



Minutes of the District 61 Executive Committee Meeting

Saturday, July 09, 2005
 Ottawa, Ontario

Present (Voting Members)-37

DG Camille Bentkowski, DTM
 LGET Susan Dalati, DTM
 LGM Simon Parcher, DTM
 I PDG France Vézina, DTM
 PRO Manfred Laube, ATM-G CL
 Secretary Mario Vitulano, ATM-B CL

Div.B Beverley Miranda, ATM-G CL
 Div.C Sanjeev Dutt, CTM, CL
 Div.D Frank Schilder, M.B., DTM
 Div.E Andy H. Dang-Duy, CTM/CL
 Div.F Jacques S. Bourgeois, CTM, CL
 Div.G Christine Lévesque, ATM-S, CL

Area 1 Myra Stonier-Smith, CL
 Area 6 Bob Brousseau, DTM CL
 Area 7 Valeria Mills ATM-G CL
 Area 8 Kelly McDonald, ATM-B CL
 Area 10 Désirée Hansen, ATM G CL
 Area 11 Dora Joseph, ATM-G CL
 Area 12 Naomi Bambara, ATM-S CL
 Area 13 Roger Renaud, CTM CL
 Area 14 Barbara Ann Power, ATM-B CL
 Area 15 Dorothy Berthelet, ATM-B CL
 Area 17 Dan O'Shea, ATM-S CL
 Area 18 Indra Fernando, ATM-B CL
 Area 19 Nena M. Nera, ATM-B CL
 Area 20 Vita Lewis, ATM-S CL
 Area 23 Francesca Riley, ATM-S CL
 Area 24 Jasson Finney, ATM-S CL
 Area 25 Lise Blondin, ATM-B CL
 Area 26 Alain Lamoureux, ATM-S CL
 Area 29 Aline Aubin, CTM CL
 Area 31 Martin Gravel, CTM CL
 Area 32 Gisèle Ménard, ATM-B CL

Present (NON-Voting Members)-3

Parliamentarian James Watson, ATM-S/CL
 Webmaster James Watson, ATM-S/CL
 Outgoing Treasurer Bob Simpson, ATM B CL
 SAA Joseph Haberl, ATM-S CL

Absent (Voting Members)-8

Treasurer Nick Schultz ,DTM
 Div A Carl Richards, CTM
 Area 2 Malcom Robertson ATM-G
 Area 3 Tony Smith, ATM-B CL
 Area 16 Jim Kelly, ATM-G CL
 Area 21 Martina Branagan, ATM-B CL
 Area 27 Chantal Hains, CTM
 Area 28 LouLou Bonduras, ATM-G CL
 Area 9 Dario Mancuso, ATM-B CL
 Area 22 Yves François, ATM-B CL
 Area 30 Sophie Despins, ATM-B CL



Abstract

This is the first official District 61 Executive Officer meeting, 2005-2006 mandate. A temporary Meeting Information Web Page was set up to list meeting details. To go to the **Meeting Page**, [click here](#), or visit <http://www.aei.ca/~vitulano/20050709.htm>

Particulars of the meeting

Time 2005-07-09 at 9:00 am to 4:00 pm
Place Ottawa, Ontario – 110 Laurier St. West

Particulars of the next meeting

Time 2005-09-10 at 9:00 am
Place Montreal, Quebec - (St. Hyacinthe, Quebec)



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1 Call to Order

The meeting was called to order by the District 61 Sergeant-at-Arms at 9:32 am. (Although it would later be learned in the Parliamentary Procedure Presentation (section 14), that the call to order should be done by the chair.

2 Word of Welcome

The District 61 Governor, Camille Bentkowski, DTM set the tone for the meeting indicating there would be a lot of sharing of knowledge – hence in line with the theme for this year, “**Share the Light of Knowledge**”.

Camille has challenged each and every member to do 2 things this year; 1) to recruit at least one new member, and 2) to do another CTM.

To summarize today’s meeting, “When all is said and done, all that is said gets done.

3 Reading of District Mission

The Mission of District 61 was read by the LGET (Lieutenant Governor of Education and Training) – Susan Dalati, DTM (in English and in French).

4 Roll Call

Everyone present stated their name, designation and the clubs they were from. The district secretary respectfully recorded attendance – from the roll call and from the signature attendance forms.

4.1 Appointment of District Officers

A move was made by Sanjeev Dutt, CTM, CL To appoint the Area Governors. (People who can vote on this are the division governors and elected officers). All were in favor, and all Area Governors were officially appointed.

The IPDG, France Vézina, DTM proceeded to Install the Area Governors.

4.2 Certification of Quorum

The secretary established that there were 37 out of 45 voting members, as recorded in the above roll call. To have quorum the committee requires a minimum of 23 voting members (50% or more of the voting members)

A quorum was present.



