to the DLC Chair

e. Public Relations Manager, Rose Kirland

Thank you to the members on our PR committee. Word of mouth is the best way to promote anything you're passionate about so talk about Toastmasters! We here on the team are here to keep you brand compliant in your publicity. Social media is a great way to reach an audience. Invite the PR committee to help you market your club with compelling posts.

f. Finance Manager, Luther Murphy:

He was disconnected. District Director Gerald Toyomura indicated that the report was submitted previously and thanked the Finance Manager for doing all the financial work and reports.

XII. Special Orders

- a. The Budget for July 1, 2019 to June 30, 2020 was sustained.
- b. The Audit for July 1, 2018 to June 30, 2019, as distributed prior to this meeting, was adopted.

XIII. Unfinished Business

None

XIV. New Business

Appointed Officer List, as distributed prior to this meeting, was approved.

XV. Announcements

- The next business meeting will be the Spring Council Meeting on May 5, 2023 on zoom.
- All conference events are publicized on the District website.
- Also on the District website is an icon for the District online store so please patronize that.
- On 9/28/2022, in-person launch of Travel Talk Toastmasters at the Hawaii Convention Center.
- 10/14/2022- Society for Human Resource Management Conference at the Hawaii Convention Center – we have registered and will have an exhibition table there.
- Region 2 Advisor Denise Carpenter wished everyone the best this year and thanked everyone for their service.

XVI. Adjournment – G. Toyomura

Meeting was adjourned at 10:40 am

Respectfully Submitted,

Sherry Imamura-Ryan

Sherry Imamura-Ryan, DTM

District 49 Administration Manager



DISTRICT 49 APRIL 2022 – JUNE 2023 APPOINTED DISTRICT LEADER POSITIONS

Public Relations Manager

Michael Aviles, LD4

Finance Manager

Paulette Williams, PDG, DTM

DISTRICT 49

2023-2024 NEW DIVISION	2023-2024 NEW AREA	2022-2023 OLD DIVISION	2022-2023 OLD AREA	CLUB #	CLUB NAME
A	1	A	1	601	Aloha Toastmasters
A	1	A	1	2076	Downtown Business Associates Club
A	1	A	1	758338	Hawaii Entrepreneur Club
A	1	A	1	1055548	Na Hoku Kai Toastmasters
A	2	A	2	7902703	BNI Hawaii Toastmasters (From October 2022 Dues - Club not in good standing)
A	2	A	2	4079	City And County of Honolulu Toastmasters
A	2	A	2	828338	DBEDT for Business Toastmasters Club
A	2	A	2	912479	Global Messenger Club
A	2	New	New	28675945	K-drama/K-pop Toastmasters Club (Chartering)
A	2	A	2	4907	Liliuokalani Club
A	3	A	3	6230	Ka Ipu Kukui Toastmasters
A	3	A	3	5826965	Moali'i
A	3	A	3	7854	No Ka Oi Club
A	3	A	3	7905052	Paw-Ty Pet Toastmasters
A	4	A	4	7910099	Aloha Parliamentarians
A	4	A	4	4716	Hawaii Kai Toastmasters Club (Suspended)
A	4	A	4	5819533	LIST Toastmasters
A	4	A	3	7825387	Social Media MetaVerse (Chartered 9/20/2022)
A	4	A	4	1038715	Windward Winners
A	4	A	4	4822	Winners Circle II Club
B	5	B	5	5244	Mililani Club
B	5	B	5	6563516	Phoenix Rising Kapolei
B	5	B	5	5387	Pineapple Country Club
B	5	B	5	2188240	Prince Kuhio Toastmasters Club
B	6	B	6	1266809	Atlas 'Olelo Hui
B	6	B	6	3611	Bancorp Toastmasters Club
B	6	B	6	588952	Central Pacific Bank Loyalty Masters Club
B	6	B	6	4259	First Hawaiian Center Toastmasters Club
B	7	B	7	1416	Hawaiian Electric Toastmasters Club
B	7	B	7	7466042	HBM
B	7	B	7	7875193	Spanish English Bilingual Club
B	7	B	7	7846934	Walmart Pacific NW Toastmasters
B	8	B	8	727034	Abe Lee Club
B	8	B	8	1283635	House Speakers
B	8	B	8	720	Kamehameha Toastmasters Club
B	8	B	8	946009	Ward Transformers

DISTRICT 49

2023-2024 NEW DIVISION	2023-2024 NEW AREA	2022-2023 OLD DIVISION	2022-2023 OLD AREA	CLUB #	CLUB NAME
C	9	C	9	8673	Hawaiian Dredging Club
C	9	C	9	6591480	Nordic PCL (From October 2022 Dues - Club not in good standing)
C	9	C	9	7787643	Pathways Central
C	9	C	9	245	SSFM Toastmasters
C	9	A	3	28675902	The Trainers Hub Toastmasters (Chartered 3/10/2023)
C	10	C	10	4818314	HSFCU Toasters
C	10	New	New	28675838	Japanese English Bilingual Toastmasters Club (Chartering)
C	10	C	10	641435	Spirent Honolulu Toastmasters
C	10	C	10	2810	The Nooners Club
C	10	C	10	4409	Transportation Toastmasters Club
C	11	C	11	123	Camp Smith Toastmasters
C	11	C	11	4698588	Ford Island Toastmasters
C	11	C	11	520	Hickam AFB Club #520
C	11	C	11	7679318	Pearl Harbor Toastmasters Club
C	11	C	11	5245909	USCG HI Toastmasters (From October 2022 Dues - Club not in good standing)
C	12	C	12	7787892	Hawaii Speakers Bureau
C	12	C	12	248	Hilo Toastmasters Club
C	12	C	12	8885	Kona Toastmasters Club
C	12	C	12	4413485	Waimea Toastmasters
D	13	D	13	3701	Ala Moana Toastmasters
D	13	D	13	4012	East-West Club
D	13	D	13	6613295	HMCOA Bilingual Toastmasters Club
D	13	D	13	7234	Waikiki Club
D	14	D	14	7828074	Forever Achievers
D	14	D	14	9320	Kamaaina Club
D	14	D	14	600349	Nuuanu Toastmasters Club
D	14	D	14	1204196	Walkie Talkies
D	15	D	15	7165371	Catalyst Club
D	15	D	15	6962800	Hawaii Foodservice Alliance
D	15	D	15	7644	Paradise Hawaii
D	15	D	15	2805	Pearl City Club
D	16	D	16	5473361	East Kauai Toastmasters
D	16	D	16	7841602	Hawaii Comedy Central Toastmasters
D	16	D	16	7356	Ho'oponopono Pa'ahao Toastmasters Club
D	16	D	16	2525	Kauai Club
D	16	D	16	5190	Laulima Toastmasters Club

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)

291.61

Year to Date Net Income/(Loss)

13,705.08


Total Available Funds

26,570.24

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 10th day of April, 2023

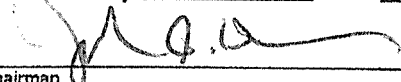

District Director (for the year audited)



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 14th day of April 2023


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).

Audit Committee Guidelines

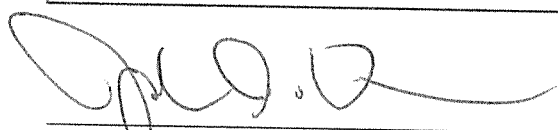


District #: 049

Circle one: Mid-year Audit or Year-end Audit

PROCEDURES TO BE COMPLETED		COMPLETED BY
A. ORGANIZATION		3/30/23
<ul style="list-style-type: none"> ✓ 1. Obtain all supporting documents for the Mid-year or Year-end Profit and Loss Statements from the district treasurer, and sort the documents in the following manner: <ul style="list-style-type: none"> ✓ ♦ Stack #1: Sort Profit and Loss Statements, bank statements and district reserve statements into separate groups, organize in chronological order and place in one stack. ✓ ♦ Stack #2: Sort all other supporting documents in the order they appear on the Receipt Register and Payment Register. Receipt supporting documents should be placed behind the Receipt Register, and payment supporting documents should be placed behind the Payment Register. 		dep G
B. SUBSTANTIATING TRANSACTIONS		3/30/23
<ul style="list-style-type: none"> ✓ 2. To ensure that all transactions are adequately supported, perform the following procedures: <ul style="list-style-type: none"> ✓ ♦ Trace and agree all transactions on the Receipt Register and Check Register to their respective supporting documentation. ✓ ♦ Place a check mark (✓) on the Receipt Register and Payment Register next to each transaction that has supporting documents. The only transactions that should not be check marked are the ones missing supporting documents. ✓ ♦ For the transactions missing supporting documents, contact the finance manager and ask if such documents exist. If they do, request copies. 		dep G