5 Adoption of the Agenda

Bob Brousseau, DTM CL, moved to adopt the agenda. The agenda was adopted as is – without changes.

6 Reading of the Minutes

The secretary, Mr. Mario Vitulano ATM-B/CL, proceeded to read the minutes of the previous meeting held on March the 12th, 2005.

A motion was presented to “not read the minutes” since all present had received said minutes via electronic mail, and were informed to read the minutes prior to this meeting. There was no objection from the floor.

6.1 Correction of the previous minutes

Page 2 Paragraph 8, bullet 1 – Change spelling from Kinston to Kingston.

In the attendance section, page 1, Area 30 Governor, Maxime Fortin, ATM-S/CL shall be changed to the absent section.

7 Treasurer’s Report 2004-2005

Mr. Bob Simpson, ATM B CL Outgoing Treasurer read the treasurer report. The details of the May 2005 Treasurer report is as follows (Figures are in us\$ to nearest dollar)

Revenues:
 Membership Revenues: 872
 Fall Conference 443
1315

Expenses: N/A
 Club Posters N/A
 Education and Training N/A
 Travel N/A
 License SW N/A
 Exp > Rev **3310**

WHQ Reserve 6950
 Estimated June Exp 6000
 Spring Conference to be deposited 3500

We have a balance: 17,500 + 3,500 – 6000 = **15,000**



District 61 is in a very good position to begin 2005-2006 year financially

8 Budget 2005-2006

Last years budget was proposed to be adopted for this year, mainly due to unavailability of current treasurer and the difficulty of short time period between end of the year and this meeting. And also because of the dues increase that will be voted on in August 2005.

The real budget (2005-2006) will be made available by September 10th, 2005 and the final version will be approved at the District Council meeting at the Fall Conference.

A motion was set forth by Frank Schilder, M.B., DTM to “Adopt last year’s budget to carry on until Sept 10th 2005”. A vote took place all were in favor. Last years budget was adopted.

9 Reports

9.1 Sergeant at arms

Joseph Haberl, ATM-S CL recited the timing for the executive Reports and for the Committee Reports being 4 minutes and 5 minutes respectively.

9.2 Public Relations Officer

Manfred Laube, ATM-G CL has a full year planned ahead.

On the agenda for PRO are:

- Conference calls with Club VP PR’s to let District 61 shine.
- Enhance the website to gear it towards the “GUEST”
- Add a media tab to the website for the media to help us to get the word out
- Have a link to toastamonials, publicity, awards.
- Public Service Announcements, TV, Radio, local papers (with Club VP PR’s)
- Enhance skills of club VP PR’s through training.

Manfred is asking Area Governors to send him contact information of the Club VP PR’s.

9.3 Lieutenant Governor Marketing

Simon Parcher, DTM reported that we need to maintain strong clubs and healthy clubs by encouraging the clubs to have a solid success plan and assisting the clubs with their membership building contests.



In terms of leadership, the Area Governors are encouraged during the club visits to promote the Distinguished Club Program.

9.4 **Lieutenant Governor Education and Training**

Susan Dalati, DTM reported that she has five goals for the district this year to help the district and Area Governors with their quest to have a successful year.

First is to have every club strive to be a distinguished club. Our role is to focus on the club

Second is to provide direction and council to Division and Area Governors.

Thirdly, to design and conduct district training programs and other educational events. ex; the TLI Institute. To provide continuing educational program to Division and Area Governors.

Fourth, Coordinating Speech Contest, publicizing the event.

and **fifth**, Creating additional educational events specific within the needs of the district.

It is obvious we have an amazing amount of knowledge and we want to capitalize on that.

9.5 **Immediate Past District Governor**

France Vézina, DTM, reported our performance during 2004-2005 was excellent exceeding expectations in all areas of achievements.

By the end of July;

Club goal 154, achieved 159

Members, 6901 achieved 7059

CTM's 236 achieved 319

ATM's 57, achieved 114

Although we exceeded our goals, it was not enough to be President Distinguished district but we do expect to be on the top 12 districts in TI.

9.6 **District Governor**

Camille Bentkowski, DTM, made reference to the district calendar specifically the missions of Toastmasters, the club and the district.

Reminded everyone about the expense report that was handed out and also mentioned to keep communications charges low.



10 Committee Reports

10.1 Website Committee

Webmaster, James Watson, ATM-S/CL is looking at redesigning the website to make the pages consistent – there is lots of information to look at. Using his knowledge, James will be scrutinizing what can be placed on the website and what should NOT be there.

Most clubs now have their own web page, over 60%, so club events will not be posted on our district site.

Most hits on the site pages are the information page, followed by the officer list and TLI/contest information. After come the graphics and logos, and the calendar.

The pages will be changed to incorporate this year’s theme.

French translations should be provided to James.