PROCEDURES TO BE COMPLETED	COMPLETED BY
C. POLICY REVIEW	3/30/23
<p>3. To ensure that transactions were executed within the company policies, perform the following procedures:</p> <ul style="list-style-type: none"> ✓ <input checked="" type="checkbox"/> Review all cancelled checks and verify that they were signed by both the district director and finance manager (checks made payable to the district director or finance manager should be signed or approved in writing by the program quality director or the club growth director). ✓ <input checked="" type="checkbox"/> Review all reimbursement requests and verify that they were approved by the district director. Ensure that all expenses on the request have adequate documentation (receipts or other supporting materials). Copies of credit card and/or bank statements are not valid receipts or documentation. ✓ <input checked="" type="checkbox"/> Identify all payments in excess of USD \$500 and verify that each expense was properly approved by the district director and at least the program quality director or the club growth director. Any individual expense in excess of USD \$500 must be authorized in advance; there should be approval included in the supporting documentation and some indication of when the expense was approved (an email approving the expense is acceptable). ✓ <input checked="" type="checkbox"/> Review all Debit Card transactions to ensure that all payments made by the district director were authorized in advance in writing by the finance manager and either the program quality director or the club growth director. Payments made by the finance manager must be authorized in advance by the district director and either the program quality director or the club growth director. ✓ <input checked="" type="checkbox"/> Identify Other District Expenses (gifts, flowers, expressions of sympathy, etc.) to ensure they are not lavish or excessive and that they support the mission of the district. Tokens of appreciation are allowed up to \$25. Donations are not permitted in lieu of flowers or to any charitable fund. ✓ <input checked="" type="checkbox"/> Review all meal expense reimbursements for District Leader August and Mid-year trainings to ensure the district director, program quality director, and club growth director were reimbursed for their meals purchased, up to \$30 a day with supporting receipts. (Meal expenses are NOT covered by a per diem.) 	dep



AUDIT COMMITTEE MEMBER SIGNATURE

3/30/23

DATE



AUDIT COMMITTEE MEMBER SIGNATURE

3-30-23

DATE

AUDIT COMMITTEE MEMBER SIGNATURE

DATE

RECOMMENDATIONS FOR DISTRICT 049

- 1) Gift items are to be no more than \$25.
- 2) Gift items need to be put into Concur that it is a Gift Item along with the Original Receipt.
- 3) Please be able to distinguish the difference between an Incentive and a Gift Item.
- 4) Please use the original receipts,
- 5) as Credit Card Statements are not accepted as a receipt.
- 6) All items over \$500 need to be pre-approved by the Top 3 DEC leaders. If a DEC leader is going to go over the \$500 limit, it needs to be approved by the entire DEC. (Examples: Training Trips, Celebratory and Awards Trips, needs to be planned and budgeted for in advance. The airfares, hotel rooms, food, and whatever else needs to be budgeted and approved in advance, by the entire DEC.)

SIGNED ON THIS DATE:

AUDITOR #1:

Date:

AUDITOR #2:

Date:



2023 - 2024 District Leadership Candidates

Apr-07-2023

The District Leadership Committee (DLC) has interviewed, voted, and is pleased to share the DLC nominated candidates for the 2023-2024 term. For the office of Division Director, the committee was not able to meet the requirements as stated in Protocol 9.0(2)(B)(v).

All eligible floor candidates shall declare their intent to run to the District Director or DLC Chair at least seven (7) days prior to the elections.

Candidates Nominated:

District Director - Charen Kepler, DL5, EC2

Program Quality Director - Lynn Araki-Regan, DL5, VC5

Club Growth Director

Aiko Hemingway, DTM

Dominick Yamashita-Potts, IP3

Division Director

Alicia Curtis, DTM

Rebecca Kanenaka, DTM

District Leadership Committee:

Chair: Kory Ikeda, EC2, MS5

Division A: Kevin Doyle, DTM, PID

Division B: Joy Turbeville, EC2

Division C: Keith Olson, IP3

Division D: Lina Carahasen, DTM

Member At Large Anne Myers, DTM