10.2 Translation Committee

Andy H. Dang-Duy, CTM/CL read the report on behalf of Pierre Desrochers, DTM.

26th report of the translation committee.

Leadership Manuals in translation include: Public Relations, Interpretive Reading, The Discussion Leader and Communicating on Television.

Other translations are from the Successful Club Series, High Performance Leadership, Success and communication and club building strategy guides for districts.

Detailed information can be obtained at: www.tmtraduction.org

10.3 Club Coach Committee

France Vézina, DTM took up the challenge as suggested by the District Governor to assist/consult with the appointed club coaches. France stated that she would be there, “Available” to help any way she can.



10.4 Speakers Exchange Program

This gives anyone of us a chance to go and speak to another club. Started by Fred Schuck, ATM-S, CL, at the end of last year – Camille is encouraging all of us and the members of our clubs to have a look and participate.

Sometimes there are clubs that need more experienced speakers bring some enthusiasm into their club.

So, encourage everyone to place their names on our website under the speakers exchange section.

11 Unfinished Business

There was no unfinished business

12 New Business

Manfred Laube, ATM-G/CL Motioned to have district-wide open houses for the month of September and January 2006. People can be a guest for the entire month – without restrictions.

Motion was passed, unanimously.

13 Announcements

Club Quebec is celebrating it's 50th anniversary. Big Gala October 1st. 50\$ at the national museum of Quebec.

JA Gamache visiting clubs Ottawa in preparation for his International Speech.

Fall Conference – in St. Hyacinthe, now recruiting people to charter the club.

Time and place of next meeting, Montreal area, September 10th Details to come.

The following sections pertain to the education portion of the meeting and shall be excluded from the business session



14 Parliamentary Procedures

James Watson ATM-S CL, gave a very good presentation on Parliamentary procedure. With this presentation and more workshops to come James will share the Knowledge In this area.

If anyone in any club needs to have more information, James is one of our key resources.

15 Critical Success Factors

Susan Dalati, DTM and Simon Parcher, DTM gave a presentation on “Critical Success Factors” the tools for Area and Division Governors that pertain to education.

1. Sue focused on the educational factors and the goals and objectives of the clubs.
 - First is to get 85% of Area Governors trained.
 - At least 3.5% of membership should get CTM, this is the basic.
 - The focus should be on ATM's for personal growth, our goal is 1%
 - ½ the number of clubs should show they are working on Leadership (AL/CL).

The district is looked at overall how many clubs are distinguished. A distinguished area is also recognized by the educational and leadership achievements. The KEY is it all comes down to the club.

2. Simon focused on critical success on the membership side (the club and the member).
 - To have a strong club, you must have a club success plan.
 - Healthy memberships – maintain existing clubs and form new ones.
 - Have membership contests and drives, such as Smedley award, talk-up Toastmaster etc.!
 - Club visits to ensure success of the “Club Success Plan”.
 - Have Area Council Meetings to ensure success.

The mission of the Area is to provide district contact, support and service to the club.

Camille added that it is VERY IMPORTANT that we get started with the above RIGHT NOW.



And also, every new member that gets signed in before October 1st, counts like three members to the district, from October to April 1st counts for two, after that counts for 1.

16 Planning for the New Year

Camille is looking for three numbers. 1) The number of clubs that can be distinguished. 2) The minimum requirements the clubs can achieve and the 3) the best, over and above that can be achieved.

The Room was separated into each Division, where the Area Governors came up with a real educated guess as to how the clubs can do. The minimum as to what the area can produce

The results are listed in Table 1.

Table 1.

		TEAM BUILDING / TRAVAIL D'EQUIPE							
Division:		a	b	c	d	e	f	g	Total
New Member Goal		68	110	148	108	160	102	36	732
Stretch		81	144	184	162	224	150	50	995
Club with 20+		7	18	23	15	23	21	15	122
Stretch		9	20	24	19	27	21	17	137
CTM Goal		22	66	83	58	63	44	27	363
Stretch		31	84	103	70	78	65	60	491
ATM Goal		6	32	32	25	37	14	8	154
Stretch		10	45	48	32	46	24	20	225
CL AL DTM Goal		13	32	36	27	32	20	15	175
Stretch		16	45	46	40	45	25	25	242
Dist.club or better		7	18	19	15	23	21	12	115
Stretch		9	20	24	19	27	24	17	140

17 Closing Comments

The closing remarks were briefed by Camille, to summarize today's meeting, "When all is said and done, all that is said gets done – now that we have a our mission, let us go and get things done.



18 Adjourment

The District Governor adjourned the meeting at 3:57 pm.

Signatures

Submitted by:
District 61 Secretary
Mario Vitulano, ATM-B, CL

A handwritten signature in cursive script that reads "Mario Vitulano".

July 09, 2005

Approved by:
District 61 Governor
Camille Bentkowski, DTM

July 09, 2005